



***SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS***

***2021***

***Policy and Procedure Manual***

**SCSMA POLICY HANDBOOK  
TABLE OF CONTENTS**

USE OF CMA (AAMA) CREDENTIAL	3
SPECIAL TYPES OF MEMBERSHIP	3
THE LOCAL CHAPTER	3
CHAPTER PRESIDENTS	8
STATE SOCIETY	9
PRESIDENT	9
VICE PRESIDENT	10
SECRETARY	10
TREASURER	10
SPEAKER OF THE HOUSE	11
VICE SPEAKER OF THE HOUSE	12
IMMEDIATE PAST PRESIDENT	12
CHAPLAIN	12
PARLIAMENTARIAN	12
GENERAL INSTRUCTIONS FOR OFFICERS & COMMITTEE CHAIRMEN	13
COMMITTEES	14
CERTIFICATION	15
EDUCATION COMMITTEE	16
EDUCATION CHAIRMAN	16
EDUCATORS PEER GROUP	17
EXECUTIVE COMMITTEE	17
JUDICIAL COUNCIL	17
MARKETING	18
MEMBERSHIP	19
NOMINATING	19
POLICY HANDBOOK	19
PUBLIC POLICY	20
SCHOLARSHIP	21

SCRQSA	21
STRATEGIC PLAN	22
WEBSITE	22
GUIDE FOR DELEGATES & ALTERNATES	23
INSTRUCTIONS FOR STATE DELEGATES	24
RESOLUTION GUIDELINES	26
CONFERENCE GUIDELINES	27
GUIDELINES FOR AWARDS	34
CMA (AAMA)	34
MEMBERSHIP	34
SCRAPBOOK	34
NEWSLETTER	35
MOST VALUABLE PLAYER	36
EDUCATOR OF THE YEAR	37
MEDICAL ASSISTANT OF THE YEAR	38
STANDING RULES FOR AAMA ANNUAL CONFERENCE	39
EXPENSES FOR DELEGATES & ALTERNATES	41
SAMPLE AAMA DELEGATES REPORT	43
DELEGATE & ALTERNATE TRAVEL VOUCHER	44

1 **FISCAL YEAR**

2  
3 The fiscal year of this Society shall be from April 1st through March 31st of the following  
4 year.  
5

6 **USE OF THE CMA (AAMA) CREDENTIAL**

7  
8 As of January 1, 2003, all Certified Medical Assistants [CMA (AAMA)] employed or  
9 seeking employment must have current status in order to use the CMA (AAMA)  
10 credential.  
11

12 **SPECIAL TYPES OF MEMBERSHIP**

13  
14 **Honorary Member**

- 15 1. This category of membership is bestowed upon an individual who has made an  
16 outstanding contribution to the South Carolina Society of Medical Assistants, Inc.  
17 The individual so honored may be either a member of the South Carolina Society  
18 or someone outside of the organization who has given significant assistance to  
19 the Society.  
20 2. Honorary members must be approved by the House of Delegates.  
21 3. A member who is awarded honorary status does not pay State dues.  
22

23 **Life Member**

- 24 1. This category of membership is bestowed upon a member who has made an  
25 outstanding contribution to the South Carolina Society.  
26 2. Life Members must be approved by the South Carolina Society Executive  
27 Committee.  
28 3. A member who is awarded life membership does not pay State dues.  
29

30 **THE LOCAL CHAPTER**

31  
32 **State Representation at Organizational Meeting**

33 In most instances, state officers or membership representatives assume the  
34 responsibility of scheduling and conducting the organizational meeting in a new area.  
35 These representatives are able to counsel and assist the organizing chapter in following  
36 an orderly sequence and thereby gaining prompt approval.  
37

38 **Affiliation with the State Society and National Association**

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

45 **Procedure for Organizing a Local Chapter**

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

- 47 1. An organizational meeting is held, and pro-tem officers are elected or appointed.  
48 Necessary committees are also appointed.  
49
- 50 2. Sample bylaws will be presented to the new chapter. These cannot be in conflict  
51 with the state or national bylaws.  
52
- 53 3. Upon adoption of the bylaws by the organizing members, a slate of permanent  
54 officers is nominated, and new officers are elected as specified in the bylaws.  
55
- 56 4. Those wishing to become members will sign a separate sheet to be attached to  
57 the newly adopted bylaws. These are usually referred to as charter members of  
58 the new chapter.  
59

60 **Recognition by the Constituent Society**

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

- 63 1. State President  
64 2. State Secretary (for the file)  
65 3. State Bylaws chairman and members  
66

67 The State society solely notifies the chapter promptly of action regarding its bylaws. If  
68 there are areas of conflict with sections of the state or national bylaws, the local chapter  
69 may be given provisional approval, with the understanding that suggested changes will  
70 be made to bring the chapter rules into conformance.  
71

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

74 In large cities and counties, it is sometimes an advantage to have more than one  
75 chapter in an area/county.  
76

77 The same procedure is followed in organizing a second, third, fourth local chapter within  
78 a county or area as is followed for the first chapter — with some additional  
79 considerations.  
80

81 First, make sure there is no regulation in the state bylaws that prohibits multiple  
82 chapters within a given area.  
83

84 Also, be sure there are no stipulations in the state bylaws that would immediately cause  
85 the new chapter to be in conflict with a higher authority.  
86

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

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

96  
97 In an organized county, a member may transfer to a new chapter if it is more  
98 conveniently located to her home or employment. Members of one chapter might assist  
99 in organizing an additional chapter in an area where medical assisting membership and  
100 activity is needed.

101  
102 An official chapter exists after organizing members adopt bylaws and elect officers. At  
103 this time, tri-level dues are paid and submitted to national, pending approval of the state  
104 medical assistant society. Since AAMA is a federation of state groups, all members  
105 become National and State members upon payment of the required dues.

106  
107 **Transfer of Membership from One Chapter to Another**  
108 No member may belong to two chapters as an active member, or to any other category  
109 of membership having a vote or that might have a bearing on numerical representation.  
110 No member may be counted twice. (However, a member can be an active member in  
111 one chapter and an honorary member in another chapter.)

112  
113 After a new chapter is organized, anyone who is a member of one local chapter of  
114 AAMA but who wishes to affiliate with another local chapter, will find it necessary to  
115 transfer membership from his/her existing affiliation to the new chapter.

116  
117 The president and secretary of the chapter which has accepted dues of the transferring  
118 members are to be notified of the transfer. A copy of this notification is also sent to the  
119 state president and secretary, and to the Executive Director of AAMA. This should  
120 include the home and office address of each transfer member, so that each may be  
121 correctly identified in the state and national files. This is necessary to keep records  
122 current.

123  
124 If several members are transferring, a letter will be sent to the local, state, and national  
125 representatives, signed by those members transferring. A complete roster with home  
126 and office address should be attached.

127  
128 **Dues Remittance Forms**  
129 Dues remittance forms are available from the AAMA Executive Office on request. When  
130 ordering these forms, estimate the number needed for the first year.  
131 A listing of members of the new chapter is to be forwarded to the state treasurer,  
132 pending approval by the state society.

133 A transfer member would be listed on the dues remittance form as “TRANSFER  
134 MEMBER.” No additional state or national dues are collected from transfer members for  
135 the current year, as they have already been processed and tallied as members.  
136 Duplicate remittance forms would cause an incorrect membership tally when  
137 considering state and national representation. Dues paid to one component chapter are  
138 not transferred to another chapter because of inconvenience it might cause the original  
139 chapter: e.g., bookkeeping changes, budget considerations, etc. (Transfer members are  
140 usually carried as courtesy members without additional payment of dues until the next  
141 dues are payable. This is particularly true when members transfer from one state to  
142 another; however, on a local level, a new chapter may need financial support for  
143 organizational expenses, and an enthusiastic transfer member may voluntarily pay an  
144 additional assessment for one year to get the new chapter functioning well.)  
145

### 146 **Obtaining a Charter for a Local Chapter**

147 Most states present an association charter to new local chapters after all requirements  
148 for state and national association recognition are fulfilled. This state charter is a  
149 certificate affirming the affiliation of this chapter with the state society and the American  
150 Association of Medical Assistants, Inc.  
151

152 The chapter charter is usually presented at the state annual meeting or at the first  
153 installation of permanent officers of the local chapter.  
154

155 This is an association charter and is not to be confused with an official charter from the  
156 office of the Secretary of State.  
157

158 Any chapter wishing to register its name and secure Articles of Incorporation as a not  
159 for-profit educational association within the state should write to the office of the  
160 Secretary of State in that state for exact procedures. Some states refer to this document  
161 as a “charter.”  
162

### 163 **Loss of AAMA Chapter Charter**

164 Only one charter is issued to a local chapter by a state society. If a local chapter loses  
165 its charter by revocation, resignation, or inactive status, it is no longer entitled to be  
166 represented in the delegation at the annual meeting as a chapter.  
167

168 A local chapter may lose its charter because of failure to comply with state and/or  
169 national Bylaws requirements, Articles of Incorporation, or Code of Ethics; or failure to  
170 hold regular educational meetings for its membership.  
171

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

174 A local chapter resigning from the state and national organization affiliation loses its  
175 charter and right to representation as a component chapter. However, an individual

176 member may request to continue as a member-at-large of the state society and an  
177 active member of the AAMA.

178  
179 State bylaws will usually contain the procedure for revoking the charter of a local  
180 chapter. If not otherwise specifically stipulated, it is customary that a two-thirds vote of  
181 the Executive Committee or similar body would be necessary to revoke a charter.

182  
183 **Right of Appeal**

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

187  
188 **Reapplication for Chapter Charter from the State Association**

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

193  
194 The state society's delegated authority must review the bylaws and the letter of request  
195 for reinstatement.

196  
197 When it is apparent that all requirements are met, the state society will issue a new  
198 charter indicating that it is "reinstated" or "reactivated" as of that date.

199  
200 It is issued as a new charter as though no previous charter existed. The original charter  
201 is not used, as it would not reflect the period of revocation or inactive status.

202  
203 The term "reinstated" would be used if the charter had been revoked. The term  
204 "reactivated" would be used if the charter had gone through a period of inactivity and  
205 had disbanded as a chapter in good standing.

206  
207 **Compliance with State or Local Bylaws**

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

212  
213  
214  
215  
216  
217  
218  
219



220 **CHAPTER PRESIDENTS**

221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263

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.

- 264 12. Report for your chapter at all State meetings or send a report by a  
265 representative.  
266
- 267 13. Present current membership card as chapter Delegates and Alternates. Assure  
268 that you have chapter representation at all meetings.
- 269 14. Submit information for following awards competitions: scrapbook and  
270 newsletter. This information is to be sent to the State Immediate Past President.  
271  
272  
273

## STATE OFFICERS

### **PRESIDENT**

- 274  
275
- 276 1. Shall purchase a gift, the cost not to exceed \$50.00, for the National AAMA  
277 President and present it at the Annual AAMA Meeting. This expenditure will be  
278 taken from the President's budget.  
279
- 280 2. Shall prepare an agenda for each board meeting and email it to all members of  
281 the Board of Directors and Chapter Presidents thirty (30) days prior to the  
282 meeting.  
283
- 284 3. Shall correspond with the National Representative, selected by the Vice  
285 President, in regards to attendance at the Annual South Carolina Society  
286 Meeting. Upon notification from AAMA, the name and address of the National  
287 Representative shall be sent to the Vice President, Conference Chair, and the  
288 Continuing Education Chair.  
289
- 290 4. Shall invite, in writing or by phone, a representative from the South Carolina  
291 Medical Association to the Annual South Carolina State Society Meeting.  
292
- 293 5. Shall have one night room paid from the State Funds for the Executive Board  
294 Meetings at Workshops, commensurate with funds.  
295
- 296 6. Coordinate coverage of business meetings at National Conference.  
297
- 298 7. Coordinate AAMA Knowledge Bowl with NCSMA President.  
299
- 300 8. Notify the NC President of meeting dates. (Complimentary SCSMA conference  
301 registration)  
302  
303  
304  
305  
306

307 **VICE PRESIDENT**

308

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

312

313 2. Present proposed Committee Chairmen and members at Pre-Conference Board  
314 Meeting for approval by the board.

315

316 3. Shall select the installing officer and National Representative.

317

318 4. During the Annual Installation Banquet, purchase gift and gavel pin for the State  
319 President. Funds to be expended from the Vice Presidents fund. Order this pin,  
320 at least by January.

321

322 5. A fifteen (\$15.00) donation will be made to the Maxine Williams Scholarship  
323 Fund in honor of the attending SCSMA President and past AAMA President who  
324 is a member of the SCSMA. Costs to be expended from the Vice Presidents  
325 fund.

326

327 **SECRETARY**

328

329 1. See duties in Bylaws.

330

331 2. Prepare a list of Board Members and Alternates, Delegates, and Alternates and  
332 keep the Executive Committee advised of any changes. Copies of these lists  
333 should go to the Executive Committee.

334

335 3. Retain a copy of the Delegates Packet as a permanent record.

336

337 4. Helpful Material:

338 Roberts' Rules of Order, Newly Revised

339 State and National Bylaws

340 State Procedure Manual

341

342 **TREASURER**

343

344 1. The Treasurer must obtain approval from the Board of Directors before  
345 reimbursing any expenditure exceeding the budget.

346

347 2. In the event of a death of a member, send a contribution of \$25.00 to the Maxine  
348 Williams Scholarship Fund.

349 3. The term of the Treasurer will be two (2) years.  
350

351 **SPEAKER OF THE HOUSE**

352  
353 1. Establish Conference Rules and agenda for the House of Delegates.  
354

355 2. Prepare Delegates Packet. This includes annual report of:

356 A. State Officers

357 B. Chairmen of Standing Committees

358 C. Chairmen of Special Committees.

359 D. Chapter Presidents

360 E. Board of Directors Report

361 F. Delegates and Alternate Delegates to the AAMA Conference  
362

363 3. Delegates packet must include a list of Chapter Delegates and Alternates as well  
364 as the Medical Assistants' Creed

365 4. Delegates Packet must be received thirty (30) days prior to the Annual Meeting.  
366

367 5. A copy of a list of delegates and alternates names should go to the Credentials  
368 Committee.  
369

370 6. The Speaker and the Vice-Speaker will check the credentials of official delegates  
371 to the Annual Meeting to determine that representation is as provided by the  
372 Bylaws and to establish that a quorum is present.  
373

374 A. Check credentials of delegates and alternates at the Credential Desk and  
375 at each assembly of the House of Delegates.

376 B. Report at each session of the House of Delegates the number of  
377 delegates and alternates present.  
378

379 Packets shall be sent to:

380 a. Delegates

381 b. Alternate Delegates

382 c. Executive Committee

383 d. Credentials Committee

384 e. Chapter Presidents

385 f. Past Presidents (active members)

386 g. Conference Chairman

387 h. National Representative  
388  
389  
390  
391

- 392 Helpful Hints:  
393       Roberts' Rules of Order, Newly Revised  
394       National Delegates Packet  
395       Past State Delegates Packets  
396

397 **VICE SPEAKER OF THE HOUSE**  
398

- 399 1. See Bylaws  
400  
401 2. Shall assume duties of the Speaker of the House in the Speaker's absence, or in the  
402 event of resignation of the Speaker of the House.  
403

404 **IMMEDIATE PAST PRESIDENT**  
405

- 406 1. Shall be recognized each year during the Annual South Carolina Society  
407 Meeting.  
408  
409 2. Serve as Chair of the Judicial Committee.  
410  
411 3. Follow procedures for judging awards that AAMA follows.  
412  
413 4. Serve as Awards Chair. Plan the agenda, provide written programs for the  
414 Awards Ceremony, and preside at the Awards Ceremony. This should be  
415 coordinated with the Conference Committee. Begin the Awards Ceremony with  
416 an invocation; introduce the distinguished guests, advisors, exhibitors,  
417 photographer, and Past Presidents.  
418  
419 5. Arrange seating at Head Table for Awards Ceremony.

420 **CHAPLAIN**  
421

- 422 1. Shall send cards appropriate for the occasion, such as illness, death, etc. to  
423 members or a member's family.  
424

425 **PARLIAMENTARIAN**  
426

- 427 A. Qualifications: Be familiar with parliamentary law and protocol as outlined in Roberts'  
428 Rules of Order, Newly Revised; Bylaws of the Society, and Standing Rules.  
429  
430 B. Duties: The Parliamentarian shall be present at all meetings of the Society in an  
431 advisory capacity to the President.  
432

- 433 1. Shall advise the President on points of order when the decision of the chair is  
434 challenged on proper parliamentary procedure or when other questions are referred  
435 to by the chair.  
436
- 437 2. Decisions shall be governed by the Bylaws of the Society and by Roberts' Rules of  
438 Order, Newly Revised. The Parliamentarian shall review, with the President, the  
439 agenda for the meeting and other questions prior to the meeting.  
440
- 441 3. Can anticipate procedures that may arise, and may study rulings pertaining to those  
442 procedures.  
443
- 444 4. Shall never embarrass the President by pointing out incorrect rulings openly. Should  
445 be seated near the President at meetings so to advise the President when  
446 necessary.  
447
- 448 5. The President may or may not accept her advice; if the assembly feels that the  
449 President has ruled incorrectly, they may then "appeal the decision of the Chair," not  
450 the ruling of the Parliamentarian.  
451
- 452 6. Shall not express personal views on the issue unless called upon to do so by the  
453 President or the membership.  
454
- 455 7. It is the duty of the Parliamentarian to see that the rights of each member and the  
456 association as a whole are preserved and protected. No amount of theoretical  
457 knowledge without practice will make a good parliamentarian. After each meeting,  
458 look up the proper way to have disposed of any doubtful point.  
459

460 American parliamentary law is built on the principle that rights must be respected; rights  
461 of the majority, the minority, the individual and the absentee, and the rights of all of  
462 these together. The purpose in using it is to give courtesy and justice to every member,  
463 to consider only one thing at a time, to give every member an opportunity to be heard,  
464 and to provide understanding that the majority decision prevails.  
465

466 Roberts' Rules of Order, which is accepted as our authority on parliamentary procedure,  
467 is based on the same principles on which our nation was founded —the right of the  
468 majority to decide, the right of the minority to be heard, and the right of the absentee to  
469 be protected.  
470

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

- 471
- 472
- 473 1. Copies of all correspondence on local level should be sent to the Chapter  
474 president; on State level to State Presidents; and on national level to National  
475 Officers as designated in specific committee instructions.

- 476 2. Official Reports of Officers and Committees are to be submitted electronically 30  
477 days prior to all Board Meetings.  
478
- 479 3. Contact your committee members for their suggestions and formation of plans as  
480 soon after your appointment as possible. A meeting is preferable if geographic  
481 locations make this feasible.  
482
- 483 4. If unable to fulfill your assignment, a resignation should be presented to the  
484 President immediately so that someone may be selected to fill the vacancy and  
485 carry on the work of the committee without unnecessary delay.  
486
- 487 5. Ascertain the amount budgeted for your committee work and stay within the  
488 amount allowed; if no provision has been made, give an estimate of your needs  
489 to the Budget and Finance Committee.  
490
- 491 6. All official correspondence should be prepared on official letterhead of the  
492 Society. If your name is not listed on the letterhead, be sure it is typed with your  
493 address in full on all correspondence.  
494
- 495 7. Any expenses incurred by your committee should be presented to the Board of  
496 Directors by written report at each Board of Directors meeting.  
497
- 498 8. At the end of your term of office, a written report of activities is made to the State.  
499 A note of thanks should be written to each member of your committee or  
500 subordinate officer. Reports must be received by the Speaker of the House within  
501 sixty (60) days of the Annual Meeting.  
502
- 503 9. All files of your committee, and officer correspondence, are the property of the  
504 Society and are turned over to your successor upon expiration of your term.  
505

506 Helpful Hint:

507 Prompt attention to **ALL** assignments, and especially prompt replies to **ALL**  
508 correspondence, will be greatly appreciated and will actually make your work  
509 easier. You will avoid the feeling of being pushed for time and will have an  
510 opportunity to think things through more thoroughly.  
511

512 **COMMITTEES**

513

514 **APPOINTMENTS**

515 Chairmen and members of standing and special committees are appointed by the Vice  
516 President, except for the Nominating Committee which is an elected committee. These  
517 are chosen from the membership and consent to serve obtained. They are presented to  
518 the pre-conference Board of Directors for approval. All appointments, including those to

519 fill vacancies occurring during the year, are subject to the approval of the Board of  
520 Directors.

521

## 522 **TERM OF APPOINTMENT**

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

525

## 526 **MEETINGS**

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

530

## 531 **SPECIAL RULES AND CUSTOMS RELATING TO COMMITTEES**

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

537

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

540

541 See General Rules for Officers and Committee Chairmen.

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

545

## 546 **CERTIFICATION**

547

548 1. Prepare a quarterly list of all new and recertified CMAs (AAMA) in South Carolina  
549 during the year and send to the website chair.

550

551 2. All new and recertified CMAs (AAMA) will be invited to the SCSMA Annual  
552 Awards Ceremony.

553

554 3. Notify all chapters of deadline dates for applications, through the website. Supply  
555 local Chapters to the AAMA website for the materials needed for study, lists of  
556 books and courses that are valuable.

557

558 4. Explain the recertification process and stress this to previously certified medical  
559 assistants.

560

561 5. Explain the CEU point system.



- 562 6. Consider sending a highlight or article on a new CMA (AAMA) member to the  
563 website.

564 **EDUCATION COMMITTEE**

- 565
- 566 1. All programs should be submitted for CEU approval.
- 567
- 568 2. Work with the Conference Committee for the Conference educational sessions.
- 569
- 570 3. Arrange programs that will interest the majority. Coordinate with Membership
- 571 Committee and Marketing Committee on promotion of state educational
- 572 programs.
- 573
- 574 4. January meeting will include a Leadership Session.
- 575
- 576 5. Consider having Administrative and Clinical programs consecutively at
- 577 Conference.
- 578
- 579 6. Encourage member participation in programs, i.e. Insurance filing, collections,
- 580 coding, appointment making, handling telephones, laboratory procedures —
- 581 collecting specimens, sterilization and care of instruments.
- 582
- 583 7. Investigate local Vocational or Tech Schools. These will sometimes sponsor a
- 584 course if at least ten people register. CEU's could be applied for. The schools
- 585 usually provide the facility and pay an instructor.
- 586
- 587 8. Assign a member of your Committee to do a presentation on how to complete the
- 588 forms for CEU approval to be done at the January leadership session.
- 589
- 590 9. Notify members through the website of programs that go on around the State.
- 591
- 592 10. Assist the local chapters on proper programs, suggestions, or topics. This could
- 593 also be done through the website.
- 594

595 **EDUCATION CHAIRMAN**

- 596
- 597 1. There will be educational workshops in January and August.
- 598
- 599 2. The Education Chair will be responsible for securing accommodations for both of
- 600 these workshops.
- 601

- 602 3. Speakers travel expenses, lunch and/or dinner meal, and hotel accommodations,  
603 if required, will be paid by the SCSMA. In lieu of expenses, a \$75.00 honorarium  
604 may be given.  
605

606 **EDUCATORS PEER GROUP**

- 607
- 608 1. Shall be comprised of Chair, SCSMA member, and all medical assisting program  
609 directors.
- 610
- 611 2. Hold at least two (2) meetings a year concurrent with the State Meetings.  
612
- 613 3. Sponsor an annual Student Bowl of Knowledge.  
614
- 615 4. Speak with students in medical assisting programs throughout the state about  
616 the benefits of membership in the AAMA.  
617

618 **EXECUTIVE COMMITTEE**

- 619
- 620 1. See Bylaws for responsibilities.  
621
- 622 2. Members Dues Assistance Funds application is for members who are having  
623 hardships (spouse or member being unemployed or a disaster), if funds are  
624 available.
- 625 3. Criteria: The member requesting assistance will need to submit the criteria form  
626 along with their completed AAMA registration form to the Executive Committee by  
627 November 1<sup>st</sup>. This will give the Executive Committee time to review, discuss and  
628 approve. The same person can only receive it 1 time every 2 years. Must have been  
629 an active member in good standing with the AAMA within the last 4 years.  
630 Assistance will be at the discretion of the Executive Board. May give up to 3 dues  
631 assistance not to exceed \$300.00, if funds are available.  
632

633 **JUDICIAL COUNCIL**

- 634
- 635 1. The Judicial Council shall be a special committee composed of the five active  
636 immediate past State presidents and the State Parliamentarian, who shall serve  
637 as an ex-officio member without a vote.  
638
- 639 2. The Immediate Past President shall serve as Chair of the Judicial Council.  
640
- 641 3. The Judicial Council shall handle all matters relating to ethics, their decisions  
642 being approved by the Executive Committee.  
643

- 644 4. This Council has jurisdiction in all questions involving the membership status of a  
645 person. Council jurisdiction also covers all controversies arising under the  
646 Bylaws, its Code of Ethics, or the interpretations of these.  
647
- 648 5. The Judicial Council shall meet during the Annual Conference to consider any  
649 business pending. It shall also meet on a consultant basis upon a call of the  
650 chairman.  
651
- 652 6. A request for judicial action is directed to the Chairman of the Judicial Council.  
653 Persons directly affected by the decision of the council, if identified to the  
654 Council, are notified of any matter concerning them that is to come before the  
655 Council. These persons are permitted to present any material they deem  
656 pertinent to the matter under consideration.  
657
- 658 7. Three voting members shall constitute a quorum provided all members have  
659 been duly notified of the scheduled meeting. The Chairman of this Council shall  
660 submit to the House of Delegates an annual report of the judicial actions taken  
661 during the year.  
662

663 **MARKETING**

- 664
- 665 1. Help local chapters with ideas regarding publicity.  
666
- 667 2. Assist the Membership Committee in promoting National Medical Assistants  
668 Week and instruct local chapters as needed.  
669
- 670 3. Encourage members to participate in Health Fairs, career days for schools,  
671 Telethons, etc.  
672
- 673 4. Be responsible for the SCSMA display and video promotional material. The  
674 SCSMA display will include the AAMA Scope of Practice information Sheet. The  
675 display should be used at all SCSMA functions.  
676
- 677 5. Be responsible for coordinating SCMA Convention volunteers and securing  
678 lodging for these volunteers.  
679
- 680 6. See bylaws, Article X-Section 3-I  
681

682  
683  
684

685 **MEMBERSHIP**

686

- 687 1. Appoint members of the committee to write initial letter in response to inquiries  
688 regarding membership from National. Have another member to follow up on  
689 original letter in 2-3 weeks.  
690
- 691 2. Write letters to people who pass the CMA (AAMA) exam who are non-members,  
692 offering congratulations and an invitation for membership. Membership  
693 committee should forward these names to the Certification Chairman.  
694
- 695 3. Work with Marketing Committee on promotion of National Medical Assistants  
696 Week. Consider assigning one or two people to distribute this literature and talk  
697 about the AAMA in unorganized counties.  
698
- 699 4. Write the journal of the SCMA or other publications (Blue Cross/Blue  
700 Shield, PGBA) who may be willing to print the name and address of  
701 membership chairman.  
702
- 703 5. Communicate with members-at-large on the possibility of scheduling an  
704 organizational meeting.  
705
- 706 6. Send list of non-member CMA (AAMA)'s in South Carolina to membership  
707 chairman so that she can send letter of congratulations with an invitation of  
membership in AAMA.

708 **NOMINATING COMMITTEE**

709

710 The Nominating Committee shall present a slate of officers for each of the following  
711 offices: Vice President, Secretary, Treasurer, Speaker of the House, and Vice Speaker  
712 of the House. Nominees shall be chosen from active membership. Each nominee shall  
713 be contacted in advance and have consented, in writing, to serve if elected. Forms are  
714 distributed by the Nominating Committee. The Nominating Committee should actively  
715 seek candidates throughout the year. The Committee should furnish each chapter with  
716 consent forms. The slate is completed and included in the Delegates Packet.  
717

718 Keep a list of Delegates and Alternate Delegates to AAMA to prevent the same  
719 candidate from running more frequently than allowed.  
720

721 **POLICY HANDBOOK COMMITTEE**

722

723 Purpose: To keep the Policy Handbook up-to-date and current for members use.  
724 Responsible for handling resolutions. See resolutions guidelines.  
725

726 Funding: The Policy Handbook Committee should be included in the Budget and  
727 have adequate funding available for revisions and updates.  
728

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

733 This handbook is to be printed in loose leaf single sided sheets. Distribute updates on  
734 the SCSMA Website and have available. Other changes or revisions should be brought  
735 to the Policy Handbook Committee and be presented to the Board of Directors for  
736 approval. Following adoption, revisions shall be incorporated by the Policy Handbook  
737 Committee.  
738

### 739 **PUBLIC POLICY**

740

- 741 1. Carefully research and review State laws governing and regulating all  
742 medical professionals. These statutes are usually referred to as Medical  
743 Practice Acts or Business and Professional Codes.  
744
- 745 2. Carefully research and review all State laws that include (or might be  
746 construed to include) the Medical Assistant.  
747
- 748 3. Keep a current file on the above documents and report to the AAMA  
749 Subcommittee on State Legislation and the AAMA Executive Director ANY  
750 pending legislation.  
751
- 752 4. Contact the AAMA Subcommittee on State Legislation copying the Executive  
753 Director, with any questions concerning existing, pending, or new legislation in  
754 your state. Should there be evidence of litigation involving a medical assistant in  
755 your state, contact the Executive Director immediately.  
756
- 757 5. Find out how your State legislative process works and learn all you can, while  
758 making legislators aware of the medical assisting profession. Contacts and  
759 friends in the legislature, made while learning the process, will be invaluable  
760 should a State Society actually become involved with writing a bill.  
761
- 762 6. Become involved and seek aid, support, and legislative expertise of (but not  
763 limited to) the following:
  - 764 A. State Board of Medical Examiners
  - 765 B. State Medical Association (particularly committees involved with  
766 legislation)
  - 767 C. Schools offering medical assisting and allied health programs

- 768 D. State legislators, especially those who have shown particular interest or  
769 expertise in medical legislation.  
770 E. State and local allied health professional organizations  
771 F. State agencies involved with health and health education  
772 G. State Medical Society Auxiliary  
773 H. Local and State Medical Associations' Political Action Committees  
774 (PAC's)  
775 I. League of Women Voters  
776

777 **Helpful Hint:**

778 The medical assistant, by definition, "works under the direction of a physician."  
779 Therefore, the medical assistant should NOT become part of the nursing  
780 practice statutes. However, it is most important that a liaison be established with  
781 the nursing profession. It is equally important that good rapport be established  
782 with all other allied health professionals.  
783

- 784 7. Suggestions for all medical assistants for their personal protection and for  
785 continuing improvement of professional status:  
786  
787 A. Become a Certified Medical Assistant, thereby proving your professional  
788 competence.  
789 B. Identify yourself and your profession whenever and wherever possible.  
790 C. Revalidate your CMA (AAMA) certificate.  
791 D. Consider professional liability insurance.  
792 E. Encourage all medical assistants to join AAMA and stand together  
793 professionally.  
794

795 **SCHOLARSHIP COMMITTEE**

- 796  
797 1. Can give up to 3 scholarships not to exceed \$500.00 each, if funds are  
798 available.  
799  
800 2. Coordinate with the Budget and Finance Committee.  
801  
802 3. Keep a list of prior recipients so the same person is not awarded a  
803 scholarship twice.

804 **SCRQSA COMMITTEE**

805  
806 The South Carolina Radiation Quality Standards Association (SCRQSA) liaison  
807 Committee shall:  
808

- 809 1. consist of two members, a chairman who serves on the Board of Trustees of the  
810 SCRQSA and one alternate member.  
811  
812 2. be certified limited practice radiographers and certified medical assistants  
813  
814 3. work with this corporation to perform activities that relate to the practice of  
815 radiologic technology.  
816  
817 4. report activities of the SCRQSA to the South Carolina Society of Medical  
818 Assistants.  
819

820 **STRATEGIC PLAN COMMITTEE**

- 821  
822 1. See Bylaws  
823

824 **WEBSITE COMMITTEE**

- 825  
826 1. Shall consist of Website Chair, Marketing Chair, and Chapter Presidents.  
827  
828 2. Will be responsible for updating the Website as necessary.  
829  
830 3. Promote the AAMA, State Society and Chapters.  
831  
832 4. Post the Medical Assistant's Creed and Mission Statement of the SCSMA.  
833  
834 5. Post Current State Officers and Committee Chairmen with mailing address, email  
835 address  
836  
837 6. Post Current Strategic Plan.  
838  
839 7. Post current list of Chapter Presidents email address and phone number.  
840  
841 8. Website to have links to the AAMA website, SCQRSA website, and any other  
842 professional website approved by the Board of Directors.  
843  
844 9. Announcements to be posted for the Fall and Winter workshops, Annual  
845 Conference and Chapter Meetings.  
846  
847 10. Website to be renewed yearly.  
848

**SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS**  
**GUIDE FOR DELEGATES AND ALTERNATES**

849  
850  
851  
852  
853  
854  
855  
856  
857  
858  
859  
860  
861  
862  
863  
864  
865  
866  
867  
868  
869  
870  
871  
872  
873  
874  
875  
876  
877  
878  
879  
880  
881  
882  
883  
884  
885  
886  
887  
888  
889

**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.



890 h. After the balloting is closed, the tellers will retire for counting. The  
891 chairman of the tellers will report to the presiding officer, who will  
892 announce the results to the House.  
893

894 **Point of Information**

895 When a delegate does not understand the question and needs clarification, should rise  
896 to a "Point of Information."  
897

898 **INSTRUCTIONS FOR STATE DELEGATES**  
899

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

904 1. Comply with the rules for obtaining credentials and reservations for conference  
905 functions.  
906

907 2. To abide by the rules adopted by the conference.  
908

909 3. To attend ALL business meetings of the conference.  
910

911 4. To prepare, be informed, and ready to participate intelligently and vocally in the  
912 conference proceedings. As important as being present is being adequately  
913 prepared to actively participate in the discussion of the conference.  
914

915 5. Shall be willing to serve one year.

916 This means studying the delegate's packet before coming to the conference. A  
917 majority vote of those present and voting commits the ENTIRE SOCIETY by its  
918 action. This is serious business and every delegate should feel a definite  
919 responsibility to vote. An important phase of the business is consideration and  
920 adoption of amendments to the Bylaws. Such amendments, when adopted,  
921 became the LAW, immediately, by which the Society lives, and lawmaking  
922 should result from the best thinking of the entire conference. Too often,  
923 delegates remark that they did not vote on certain issues or amendments  
924 because they did not feel well enough informed to vote intelligently. This is  
925 deplorable. If you do not understand, **ASK**. Silence gives consent. When  
926 delegates remain silent, an affirmative vote on many controversial issues is a  
927 vote of an "OVERWHELMING MINORITY." This is unhealthy. It is a commitment  
928 by a few because of apathy and failure of many.  
929

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

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

934 As a rule, these instructions are only advisory as you are obligated to consider  
935 all points of view presented to the conference, and, in the final analysis, vote  
936 according to conscience for what seems to be in the best interest of the ENTIRE  
937 Society. If you have doubts about how your group will feel, ask for a brief recess  
938 so you may discuss the matter with representatives of your Chapter. A delegate  
939 may abstain from voting.

940  
941 7. To report to your Chapter on the business of the Conference.  
942 A delegate's responsibility does not end with the close of the Conference. There  
943 is an obligation to promptly report the business of the Conference to the local  
944 Chapter.

945  
946 What is the real purpose of a Conference? It is to report on work completed, to elect  
947 officers, and to enjoy the association of people of like interests. It has a responsibility to  
948 plan for the future. It should set the course for the officers and chairmen for the coming  
949 year.

950  
951 Being a delegate is both a pleasure and responsibility. In the full acceptance of the  
952 responsibility, the pleasure of helping to determine the future of the Society will  
953 inevitably follow.

954  
955  
956  
957  
958  
959  
960  
961  
962  
963  
964  
965  
966  
967  
968  
969  
970  
971  
972  
973  
974  
975  
976  
977

978  
979  
980  
981  
982  
983  
984  
985  
986  
987  
988  
989  
990  
991  
992  
993  
994  
995  
996  
997  
998  
999  
1000  
1001  
1002  
1003  
1004  
1005  
1006  
1007  
1008  
1009  
1010  
1011  
1012  
1013  
1014  
1015  
1016  
1017  
1018  
1019  
1020

**SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS**

**RESOLUTION GUIDELINES**

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

WHEREAS---reason (as often as necessary)

THEREFORE, BE IT RESOLVED---Resolution

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

The work of the Policy Handbook Committee is very important. A proper functioning Policy Handbook Committee can save much time in an Annual Business Meeting.

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

1. Members of this Committee should be instructed as to their duties.
2. In August, a notice should be mailed to all Chapter Presidents informing them of the deadline date for submitting resolutions to the Committee for consideration.
3. The Chairman of the Policy Handbook Committee must send a copy of each resolution to committee members and ask for their recommendations. With this data, the Chairman will then compile an annual report. All resolutions shall be included in the delegates' packet.

**SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS**  
**CONFERENCE GUIDELINES**

1021  
1022  
1023  
1024  
1025  
1026  
1027  
1028  
1029  
1030  
1031  
1032  
1033  
1034  
1035  
1036  
1037  
1038  
1039  
1040  
1041  
1042  
1043  
1044  
1045  
1046  
1047  
1048  
1049  
1050  
1051  
1052  
1053  
1054  
1055  
1056  
1057  
1058  
1059  
1060  
1061  
1062  
1063  
1064

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

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

Conference Registration

A. Includes:

- 1) Welcome Party
- 2) Awards Ceremony
- 3) Inaugural Banquet
- 4) Sunday Breakfast and
- 5) Educational Programs

B. Cost:

- 1) members: amount at the discretion of the Conference Committee
- 2) non-member: Will pay more than member
- 3) students may attend education sessions and meal functions for a fee.

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

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

1. If there is to be any interchanging of registrations, PLEASE notify the Registration Committee as soon as possible.
2. There shall be a late registration fee if registration is received after the deadline.

1065 **FUND RAISING**

1066

1067 1. One fund-raising table will be allowed for all medical assisting students to share for  
1068 their fund- raising activities. No charge will be levied to the student groups for this  
1069 privilege.

1070

1071

1072 **CONFERENCE BADGES.**

1073

1074 1. Registrants must wear badges at all functions except the Inaugural Banquet.

1075

1076

1077 **CAMPAIGN RULES**

1078

1079 1. Campaign activities at the Conference shall not conflict with policies of the hotel,  
1080 i.e. distribution of pamphlets and use of posters.

1081

1082 2. No campaigning shall be allowed in vicinity of the House of Delegates, but  
1083 literature may be placed in Delegates stations.

1084

1085 3. Introduction of candidates shall be held at opening session of House of  
1086 Delegates.

1087

1088 4. Campaign advertising in Conference program shall be accepted only for those  
1089 who have been accepted for nomination and submitted by the Nominating  
1090 Committee according to the bylaws

1091

1092 5. No candidate shall solicit votes by bribery, coercion, or for monetary gain.

1093

1094 **REGISTRATION PACKET**

1095

1096 The registration packet contains:

1097

1098 1. Registration badge with appropriate ribbons (President, Vice-President,  
1099 Secretary, Treasurer, Immediate Past President, Past State President, Delegate,  
1100 Alternate, Student, Speaker, Advisor).

1101

1102 2. Program

1103

1104 3. Meal Tickets

1105

1106 4. No campaign material

1107

1108 **CONFERENCE PROTOCOL**

1109

1110 The State President presides at all functions unless otherwise stated.

1111

1112 A. The State Immediate Past President presides at the Award Ceremony

1113

1114 B. The AAMA Representative is furnished room, meals and transportation if  
1115 needed. The SCSMA President will be responsible for the AAMA  
1116 Representative.

1117 C. Conference Committee will place a welcome gift in the room of the  
1118 National Representative and also in the room of the SCSMA President.

1119 D. Seating arrangements: Refer to attached diagram.

1120 E. Conference Committee coordinates all arrangements with the current  
1121 Executive Board and the Education Chairman.

1122

1123 **CONFERENCE EDUCATION SESSIONS**

1124

1125 The State Education Committee is responsible for the education sessions. This  
1126 Committee will arrange these programs, apply for CEU's and will preside at these  
1127 sessions. The State Education Committee will coordinate with the Conference  
1128 Committee to secure necessary equipment, i.e. audio-visual equipment, rooms,  
1129 speaker's gifts, and are to be paid for out of the State Education Committee Budget.

1130

1131 **CONFERENCE FINANCES**

1132

1133 A. Conference Treasurer is appointed by the Conference Chairman. The treasurer  
1134 will set up an account entitled "S.C. Society, Medical Assistants Conference  
1135 Fund."

1136

1137 B. The State Treasurer will advance \$1000.00 to the host chapter. This  
1138 advancement will be refunded to the State Society treasurer at the following Pre-  
1139 Conference Board Meeting.

1140

1141 C. Conference Committee will provide a **suite** (if available) for the State President  
1142 for the entire Conference.

1143

1144 D. Installation expenses are the responsibility of the Vice-President and costs are to  
1145 be expended from the Vice-President's budget.

1146

1147 E. The fee for Exhibit Booths should be determined by the host chapter.

1148

1149 F. The fee for ads in the Conference Program should be determined by the  
1150 Conference Committee.

1151

- 1152 G. Each Chapter is responsible for two door prizes.  
1153
- 1154 H. The host Chapter will be responsible for the grand door prize.  
1155
- 1156 I. Thank you notes must be written to all contributors and exhibitors immediately  
1157 following the Conference by a member to be delegated by the Conference Chair.  
1158
- 1159 J. The host chapter will receive 25% (twenty-five percent) of Conference profits. A  
1160 reconciliation statement and a profit check shall be presented to the State  
1161 Treasurer at the August Board Meeting.  
1162
- 1163 K. The host chapter members will pay the regular registration fee.  
1164
- 1165 L. Limited expenses involved in planning the Conference, (i.e. Long-distance phone  
1166 calls, gasoline, etc) may be taken from the general conference funds provided  
1167 vouchers are submitted and provided this is authorized by the host chapter.  
1168
- 1169 M. S.C. Medical Association representative will be provided one night lodging in a  
1170 standard room, if needed.  
1171
- 1172 N. SCSMA Executive Board Members and Parliamentarian will have their Annual  
1173 State Meeting registration fee paid by the SCSMA to the Conference Treasurer, if  
1174 funds are available.  
1175
- 1176 O. North Carolina Society of Medical Assistants Representative, as approved by the  
1177 SCSMA Board of Directors, March 2004 a complimentary registration, that  
1178 includes all meal functions, will be offered to the President of the North Carolina  
1179 Society of Medical Assistants. The SCSMA President will forward a copy of the  
1180 registration form, when it is available, to the NCSMA President indicating that the  
1181 registration fee is waived. If the NCSMA President is unable to attend she/he  
1182 may appoint another NCSMA Board Member to attend in her/his place. The  
1183 NCSMA representative will be responsible for all expenses incurred outside the  
1184 complimentary registration.  
1185

1186  
1187 **PROGRAM BOOKLETS**  
1188

1189 The Conference Committee is responsible for the program booklet. Former Programs  
1190 may be used as a guide.  
1191  
1192  
1193  
1194  
1195

1196 **PLANNING SESSIONS**

1197  
1198 The President, Vice President, Speaker, and Vice-Speaker of the House, and the  
1199 Education Chairman for the State Society should be invited to all planning sessions of  
1200 the conference committee.

1201  
1202 **SUGGESTIONS FOR CONFERENCE PLANNERS**

- 1203  
1204 1. Welcome Bags will be provided at the discretion of the Conference Committee.  
1205  
1206 2. Have photographer available at all functions.  
1207  
1208 3. Place Registration Desk inside or adjacent to the Exhibit Room if possible.  
1209  
1210 4. Honor Past Presidents at the Annual Meeting  
1211  
1212 5. Have a computer and a copier available if possible. These could be loaned by an  
1213 exhibitor or company.  
1214  
1215 6. Make contacts for free printing of program booklet  
1216  
1217 7. Have parade of Chapter Presidents at Banquet  
1218  
1219 8 Negotiate with the hotel for a free room for the Conference Chair, Conference  
1220 Vice-Chair, and the AAMA Representative.

1221  
1222  
1223 **SEATING ARRANGEMENTS**

1224  
1225 **General Rules**

- 1226  
1227 1. The Presiding Officer sits at the center of the head table (or to the right of the  
1228 lectern).  
1229  
1230 2. Guests are seated in the following order:  
1231  
1232 a. First ranking guest at the right of the Presiding Officer  
1233 b. Second ranking guest at the left of the Presiding Officer  
1234 c. Third ranking guest at the second right of the Presiding Officer  
1235 d. Fourth ranking guest at the second left of the Presiding Officer, etc.  
1236  
1237 3. Introductions should be made in order of importance of offices held in the  
1238 Organization or in the National and State Organizations. For example:



- 1239 a. National President
- 1240 b. State President
- 1241 c. National Officers—elected
- 1242 d. State Officers
- 1243 e. National Chairmen—appointed
- 1244 f. State Chairmen
- 1245 g. Local officers or chairmen
- 1246
- 1247 4. Customarily, all elected officers are at the head table.
- 1248
- 1249 5. The guest speaker is seated on the right of the Presiding Officer and is always
- 1250 last on the program. The State President has precedence of seating over all
- 1251 other guests except the guest speaker.
- 1252
- 1253 6. The Chairman of arrangements should see that each person to be seated at the
- 1254 head table is notified, in advance, giving time and place of meal and manner of
- 1255 dress expected. In planning a program that includes Presentation of Colors, the
- 1256 following order should be used:
- 1257
- 1258 a. Presentation of Colors
- 1259 b. Invocation or inspirational message
- 1260 c. National Anthem
- 1261 d. Pledge of Allegiance

1262

1263 **SAMPLE SEATING ARRANGEMENTS**

1264

1265 All of the following use a twelve (12) person head table. These arrangements may be

1266 expanded to include advisors, appointed officers or other dignitaries.

1267 6 5 4 3 2 1 LECTERN 7 8 9 10 11

1268

1269 A. **Banquet:**

1270

- |                              |                              |
|------------------------------|------------------------------|
| 1271 1. President            | 6. Vice Speaker of the House |
| 1272 2. Guest Speaker        | 7. Master of Ceremonies      |
| 1273 3. Vice President       | 8. AAMA Officer              |
| 1274 4. Secretary            | 9. Immediate Past President  |
| 1275 5. Speaker of the House | 10. Treasurer                |
- 1276
- 1277
- 1278
- 1279
- 1280
- 1281

1282 B. **Banquet: Society President presiding.** AAMA officer present as guest speaker  
1283 Master of Ceremonies. Another National Representative.

- 1284  
1285
- |                              |                            |
|------------------------------|----------------------------|
| 1. President                 | 7. Master of Ceremonies    |
| 2. AAMA Officer              | 8. Secretary               |
| 3. Vice President            | 9. Treasurer               |
| 4. Immediate Past President  | 10. Conference Chairperson |
| 5. Speaker of the House      | 11. Chaplain               |
| 6. Vice Speaker of the House |                            |

1286 C. **Business Meeting: Society President presiding.** AAMA officer present, but  
1287 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 |

1288 D. **Awards Ceremony:** Vice President presiding. Guest Speaker. AAMA Officer  
1289 present.

- |                        |                               |
|------------------------|-------------------------------|
| 1290 1. Vice President | 6. AAMA Officer               |
| 1291 2. Guest Speaker  | 7. Treasurer                  |
| 1292 3. Secretary      | 8. Immediate Past President   |
| 1293 4. Chaplain       | 9. Speaker of the House       |
| 1294 5. President      | 10. Vice Speaker of the House |

1295  
1296 E. **Breakfast Meeting:** State President presiding. AAMA officer present. Guest  
1297 Speaker.

- |                                  |                               |
|----------------------------------|-------------------------------|
| 1298<br>1299 1. President        | 6. AAMA Officer               |
| 1300 2. Speaker                  | 7. Treasurer                  |
| 1301 3. Vice President           | 8. Chaplain                   |
| 1302 4. Secretary                | 9. Speaker of the House       |
| 1303 5. Immediate Past President | 10. Vice Speaker of the House |

1304  
1305 F. **House of Delegates.** Speaker or Vice Speaker presiding. AAMA Officer present.

- |                                   |                              |
|-----------------------------------|------------------------------|
| 1306 1. Speaker of the House      | 6. Chaplain                  |
| 1307 2. Parliamentarian           | 7. Secretary                 |
| 1308 3. President                 | 8. Treasurer                 |
| 1309 4. AAMA Officer              | 9. Vice President            |
| 1310 5. Vice Speaker of the House | 10. Immediate Past President |

1311

1312 **SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS**  
1313 **GUIDELINES FOR AWARDS**  
1314

1315 **CMA (AAMA) AWARD**  
1316

1317 There is one section of the CMA (AAMA) Award Competition  
1318

- 1319 A. Greatest number of members who are Certified Medical Assistants  
1320 (AAMA)  
1321

1322 Awards will be presented to first, second, and third in this category.  
1323

1324 **These figures will be obtained from AAMA.**  
1325

1326 **MEMBERSHIP AWARD**  
1327

1328 There are two sections of the membership competition  
1329

- 1330 A. Greatest numerical increase from March 1st to March 1st  
1331  
1332 B. Greatest numerical increase of Student Members  
1333

1334 Awards will be presented to first, second, and third in each category  
1335

1336 **Awards Chair will contact AAMA for Membership statistics.** (Retain statistics from  
1337 previous year. AAMA does not keep those records.)  
1338

1339  
1340 **SCRAPBOOK AWARD**  
1341

1342 Scrapbooks will be judged on the following criteria  
1343

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

- 1344 A. Immediate past year: Activity, sequence of events for previous year (from  
1345 prior Conference to present Conference)  
1346 B. Neatness, art work, originality  
1347 C. Photographs to illustrate information, events, or people.  
1348 Photos should be clear and details identifiable with captions or brief  
1349 explanations identifying people and occasions.  
1350 D. Outstanding characteristics pertaining to any of the above.  
1351

1352 Awards will be presented to the first, second, and third place winners. First place will  
1353 receive a cash award of \$50.00.  
1354

1355  
1356  
1357  
1358  
1359  
1360  
1361  
1362  
1363  
1364  
1365  
1366  
1367  
1368  
1369  
1370  
1371  
1372  
1373  
1374  
1375  
1376  
1377  
1378  
1379  
1380  
1381  
1382  
1383  
1384  
1385  
1386  
1387  
1388  
1389  
1390  
1391  
1392  
1393  
1394  
1395  
1396  
1397  
1398

**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.

1399  
1400  
1401  
1402  
1403  
1404  
1405  
1406  
1407  
1408  
1409  
1410

**Most Valuable Player Award**

1. This person must be an active AAMA & SCSMA member in good standing.
2. Nomination must be received by the Immediate Past President, no later than February 1st.

**Immediate Past President's Mailing address:**

**Immediate Past President's Email address:**

More than one person may be nominated by a chapter; however, there will only be one MVP per chapter of SCSMA chosen from all entries. Please use a separate form for each nominee. The winner will be revealed at the Annual SCSMA Conference.

<b>Chapter:</b>	
<b>Nominee:</b>	
<b>Reason(s):</b>	

1411  
1412  
1413

1414  
1415  
1416  
1417  
1418  
1419  
1420  
1421  
1422  
1423  
1424  
1425  
1426

**EDUCATOR OF THE YEAR**

1. Educator must be a member of AAMA in good standing and active on the local & state level.
2. Letters of recommendation from a colleague on the school letterhead, a letter from the chapter in which the educator is a member and a least one student letter (past or present student) stating why they think this person should be the Educator of the Year.
3. Entries must be received by the Immediate Past President no later than February 1st. The winner will be revealed at the award at the Annual State Conference.

**Immediate Past President's Mailing address:**

**Immediate Past President's Email address:**

<b>Submission Date</b>	
<b>Chapter Name:</b>	
<b>School:</b>	

1427  
1428  
1429  
1430

**Medical Assistant of the Year Award**

- 1431
- 1432
- 1433 1. The nominated medical assistant must be a CMA or RMA and a member
- 1434 of the AAMA & SCSMA in good standing.
- 1435
- 1436 2. The nominated medical assistant must be active in their local chapter and in the
- 1437 state society.
- 1438
- 1439 3. The nomination can be from a fellow medical assistant and must accompany a
- 1440 letter of support from the nominator, the nominee's chapter President or Vice-
- 1441 President, and a co-worker or manager from where the nominee works. All
- 1442 letters must contain phone numbers or email addresses in case the committee
- 1443 may need to contact someone to break a tie between nominees. More than one
- 1444 CMA or RMA can be nominated from the same chapter but only be one winner
- 1445 will be announced.
- 1446
- 1447 4. Entries must be received by the Immediate Past President no later than February 1<sup>st</sup>.
- 1448 Immediate Past President's Mailing address:
- 1449 Immediate Past President's Email address:
- 1450

<b>Submission Date</b>	
<b>Chapter Name:</b>	
Committees on the chapter level in which the nominee serves:	
Committees on the state level in which the nominee serves:	
Please list on a separate sheet of paper why you believe your nominee deserves this recognition.	

1451

1452

1453

1454

1455

## Standing Rules for SCSMA Delegates and Alternates to AAMA

1456  
1457  
1458  
1459  
1460  
1461  
1462  
1463  
1464  
1465  
1466  
1467  
1468  
1469  
1470  
1471  
1472  
1473  
1474  
1475  
1476  
1477  
1478  
1479  
1480  
1481  
1482  
1483  
1484  
1485  
1486  
1487  
1488  
1489  
1490  
1491  
1492  
1493  
1494  
1495  
1496  
1497  
1498  
1499  
1500  
1501

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:

- List of mandated functions attended



1502           • A list of days attended

1503

1504   If a delegate or alternate is unable to attend a mandated function he/she must notify the  
1505   SCSMA President and include the reasoning. The President will indicate in his/her  
1506   report for the Delegates Packet if the absence was excused or not excused. The  
1507   President will also bring any noncompliance with these standing rules by any  
1508   delegate/alternate to the attention of the Board of Directors. The Board of Directors will  
1509   request a refund of part or all monies paid to the delegate/alternate found to be in  
1510   violation of these standing rules.

1511

1512

1513

1514

1515

1516

1517

1518

1519

1520

1521

1522

1523

1524

1525

1526

1527

1528

1529

1530

1531

1532

1533

1534

1535

1536

1537

1538

1539

1540

1541

1542

1543

1544

1545

1546 **South Carolina Society of Medical Assistants, INC.**  
1547 **Guidelines for Expenses for Delegates and Alternate Delegates**  
1548 **to the Annual AAMA Conference**  
1549

1550 Advancement shall be calculated by the Budget and Finance Committee and presented  
1551 to the SCSMA House of Delegates in the annual budget for approval.  
1552

1553 1 – Financial aid will be given to the delegates and alternates commensurate with funds  
1554 available within 60 (sixty) days after the Annual State Conference.  
1555

1556 2- Conference Registration: AAMA Member Package cost is approved. It is the  
1557 responsibility of each Delegate and Alternate Delegate to complete and send in  
1558 registration form.  
1559

1560 3 - Automobile: Round trip mileage expenses, at \$0.54 per mile, will be approved up to  
1561 the amount of round trip coach fare.  
1562

1563 4 – Air Travel: Coach Class is approved. A copy of the plane ticket voucher must be  
1564 submitted. If you choose to fly first class or by private plane, or alter your itinerary, you  
1565 will be expected to pay the difference between direct round-trip coach fare and the  
1566 alterations you have made.  
1567

1568 5 – Meals: Up to \$50.00 per day will be approved for actual meal expenses (including  
1569 tips) per day times the number of days at the conference plus one travel day (maximum  
1570 of 6 days).  
1571

1572 6 – Hotel: One half (1/2) of double occupancy rate of the hotel is the maximum that will  
1573 be approved. If the hotel room is shared by more than two persons, then the member  
1574 will only be responsible for her/his portion of the room.  
1575

1576 7 – Over budgeted expenses for delegates and alternates are not reimbursed, unless  
1577 there are extenuating circumstances. The circumstances and over budgeted amounts  
1578 must be brought before the Board of Directors for consideration and approval before the  
1579 expenses can be reimbursed.  
1580

1581 **8 - An itemized expense report with all receipts MUST** be sent to the Treasurer  
1582 within 60 days after the Conference.  
1583

1584 9- All unused Advanced Funds should be refunded by check payable to SCSMA and  
1585 included with the expense report when sent to the Treasurer.  
1586

1587 10 – An e-mail report of itemized expenses and summary of all required meetings  
1588 attended must be sent to the Executive Board after evaluated by Treasurer and no later  
1589 than the January Executive Board Meeting.  
1590

1591 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.

1592  
1593 12 – If rules are not abided by, member will not be eligible to represent the SCSMA at  
1594 the National Conference as follows:

1595  
1596 1<sup>st</sup> Offense: 3 years

1597  
1598 2<sup>nd</sup> Offense: Indefinite

1599  
1600 Non-Reimbursable Expenses:

1601 Meals except for AAMA Delegates and Alternates per Diem), Alcohol beverages,  
1602 personalized stationery, pencils, pens, magnets, candy, etc or any personal items or  
1603 registration for educational events.

1604  
1605  
1606  
1607  
1608  
1609  
1610  
1611  
1612  
1613  
1614  
1615  
1616  
1617  
1618  
1619  
1620  
1621  
1622  
1623  
1624  
1625  
1626  
1627  
1628  
1629  
1630  
1631  
1632  
1633  
1634  
1635

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 \$58.58 HAS BEEN RETURNED TO THE SCSMA

**AAMA DELEGATE/ ALTERNATE DELEGATE  
Travel Expense Voucher  
Return form to: SCSMA TREASURER**

Name:	Date:
Address:	<i>Charge expenses to the following:</i>
	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

<b>Dates of Travel</b> Day/Date:									<b>Subtotal</b>	<b>For Office Use Only</b>
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:										
<b>TOTAL (Complete both subtotal sections before entering total):</b>									<b>\$</b>	

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

