



SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS

2018

Policy and Procedure Manual

SCSMA POLICY HANDBOOK

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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.

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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.

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

141
142 The formation of a new chapter may affect other chapters in the area, and a courteous
143 straightforward approach is essential. These problems are not insurmountable, but need
144 careful review and in some cases, particular timing-such as formation after an Annual
145 Meeting, or just before the annual dues are payable. In a few cases, it may call for
146 amendments to the state bylaws. (Another chapter's bylaws would not affect the new
147 organizing chapter, as it will have its own set of rules. However, the state and national
148 bylaws do affect the chapter bylaws.)

149
150 In an organized county, a member may transfer to a new chapter if it is more
151 conveniently located to her home or employment. Members of one chapter might assist
152 in organizing an additional chapter in an area where medical assisting membership and
153 activity is needed.

154
155 An official chapter exists after organizing members adopt bylaws and elect officers. At
156 this time, tri-level dues are paid and submitted to national, pending approval of the state
157 medical assistant society. Since AAMA is a federation of state groups, all members
158 become National and State members upon payment of the required dues.

159 160 **Transfer of Membership from One Chapter to Another**

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

165
166 After a new chapter is organized, anyone who is a member of one local chapter of
167 AAMA but who wishes to affiliate with another local chapter, will find it necessary to
168 transfer membership from his/her existing affiliation to the new chapter.

169
170 The president and secretary of the chapter which has accepted dues of the transferring
171 members are to be notified of the transfer. A copy of this notification is also sent to the
172 state president and secretary, and to the Executive Director of AAMA. This should
173 include the home and office address of each transfer member, so that each may be
174 correctly identified in the state and national files. This is necessary to keep records
175 current.

176
177 If several members are transferring, a letter will be sent to the local, state, and national
178 representatives, signed by those members transferring. A complete roster with home
179 and office address should be attached.

180
181
182

183 **Dues Remittance Forms**

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

186
187 A listing of members of the new chapter is to be forwarded to the state treasurer,
188 pending approval by the state society.

189
190 A transfer member would be listed on the dues remittance form as “TRANSFER
191 MEMBER.” No additional state or national dues are collected from transfer members for
192 the current year, as they have already been processed and tallied as members.
193 Duplicate remittance forms would cause an incorrect membership tally when
194 considering state and national representation. Dues paid to one component chapter are
195 not transferred to another chapter because of inconvenience it might cause the original
196 chapter: e.g., bookkeeping changes, budget considerations, etc. (Transfer members are
197 usually carried as courtesy members without additional payment of dues until the next
198 dues are payable. This is particularly true when members transfer from one state to
199 another; however, on a local level, a new chapter may need financial support for
200 organizational expenses, and an enthusiastic transfer member may voluntarily pay an
201 additional assessment for one year to get the new chapter functioning well.)

202
203 **Obtaining a Charter for a Local Chapter**

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

208
209 The chapter charter is usually presented at the state annual meeting or at the first
210 installation of permanent officers of the local chapter.

211
212 This is an association charter and is not to be confused with an official charter from the
213 office of the Secretary of State.

214
215 Any chapter wishing to register its name and secure Articles of Incorporation as a not
216 for-profit educational association within the state should write to the office of the
217 Secretary of State in that state for exact procedures. Some states refer to this document
218 as a “charter.”

219
220 **Loss of AAMA Chapter Charter**

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

224

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

228
229 If a local chapter becomes inactive for a time, all official papers including the charter are
230 to be returned to the State President or Secretary for file.

231
232 A local chapter resigning from the state and national organization affiliation loses its
233 charter and right to representation as a component chapter. However, an individual
234 member may request to continue as a member-at-large of the state society and an
235 active member of the AAMA.

236
237 State bylaws will usually contain the procedure for revoking the charter of a local
238 chapter. If not otherwise specifically stipulated, it is customary that a two-thirds vote of
239 the Executive Committee or similar body would be necessary to revoke a charter.

240
241 **Right of Appeal**

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

245
246 **Reapplication for Chapter Charter from the State Association**

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

251
252 The state society's delegated authority must review the bylaws and the letter of request
253 for reinstatement.

254
255 When it is apparent that all requirements are met, the state society will issue a new
256 charter indicating that it is "reinstated" or "reactivated" as of that date.

257
258 It is issued as a new charter as though no previous charter existed. The original charter
259 is not used, as it would not reflect the period of revocation or inactive status.

260
261 The term "reinstated" would be used if the charter had been revoked. The term
262 "reactivated" would be used if the charter had gone through a period of inactivity and
263 had disbanded as a chapter in good standing.

264
265
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268

269 **Compliance with State or Local Bylaws**

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

274

275 **CHAPTER PRESIDENTS**

276

277 1. See that you and your members have an up-to-date copy of local, state, and
278 National bylaws and procedure manuals.

279

280 2. Helpful materials for Presidents: Robert's Rules of Order, Newly Revised;
281 procedure manual from the South Carolina Society, lists of all state officers and
282 committee chairmen.

283

284 3. Send a list of your chapter officers, board members and alternate, delegates and
285 alternates, and committee chairmen to State President and website chair
286 immediately after election.

287 DO NOT WAIT to be asked for this. These are needed for many important things
288 such as Delegates Packet, Agendas for meetings, and communication
289 throughout the State. If you do not receive information or materials, it is
290 usually because the mailer does not have a current list.

291

292 4. Use an agenda for all meetings. Agendas should be emailed out in advance of
293 your meeting. It will not only serve as a guide for you to keep the meeting running
294 smoothly, but will inform members of business to be discussed.

295

296 5. Request officers and committee chairman to report at EACH meeting, preferably
297 written reports. (NOTE: In conducting the business of a local chapter, a copy of
298 all official correspondence should be sent to the chapter president and any other
299 pertinent officer, chairman, or committee member.)

300

301 6. Remind members of deadline dates for State and National.

302

303 7. Read all correspondence that is sent to you as a Chapter President at the next
304 meeting. Communication is for the ENTIRE chapter, not privileged information for
305 you as a President.

306

307 8. Encourage participation by local members on State and National levels.

308

309 9. See that all officers and committee chairmen have the materials necessary to
310 perform the duties of their office or committee. These may be obtained from the
311 State counterpart.

312

- 313 10. ORIENT new members. Prepare new member packets to include local, state,
314 and National bylaws, procedure manuals, old journals, newsletters. **GIVE THE**
315 **NEW MEMBER SOMETHING TO TAKE HOME AND READ.**
316
- 317 11. See that your bylaws conform to State and National Bylaws. This will eliminate
318 any confusion and help your chapter to run more smoothly.
319
- 320 12. Report for your chapter at all State meetings or send a report by a
321 representative.
322
- 323 13. Present current membership card as chapter Delegates and Alternates. Assure
324 that you have chapter representation at all meetings.
325
- 326 14. Submit information for following awards competitions: scrapbook and
327 newsletter. This information is to be sent to the State Immediate Past President.
328
329

STATE OFFICERS

PRESIDENT

- 332 1. Shall purchase a gift, the cost not to exceed \$25.00, for the National AAMA
333 President and present it at the Annual AAMA Meeting. This expenditure will be
334 taken from the President's budget.
335
- 336 2. Shall prepare an agenda for each board meeting and email it to all members of
337 the Board of Directors and Chapter Presidents thirty (30) days prior to the
338 meeting.
339
- 340 3. Shall correspond with the National Representative, selected by the Vice
341 President, in regard to attendance at the Annual South Carolina Society
342 Meeting. Upon notification from AAMA, the name and address of the National
343 Representative shall be sent to the Vice President, Conference Chair, and the
344 Continuing Education Chair.
345
- 346 4. Shall invite, in writing or by phone, a representative from the South Carolina
347 Medical Association to the Annual South Carolina State Society Meeting.
348
- 349 5. Shall have one night room paid from the State Funds for Executive Board
350 Meetings, commensurate with funds.
351
- 352 6. Coordinate coverage of business meetings at National Conference.
353
- 354 7. Coordinate AAMA Knowledge Bowl with NCSMA President.
355

- 356 8. Notify the NC President of meeting dates. (Complimentary SCSMA conference
357 registration)
358

359 **VICE PRESIDENT**

- 360 1. After the Annual Meeting, begin selection of committee chairmen and members
361 for the following year. Consent to serve form should be used as this will save
362 much telephoning and provides you with a written consent.
363
- 364 2. Present proposed Committee Chairmen and members at Pre-Conference Board
365 Meeting for approval by the board.
366
- 367 3. Shall select the installing officer and National Representative.
368
- 369 4. During the Annual Installation Banquet, purchase gift and gavel pin for the State
370 President. Funds to be expended from the Vice Presidents fund. Order this pin,
371 at least by January.
372
- 373 5. A fifteen (\$15.00) donation will be made to the Maxine Williams Scholarship
374 Fund in honor of the attending SCSMA President and past AAMA President who
375 is a member of the SCSMA. Costs to be expended from the Vice Presidents
376 fund.
377

378 **SECRETARY**

- 379 1. See duties in Bylaws.
380
- 381 2. Prepare a list of Board Members and Alternates, Delegates, and Alternates and
382 keep the Executive Committee advised of any changes. Copies of these lists
383 should go to the Executive Committee.
384
- 385 3. Retain a copy of the Delegates Packet as a permanent record.
386
- 387 4. Helpful Material:
388 Roberts' Rules of Order, Newly Revised
389 State and National Bylaws
390 State Procedure Manual
391

392 **TREASURER**

- 393 1. The Treasurer must obtain approval from the Board of Directors before
394 reimbursing any expenditure exceeding the budget.
395 2. In the event of a death of a member, send a contribution of \$25.00 to the Maxine
396 Williams Scholarship Fund.
397
- 398 3. The term of the Treasurer will be two (2) years.
399

400 **SPEAKER OF THE HOUSE**

- 401 1. Establish Conference Rules and agenda for the House of Delegates.
402
- 403 2. Prepare Delegates Packet. This includes annual report of:
404 A. State Officers
405 B. Chairmen of Standing Committees
406 C. Chairmen of Special Committees.
407 D. Chapter Presidents
408 E. Board of Directors Report
409 F. Delegates and Alternate Delegates to the AAMA Conference
410
- 411 3. Delegates pack must include a list of Chapter Delegates and Alternates as well
412 as the Medical Assistants' Creed
413
- 414 4.
415 5. Delegates Packet must be received thirty (30) days prior to the Annual
416 Meeting.
417
- 418 6. A copy of a list of delegates and alternates names should go to the Credentials
419 Committee.
420
- 421 7. The Speaker and the Vice-Speaker will check the credentials of official delegates
422 to the Annual Meeting to determine that representation is as provided by the
423 Bylaws and to establish that a quorum is present.
424
- 425 A. Check credentials of delegates and alternates at the Credential Desk and
426 at each assembly of the House of Delegates.
427 B. Report at each session of the House of Delegates the number of
428 delegates and alternates present.
429
- 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:

- 430 Roberts' Rules of Order, Newly Revised
431 National Delegates Packet
432 Past State Delegates Packets

433 **VICE SPEAKER OF THE HOUSE**

- 434 1. See Bylaws.
435
436 2. Shall assume duties of the
437 Speaker of the House in
438 Speaker's absence, or in
439 the event of a resignation of
440 the Speaker of the House.

441
442 **IMMEDIATE PAST PRESIDENT**

- 443 1. Shall be recognized each year during the Annual South Carolina Society
444 Meeting.
445
446 2. Serve as Chair of the Judicial Committee.
447
448 3. Follow procedures for judging awards that AAMA follows.
449
450 4. Serve as Awards Chair. Plan the agenda, provide written programs for the
451 Awards Ceremony, and preside at the Awards Ceremony. This should be
452 coordinated with the Conference Committee. Begin the Awards Ceremony with
453 an invocation; introduce the distinguished guests, advisors, exhibitors,
454 photographer, and Past Presidents.
455
456 5. Arrange seating at Head Table for Awards Ceremony.
457

458 **CHAPLAIN**

- 459 1. Shall send cards appropriate for the occasion, such as illness, death, etc. to
460 members or a member's family.
461

462 **PARLIAMENTARIAN**

- 463 A. Qualifications: Be familiar with parliamentary law and protocol as outlined in Roberts'
464 Rules of Order, Newly Revised; Bylaws of the Society, and Standing Rules.
465
466 B. Duties: The Parliamentarian shall be present at all meetings of the Society in an
467 advisory capacity to the President.
468 1. Shall advise the President on points of order when the decision of the chair is
469 challenged on proper parliamentary procedure or when other questions are referred
470 to by the chair.
471 2. Decisions shall be governed by the Bylaws of the Society and by Roberts' Rules of
472 Order, Newly Revised. The Parliamentarian shall review, with the President, the
473 agenda for the meeting and other questions prior to the meeting. In this way.
474 3. Can anticipate procedures that may arise, and may study rulings pertaining to those
475 procedures.

- 476 4. Shall never embarrass the President by pointing out incorrect rulings openly. Should
477 be seated near the President at meetings so to advise the President when
478 necessary.
- 479 5. The President may or may not accept her advice; if the assembly feels that the
480 President has ruled incorrectly, they may then “appeal the decision of the Chair,” not
481 the ruling of the Parliamentarian.
- 482 6. Shall not express personal views on the issue unless called upon to do so by the
483 President or the membership.
- 484 7. It is the duty of the Parliamentarian to see that the rights of each member and the
485 association as a whole are preserved and protected. No amount of theoretical
486 knowledge without practice will make a good parliamentarian. After each meeting,
487 look up the proper way to have disposed of any doubtful point.
488

489 American parliamentary law is built on the principle that rights must be respected; rights
490 of the majority, the minority, the individual and the absentee, and the rights of all of
491 these together. The purpose in using it is to give courtesy and justice to every member,
492 to consider only one thing at a time, to give every member an opportunity to be heard,
493 and to provide understanding that the majority decision prevails.
494

495 Roberts’ Rules of Order, which is accepted as our authority on parliamentary procedure,
496 is based on the same principles on which our nation was founded —the right of the
497 majority to decide, the right of the minority to be heard, and the right of the absentee to
498 be protected.
499

500

501 **GENERAL INSTRUCTIONS FOR OFFICERS AND COMMITTEE CHAIRMEN**

502

- 503 1. Copies of all correspondence on local level should be sent to the Chapter president;
504 on State level to State Presidents; and on national level to National Officers as
505 designated in specific committee instructions.
506
- 507 2. Official Reports of Officers and Committees are to be submitted electronically 30
508 days prior to all Board Meetings.
509
- 510 3. Contact your committee members for their suggestions and formation of plans as
511 soon after your appointment as possible. A meeting is preferable if geographic
512 locations make this feasible.
513
- 514 4. If unable to fulfill your assignment, a resignation should be presented to the President
515 immediately so that someone may be selected to fill the vacancy and carry on the
516 work of the committee without unnecessary delay.
517

518 5. Ascertain the amount budgeted for your committee work and stay within the amount
519 allowed; if no provision has been made, give an estimate of your needs to the Budget
520 and Finance Committee.

521
522 6. All official correspondence should be prepared on official letterhead of the
523 Society. If your name is not listed on the letterhead, be sure it is typed with your
524 address in full on all correspondence.

525
526 7. Any expenses incurred by your committee should be presented to the Board of
527 Directors by written report at each Board of Directors meeting.

528
529 8. At the end of your term of office, a written report of activities is made to the State. A
530 note of thanks should be written to each member of your committee or subordinate
531 officer. Reports must be received by the Speaker of the House within sixty (60) days
532 of the Annual Meeting.

533
534 9. All files of your committee, and officer correspondence, are the property of the
535 Society and are turned over to your successor upon expiration of your term.

536
537 Helpful Hint:
538 Prompt attention to **ALL** assignments, and especially prompt replies to **ALL**
539 correspondence, will be greatly appreciated and will actually make your work easier.
540 You will avoid the feeling of being pushed for time and will have an opportunity to think
541 things through more thoroughly.

542

543 COMMITTEES

544

545 **APPOINTMENTS**

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

552 **TERM OF APPOINTMENT**

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

555

556 **MEETINGS**

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

560

561

562 **SPECIAL RULES AND CUSTOMS RELATING TO COMMITTEES**

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

568
569 A copy of all official correspondence from a committee chairman should be sent to all
570 members of the committee.

571
572 See General Rules for Officers and Committee Chairmen.

573
574 Ordinary committees usually are two types—STANDING COMMITTEES (which have a
575 continuing existence) and SPECIAL COMMITTEES (which go out of existence as soon
576 as they have completed a specific task).

577
578 **CERTIFICATION**

- 579
- 580 1. Prepare a quarterly list of all new and recertified CMAs (AAMA) in South Carolina
581 during the year and send to the website chair.
 - 582
583 2. All new and recertified CMAs (AAMA) will be invited to the SCSMA Annual
584 Awards Ceremony.
 - 585
586 3. Notify all chapters of deadline dates for applications, through the website. Supply
587 local Chapters to the AAMA website for the materials needed for study, lists of
588 books and courses that are valuable.
 - 589
590 4. Explain the recertification process and stress this to previously certified medical
591 assistants.
 - 592
593 5. Explain the CEU point system.
 - 594
595
596 6. Consider sending a highlight or article on a new CMA (AAMA) member to the
597 website.

598
599 **EDUCATION COMMITTEE**

- 600 1. All programs should be submitted for CEU approval.
- 601
602 2. Work with the Conference Committee for the Conference educational sessions.
- 603

- 604 3. Arrange programs that will interest the majority. Coordinate with Membership
605 Committee and Marketing Committee on promotion of state educational
606 programs.
607
- 608 4. January meeting will include a Leadership Session.
609
- 610 5. Consider having Administrative and Clinical programs consecutively at
611 Conference.
612
- 613 6. Encourage member participation in programs, i.e. Insurance filing, collections,
614 coding, appointment making, handling telephones, laboratory procedures —
615 collecting specimens, sterilization and care of instruments.
616
- 617 7. Investigate local Vocational or Tech Schools. These will sometimes sponsor a
618 course if at least ten people register. CEU's could be applied for. The schools
619 usually provide the facility and pay an instructor.
620
- 621 8. Assign a member of your Committee to do a presentation on how to complete the
622 forms for CEU approval to be done at the January leadership session.
623
- 624 9. Notify members through the website of programs that go on around the State.
625
- 626 10. Assist the local chapters on proper programs, suggestions, or topics. This could
627 also be done through the website.
628
- 629 11 Offer CPC Coding, Radiology and CPR seminars yearly.
630
631

632 **EDUCATION CHAIRMAN**

- 633 1. There will be educational workshops in January and August.
634
- 635 2. The Education Chair will be responsible for securing accommodations for both of
636 these workshops.
637
- 638 3. Speakers travel expenses, lunch and/or dinner meal, and hotel accommodations,
639 if required, will be paid by the SCSMA. In lieu of expenses, a \$75.00 honorarium
640 may be given.
641

642 **EDUCATORS PEER GROUP**

- 643 1. Shall be comprised of Chair, SCSMA member, and all medical assisting program
644 directors.
645
- 646 2. Hold at least two (2) meetings a year concurrent with the State Meetings.
647

- 648 3. Sponsor an annual Student Bowl of Knowledge.
649
650 4. Speak with students in medical assisting programs throughout the state about
651 the benefits of membership in the AAMA.
652
653
654

655 **EXECUTIVE COMMITTEE**

- 656 1. See Bylaws for responsibilities.
657
658 2. Members Dues Assistance Funds applications is for members who are having
659 hardships (spouse or member being unemployed or a disaster), if funds are
660 available.
661
662 3. Criteria: The member requesting assistance will need to submit the criteria form
663 along with their completed AAMA registration form to the Executive Committee by
664 November 1st. This will give the Executive Committee time to review, discuss and
665 approve. The same person can only receive it 1 time every 2 years. Must have been
666 an active member in good standing with the AAMA within the last 4 years.
667 Assistance will be at the discretion of the Executive Board. May give up to 3 dues
668 assistance not to exceed \$300.00, if funds are available.
669
670

671 **JUDICIAL COUNCIL**

- 672 1. The Judicial Council shall be a special committee composed of the five active
673 immediate past State presidents and the State Parliamentarian, who shall serve
674 as an ex-officio member without a vote.
675
676 2. The Immediate Past President shall serve as Chair of the Judicial Council.
677
678 3. The Judicial Council shall handle all matters relating to ethics, their decisions
679 being approved by the Executive Committee.
680
681 4. This Council has jurisdiction in all questions involving the membership status of a
682 person. Council jurisdiction also covers all controversies arising under the
683 Bylaws, its Code of Ethics, or the interpretations of these.
684
685 5. The Judicial Council shall meet during the Annual Conference to consider any
686 business pending. It shall also meet on a consultant basis upon a call of the
687 chairman.
688
689 6. A request for judicial action is directed to the Chairman of the Judicial Council.
690 Persons directly affected by the decision of the council, if identified to the

691 Council, are notified of any matter concerning them that is to come before the
692 Council. These persons are permitted to present any material they deem
693 pertinent to the matter under consideration.

694

695 7. Three voting members shall constitute a quorum provided all members have
696 been duly notified of the scheduled meeting. The Chairman of this Council shall
697 submit to the House of Delegates an annual report of the judicial actions taken
698 during the year.

699

700

701

702 **MARKETING**

703 1. Help local chapters with ideas regarding publicity.

704

705 2. Assist the Membership Committee in promoting National Medical Assistants
706 Week and instruct local chapters as needed.

707

708 3. Encourage members to participate in Health Fairs, career days for schools,
709 Telethons, etc.

710

711 4. Be responsible for the SCSMA display and video promotional material. The
712 SCSMA display will include the AAMA Scope of Practice information Sheet. The
713 display should be used at all SCSMA functions.

714

715 5. Be responsible for coordinating SCMA Convention volunteers and securing
716 lodging for these volunteers.

717

718 6. See bylaws, Article X-Section 3-I

719

720

721 **MEMBERSHIP**

722 1. Appoint members of the committee to write initial letter in response to inquiries
723 regarding membership from National. Have another member to follow up on
724 original letter in 2-3 weeks.

725

726 2. Write letters to people who pass the CMA (AAMA) exam who are non-members,
727 offering congratulations and an invitation for membership. Membership
728 committee should forward these names to the Certification Chairman.

729

730 3. Work with Marketing Committee on promotion of National Medical Assistants
731 Week. Consider assigning one or two people to distribute this literature and talk
732 about the AAMA in unorganized counties.

733

- 734 4. Write the journal of the SCMA or other publications (Blue Cross/Blue
735 Shield, PGBA) who may be willing to print the name and address of
736 membership chairman.
- 737 5. Communicate with members-at-large on the possibility of scheduling an
738 organizational meeting.
- 739 6. Send list of non-member CMA (AAMA)'s in South Carolina to membership
740 chairman so that she can send letter of congratulations with an invitation of
741 membership in AAMA.

742
743

NOMINATING COMMITTEE

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

752

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

755
756

POLICY HANDBOOK COMMITTEE

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

760

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

763

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

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

773

774

775 **PUBLIC POLICY**

- 776 1. Carefully research and review State laws governing and regulating all
777 medical professionals. These statutes are usually referred to as Medical
778 Practice Acts or Business and Professional Codes.
779
- 780 2. Carefully research and review all State laws that include (or might be
781 construed to include) the Medical Assistant.
782
- 783 3. Keep a current file on the above documents and report to the AAMA
784 Subcommittee on State Legislation and the AAMA Executive Director ANY
785 pending legislation.
786
- 787 4. Contact the AAMA Subcommittee on State Legislation copying the Executive
788 Director, with any questions concerning existing, pending, or new legislation in
789 your state. Should there be evidence of litigation involving a medical assistant in
790 your state, contact the Executive Director immediately.
791
- 792 5. Find out how your State legislative process works and learn all you can, while
793 making legislators aware of the medical assisting profession. Contacts and
794 friends in the legislature, made while learning the process, will be invaluable
795 should a State Society actually become involved with writing a bill.
796
- 797 6. Become involved and seek aid, support, and legislative expertise of (but not
798 limited to) the following:
- 799 A. State Board of Medical Examiners
 - 800 B. State Medical Association (particularly committees involved with
801 legislation)
 - 802 C. Schools offering medical assisting and allied health programs
 - 803 D. State legislators (especially those who have shown particular interest or
804 expertise in medical legislation.
 - 805 E. State and local allied health professional organizations
 - 806 F. State agencies involved with health and health education
 - 807 G. State Medical Society Auxiliary
 - 808 H. Local and State Medical Associations' Political Action Committees
809 (PAC's)
 - 810 I. League of Women Voters

811
812 **Helpful Hint:**

813 The medical assistant, by definition, "works under the direction of a physician."
814 Therefore, the medical assistant should NOT become part of the nursing
815 practice statutes. However, it is most important that a liaison be established with
816 the nursing profession. It is equally important that good rapport be established
817 with all other allied health professionals.

- 818 7. Suggestions for all medical assistants for their personal protection and for
819 continuing improvement of professional status:
820
821 A. Become a Certified Medical Assistant, thereby proving your professional
822 competence.
823 B. Identify yourself and your profession whenever and wherever possible.
824 C. Revalidate your CMA (AAMA) certificate.
825 D. Consider professional liability insurance.
826 E. Encourage all medical assistants to join AAMA and stand together
827 professionally.
828

829 **SCHOLARSHIP COMMITTEE**

- 830 1. Can give up to 3 scholarships not to exceed \$500.00 each, if funds are
831 available.
832
833 2. Coordinate with the Budget and Finance Committee.
834
835 3. Keep a list of prior recipients so the same person is not awarded a
836 scholarship twice.
837

838 **SCRQSA COMMITTEE**

839 The South Carolina Radiation Quality Standards Association (SCRQSA) liaison
840 Committee shall:
841

- 842
843 1. consist of two members, a chairman who serves on the Board of Trustees of the
844 SCRQSA and one alternate member.
845
846 2. be a certified limited practice radiographers and certified medical assistants
847
848 3. work with this corporation to perform activities that relate to the practice of
849 radiologic technology.
850
851 4. report activities of the SCRQSA to the South Carolina Society of Medical
852 Assistants.
853

854 **STRATEGIC PLAN COMMITTEE**

855 See Bylaws
856
857
858
859

860 **WEBSITE COMMITTEE**

- 861 1. Shall consist of Chair, Marketing Chair, Publications Chair, Chapter Presidents.

- 862 2. Will be responsible for updating the Website as necessary.
863
- 864 3. Promote the AAMA, State Society and Chapters.
865
- 866 4. Post the Medical Assistant's Creed and Mission Statement of the SCSMA.
867
- 868 5. Post Current State Officers and Committee Chairmen with mailing address, email
869 address
- 870 6. Post Current Strategic Plan.
871
- 872 7. Post current list of Chapter Presidents email address and phone number.
873
- 874 8. Website to have links to the AAMA website, SCQRSA website, and any other
875 professional website approved by the Board of Directors.
876
- 877 9. Announcements to be posted for the Fall and Winter workshops, Annual
878 Conference and Chapter Meetings.
879
- 880 10. Website to be renewed yearly.
881

882

SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS

883

GUIDE FOR DELEGATES AND ALTERNATES

884

Prerequisites

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

891

Preparation

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

896

Meeting

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

908

Voting

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

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

927

928 **Point of Information**

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

931

932

INSTRUCTIONS FOR STATE DELEGATES

933

934 The privilege of being elected to represent your Chapter at a State Conference is an
935 obvious one and all who accept the privilege must be aware of the honor bestowed.

936 But, as always, with privileges goes responsibility. When you accept the status of
937 delegate, you, in reality, pledge at least seven things:

938 1. Comply with the rules for obtaining credentials and reservations for conference
939 functions.

940 2. To abide by the rules adopted by the conference.

941 3. To attend ALL business meetings of the conference.

942 4. To prepare, be informed, and ready to participate intelligently and vocally in the
943 conference proceedings. As important as being present is being adequately
944 prepared to actively participate in the discussion of the conference.

945 5. Shall be willing to serve one year.

946 This means studying the delegate's packet before coming to the conference. A
947 majority vote of those present and voting commits the ENTIRE SOCIETY by its
948 action. This is serious business and every delegate should feel a definite
949 responsibility to vote. An important phase of the business is consideration and
950 adoption of amendments to the Bylaws. Such amendments, when adopted,
951 became the LAW, immediately, by which the Society lives, and lawmaking
952 should result from the best thinking of the entire conference. Too often,
953 delegates remark that they did not vote on certain issues or amendments
954 because they did not feel well enough informed to vote intelligently. This is
955 deplorable. If you do not understand, **ASK**. Silence gives consent. When
956 delegates remain silent, an affirmative vote on many controversial issues is a
957 vote of an "OVERWHELMING MINORITY." This is unhealthy. It is a commitment
958 by a few because of apathy and failure of many.

959 6. To vote according to conscience on all questions.

960 It is the delegate's duty to formulate an opinion and to vote that opinion, whether
961 it is the popular opinion or not. Your Chapter may have instructed you on how to
962 vote on various issues and items of business that will come before the session.

963 As a rule, these instructions are only advisory as you are obligated to consider all
964 points of view presented to the conference, and, in the final analysis, vote
965 according to conscience for what seems to be in the best interest of the ENTIRE
966 Society. If you have doubts about how your group will feel, ask for a brief recess

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

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

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

973

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

978

979 Being a delegate is both a pleasure and responsibility. In the full acceptance of
980 the responsibility, the pleasure of helping to determine the future of the Society
981 will inevitably follow.

982

983

SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS

984

RESOLUTION GUIDELINES

985

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

988

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

990

991 THEREFORE, BE IT RESOLVED---Resolution

992

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

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

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

996

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

1000

1001 1. Members of this Committee should be instructed as to their duties.

1002

1003 2. In August, a notice should be mailed to all Chapter Presidents informing them of the
1004 deadline date for submitting resolutions to the Committee for consideration.

1005

1006 3. The Chairman of the Policy Handbook Committee must send a copy of each
1007 resolution to committee members and ask for their recommendations. With this
1008 data, the Chairman will then compile an annual report. All resolutions shall be
1009 included in the delegates' packet.

1010

1011

SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS
CONFERENCE GUIDELINES

1012
1013
1014
1015 Select dates and hotel site. This should be done before bidding when possible. Select a
1016 theme for the Conference. Bids should be made at the post-conference board meeting.
1017 The chapter choice for Conference Chairperson and Vice Chairperson should be
1018 presented at this time. The hosting chapter shall present the tentative program to the
1019 Board of Directors at the January meeting.

1020
1021 The Conference should be a four (4) day meeting.

1022
1023 Conference Registration

1024
1025 A. Includes:
1026 1) Welcome Party
1027 2) Awards Ceremony
1028 3) Inaugural Banquet
1029 4) Sunday Breakfast and
1030 5) Educational Programs

1031
1032 B. Cost:
1033 1) members: amount at the discretion of the Conference
1034 Committee
1035 2) non-member: Will pay more than member
1036 3) students may attend education sessions and meal functions
1037 for a fee.

1038
1039 C. Registration form should clearly state that no monies shall be refunded later than
1040 ten (10) days prior to the opening date of the Conference, except for a death in
1041 the immediate family or illness of a member who presents a certification of health
1042 from her attending physician. Registration form will indicate that "Requests for
1043 assistive devices should be made ten (10) days prior to the opening date of the
1044 Conference."

1045
1046 D. Advance Registration deadline will be determined by the Conference Chair and
1047 this deadline date will be indicated on the registration form.

1048
1049 1. If there is to be any interchanging of registrations, PLEASE notify the
1050 Registration Committee as soon as possible.

1051

- 1052 2. There shall be a late registration fee if registration is received after the
1053 deadline.
1054

1055 **FUND RAISING**

- 1056 1. One fund-raising table will be allowed for all medical assisting students to share for
1057 their fund- raising activities. No charge will be levied to the student groups for this
1058 privilege.
1059

1060

1061 **CONFERENCE BADGES**

- 1062 1. Registrants must wear badges at all functions except the Inaugural Banquet.
1063

1064

1065 **CAMPAIGN RULES**

- 1066 1. Campaign activities at the Conference shall not conflict with policies of the hotel,
1067 i.e. distribution of pamphlets and use of posters.
1068
- 1069 2. No campaigning shall be allowed in vicinity of the House of Delegates, but
1070 literature may be placed in Delegates stations.
1071
- 1072 3. Introduction of candidates shall be held at opening session of House of
1073 Delegates.
1074
- 1075 4. Campaign advertising in Conference program shall be accepted only for those
1076 who have been accepted for nomination and submitted by the Nominating
1077 Committee according to the bylaws
1078
- 1079 5. No candidate shall solicit votes by bribery, coercion, or for monetary gain.
1080

1081 **REGISTRATION PACKET**

1082 The registration packet contains:

- 1083
- 1084 1. Registration badge with appropriate ribbons (President, Vice-President,
1085 Secretary, Treasurer, Immediate Past President, Past State President, Delegate,
1086 Alternate, Student, Speaker, Advisor).
1087
- 1088 2. Program
1089
- 1090 3. Meal Tickets
1091
- 1092 4. No campaign material
1093

1094 **CONFERENCE PROTOCOL**

1095 The State President presides at all functions unless otherwise stated.

1096

1097 A. The State Vice President presides at the Award Ceremony

1098

1099 B. The AAMA Representative is furnished room, meals and transportation if
1100 needed. The SCSMA President will be responsible for the AAMA
1101 Representative.

1102 C. Conference Committee will place a welcome gift in the room of the
1103 National Representative and also in the room of the SCSMA President.

1104 D. Seating arrangements: Refer to attached diagram.

1105 E. Conference Committee coordinates all arrangements with the current
1106 Executive Board and the Education Chairman.

1107

1108 **CONFERENCE EDUCATION SESSIONS**

1109 The State Education Committee is responsible for the education sessions. This
1110 Committee will arrange these programs, apply for CEU's and will preside at these
1111 sessions. The State Education Committee will coordinate with the Conference
1112 Committee to secure necessary equipment, i.e. audio-visual equipment, rooms,
1113 speaker's gifts, and are to be paid for out of the State Education Committee Budget.
1114

1115

1115 **CONFERENCE FINANCES**

1116 A. Conference Treasurer is appointed by the Conference Chairman. The treasurer
1117 will set up an account entitled "S.C. Society, Medical Assistants Conference
1118 Fund."

1119

1120 B. The State Treasury will advance \$1000.00 to the host chapter. This
1121 advancement will be refunded to the State Society treasury at the following Pre-
1122 Conference Board Meeting.

1123

1124 C. Conference Committee will provide a suite (if available) for the State President
1125 for the entire Conference.

1126

1127 D. Installation expenses are the responsibility of the Vice-President and costs are to
1128 be expended from the Vice-President's budget.

1129

1130 E. The fee for Exhibit Booths should be determined by the host chapter.

1131

1132 F. The fee for ads in the Conference Program should be determined by the
1133 Conference Committee.

1134

1135 G. Each Chapter is responsible for two door prizes.

1136

1137 H. The host Chapter will be responsible for the grand door prize.

- 1138 I. Thank you notes must be written to all contributors and exhibitors immediately
1139 following the Conference by a member to be delegated by the Conference Chair.
1140
- 1141 J. The host chapter will receive 25% (twenty-five percent) of Conference profits. A
1142 reconciliation statement and a profit check shall be presented to the State
1143 Treasurer at the August Board Meeting.
1144
- 1145 K. The host chapter members will pay the regular registration fee.
1146
- 1147 L. Limited expenses involved in planning the Conference, (i.e. Long-distance phone
1148 calls, gasoline, etc) may be taken from the general conference funds provided
1149 vouchers are submitted and provided this is authorized by the host chapter.
1150
- 1151 M. S.C. Medical Association representative will be provided one night lodging in a
1152 standard room, if needed.
1153
- 1154 N. SCSMA Executive Board Member and Parliamentarian will have their Annual
1155 State Meeting registration fee paid by the SCSMA to the Conference Treasurer,
1156 if funds are available.
1157

1158

PROGRAM BOOKLETS

1160 The Conference Committee is responsible for the program booklet. Former Programs
1161 may be used as a guide.
1162

PLANNING SESSIONS

1164 The President, Vice President, Speaker, and Vice-Speaker of the House, and the
1165 Education Chairman for the State Society should be invited to all planning sessions of
1166 the conference committee.
1167

SUGGESTIONS FOR CONFERENCE PLANNERS

- 1169 1. Welcome Bags will be provided at the discretion of the Conference Committee.
1170
- 1171 2. Have photographer available at all functions.
1172
- 1173 3. Place Registration Desk inside or adjacent to the Exhibit Room if possible.
1174
- 1175 4. Honor Past Presidents at the Annual Meeting
1176
- 1177 5. Have a computer and a copier available if possible. These could be loaned by an
1178 exhibitor or company.
1179
- 1180 6. Make contacts for free printing of program booklet

- 1181 7. Have parade of Chapter Presidents at Banquet
1182
1183 8 Negotiate with the hotel for a free room for the Conference Chair, Conference
1184 Vice-Chair, and the AAMA Representative.
1185
1186

1187 **SEATING ARRANGEMENTS**
1188

1189 **General Rules**

- 1190 1. The Presiding Officer sits at the center of the head table (or to the right of the
1191 lectern).
1192
1193 2. Guests are seated in the following order:
1194
1195 a. First ranking guest at the right of the Presiding Officer
1196 b. Second ranking guest at the left of the Presiding Officer
1197 c. Third ranking guest at the second right of the Presiding Officer
1198 d. Fourth ranking guest at the second left of the Presiding Officer, etc.
1199
1200 3. Introductions should be made in order of importance of offices held in the
1201 Organization or in the National and State Organizations. For example:
1202
1203 a. National President
1204 b. State President
1205 c. National Officers—elected
1206 d. State Officers
1207 e. National Chairmen—appointed
1208 f. State Chairmen
1209 g. Local officers or chairmen
1210
1211 4. Customarily, all elected officers are at the head table.
1212
1213 5. The guest speaker is seated on the right of the Presiding Officer and is always
1214 last on the program. The State President has precedence of seating over all
1215 other guests except the guest speaker.
1216
1217 6. The Chairman of arrangements should see that each person to be seated at the
1218 head table is notified, in advance, giving time and place of meal and manner of
1219 dress expected. In planning a program that includes Presentation of Colors, the
1220 following order should be used:
1221
1222 a. Presentation of Colors
1223 b. Invocation or inspirational message

- 1224 c. National Anthem
- 1225 d. Pledge of Allegiance

1226

1227 **SAMPLE SEATING ARRANGEMENTS**

1228 All of the following use a twelve (12) person head table. These arrangements may be
 1229 expanded to include advisors, appointed officers or other dignitaries.

1230 6 5 4 3 2 1 LECTERN 7 8 9 10 11

1231

1232 A. **Banquet:**

1233

- 1234 1. President
- 1235 2. Guest Speaker
- 1236 3. Vice President
- 1237 4. Secretary
- 1238 5. Speaker of the House
- 6. Vice Speaker of the House
- 7. Master of Ceremonies
- 8. AAMA Officer
- 9. Immediate Past President
- 10. Treasurer

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

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

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

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

1239 D. **Awards Ceremony:** Vice President presiding. Guest Speaker. AAMA Officer
 1240 present.

1241

- 1242 1. Vice President
- 1243 2. Guest Speaker
- 1244 3. Secretary
- 1245 4. Chaplain
- 1246 5. President
- 6. AAMA Officer
- 7. Treasurer
- 8. Immediate Past President
- 9. Speaker of the House
- 10. Vice Speaker of the House

1247 E. **Breakfast Meeting:** State President presiding. AAMA officer present. Guest

- 1248 Speaker.
- 1249 1. President 6. AAMA Officer
- 1250 2. Speaker 7. Treasurer
- 1251 3. Vice President 8. Chaplain
- 1252 4. Secretary 9. Speaker of the House
- 1253 5. Immediate Past President 10. Vice Speaker of the House
- 1254
- 1255 F. **House of Delegates.** Speaker or Vice Speaker presiding. AAMA Officer present.
- 1256 1. Speaker of the House 6. Chaplain
- 1257 2. Parliamentarian 7. Secretary
- 1258 3. President 8. Treasurer
- 1259 4. AAMA Officer 9. Vice President
- 1260 5. Vice Speaker of the House 10. Immediate Past President

- 1261
- 1262
- 1263
- 1264
- 1265
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1285 **SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS**
1286 **GUIDELINES FOR AWARDS**

1287
1288 **CMA (AAMA) AWARD**

1289 There is one section of the CMA (AAMA) Award Competition

- 1290
1291 A. Greatest number of members who are Certified Medical Assistants
1292 (AAMA)

1293
1294 Awards will be presented to first, second, and third in this category.

1295
1296 **These figures will be obtained from AAMA.**

1297
1298 **MEMBERSHIP AWARD**

1299 There are two sections of the membership competition

- 1300
1301 A. Greatest numerical increase from March 1st to March 1st

- 1302
1303 B. Greatest numerical increase of Student Members

1304
1305 Awards will be presented to first, second, and third in each category

1306
1307 **Awards Chair will contact AAMA for Membership statistics.** (Retain statistics from
1308 previous year. AAMA does not keep those records.)

1309
1310
1311 **SCRAPBOOK AWARD**

1312 Scrapbooks will be judged on the following criteria

1313 Scale of 1-10 (10 Points for completely meeting criteria)

- 1314 A. Immediate past year: Activity, sequence of events for previous year (from
1315 prior Conference to present Conference)

- 1316 B. Neatness, art work, originality

- 1317 C. Photographs to illustrate information, events, or people.

1318 Photos should be clear and details identifiable with captions or brief
1319 explanations identifying people and occasions.

- 1320 D. Outstanding characteristics pertaining to any of the above.

1321
1322 Awards will be presented to the first, second, and third place winners. First place will
1323 receive a cash award of \$50.00.

1328 **NEWSLETTER AWARD**

1329

1330 Regulations for entries:

- 1331 A. Entries in the newsletter contest must be accompanied by an
1332 official entry form which is provided by the Awards Chair. This form
1333 must be completed by the Newsletter Editor or Chapter President.
1334 B. For the purpose of evaluation, at least three (3) consecutive
1335 issues published from April 1 to March 1 must be submitted.
1336 C. All entries must be postmarked no later than the deadline
1337 indicated on the official entry form. Entry must include the
1338 official entry form and the newsletters.

1339

1340 Newsletters will be judged by a local newspaper on the following criteria:

1341

1342 Score 1-10 (10 points for completely meeting the criteria)

1343

1344 Newsletters must be about Chapter activities past and future, and provide members
1345 with timely and accurate information about Chapter programs and events that support
1346 the professional goals and objectives of AAMA. _____Points

1347

1348 Newsletters should be produced on clean stock, legibly printed or typed, and neatly
1349 folded for mailing and handling. _____Points

1350

1351 Photographs may be used to illustrate information, events, or people. Pictures should
1352 be clear and details identifiable. Captions are preferred, but should be brief.
1353 _____Points

1354

1355 A chapter newsletter should be a periodical, clearly stating the publication, approximate
1356 frequency of publication, projected date of next edition, and the name, address, and
1357 phone number of the person to contact regarding news material. _____Points

1358

1359 Awards Presentation: Awards will be presented to the first, second, and third place
1360 winners. First place will receive a cash prize of \$50.00.

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Standing Rules for SCSMA Delegates and Alternates to AAMA

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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:

- 1416 • List of mandated functions attended
- 1417 • A list of days attended

1418
1419 If a delegate or alternate is unable to attend a mandated function he/she must notify the
1420 SCSMA President and include the reasoning. The President will indicate in his/her
1421 report for the Delegates Packet if the absence was excused or not excused. The
1422 President will also bring any noncompliance with these standing rules by any
1423 delegate/alternate to the attention of the Board of Directors. The Board of Directors will
1424 request a refund of part or all monies paid to the delegate/alternate found to be in
1425 violation of these standing rules.

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1462 **South Carolina Society of Medical Assistants, INC.**
1463 **Guidelines for Expenses for Delegates and Alternate Delegates**
1464 **to the Annual AAMA Conference**
1465

1466 Advancement shall be calculated by the Budget and Finance Committee and presented
1467 to the SCSMA House of Delegates in the annual budget for approval.
1468

1469 1 – Financial aid will be given to the delegates and alternates commensurate with funds
1470 available within 60 (sixty) days after the Annual State Conference.

1471 2- Conference Registration: AAMA Member Package cost is approved. It is the
1472 responsibility of each Delegate and Alternate Delegate to complete and send in
1473 registration form.

1474 3 - Automobile: Round trip mileage expenses, at \$0.54 per mile, will be approved up to
1475 the amount of round trip coach fare.

1476 4 – Air Travel: Coach Class is approved. A copy of the plane ticket voucher must be
1477 submitted. If you choose to fly first class or by private plane, or alter your itinerary, you
1478 will be expected to pay the difference between direct round-trip coach fare and the
1479 alterations you have made.

1480 5 – Meals: Up to \$50.00 per day will be approved for actual meal expenses (including
1481 tips) per day times the number of days at the conference plus one travel day (maximum
1482 of 6 days).

1483 6 – Hotel: One half (1/2) of double occupancy rate of the hotel is the maximum that will
1484 be approved. If the hotel room is shared by more than two persons, then the member
1485 will only be responsible for her/his portion of the room.

1486 7 – Over budgeted expenses for delegates and alternates are not reimbursed, unless
1487 there are extenuating circumstances. The circumstances and over budgeted amounts
1488 must be brought before the Board of Directors for consideration and approval before
1489 the expenses can be reimbursed.

1490 **8 - An itemized expense report with all receipts MUST** be sent to the Treasurer
1491 within 60 days after the Conference.

1492 9- All unused Advanced Funds should be refunded by check payable to SCSMA and
1493 included with the expense report when sent to the Treasurer.

1494 10 – An e-mail report of itemized expenses and summary of all required meetings
1495 attended must be sent to the Executive Board after evaluated by Treasurer and no later
1496 that the January Executive Board Meeting.

1497 11- The summary of all required meetings attended and expenses shall be presented to
1498 the Speaker of the House of Delegates to be placed in the Delegates Package.

1499 12 – If rules are not abided by, member will not be eligible to represent the SCSMA at
1500 the National Conference as follows:

1501 1st Offense: 3 years

1502 2nd Offense: Indefinite

1503 Non-Reimbursable Expenses:

1504 Meals except for AAMA Delegates and Alternates per Diem), Alcohol beverages,
1505 personalized stationery, pencils, pens, magnets, candy, etc or any personal items or
1506 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:

1507