

CMA Standing Rules

Membership

CMA membership is open to anyone.

Voting members include:

- midwives registered in the state of Colorado, or
- student midwives under the supervision of, or sponsored by, a midwife registered in the state of Colorado.

CMA Board Member requirements:

1. Is Registered Midwife in Colorado
2. Has been a CMA member for at least one year
3. Has the ability to attend board meetings in the Denver-Boulder area once a month
4. Has a deep commitment to volunteerism
5. Responds to email and phone communication in a timely manner
6. Has the ability to place this work as a priority in your busy life: time commitment varies between 20-40 hours per month

Board of Directors

1. Bylaws and the Board Manual inform number, term, qualifications, meetings, quorum, manner of acting, etc. and should guide Board operations.
2. The president should have been a Board member for at least a year.
3. Student midwives are not eligible to act as officers of the board or heads of committees, however they may serve on a committee.
4. When there is an election or a new Board, the Board agrees by consensus who will hold each position.
5. Board members are expected to attend all Board meetings unless sick or at a birth.
6. Board members agree to work as part of a team and hold the best interests of the CMA as their primary concern. Each board member is an extension of the Board and acts as both a representative of the CMA to members, and also as a conduit from members to the Board. The Board discusses sensitive issues, and confidentiality must be maintained. Personal concerns should be addressed within the Board as a whole, and never aired in a public manner as this has the ability to damage our credibility.
7. Board membership positions are voluntary and unpaid.

Officers: President, Vice-President, Treasurer, Secretary (these duties and those of Chair positions are outlined in more detail in the Board Manual)

1. Secretary: keeps minutes and files on the CMA BOD yahoo group, and keeps a copy in her personal records for back-up. The secretary is sends out notices, such as for meetings or

announcements. The secretary maintains the Articles of Incorporation with the Secretary of State.

This involves paying a \$10.00 annual fee and responding when the notice comes. It also involves giving an address other than the PO Box, which is currently Jan Lapetino's address. The secretary is responsible for arranging collection of mail from the PO Box regularly or when needed. This has been the CMA's official address for 35 years and should not be changed.

2. Treasurer: responsible for all of the CMA's financial business. Treasurer should undergo a background check and be bonded. The treasurer and the president have check signing ability.
3. Vice-President: assists the President and performs the functions of the President in the event that the President is unable to perform her duties.
4. President: principal executive officer of the CMA. Composes the agenda for Board meetings, and conducts meeting business. Attends all conferences, acting as facilitator. Responds to general questions directed to the CMA.

Website Maintenance

1. Website Chair: the website should be maintained by a Board member who is familiar with running websites and the platform that the site is on (currently Wordpress). This person may also need to know how to use photo editing software in order to properly prepare photos sent in by members to be uploaded to the site
2. Changes to the website and midwife listings should be made within 2 weeks of request.
3. Website maintenance will be particularly busy in June when membership renewals come in, but change requests are received throughout the year.

The CMA Board should remain cognizant of the fact that the CMA website is the primary connection between the public—moms and families looking for a midwife—and the CMA. Conversely, the CMA website is very important to members who pay for the opportunity to advertise their services on the site; it is frequently stated by members that it is the main way they get clients. This means the website should be updated every 3 to 5 years in order to remain fresh and interesting. Cost for website renovation will usually be in the \$3000-\$5000 range, so the board should budget appropriately in advance. It is strongly advised that the Board seek bids from a professional website designers for this work.

Elections

1. How to conduct an election is spelled out in the bylaws.
2. Usually there are not more nominees than positions, so very rarely has there been an actual election.
3. New members can join the Board between elections if positions are unfilled.

Dues

1. The bylaws say that they are due upon each member's renewal date. We are now going to a yearly date, so this is now a standing rule which can be amended by the Board if needed.

Records

1. All records are to be kept at the CMA registered office. At this time, the yahoo group has served this purpose.
2. An audit of the CMA accounts should occur every two years, approximately 3 months before an election. A board member and a non-board member should be involved.

Legislative Work

1. This has typically been headed by the President and has always required the support of a paid lobbyist in order to achieve results at the Capitol. There have been legislative years where the midwife lobbyist was called the Legislative Chair. There is usually a small committee that does the nuts and bolts work of writing, copying, phone calling, etc.
2. A meeting with the membership should be conducted 6 months to one year before a session to get a prioritized list of changes and bottom lines desired by Registered Midwives across the state.
3. A paid lobbyist has been necessary to achieve any changes or maintain current valued rules and practice guidelines with a midwife lobbyist to speak at hearings and one-on-one lobbying of legislators.
4. Any decisions about how to support or not support a proposed amendment is done by polling the membership either in person, online, or by phone, trying to achieve consensus and if not, a majority.
5. Midwife lobbyists do not get paid, but can submit expenses to get reimbursed if the treasury can afford it. Reasonable expenses are parking fees, copying, legislative lunches. Gas may be a consideration but has never been reimbursed in the past. Child care costs and midwifery fees to cover a missed birth to lobby or attend a hearing are NOT reimbursed.

CONFERENCES

1. The Conference Chair's conference fees are waived. Conference committee members must ask if they need some portion of the fee waived. It is expected that Board members pay all conference fees. If a board member or any member cannot afford a conference they need to ask about discounts or a comp. We do not want any member to not be able to attend conferences due to money issues.
2. All Board members are expected to attend and assist with conferences and events.
3. We do not provide childcare at conferences. We ask all mothers to leave children at home unless they are nursing babes in arms
4. The conference coordinator must have some background in organizing a big conference (outside speaker and venue rental experience is critical)
5. Speakers that are outside of Colorado must be asked for references for the last three speaking engagements unless it is Ina May.

6. There is a section in the Board Manual that gives conference guidelines and policies. There is also a speaker letter and a conference financial report.
7. The Board should consider purchasing some kind of “event insurance” for each large conference in which the CMA invests a lot of money and engages a well-known public speaker(s) as the main draw for the conference. In recent years there have been a couple of very close calls in which the speaker almost didn’t make it and the CMA would have lost a lot of money.

Other Standing Rules

1. The Board can decide to give a membership renewal to a member in need, but comps are not for web advertising. Traditionally, the Board has expected the member to come forward and ask for such dispensation; this is not something that is frequently mentioned to members.
2. The CMA never gives out its list of members. We have occasionally allowed advertisers to send us an ad to post on the Yahoo group, or in a newsletter, sometimes in exchange for a fee.