



SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS

2019

Policy and Procedure Manual

SCSMA POLICY HANDBOOK

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Policy Handbook last updated March 14, 2019

FISCAL YEAR

The fiscal year of this Society shall be from April 1st through March 31st of the following year.

USE OF THE CMA (AAMA) CREDENTIAL

As of January 1, 2003, all Certified Medical Assistants [CMA (AAMA)] employed or seeking employment must have current status in order to use the CMA (AAMA) credential.

SPECIAL TYPES OF MEMBERSHIP

Honorary Member

1. This category of membership is bestowed upon an individual who has made an outstanding contribution to the South Carolina Society of Medical Assistants, Inc. The individual so honored may be either a member of the South Carolina Society or someone outside of the organization who has given significant assistance to the Society.
2. Honorary members must be approved by the House of Delegates.
3. A member who is awarded honorary status does not pay State dues.

Life Member

1. This category of membership is bestowed upon a member who has made an outstanding contribution to the South Carolina Society.
2. Life Members must be approved by the House of Delegates.
3. A member who is awarded life membership does not pay State dues.

THE LOCAL CHAPTER

State Representation at Organizational Meeting

In most instances, state officers or membership representatives assume the responsibility of scheduling and conducting the organizational meeting in a new area. These representatives are able to counsel and assist the organizing chapter in following an orderly sequence and thereby gaining prompt approval.

Affiliation with the State Society and National Association

All local chapters must have the official approval of the State society. This approval is usually presented in the form of a charter from the AAMA indicating that the new chapter is to be recognized as an affiliate of the State society as part of the American Association of Medical Assistants, Inc. This charter is to be obtained from the AAMA. Conformance with the bylaws of the state society and national association and payment of tri- level dues are required for this affiliation.

Procedure for Organizing a Local Chapter

The major points for consideration in the formation of a new local chapter are:

1. An organizational meeting is held, and pro-tem officers are elected or appointed. Necessary committees are also appointed.
2. Sample bylaws will be presented to the new chapter. These cannot be in conflict with the state or national bylaws.
3. Upon adoption of the bylaws by the organizing members, a slate of permanent officers is nominated, and new officers are elected as specified in the bylaws.
4. Those wishing to become members will sign a separate sheet to be attached to the newly adopted bylaws. These are usually referred to as charter members of the new chapter.

Recognition by the Constituent Society

To secure the approval of the state society, it is necessary to send copies of the new chapter's bylaws to the following:

1. State President
2. State Secretary (for the file)
3. State Bylaws chairman and members

The State society solely notifies the chapter promptly of action regarding its bylaws. If there are areas of conflict with sections of the state or national bylaws, the local chapter may be given provisional approval, with the understanding that suggested changes will be made to bring the chapter rules into conformance.

Procedure for Formation of a New Component Chapter within an Organized County/Area

In large cities and counties, it is sometimes an advantage to have more than one chapter in an area/county.

The same procedure is followed in organizing a second, third, fourth local chapter within a county or area as is followed for the first chapter — with some additional considerations.

First, make sure there is no regulation in the state bylaws that prohibits multiple chapters within a given area.

Also, be sure there are no stipulations in the state bylaws that would immediately cause the new chapter to be in conflict with a higher authority.

The new organizing chapter should keep the state president informed of organization progress.

The formation of a new chapter may affect other chapters in the area, and a courteous straightforward approach is essential. These problems are not insurmountable, but need careful review and in some cases, particular timing-such as formation after an Annual Meeting, or just before the annual dues are payable. In a few cases, it may call for amendments to the state bylaws. (Another chapter's bylaws would not affect the new organizing chapter, as it will have its own set of rules. However, the state and national bylaws do affect the chapter bylaws.)

In an organized county, a member may transfer to a new chapter if it is more conveniently located to her home or employment. Members of one chapter might assist in organizing an additional chapter in an area where medical assisting membership and activity is needed.

An official chapter exists after organizing members adopt bylaws and elect officers. At this time, tri-level dues are paid and submitted to national, pending approval of the state medical assistant society. Since AAMA is a federation of state groups, all members become National and State members upon payment of the required dues.

Transfer of Membership from One Chapter to Another

No member may belong to two chapters as an active member, or to any other category of membership having a vote or that might have a bearing on numerical representation. No member may be counted twice. (However, a member can be an active member in one chapter and an honorary member in another chapter.)

After a new chapter is organized, anyone who is a member of one local chapter of AAMA but who wishes to affiliate with another local chapter, will find it necessary to transfer membership from his/her existing affiliation to the new chapter.

The president and secretary of the chapter which has accepted dues of the transferring members are to be notified of the transfer. A copy of this notification is also sent to the state president and secretary, and to the Executive Director of AAMA. This should include the home and office address of each transfer member, so that each may be correctly identified in the state and national files. This is necessary to keep records current.

If several members are transferring, a letter will be sent to the local, state, and national representatives, signed by those members transferring. A complete roster with home and office address should be attached.

Dues Remittance Forms

Dues remittance forms are available from the AAMA Executive Office on request. When ordering these forms, estimate the number needed for the first year.

A listing of members of the new chapter is to be forwarded to the state treasurer, pending approval by the state society.

A transfer member would be listed on the dues remittance form as “TRANSFER MEMBER.” No additional state or national dues are collected from transfer members for the current year, as they have already been processed and tallied as members. Duplicate remittance forms would cause an incorrect membership tally when considering state and national representation. Dues paid to one component chapter are not transferred to another chapter because of inconvenience it might cause the original chapter: e.g., bookkeeping changes, budget considerations, etc. (Transfer members are usually carried as courtesy members without additional payment of dues until the next dues are payable. This is particularly true when members transfer from one state to another; however, on a local level, a new chapter may need financial support for organizational expenses, and an enthusiastic transfer member may voluntarily pay an additional assessment for one year to get the new chapter functioning well.)

Obtaining a Charter for a Local Chapter

Most states present an association charter to new local chapters after all requirements for state and national association recognition are fulfilled. This state charter is a certificate affirming the affiliation of this chapter with the state society and the American Association of Medical Assistants, Inc.

The chapter charter is usually presented at the state annual meeting or at the first installation of permanent officers of the local chapter.

This is an association charter and is not to be confused with an official charter from the office of the Secretary of State.

Any chapter wishing to register its name and secure Articles of Incorporation as a not for-profit educational association within the state should write to the office of the Secretary of State in that state for exact procedures. Some states refer to this document as a “charter.”

Loss of AAMA Chapter Charter

Only one charter is issued to a local chapter by a state society. If a local chapter loses its charter by revocation, resignation, or inactive status, it is no longer entitled to be represented in the delegation at the annual meeting as a chapter.

A local chapter may lose its charter because of failure to comply with state and/or national Bylaws requirements, Articles of Incorporation, or Code of Ethics; or failure to hold regular educational meetings for its membership.

If a local chapter becomes inactive for a time, all official papers including the charter are to be returned to the State President or Secretary for file.

A local chapter resigning from the state and national organization affiliation loses its charter and right to representation as a component chapter. However, an individual member may request to continue as a member-at-large of the state society and an active member of the AAMA.

State bylaws will usually contain the procedure for revoking the charter of a local chapter. If not otherwise specifically stipulated, it is customary that a two-thirds vote of the Executive Committee or similar body would be necessary to revoke a charter.

Right of Appeal

A local chapter against which an action is taken causing it to lose its charter should have the right to appeal this decision to a special closed session of the Board of Directors or similar body at the next regular session.

Reapplication for Chapter Charter from the State Association

To apply for the local chapter charter after it has lapsed or been revoked would be exactly the same as the initial application, except that it must be accompanied by a letter asking for reactivation or reinstatement as an affiliate of the state society of AAMA.

The state society's delegated authority must review the bylaws and the letter of request for reinstatement.

When it is apparent that all requirements are met, the state society will issue a new charter indicating that it is "reinstated" or "reactivated" as of that date.

It is issued as a new charter as though no previous charter existed. The original charter is not used, as it would not reflect the period of revocation or inactive status.

The term "reinstated" would be used if the charter had been revoked. The term "reactivated" would be used if the charter had gone through a period of inactivity and had disbanded as a chapter in good standing.

Compliance with State or Local Bylaws

It should be understood that the procedures listed here for the component chapter are meant to serve as a guide where a procedure is not specified in the state and/or local bylaws. It should be understood also that such procedures must not be in conflict with the AAMA Bylaws.

CHAPTER PRESIDENTS

1. See that you and your members have an up-to-date copy of local, state, and National bylaws and procedure manuals.
2. Helpful materials for Presidents: Robert's Rules of Order, Newly Revised; procedure manual from the South Carolina Society, lists of all state officers and committee chairmen.
3. Send a list of your chapter officers, board members and alternate, delegates and alternates, and committee chairmen to State President and website chair immediately after election.
DO NOT WAIT to be asked for this. These are needed for many important things such as Delegates Packet, Agendas for meetings, and communication throughout the State. If you do not receive information or materials, it is usually because the mailer does not have a current list.
4. Use an agenda for all meetings. Agendas should be emailed out in advance of your meeting. It will not only serve as a guide for you to keep the meeting running smoothly, but will inform members of business to be discussed.
5. Request officers and committee chairman to report at EACH meeting, preferably written reports. (NOTE: In conducting the business of a local chapter, a copy of all official correspondence should be sent to the chapter president and any other pertinent officer, chairman, or committee member.)
6. Remind members of deadline dates for State and National.
7. Read all correspondence that is sent to you as a Chapter President at the next meeting. Communication is for the ENTIRE chapter, not privileged information for you as a President.
8. Encourage participation by local members on State and National levels.
9. See that all officers and committee chairmen have the materials necessary to perform the duties of their office or committee. These may be obtained from the State counterpart.
10. ORIENT new members. Prepare new member packets to include local, state, and National bylaws, procedure manuals, old journals, newsletters. **GIVE THE NEW MEMBER SOMETHING TO TAKE HOME AND READ.**
11. See that your bylaws conform to State and National Bylaws. This will eliminate any confusion and help your chapter to run more smoothly.

- 351 12. Report for your chapter at all State meetings or send a report by a
352 representative.
353
354 13. Present current membership card as chapter Delegates and Alternates. Assure
355 that you have chapter representation at all meetings.
356
357 14. Submit information for following awards competitions: scrapbook and
358 newsletter. This information is to be sent to the State Immediate Past President.
359
360

STATE OFFICERS

PRESIDENT

- 363 1. Shall purchase a gift, the cost not to exceed \$25.00, for the National AAMA
364 President and present it at the Annual AAMA Meeting. This expenditure will be
365 taken from the President's budget.
366
367 2. Shall prepare an agenda for each board meeting and email it to all members of
368 the Board of Directors and Chapter Presidents thirty (30) days prior to the
369 meeting.
370
371 3. Shall correspond with the National Representative, selected by the Vice
372 President, in regard to attendance at the Annual South Carolina Society
373 Meeting. Upon notification from AAMA, the name and address of the National
374 Representative shall be sent to the Vice President, Conference Chair, and the
375 Continuing Education Chair.
376
377 4. Shall invite, in writing or by phone, a representative from the South Carolina
378 Medical Association to the Annual South Carolina State Society Meeting.
379
380 5. Shall have one night room paid from the State Funds for Executive Board
381 Meetings, commensurate with funds.
382
383 6. Coordinate coverage of business meetings at National Conference.
384
385 7. Coordinate AAMA Knowledge Bowl with NCSMA President.
386
387 8. Notify the NC President of meeting dates. (Complimentary SCSMA conference
388 registration)
389

VICE PRESIDENT

- 391 1. After the Annual Meeting, begin selection of committee chairmen and members
392 for the following year. Consent to serve form should be used as this will save
393 much telephoning and provides you with a written consent.
394

- 295 2. Present proposed Committee Chairmen and members at Pre-Conference Board
396 Meeting for approval by the board.
397
398 3. Shall select the installing officer and National Representative.
399
400 4. During the Annual Installation Banquet, purchase gift and gavel pin for the State
401 President. Funds to be expended from the Vice Presidents fund. Order this pin,
402 at least by January.
403
404 5. A fifteen (\$15.00) donation will be made to the Maxine Williams Scholarship
405 Fund in honor of the attending SCSMA President and past AAMA President who
406 is a member of the SCSMA. Costs to be expended from the Vice Presidents
407 fund.
408

409 **SECRETARY**

- 410 1. See duties in Bylaws.
411
412 2. Prepare a list of Board Members and Alternates, Delegates, and Alternates and
413 keep the Executive Committee advised of any changes. Copies of these lists
414 should go to the Executive Committee.
415
416 3. Retain a copy of the Delegates Packet as a permanent record.
417
418 4. Helpful Material:
419 Roberts' Rules of Order, Newly Revised
420 State and National Bylaws
421 State Procedure Manual
422

423 **TREASURER**

- 424 1. The Treasurer must obtain approval from the Board of Directors before
425 reimbursing any expenditure exceeding the budget.
426 2. In the event of a death of a member, send a contribution of \$25.00 to the Maxine
427 Williams Scholarship Fund.
428
429 3. The term of the Treasurer will be two (2) years.
430

431 **SPEAKER OF THE HOUSE**

- 432 1. Establish Conference Rules and agenda for the House of Delegates.
433
434 2. Prepare Delegates Packet. This includes annual report of:
435 A. State Officers
436 B. Chairmen of Standing Committees
437 C. Chairmen of Special Committees.
438 D. Chapter Presidents

- 439 E. Board of Directors Report
440 F. Delegates and Alternate Delegates to the AAMA Conference
441
442 3. Delegates pack must include a list of Chapter Delegates and Alternates as well
443 as the Medical Assistants' Creed
444 4.
445 5. Delegates Packet must be received thirty (30) days prior to the Annual
446 Meeting.
447
448 6. A copy of a list of delegates and alternates names should go to the Credentials
449 Committee.
450
451 7. The Speaker and the Vice-Speaker will check the credentials of official delegates
452 to the Annual Meeting to determine that representation is as provided by the
453 Bylaws and to establish that a quorum is present.
454
455 A. Check credentials of delegates and alternates at the Credential Desk and
456 at each assembly of the House of Delegates.
457 B. Report at each session of the House of Delegates the number of
458 delegates and alternates present.
459
460 Packets shall be sent to:
- a. Delegates
 - b. Alternates
 - c. Executive Committee
 - d. Credentials Committee
 - e. Chapter Presidents
 - f. Past Presidents (active members)
 - g. Conference Chairmen
 - h. National Representative
 - i. National Office

Helpful Hints:

- 461 Roberts' Rules of Order, Newly Revised
462 National Delegates Packet
463 Past State Delegates Packets

VICE SPEAKER OF THE HOUSE

- 465 1. See Bylaws.
466
467 2. Shall assume duties of the
468 Speaker of the House in
469 Speaker's absence, or in
470 the event of a resignation of
471 the Speaker of the House.

IMMEDIATE PAST PRESIDENT

1. Shall be recognized each year during the Annual South Carolina Society Meeting.
2. Serve as Chair of the Judicial Committee.
3. Follow procedures for judging awards that AAMA follows.
4. Serve as Awards Chair. Plan the agenda, provide written programs for the Awards Ceremony, and preside at the Awards Ceremony. This should be coordinated with the Conference Committee. Begin the Awards Ceremony with an invocation; introduce the distinguished guests, advisors, exhibitors, photographer, and Past Presidents.
5. Arrange seating at Head Table for Awards Ceremony.

CHAPLAIN

1. Shall send cards appropriate for the occasion, such as illness, death, etc. to members or a member's family.

PARLIAMENTARIAN

- A. Qualifications: Be familiar with parliamentary law and protocol as outlined in Roberts' Rules of Order, Newly Revised; Bylaws of the Society, and Standing Rules.
- B. Duties: The Parliamentarian shall be present at all meetings of the Society in an advisory capacity to the President.
 1. Shall advise the President on points of order when the decision of the chair is challenged on proper parliamentary procedure or when other questions are referred to by the chair.
 2. Decisions shall be governed by the Bylaws of the Society and by Roberts' Rules of Order, Newly Revised. The Parliamentarian shall review, with the President, the agenda for the meeting and other questions prior to the meeting. In this way.
 3. Can anticipate procedures that may arise, and may study rulings pertaining to those procedures.
 4. Shall never embarrass the President by pointing out incorrect rulings openly. Should be seated near the President at meetings so to advise the President when necessary.
 5. The President may or may not accept her advice; if the assembly feels that the President has ruled incorrectly, they may then "appeal the decision of the Chair," not the ruling of the Parliamentarian.
 6. Shall not express personal views on the issue unless called upon to do so by the President or the membership.
 7. It is the duty of the Parliamentarian to see that the rights of each member and the association as a whole are preserved and protected. No amount of theoretical

knowledge without practice will make a good parliamentarian. After each meeting, look up the proper way to have disposed of any doubtful point.

American parliamentary law is built on the principle that rights must be respected; rights of the majority, the minority, the individual and the absentee, and the rights of all of these together. The purpose in using it is to give courtesy and justice to every member, to consider only one thing at a time, to give every member an opportunity to be heard, and to provide understanding that the majority decision prevails.

Roberts' Rules of Order, which is accepted as our authority on parliamentary procedure, is based on the same principles on which our nation was founded —the right of the majority to decide, the right of the minority to be heard, and the right of the absentee to be protected.

GENERAL INSTRUCTIONS FOR OFFICERS AND COMMITTEE CHAIRMEN

1. Copies of all correspondence on local level should be sent to the Chapter president; on State level to State Presidents; and on national level to National Officers as designated in specific committee instructions.
2. Official Reports of Officers and Committees are to be submitted electronically 30 days prior to all Board Meetings.
3. Contact your committee members for their suggestions and formation of plans as soon after your appointment as possible. A meeting is preferable if geographic locations make this feasible.
4. If unable to fulfill your assignment, a resignation should be presented to the President immediately so that someone may be selected to fill the vacancy and carry on the work of the committee without unnecessary delay.
5. Ascertain the amount budgeted for your committee work and stay within the amount allowed; if no provision has been made, give an estimate of your needs to the Budget and Finance Committee.
6. All official correspondence should be prepared on official letterhead of the Society. If your name is not listed on the letterhead, be sure it is typed with your address in full on all correspondence.
7. Any expenses incurred by your committee should be presented to the Board of Directors by written report at each Board of Directors meeting.

8. At the end of your term of office, a written report of activities is made to the State. A note of thanks should be written to each member of your committee or subordinate officer. Reports must be received by the Speaker of the House within sixty (60) days of the Annual Meeting.

9. All files of your committee, and officer correspondence, are the property of the Society and are turned over to your successor upon expiration of your term.

Helpful Hint:

Prompt attention to **ALL** assignments, and especially prompt replies to **ALL** correspondence, will be greatly appreciated and will actually make your work easier. You will avoid the feeling of being pushed for time and will have an opportunity to think things through more thoroughly.

COMMITTEES

APPOINTMENTS

Chairmen and members of standing and special committees are appointed by the Vice President, except for the Nominating Committee which is an elected committees. These are chosen from the membership and consent to serve obtained. They are presented to the pre-conference Board of Directors for approval. All appointments, including those to fill vacancies occurring during the year, are subject to the approval of the Board of Directors.

TERM OF APPOINTMENT

The chairmen and members of standing committees are appointed for one term or one year.

MEETINGS

Meetings of a committee may be held on call of the chairmen with due notice given to all members of the committee. Committees are encouraged to meet during the annual meeting and at other Board meetings during the year.

SPECIAL RULES AND CUSTOMS RELATING TO COMMITTEES

The term "co-chairman" implies that two individuals share equal responsibility, which usually causes confusion. Therefore, in the Society, any committee having a second officer shall be designated as "Vice Chairman" as opposed to "Co-chairman," because it is preferable for one person to have the responsibility of directing the activities of a committee.

A copy of all official correspondence from a committee chairman should be sent to all members of the committee.

See General Rules for Officers and Committee Chairmen.

Ordinary committees usually are two types—STANDING COMMITTEES (which have a continuing existence) and SPECIAL COMMITTEES (which go out of existence as soon as they have completed a specific task).

CERTIFICATION

1. Prepare a quarterly list of all new and recertified CMAs (AAMA) in South Carolina during the year and send to the website chair.
2. All new and recertified CMAs (AAMA) will be invited to the SCSMA Annual Awards Ceremony.
3. Notify all chapters of deadline dates for applications, through the website. Supply local Chapters to the AAMA website for the materials needed for study, lists of books and courses that are valuable.
4. Explain the recertification process and stress this to previously certified medical assistants.
5. Explain the CEU point system.
6. Consider sending a highlight or article on a new CMA (AAMA) member to the website.

EDUCATION COMMITTEE

1. All programs should be submitted for CEU approval.
2. Work with the Conference Committee for the Conference educational sessions.
3. Arrange programs that will interest the majority. Coordinate with Membership Committee and Marketing Committee on promotion of state educational programs.
4. January meeting will include a Leadership Session.
5. Consider having Administrative and Clinical programs consecutively at Conference.
6. Encourage member participation in programs, i.e. Insurance filing, collections, coding, appointment making, handling telephones, laboratory procedures — collecting specimens, sterilization and care of instruments.

7. Investigate local Vocational or Tech Schools. These will sometimes sponsor a course if at least ten people register. CEU's could be applied for. The schools usually provide the facility and pay an instructor.
8. Assign a member of your Committee to do a presentation on how to complete the forms for CEU approval to be done at the January leadership session.
9. Notify members through the website of programs that go on around the State.
10. Assist the local chapters on proper programs, suggestions, or topics. This could also be done through the website.
- 11 Offer CPC Coding, Radiology and CPR seminars yearly.

EDUCATION CHAIRMAN

1. There will be educational workshops in January and August.
2. The Education Chair will be responsible for securing accommodations for both of these workshops.
3. Speakers travel expenses, lunch and/or dinner meal, and hotel accommodations, if required, will be paid by the SCSMA. In lieu of expenses, a \$75.00 honorarium may be given.

EDUCATORS PEER GROUP

1. Shall be comprised of Chair, SCSMA member, and all medical assisting program directors.
2. Hold at least two (2) meetings a year concurrent with the State Meetings.
3. Sponsor an annual Student Bowl of Knowledge.
4. Speak with students in medical assisting programs throughout the state about the benefits of membership in the AAMA.

EXECUTIVE COMMITTEE

1. See Bylaws for responsibilities.
2. Members Dues Assistance Funds applications is for members who are having hardships (spouse or member being unemployed or a disaster), if funds are available.

- 690 3. Criteria: The member requesting assistance will need to submit the criteria form
691 along with their completed AAMA registration form to the Executive Committee by
692 November 1st. This will give the Executive Committee time to review, discuss and
693 approve. The same person can only receive it 1 time every 2 years. Must have been
694 an active member in good standing with the AAMA within the last 4 years.
695 Assistance will be at the discretion of the Executive Board. May give up to 3 dues
696 assistance not to exceed \$300.00, if funds are available.
697
698

699 JUDICIAL COUNCIL

- 700 1. The Judicial Council shall be a special committee composed of the five active
701 immediate past State presidents and the State Parliamentarian, who shall serve
702 as an ex-officio member without a vote.
703
704 2. The Immediate Past President shall serve as Chair of the Judicial Council.
705
706 3. The Judicial Council shall handle all matters relating to ethics, their decisions
707 being approved by the Executive Committee.
708
709 4. This Council has jurisdiction in all questions involving the membership status of a
710 person. Council jurisdiction also covers all controversies arising under the
711 Bylaws, its Code of Ethics, or the interpretations of these.
712
713 5. The Judicial Council shall meet during the Annual Conference to consider any
714 business pending. It shall also meet on a consultant basis upon a call of the
715 chairman.
716
717 6. A request for judicial action is directed to the Chairman of the Judicial Council.
718 Persons directly affected by the decision of the council, if identified to the
719 Council, are notified of any matter concerning them that is to come before the
720 Council. These persons are permitted to present any material they deem
721 pertinent to the matter under consideration.
722
723 7. Three voting members shall constitute a quorum provided all members have
724 been duly notified of the scheduled meeting. The Chairman of this Council shall
725 submit to the House of Delegates an annual report of the judicial actions taken
726 during the year.
727
728
729
730
731
732

MARKETING

1. Help local chapters with ideas regarding publicity.
2. Assist the Membership Committee in promoting National Medical Assistants Week and instruct local chapters as needed.
3. Encourage members to participate in Health Fairs, career days for schools, Telethons, etc.
4. Be responsible for the SCSMA display and video promotional material. The SCSMA display will include the AAMA Scope of Practice information Sheet. The display should be used at all SCSMA functions.
5. Be responsible for coordinating SCMA Convention volunteers and securing lodging for these volunteers.
6. See bylaws, Article X-Section 3-I

MEMBERSHIP

1. Appoint members of the committee to write initial letter in response to inquiries regarding membership from National. Have another member to follow up on original letter in 2-3 weeks.
2. Write letters to people who pass the CMA (AAMA) exam who are non-members, offering congratulations and an invitation for membership. Membership committee should forward these names to the Certification Chairman.
3. Work with Marketing Committee on promotion of National Medical Assistants Week. Consider assigning one or two people to distribute this literature and talk about the AAMA in unorganized counties.
4. Write the journal of the SCMA or other publications (Blue Cross/Blue Shield, PGBA) who may be willing to print the name and address of membership chairman.
5. Communicate with members-at-large on the possibility of scheduling an organizational meeting.
6. Send list of non-member CMA (AAMA)'s in South Carolina to membership chairman so that she can send letter of congratulations with an invitation of membership in AAMA.

NOMINATING COMMITTEE

The Nominating Committee shall present a slate of officers for each of the following offices: Vice President, Secretary, Treasurer, Speaker of the House, and Vice Speaker of the House. Nominees shall be chosen from active membership. Each nominee shall be contacted in advance and have consented, in writing, to serve if elected. Forms are distributed by the Nominating Committee. The Nominating Committee should actively seek candidates throughout the year. The Committee should furnish each chapter with consent forms. The slate is completed and included in the Delegates Packet.

Keep a list of Delegates and Alternate Delegates to AAMA to prevent the same candidate from running more frequently than allowed.

POLICY HANDBOOK COMMITTEE

Purpose: To keep the Policy Handbook up-to-date and current for members use. Responsible for handling resolutions. See resolutions guidelines.

Funding: The Policy Handbook Committee should be included in the Budget and have adequate funding available for revisions and updates.

Committee Members: This Committee should be composed of the State Secretary, Treasurer, Bylaws Committee Chairman, with the State President and Parliamentarian as ex officio members. This Committee Chairman and members are to be appointed by the Vice President and approved by the Board of Directors.

This handbook is to be printed in loose leaf single sided sheets. Distribute updates on the SCSMA Website and have available. Other changes or revisions should be brought to the Policy Handbook Committee and be presented to the Board of Directors for approval. Following adoption, revisions shall be incorporated by the Policy Handbook Committee.

PUBLIC POLICY

1. Carefully research and review State laws governing and regulating all medical professionals. These statutes are usually referred to as Medical Practice Acts or Business and Professional Codes.
2. Carefully research and review all State laws that include (or might be construed to include) the Medical Assistant.
3. Keep a current file on the above documents and report to the AAMA Subcommittee on State Legislation and the AAMA Executive Director ANY pending legislation.

4. Contact the AAMA Subcommittee on State Legislation copying the Executive Director, with any questions concerning existing, pending, or new legislation in your state. Should there be evidence of litigation involving a medical assistant in your state, contact the Executive Director immediately.
5. Find out how your State legislative process works and learn all you can, while making legislators aware of the medical assisting profession. Contacts and friends in the legislature, made while learning the process, will be invaluable should a State Society actually become involved with writing a bill.
6. Become involved and seek aid, support, and legislative expertise of (but not limited to) the following:
 - A. State Board of Medical Examiners
 - B. State Medical Association (particularly committees involved with legislation)
 - C. Schools offering medical assisting and allied health programs
 - D. State legislators (especially those who have shown particular interest or expertise in medical legislation.
 - E. State and local allied health professional organizations
 - F. State agencies involved with health and health education
 - G. State Medical Society Auxiliary
 - H. Local and State Medical Associations' Political Action Committees (PAC's)
 - I. League of Women Voters

Helpful Hint:

- The medical assistant, by definition, "works under the direction of a physician." Therefore, the medical assistant should NOT become part of the nursing practice statutes. However, it is most important that a liaison be established with the nursing profession. It is equally important that good rapport be established with all other allied health professionals.
7. Suggestions for all medical assistants for their personal protection and for continuing improvement of professional status:
 - A. Become a Certified Medical Assistant, thereby proving your professional competence.
 - B. Identify yourself and your profession whenever and wherever possible.
 - C. Revalidate your CMA (AAMA) certificate.
 - D. Consider professional liability insurance.
 - E. Encourage all medical assistants to join AAMA and stand together professionally.

SCHOLARSHIP COMMITTEE

1. Can give up to 3 scholarships not to exceed \$500.00 each, if funds are available.
2. Coordinate with the Budget and Finance Committee.
3. Keep a list of prior recipients so the same person is not awarded a scholarship twice.

SCRQSA COMMITTEE

The South Carolina Radiation Quality Standards Association (SCRQSA) liaison Committee shall:

1. consist of two members, a chairman who serves on the Board of Trustees of the SCRQSA and one alternate member.
2. be a certified limited practice radiographers and certified medical assistants
3. work with this corporation to perform activities that relate to the practice of radiologic technology.
4. report activities of the SCRQSA to the South Carolina Society of Medical Assistants.

STRATEGIC PLAN COMMITTEE

See Bylaws

WEBSITE COMMITTEE

1. Shall consist of Chair, Marketing Chair, Publications Chair, Chapter Presidents.
2. Will be responsible for updating the Website as necessary.
3. Promote the AAMA, State Society and Chapters.
4. Post the Medical Assistant's Creed and Mission Statement of the SCSMA.
5. Post Current State Officers and Committee Chairmen with mailing address, email address
6. Post Current Strategic Plan.

- 903 7. Post current list of Chapter Presidents email address and phone number.
904
905 8. Website to have links to the AAMA website, SCQRSA website, and any other
906 professional website approved by the Board of Directors.
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908 9. Announcements to be posted for the Fall and Winter workshops, Annual
909 Conference and Chapter Meetings.
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911 10. Website to be renewed yearly.
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SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS
GUIDE FOR DELEGATES AND ALTERNATES

Prerequisites

1. Study the bylaws of local, state, and national associations and understand their aims, organization structure, rules and procedure.
2. Study parliamentary procedure.
3. Be actively interested in the progress of the society.
4. Dues must be postmarked to the AAMA by December 31st.

Preparation

1. Send in your advance registration as soon as possible.
2. Discuss the material in the packet with chapter members prior to the meeting.
3. Study the Delegates Packet prior to the meeting.

Meeting

1. Registration: Your first official responsibility is to register with the Credentials Chairman.
2. Credentials: Your current AAMA membership card must certify your election. You will receive a delegate's badge which you must wear to all business sessions.
3. Seating: On acceptance of proper credentials, your name will be placed on the roll of the House of Delegates until final adjournment. If illness or an emergency prevents you from attending any session, your alternate may be seated on approval of the Credentials Committee. After being seated, your alternate may not relinquish seat during that session.

Voting

1. Standing or show of hands. Tellers will be asked to make the count.
2. Ordinary ballot. Tellers will distribute and collect.
3. Special ballot—for election of officers
 - a. Special official ballots will be distributed by the tellers.
 - b. Ballots will be folded once. Each delegate will deposit her own ballot in the ballot box.
 - c. If you wish to make a list of all nominees, do it on something other than the ballot. The ballot is for voting only.
 - d. If voting for officers and your choice is one printed on the ballot, place an "X" in the adjacent box.
 - e. If a delegate spoils a ballot, the spoiled ballot will be returned to the teller and a new ballot will be issued.
 - f. It is legal to mark a ballot in pencil. Be sure it is legible.
 - g. A majority of the votes will be necessary to elect.

- h. After the balloting is closed, the tellers will retire for counting. The chairman of the tellers will report to the presiding officer, who will announce the results to the House.

Point of Information

When a delegate does not understand the question and needs clarification, should rise to a "Point of Information."

INSTRUCTIONS FOR STATE DELEGATES

The privilege of being elected to represent your Chapter at a State Conference is an obvious one and all who accept the privilege must be aware of the honor bestowed. But, as always, with privileges goes responsibility. When you accept the status of delegate, you, in reality, pledge at least seven things:

1. Comply with the rules for obtaining credentials and reservations for conference functions.
2. To abide by the rules adopted by the conference.
3. To attend ALL business meetings of the conference.
4. To prepare, be informed, and ready to participate intelligently and vocally in the conference proceedings. As important as being present is being adequately prepared to actively participate in the discussion of the conference.
5. Shall be willing to serve one year.
This means studying the delegate's packet before coming to the conference. A majority vote of those present and voting commits the ENTIRE SOCIETY by its action. This is serious business and every delegate should feel a definite responsibility to vote. An important phase of the business is consideration and adoption of amendments to the Bylaws. Such amendments, when adopted, became the LAW, immediately, by which the Society lives, and lawmaking should result from the best thinking of the entire conference. Too often, delegates remark that they did not vote on certain issues or amendments because they did not feel well enough informed to vote intelligently. This is deplorable. If you do not understand, **ASK**. Silence gives consent. When delegates remain silent, an affirmative vote on many controversial issues is a vote of an "OVERWHELMING MINORITY." This is unhealthy. It is a commitment by a few because of apathy and failure of many.
6. To vote according to conscience on all questions.
It is the delegate's duty to formulate an opinion and to vote that opinion, whether it is the popular opinion or not. Your Chapter may have instructed you on how to vote on various issues and items of business that will come before the session. As a rule, these instructions are only advisory as you are obligated to consider all points of view presented to the conference, and, in the final analysis, vote according to conscience for what seems to be in the best interest of the ENTIRE Society. If you have doubts about how your group will feel, ask for a brief recess

998 so you may discuss the matter with representatives of your Chapter. A delegate
999 may abstain from voting.

1000 7. To report to your Chapter on the business of the Conference.

1001 A delegate's responsibility does not end with the close of the Conference. There
1002 is an obligation to promptly report the business of the Conference to the local
1003 Chapter.

1004

1005 What is the real purpose of a Conference? It is to report on work completed, to elect
1006 officers, and to enjoy the association of people of like interests. It has a responsibility to
1007 plan for the future. It should set the course for the officers and chairmen for the coming
1008 year.

1009

1010 Being a delegate is both a pleasure and responsibility. In the full acceptance of
1011 the responsibility, the pleasure of helping to determine the future of the Society
1012 will inevitably follow.

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SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS

1031

RESOLUTION GUIDELINES

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1033 A resolution is a form of expression of the opinions or will of an assembly, adopted by
1034 vote. A properly worded resolution follows this form:

1035

1036 WHEREAS---reason (as often as necessary)

1037

1038 THEREFORE, BE IT RESOLVED---Resolution

1039

1040 Resolutions are to be submitted to the Standing Committee of Policy Handbook.

1041 The work of the Policy Handbook Committee is very important. A proper functioning

1042 Policy Handbook Committee can save much time in an Annual Business Meeting.

1043

1044 The Policy Handbook Committee shall receive and review resolutions presented by the
1045 chapters and/or prepare resolutions to be submitted to the House of Delegates at the
1046 Annual Meeting.

1047

1048 1. Members of this Committee should be instructed as to their duties.

1049

1050 2. In August, a notice should be mailed to all Chapter Presidents informing them of the
1051 deadline date for submitting resolutions to the Committee for consideration.

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1053 3. The Chairman of the Policy Handbook Committee must send a copy of each
1054 resolution to committee members and ask for their recommendations. With this
1055 data, the Chairman will then compile an annual report. All resolutions shall be
1056 included in the delegates' packet.

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SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS
CONFERENCE GUIDELINES

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1069 Select dates and hotel site. This should be done before bidding when possible. Select a
1070 theme for the Conference. Bids should be made at the post-conference board meeting.
1071 The chapter choice for Conference Chairperson and Vice Chairperson should be
1072 presented at this time. The hosting chapter shall present the tentative program to the
1073 Board of Directors at the January meeting.

1074

1075 The Conference should be a four (4) day meeting.

1076

1077 Conference Registration

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1079 A. Includes:

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1) Welcome Party

1081

2) Awards Ceremony

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3) Inaugural Banquet

1083

4) Sunday Breakfast and

1084

5) Educational Programs

1085

1086 B. Cost:

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1) members: amount at the discretion of the Conference
Committee

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2) non-member: Will pay more than member

1090

3) students may attend education sessions and meal functions
for a fee.

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1092

1093 C. Registration form should clearly state that no monies shall be refunded later than
1094 ten (10) days prior to the opening date of the Conference, except for a death in
1095 the immediate family or illness of a member who presents a certification of health
1096 from her attending physician. Registration form will indicate that "Requests for
1097 assistive devices should be made ten (10) days prior to the opening date of the
1098 Conference."

1099

1100 D. Advance Registration deadline will be determined by the Conference Chair and
1101 this deadline date will be indicated on the registration form.

1102

1103 1. If there is to be any interchanging of registrations, PLEASE notify the
1104 Registration Committee as soon as possible.

1105

2. There shall be a late registration fee if registration is received after the deadline.

FUND RAISING

1. One fund-raising table will be allowed for all medical assisting students to share for their fund-raising activities. No charge will be levied to the student groups for this privilege.

CONFERENCE BADGES

1. Registrants must wear badges at all functions except the Inaugural Banquet.

CAMPAIGN RULES

1. Campaign activities at the Conference shall not conflict with policies of the hotel, i.e. distribution of pamphlets and use of posters.
2. No campaigning shall be allowed in vicinity of the House of Delegates, but literature may be placed in Delegates stations.
3. Introduction of candidates shall be held at opening session of House of Delegates.
4. Campaign advertising in Conference program shall be accepted only for those who have been accepted for nomination and submitted by the Nominating Committee according to the bylaws
5. No candidate shall solicit votes by bribery, coercion, or for monetary gain.

REGISTRATION PACKET

The registration packet contains:

1. Registration badge with appropriate ribbons (President, Vice-President, Secretary, Treasurer, Immediate Past President, Past State President, Delegate, Alternate, Student, Speaker, Advisor).
2. Program
3. Meal Tickets
4. No campaign material

CONFERENCE PROTOCOL

The State President presides at all functions unless otherwise stated.

- A. The State Immediate Past President presides at the Award Ceremony
- B. The AAMA Representative is furnished room, meals and transportation if needed. The SCSMA President will be responsible for the AAMA Representative.
- C. Conference Committee will place a welcome gift in the room of the National Representative and also in the room of the SCSMA President.
- D. Seating arrangements: Refer to attached diagram.
- E. Conference Committee coordinates all arrangements with the current Executive Board and the Education Chairman.

CONFERENCE EDUCATION SESSIONS

The State Education Committee is responsible for the education sessions. This Committee will arrange these programs, apply for CEU's and will preside at these sessions. The State Education Committee will coordinate with the Conference Committee to secure necessary equipment, i.e. audio-visual equipment, rooms, speaker's gifts, and are to be paid for out of the State Education Committee Budget.

CONFERENCE FINANCES

- A. Conference Treasurer is appointed by the Conference Chairman. The treasurer will set up an account entitled "S.C. Society, Medical Assistants Conference Fund."
- B. The State Treasury will advance \$1000.00 to the host chapter. This advancement will be refunded to the State Society treasury at the following Pre-Conference Board Meeting.
- C. Conference Committee will provide a suite (if available) for the State President for the entire Conference.
- D. Installation expenses are the responsibility of the Vice-President and costs are to be expended from the Vice-President's budget.
- E. The fee for Exhibit Booths should be determined by the host chapter.
- F. The fee for ads in the Conference Program should be determined by the Conference Committee.
- G. Each Chapter is responsible for two door prizes.

- 1192 H. The host Chapter will be responsible for the grand door prize.
1193 I. Thank you notes must be written to all contributors and exhibitors immediately
1194 following the Conference by a member to be delegated by the Conference Chair.
1195
1196 J. The host chapter will receive 25% (twenty-five percent) of Conference profits. A
1197 reconciliation statement and a profit check shall be presented to the State
1198 Treasurer at the August Board Meeting.
1199
1200 K. The host chapter members will pay the regular registration fee.
1201
1202 L. Limited expenses involved in planning the Conference, (i.e. Long-distance phone
1203 calls, gasoline, etc) may be taken from the general conference funds provided
1204 vouchers are submitted and provided this is authorized by the host chapter.
1205
1206 M. S.C. Medical Association representative will be provided one night lodging in a
1207 standard room, if needed.
1208
1209 N. SCSMA Executive Board Member and Parliamentarian will have their Annual
1210 State Meeting registration fee paid by the SCSMA to the Conference Treasurer,
1211 if funds are available.
1212
1213 O. North Carolina Society of Medical Assistants Representative, as approved by the
1214 SCSMA Board of Directors, March 2004 a complimentary registration, that
1215 includes all meal functions, will be offered to the President of the North Carolina
1216 Society of Medical Assistants. The SCSMA President will forward a copy of the
1217 registration form, when it is available, to the NCSMA President indicating that the
1218 registration fee is waived. If the NCSMA President is unable to attend she/he
1219 may appoint another NCSMA Board Member to attend in her/his place. The
1220 NCSMA representative will be responsible for all expenses incurred outside the
1221 complimentary registration.
1222
1223

1224 **PROGRAM BOOKLETS**

1225 The Conference Committee is responsible for the program booklet. Former Programs
1226 may be used as a guide.
1227

1228 **PLANNING SESSIONS**

1229 The President, Vice President, Speaker, and Vice-Speaker of the House, and the
1230 Education Chairman for the State Society should be invited to all planning sessions of
1231 the conference committee.
1232

1233 **SUGGESTIONS FOR CONFERENCE PLANNERS**

- 1234 1. Welcome Bags will be provided at the discretion of the Conference Committee.

2. Have photographer available at all functions.
3. Place Registration Desk inside or adjacent to the Exhibit Room if possible.
4. Honor Past Presidents at the Annual Meeting
5. Have a computer and a copier available if possible. These could be loaned by an exhibitor or company.
6. Make contacts for free printing of program booklet
7. Have parade of Chapter Presidents at Banquet
8. Negotiate with the hotel for a free room for the Conference Chair, Conference Vice-Chair, and the AAMA Representative.

SEATING ARRANGEMENTS

General Rules

1. The Presiding Officer sits at the center of the head table (or to the right of the lectern).
2. Guests are seated in the following order:
 - a. First ranking guest at the right of the Presiding Officer
 - b. Second ranking guest at the left of the Presiding Officer
 - c. Third ranking guest at the second right of the Presiding Officer
 - d. Fourth ranking guest at the second left of the Presiding Officer, etc.
3. Introductions should be made in order of importance of offices held in the Organization or in the National and State Organizations. For example:
 - a. National President
 - b. State President
 - c. National Officers—elected
 - d. State Officers
 - e. National Chairmen—appointed
 - f. State Chairmen
 - g. Local officers or chairmen
4. Customarily, all elected officers are at the head table.

5. The guest speaker is seated on the right of the Presiding Officer and is always last on the program. The State President has precedence of seating over all other guests except the guest speaker.
6. The Chairman of arrangements should see that each person to be seated at the head table is notified, in advance, giving time and place of meal and manner of dress expected. In planning a program that includes Presentation of Colors, the following order should be used:
 - a. Presentation of Colors
 - b. Invocation or inspirational message
 - c. National Anthem
 - d. Pledge of Allegiance

SAMPLE SEATING ARRANGEMENTS

All of the following use a twelve (12) person head table. These arrangements may be expanded to include advisors, appointed officers or other dignitaries.

6 5 4 3 2 1 LECTERN 7 8 9 10 11

A. Banquet:

- | | |
|-------------------------|------------------------------|
| 1. President | 6. Vice Speaker of the House |
| 2. Guest Speaker | 7. Master of Ceremonies |
| 3. Vice President | 8. AAMA Officer |
| 4. Secretary | 9. Immediate Past President |
| 5. Speaker of the House | 10. Treasurer |

B. Banquet: Society President presiding. AAMA officer present as guest speaker Master of Ceremonies. Another National Representative.

- | | |
|------------------------------|----------------------------|
| 1. President | |
| 2. AAMA Officer | 7. Master of Ceremonies |
| 3. Vice President | 8. Secretary |
| 4. Immediate Past President | 9. Treasurer |
| 5. Speaker of the House | 10. Conference Chairperson |
| 6. Vice Speaker of the House | 11. Chaplain |

C. Business Meeting: Society President presiding. AAMA officer present, but not as the guest speaker.

- | | |
|-----------------------------|-------------------------|
| 1. President | 6. Secretary |
| 2. Parliamentarian | 7. Vice President |
| 3. AAMA officer | 8. Treasurer |
| 4. Immediate Past President | 9. Speaker of the House |

5. Chaplain

10. Vice Speaker of the House

1310 D. **Awards Ceremony:** Vice President presiding. Guest Speaker. AAMA Officer
1311 present.
1312

1313 1. Vice President
1314 2. Guest Speaker
1315 3. Secretary
1316 4. Chaplain
1317 5. President

6. AAMA Officer
7. Treasurer
8. Immediate Past President
9. Speaker of the House
10. Vice Speaker of the House

1318 E. **Breakfast Meeting:** State President presiding. AAMA officer present. Guest
1319 Speaker.

1320 1. President
1321 2. Speaker
1322 3. Vice President
1323 4. Secretary
1324 5. Immediate Past President
1325

6. AAMA Officer
7. Treasurer
8. Chaplain
9. Speaker of the House
10. Vice Speaker of the House

1326 F. **House of Delegates.** Speaker or Vice Speaker presiding. AAMA Officer present.

1327 1. Speaker of the House
1328 2. Parliamentarian
1329 3. President
1330 4. AAMA Officer
1331 5. Vice Speaker of the House
1332

6. Chaplain
7. Secretary
8. Treasurer
9. Vice President
10. Immediate Past President

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SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS
GUIDELINES FOR AWARDS

CMA (AAMA) AWARD

There is one section of the CMA (AAMA) Award Competition

- A. Greatest number of members who are Certified Medical Assistants (AAMA)

Awards will be presented to first, second, and third in this category.

These figures will be obtained from AAMA.

MEMBERSHIP AWARD

There are two sections of the membership competition

- A. Greatest numerical increase from March 1st to March 1st
- B. Greatest numerical increase of Student Members

Awards will be presented to first, second, and third in each category

Awards Chair will contact AAMA for Membership statistics. (Retain statistics from previous year. AAMA does not keep those records.)

SCRAPBOOK AWARD

Scrapbooks will be judged on the following criteria

Scale of 1-10 (10 Points for completely meeting criteria)

- A. Immediate past year: Activity, sequence of events for previous year (from prior Conference to present Conference)

- B. Neatness, art work, originality

- C. Photographs to illustrate information, events, or people.

Photos should be clear and details identifiable with captions or brief explanations identifying people and occasions.

- D. Outstanding characteristics pertaining to any of the above.

Awards will be presented to the first, second, and third place winners. First place will receive a cash award of \$50.00.

NEWSLETTER AWARD

Regulations for entries:

- A. Entries in the newsletter contest must be accompanied by an official entry form which is provided by the Awards Chair. This form must be completed by the Newsletter Editor or Chapter President.
- B. For the purpose of evaluation, at least three (3) consecutive issues published from April 1 to March 1 must be submitted.
- C. All entries must be postmarked no later than the deadline indicated on the official entry form. Entry must include the official entry form and the newsletters.

Newsletters will be judged by a local newspaper on the following criteria:

Score 1-10 (10 points for completely meeting the criteria)

Newsletters must be about Chapter activities past and future, and provide members with timely and accurate information about Chapter programs and events that support the professional goals and objectives of AAMA. _____Points

Newsletters should be produced on clean stock, legibly printed or typed, and neatly folded for mailing and handling. _____Points

Photographs may be used to illustrate information, events, or people. Pictures should be clear and details identifiable. Captions are preferred, but should be brief. _____Points

A chapter newsletter should be a periodical, clearly stating the publication, approximate frequency of publication, projected date of next edition, and the name, address, and phone number of the person to contact regarding news material. _____Points

Awards Presentation: Awards will be presented to the first, second, and third place winners. First place will receive a cash prize of \$50.00.

Standing Rules for SCSMA Delegates and Alternates to AAMA

Delegates and alternates are elected by the membership of SCSMA to represent our society at the AAMA House of Delegates. SCSMA reimburses the delegates and first two alternates for specified expenses (see the SCSMA Reimbursement Guidelines) that are incurred while attending the AAMA National conference up to the amount specified in the budget as determined by the SCSMA House of Delegates.

Delegates and alternates are required to attend the following functions at the AAMA National conference. The conference brochure provided by AAMA to attendees will provide the dates, times, and locations for these functions.

- House of Delegates – all sessions
- Candidates Forum
- Reference Committee Hearings
- Open session(s) of the Board of Trustees
 - Leadership Workshop(s)
 - Leadership program(s) – both CEU approved and non CEU approved
- Orientation for the House of Delegates
- Excel Awards presentation
- President's Banquet
- Any other functions assigned by the SCSMA President

In the event of a conflict, i.e. two mandated sessions occurring at the same time, the delegate/alternate will consult with the SCSMA President. The SCSMA President will determine which of the sessions the delegate/alternate should attend.

If the delegate/alternate is unable to attend the entire conference he/she must inform the SCSMA President before attending the conference.

Delegates and alternates who are chosen to serve on national committees, strategy teams or boards must attend any orientation meetings for these committees, strategy teams or boards.

Attendance at these functions will allow our representatives to interact with leaders on the national level and with leaders of other state societies. These functions provide opportunities to learn of current issues facing medical assisting and AAMA. SCSMA representatives can also keep abreast of new policies and directions being discussed and/or considered for AAMA.

Delegates/alternates are free to attend continuing educational sessions and other non-mandated functions that do not conflict with attendance at the mandated functions.

Each delegate and alternate that attends AAMA national conference and who receives reimbursement for expenses incurred will prepare a written report for the SCSMA Delegates packet and to be posted on the SCSMA website. The report must include:

- 1479 • List of mandated functions attended
- 1480 • A list of days attended

1481
1482 If a delegate or alternate is unable to attend a mandated function he/she must notify the
1483 SCSMA President and include the reasoning. The President will indicate in his/her
1484 report for the Delegates Packet if the absence was excused or not excused. The
1485 President will also bring any noncompliance with these standing rules by any
1486 delegate/alternate to the attention of the Board of Directors. The Board of Directors will
1487 request a refund of part or all monies paid to the delegate/alternate found to be in
1488 violation of these standing rules.

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South Carolina Society of Medical Assistants, INC.
Guidelines for Expenses for Delegates and Alternate Delegates
to the Annual AAMA Conference

Advancement shall be calculated by the Budget and Finance Committee and presented to the SCSMA House of Delegates in the annual budget for approval.

1 – Financial aid will be given to the delegates and alternates commensurate with funds available within 60 (sixty) days after the Annual State Conference.

2- Conference Registration: AAMA Member Package cost is approved. It is the responsibility of each Delegate and Alternate Delegate to complete and send in registration form.

3 - Automobile: Round trip mileage expenses, at \$0.54 per mile, will be approved up to the amount of round trip coach fare.

4 – Air Travel: Coach Class is approved. A copy of the plane ticket voucher must be submitted. If you choose to fly first class or by private plane, or alter your itinerary, you will be expected to pay the difference between direct round-trip coach fare and the alterations you have made.

5 – Meals: Up to \$50.00 per day will be approved for actual meal expenses (including tips) per day times the number of days at the conference plus one travel day (maximum of 6 days).

6 – Hotel: One half (1/2) of double occupancy rate of the hotel is the maximum that will be approved. If the hotel room is shared by more than two persons, then the member will only be responsible for her/his portion of the room.

7 – Over budgeted expenses for delegates and alternates are not reimbursed, unless there are extenuating circumstances. The circumstances and over budgeted amounts must be brought before the Board of Directors for consideration and approval before the expenses can be reimbursed.

8 - An itemized expense report with all receipts MUST be sent to the Treasurer within 60 days after the Conference.

9- All unused Advanced Funds should be refunded by check payable to SCSMA and included with the expense report when sent to the Treasurer.

10 – An e-mail report of itemized expenses and summary of all required meetings attended must be sent to the Executive Board after evaluated by Treasurer and no later than the January Executive Board Meeting.

11- The summary of all required meetings attended and expenses shall be presented to the Speaker of the House of Delegates to be placed in the Delegates Package.

12 – If rules are not abided by, member will not be eligible to represent the SCSMA at the National Conference as follows:

1st Offense: 3 years

2nd Offense: Indefinite

Non-Reimbursable Expenses:

Meals except for AAMA Delegates and Alternates per Diem), Alcohol beverages, personalized stationery, pencils, pens, magnets, candy, etc or any personal items or registration for educational events.

SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS, INC.
DELEGATE EXPENSE REPORT
AAMA CONFERENCE CINCINNATI, OHIO
OCTOBER 6-9, 2017

As Delegate, all required meetings were attended.

Friday, October 6

Board of Trustees & Endowment Meeting
Medical Assisting Educators
Review Board (MAERB) Forum
Welcome and Awards Celebration

Saturday, October 7

House of Delegates Orientation for Delegates & Alternates
State Leaders Meeting
AAMA Knowledge Bowl

Sunday, October 8

House of Delegates Session 1 & 2
Meet the Candidates
Reference Committee Meetings: Reports, Bylaws & Resolutions

Monday, October 9

President's Luncheon

EXPENSES:

REGISTRATION	340.00
TRANSPORTATION	293.10
LODGING	473.71
MEALS	218.61
MISC/ +TIPS	17.00
PARKING (at airport)	49.00
LUGGAGE FEE	50.00

TOTAL EXPENSES 1441.42

ADVANCE 1500.00

REMAINING - 58.58

A COPY OF THIS REPORT AND RECEIPTS HAS BEEN GIVEN TO THE TREASURER PRIOR TO DEADLINE.

A REFUND CHECK OF \$150.00 HAS BEEN RETURNED TO THE SCSMA

**AAMA DELEGATE/ ALTERNATE DELEGATE
Travel Expense Voucher**

Return form to: SCSMA TREASURER

Name:	Date:
Address:	Charge expenses to the following:
	Name of Activity (e.g., Feb. BOT Mtg.):
City/State/ZIP:	Location of Activity (e.g., Chicago):

Note: List only reimbursable expenses, attach receipts, and submit within 60 days

Dates of Travel Day/Date:										Subtotal	For Office Use Only
Travel: Plane/Rail/Bus Fares											
Baggage Fees											
Miles Driven											
Auto Expenses (See policy item 3)											
Garage/Parking											
Conference Registration											
Local Taxi/Bus Fares											
Tips											
Lodging											
Per Diem (Meals) (See reverse, item 7)											
Breakfast											
Lunch											
Dinner											
Misc. (Detail required)											
Subtotal:											
TOTAL (Complete both subtotal sections before entering total):										\$	

Total Expenses: \$	VENDOR NO:
Less Travel Advance: \$	ACCOUNT NO:
Amount Owed SCSMA(attach check): \$	OK'D BY:
Expenses to be reimbursed: \$	VOUCHER NO:

1570