



MARYLAND PSYCHIATRIC SOCIETY COUNCIL ORIENTATION

JUNE 11, 2019



MPS IS A 501(C) 6 TAX EXEMPT, NON-PROFIT ORGANIZATION AS DESIGNATED BY THE IRS

- MPS is a District Branch of the APA



(Dual membership in both the APA and MPS is required)

- MPS is the specialty society representative for psychiatrists to the Maryland State Medical Society (MedChi)





MPS HISTORY

1908 ORIGINS

1949 CONSTITUTION UPDATED

1954 MARYLAND DISTRICT BRANCH OF THE APA

THE MPS IS THE VOICE OF PSYCHIATRY IN MARYLAND
– HOWEVER, APA-MEMBER PSYCHIATRISTS IN PRINCE
GEORGE'S AND MONTGOMERY COUNTIES BELONG
TO THE WASHINGTON PSYCHIATRIC SOCIETY.

MARYLAND PSYCHIATRIC QUARTERLY
BALTIMORE

VOL. I

JANUARY, 1912

No. 3

MINUTES OF THE THIRTEENTH MEETING OF THE
MARYLAND PSYCHIATRIC SOCIETY

THE 13th meeting of the Maryland Psychiatric Society was held on Wednesday, October 18th, 1911, at the Sheppard and Enoch Pratt Hospital, where the Society was the guest of the Trustees.

Luncheon was served at 2 o'clock and the meeting was called to order in the auditorium at 3 P. M. by Dr. Brush. The Secretary briefly reported a balance in hand of \$6.35 in order not to delay matters by a detailed financial report. He then moved that the following section be added to the constitution, which was seconded by Dr. Spear and carried.

"Section 3, Article II."

"Members who are in arrears for dues for two years shall be dropped from membership, and can only be re-instated upon approval of the membership committee."

A report of the After Care Committee was made by Dr. Meyer, who stated that the Committee had started to collect a fund for the employment of a physician, who had been trained



THE MPS IS AN INDEPENDENT ORGANIZATION

While affiliated with the APA, the MPS is separate in terms of:

- incorporation
- IRS non-profit determination
- operations manual
- board of directors (Council)
- financial accounts
- filing tax returns, etc.


Copy

Address any reply to: 31 Hopkins Plaza, Baltimore, Md. 21201
Department of the Treasury

4/472

District Director
Internal Revenue Service

Date: **MAR 29 1972** In reply refer to: **AM:PAL:1130:BH**



▷ **The Maryland Psychiatric Society,
Incorporated
2647 N. Charles Street
Baltimore, Maryland 21218**

I. R. Code: Section 501(c) (6)

**Address Inquiries and File Returns with District
Director of Internal Revenue: Baltimore, Maryland
Accounting Period Ending: May 31**


On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above. Any changes in operations from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

✓ You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. You are required to file an information return, Form 990, annually on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

You are liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes); and for the tax imposed under the Federal Unemployment Tax Act if you have four or more individuals in your employ.

Any questions concerning excise, employment or other Federal taxes should be submitted to this office.

This is a determination letter.

Very truly yours,

Irving Machiz
District Director

FORM 1-177 (REV. 8-66)



MPS GOVERNANCE

THE MPS BOARD OF DIRECTORS IS ITS **COUNCIL**, COMPRISED OF:

- **Executive Committee** (President, President-Elect, Secretary-Treasurer and Immediate Past President who serves as Council Chair);
- **Two most recent Past Presidents;**
- **MPS Representatives to the APA Assembly;**
- **Eight active members** duly elected as Councilors;
- Any **APA Area 3 Council Rep or Dep Rep** and any **Assembly Officer** who is a member of the MPS;
- Any **voting member of the APA Board of Trustees** who is an MPS member;
- **MPS representative to MedChi 's House of Delegates;**
- **Early Career Psychiatrist** duly elected as ECP Councilor;
- **Resident-Fellow Member** duly elected as the RFM Councilor, and
- **Representatives from any Interest Sections** recognized by Council (currently none).



MEETINGS

- **MPS Council** meets 7 times per year; its role is to direct the mission, priorities, activities and resources of the organization. Attendance at a minimum of 5 meetings is strongly suggested.
- **Executive Committee** meets twice per month to oversee the day-to-day activities of the MPS.
- **Committee Chairs** meet together in the fall and may meet by invitation with the Executive Committee.
- **Committee Meetings** are organized by the Chair.



2019-2020 MPS COUNCIL DATES

June 11, 2019

Council Meeting, 7:30 PM at MPS

September 10, 2019

Council Meeting, 7:30 PM at MPS

November 12, 2019

Council Meeting, 8 PM at MPS

January 14, 2020

Council Meeting, 8 PM at MPS

February 11, 2020

Council Meeting, 8 PM at MPS

March 10, 2020

Council Meeting, 8 PM at MPS

April 14, 2020

Council Meeting, 8 PM at MPS



COUNCIL MEMBER RESPONSIBILITIES

- Duty of Care
- Duty of Loyalty
- Duty of Obedience
- Disclose Conflicts of Interest
- Antitrust
- Fiduciary Role
- Manage Risk



DUTY OF CARE

MAKE PRUDENT BUSINESS DECISIONS

- Participate in discussion
- Ask questions
- Seek relevant information
- Exercise independent judgment
- Reporting and transparency



DUTY OF LOYALTY

PUT MPS INTERESTS AHEAD OF PERSONAL INTERESTS

- Make decisions based on MPS interests, not your own or your employer's
- Don't use your role on Council for personal gain
- Conflict of interest policy



DUTY OF OBEDIENCE

ENSURE THAT MPS REMAINS TRUE TO ITS PURPOSE

- Individuals support Council decisions after debate and voting is finished
- Adhere to MPS constitution & bylaws and policies
- Abide by mission, vision and values
- Implement procedures and activities that support and carry out the above.



COMPLY WITH ANTI-TRUST LAWS

Certain private conspiracies and combinations formed to minimize competition are illegal:

- price fixing,
- conspiring to set fixed compensation rates,
- allocation of customers or markets (e.g. limit areas of trade, or deal only with certain portions of the market).



CONFLICT OF INTEREST

- Disclose any conflict of interest in an issue that arises during deliberations.
- This does not prevent or limit the participation of members.
- Such disclosure permits other members to understand and assess any possible influence those interests may have on the member's statements or positions.
- Also, complete conflict of interest form for general disclosure purposes.



A CONFLICT OF INTEREST MAY BE A RESULT OF:

- Healthcare or consulting services to the healthcare industry
- Leadership in other professional organizations or societies
- Affiliation with other business entities
- University appointments
- Any relationship for which compensation is received from a health-related organization, third party carrier, government agency or a supplier of services.



CONFLICT OF INTEREST

Individuals should recuse themselves from deliberations on any issue in which they have, or an immediate family member has, a financial interest, or about which they are not able to be objective.



FIDUCIARY RESPONSIBILITY

Ensure that MPS resources are prioritized and applied to the core business of the MPS, taking into consideration the mission and non-profit status of the organization, the needs and expectations of the membership, and other factors. This is essentially good stewardship.



RISK MANAGEMENT – INSURANCE

- **Directors & Officers (D&O)** – MPS-paid policy.
- **Directors & Officers (D&O)** – via APA policy that extends to DBs for work that they ask us to do.
- **Office Insurance** – covers the contents and all equipment of the MPS office, plus general liability.
- **Workers Compensation**– regular policy per state requirements for employers, which provides insurance for accident/injury in the workplace.



COUNCIL IS ULTIMATELY ACCOUNTABLE FOR

- Financial management of Income, Expenditure, Capital Assets, Cash and Investments.
- The application of sound financial management practices.
- The development and implementation of financial policies.
- Adherence to rules and regulations, including state and federal taxes and filing requirements.



FINANCIAL OVERVIEW

- The financial year runs from January 1 to December 31.
- MPS has an independent CPA, approved by the Executive Committee, to complete the annual financial review as well as federal and state tax returns.
- As a tax-exempt organization, the MPS files IRS Form 990 (Return for Organization Exempt from Income Tax), as well as Form 990-T, which is required for taxable income related to advertising.
- Other filings are state corporate return and personal property return.



MPS COMMITTEES

- See list in handout
- Chairs are appointed by and report to the President
- Budget requests considered by Executive Committee and approved by Council
- Any official positions to be proposed are considered by Executive Committee and approved by Council



MPS ACTIVITIES

- State advocacy in the legislature, executive branch and courts
- Liaison with other medical associations and mental health stakeholder groups
- Publications: *MPS News*, *The Maryland Psychiatrist*, annual directory
- Digital: website, listserv, LinkedIn, Facebook, Twitter, Instagram
- CME programming
- Special events and info for Resident-Fellow and Early Career members
- Enforce the code of ethics as per APA requirements



RELATED ORGANIZATIONS

MARYLAND PSYCHIATRIC POLITICAL ACTION COMMITTEE contributes to state legislators and other elected officials. It is a collaborative effort of members of the MPS and the Suburban Maryland Psychiatric Society to promote political education and action on matters involving healthcare, mental health and the practice of psychiatry in Maryland.

MARYLAND FOUNDATION FOR PSYCHIATRY is a 501(c) 3 organized for educational and charitable purposes to increase public awareness about psychiatric illness and treatment, serving as a clearinghouse for information about all aspects of psychiatry and providing a bridge between psychiatric medicine and the public.



MPS STAFF AND OFFICE

- [Heidi Bunes](#), Executive Director
- [Meagan Floyd](#), Associate Director
- Office is owned by the MPS.
- MPS has developed its own membership management system.
- Members can access their profiles via an account on the website.



QUESTIONS?

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