



SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS

2023

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.

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220 **CHAPTER PRESIDENTS**

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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 \$75.00, 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 1st. 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 1. The Judicial Council shall be a special committee composed of the five active
635 immediate past State presidents and the State Parliamentarian, who shall serve
636 as an ex-officio member without a vote.
637
- 638 2. The Immediate Past President shall serve as Chair of the Judicial Council.
639
- 640 3. The Judicial Council shall handle all matters relating to ethics, their decisions
641 being approved by the Executive Committee.
642

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

662 **MARKETING**

- 663
- 664 1. Help local chapters with ideas regarding publicity.
665
- 666 2. Assist the Membership Committee in promoting National Medical Assistants
667 Week and instruct local chapters as needed.
668
- 669 3. Encourage members to participate in Health Fairs, career days for schools,
670 Telethons, etc.
671
- 672 4. Be responsible for the SCSMA display and video promotional material. The
673 SCSMA display will include the AAMA Scope of Practice information Sheet. The
674 display should be used at all SCSMA functions.
675
- 676 5. Be responsible for coordinating SCMA Convention volunteers and securing
677 lodging for these volunteers.
678
- 679 6. See bylaws, Article X-Section 3-I
680

681
682
683

684 **MEMBERSHIP**

685

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

707 **NOMINATING COMMITTEE**

708

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

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

720 **POLICY HANDBOOK COMMITTEE**

721

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

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

727

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

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

737

738 **PUBLIC POLICY**

739

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

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

776 **Helpful Hint:**

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

782

783 **7. Suggestions for all medical assistants for their personal protection and for**
 784 **continuing improvement of professional status:**

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

794 **SCHOLARSHIP COMMITTEE**

- 795
- 796 1. Can give up to 3 scholarships not to exceed \$500.00 each, if funds are
- 797 available.
- 798
- 799 2. Coordinate with the Budget and Finance Committee.
- 800
- 801 3. Keep a list of prior recipients so the same person is not awarded a
- 802 scholarship twice.

803 **SCRQSA COMMITTEE**

804

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

807

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

819 **STRATEGIC PLAN COMMITTEE**

- 820
821 1. See Bylaws
822

823 **WEBSITE COMMITTEE**

- 824
825 1. Shall consist of Website Chair, Marketing Chair, and Chapter Presidents.
826
827 2. Will be responsible for updating the Website as necessary.
828
829 3. Promote the AAMA, State Society and Chapters.
830
831 4. Post the Medical Assistant's Creed and Mission Statement of the SCSMA.
832
833 5. Post Current State Officers and Committee Chairmen with mailing address, email
834 address
835
836 6. Post Current Strategic Plan.
837
838 7. Post current list of Chapter Presidents email address and phone number.
839
840 8. Website to have links to the AAMA website, SCQRSA website, and any other
841 professional website approved by the Board of Directors.
842
843 9. Announcements to be posted for the Fall and Winter workshops, Annual
844 Conference and Chapter Meetings.
845
846 10. Website to be renewed yearly.
847

848 **SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS**
849 **GUIDE FOR DELEGATES AND ALTERNATES**
850

851 **Prerequisites**

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

857
858 **Preparation**

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

862
863 **Meeting**

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

873
874 **Voting**

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

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

893 **Point of Information**

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

897 **INSTRUCTIONS FOR STATE DELEGATES**

898
899 The privilege of being elected to represent your Chapter at a State Conference is an
900 obvious one and all who accept the privilege must be aware of the honor bestowed. But,
901 as always, with privileges goes responsibility. When you accept the status of delegate,
902 you, in reality, pledge at least seven things:

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

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

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

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

914 5. Shall be willing to serve the year elected until the opening of the next House of
915 Delegates.

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.
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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

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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.

1064 **FUND RAISING**

1065

1066 1. One fund-raising table will be allowed for all medical assisting students to share for
1067 their fund- raising activities. No charge will be levied to the student groups for this
1068 privilege.

1069

1070

1071 **CONFERENCE BADGES.**

1072

1073 1. Registrants must wear badges at all functions except the Inaugural Banquet.

1074

1075

1076 **CAMPAIGN RULES**

1077

1078 1. Campaign activities at the Conference shall not conflict with policies of the hotel,
1079 i.e. distribution of pamphlets and use of posters.

1080

1081 2. No campaigning shall be allowed in vicinity of the House of Delegates, but
1082 literature may be placed in Delegates stations.

1083

1084 3. Introduction of candidates shall be held at opening session of House of
1085 Delegates.

1086

1087 4. Campaign advertising in Conference program shall be accepted only for those
1088 who have been accepted for nomination and submitted by the Nominating
1089 Committee according to the bylaws

1090

1091 5. No candidate shall solicit votes by bribery, coercion, or for monetary gain.

1092

1093 **REGISTRATION PACKET**

1094

1095 The registration packet contains:

1096

1097 1. Registration badge with appropriate ribbons (President, Vice-President,
1098 Secretary, Treasurer, Immediate Past President, Past State President, Delegate,
1099 Alternate, Student, Speaker, Advisor).

1100

1101 2. Program

1102

1103 3. Meal Tickets

1104

1105 4. No campaign material

1106

1107 **CONFERENCE PROTOCOL**

1108

1109 The State President presides at all functions unless otherwise stated.

1110

1111 A. The State Immediate Past President presides at the Award Ceremony

1112

1113 B. The AAMA Representative is furnished room, meals and transportation if
1114 needed. The SCSMA President will be responsible for the AAMA
1115 Representative.

1116 C. Conference Committee will place a welcome gift in the room of the
1117 National Representative and also in the room of the SCSMA President.

1118 D. Seating arrangements: Refer to attached diagram.

1119 E. Conference Committee coordinates all arrangements with the current
1120 Executive Board and the Education Chairman.

1121

1122 **CONFERENCE EDUCATION SESSIONS**

1123

1124 The State Education Committee is responsible for the education sessions. This
1125 Committee will arrange these programs, apply for CEU's and will preside at these
1126 sessions. The State Education Committee will coordinate with the Conference
1127 Committee to secure necessary equipment, i.e. audio-visual equipment, rooms,
1128 speaker's gifts, and are to be paid for out of the State Education Committee Budget.

1129

1130 **CONFERENCE FINANCES**

1131

1132 A. Conference Treasurer is appointed by the Conference Chairman. The treasurer
1133 will set up an account entitled "S.C. Society, Medical Assistants Conference
1134 Fund."

1135

1136 B. The State Treasurer will advance \$1000.00 to the host chapter. This
1137 advancement will be refunded to the State Society treasurer at the following Pre-
1138 Conference Board Meeting.

1139

1140 C. Conference Committee will provide a **suite** (if available) for the State President
1141 for the entire Conference.

1142

1143 D. Installation expenses are the responsibility of the Vice-President and costs are to
1144 be expended from the Vice-President's budget.

1145

1146 E. The fee for Exhibit Booths should be determined by the host chapter.

1147

1148 F. The fee for ads in the Conference Program should be determined by the
1149 Conference Committee.

1150

- 1151 G. Each Chapter is responsible for two door prizes.
1152
- 1153 H. The host Chapter will be responsible for the grand door prize.
1154
- 1155 I. Thank you notes must be written to all contributors and exhibitors immediately
1156 following the Conference by a member to be delegated by the Conference Chair.
1157
- 1158 J. The host chapter will receive 25% (twenty-five percent) of Conference profits. A
1159 reconciliation statement and a profit check shall be presented to the State
1160 Treasurer at the August Board Meeting.
1161
- 1162 K. The host chapter members will pay the regular registration fee.
1163
- 1164 L. Limited expenses involved in planning the Conference, (i.e. Long-distance phone
1165 calls, gasoline, etc) may be taken from the general conference funds provided
1166 vouchers are submitted and provided this is authorized by the host chapter.
1167
- 1168 M. S.C. Medical Association representative will be provided one night lodging in a
1169 standard room, if needed.
1170
- 1171 N. SCSMA Executive Board Members and Parliamentarian will have their Annual
1172 State Meeting registration fee paid by the SCSMA to the Conference Treasurer, if
1173 funds are available.
1174
- 1175 O. North Carolina Society of Medical Assistants Representative, as approved by the
1176 SCSMA Board of Directors, March 2004 a complimentary registration, that
1177 includes all meal functions, will be offered to the President of the North Carolina
1178 Society of Medical Assistants. The SCSMA President will forward a copy of the
1179 registration form, when it is available, to the NCSMA President indicating that the
1180 registration fee is waived. If the NCSMA President is unable to attend she/he
1181 may appoint another NCSMA Board Member to attend in her/his place. The
1182 NCSMA representative will be responsible for all expenses incurred outside the
1183 complimentary registration.
1184

1185
1186 **PROGRAM BOOKLETS**
1187

1188 The Conference Committee is responsible for the program booklet. Former Programs
1189 may be used as a guide.
1190
1191
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1193
1194

1195 **PLANNING SESSIONS**

1196

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

1200

1201 **SUGGESTIONS FOR CONFERENCE PLANNERS**

1202

1203 1. Welcome Bags will be provided at the discretion of the Conference Committee.

1204

1205 2. Have photographer available at all functions.

1206

1207 3. Place Registration Desk inside or adjacent to the Exhibit Room if possible.

1208

1209 4. Honor Past Presidents at the Annual Meeting

1210

1211 5. Have a computer and a copier available if possible. These could be loaned by an
1212 exhibitor or company.

1213

1214 6. Make contacts for free printing of program booklet

1215

1216 7. Have parade of Chapter Presidents at Banquet

1217

1218 8 Negotiate with the hotel for a free room for the Conference Chair, Conference
1219 Vice-Chair, and the AAMA Representative.

1220

1221

1222 **SEATING ARRANGEMENTS**

1223

1224 **General Rules**

1225

1226 1. The Presiding Officer sits at the center of the head table (or to the right of the
1227 lectern).

1228

1229 2. Guests are seated in the following order:

1230

1231 a. First ranking guest at the right of the Presiding Officer

1232 b. Second ranking guest at the left of the Presiding Officer

1233 c. Third ranking guest at the second right of the Presiding Officer

1234 d. Fourth ranking guest at the second left of the Presiding Officer, etc.

1235

1236 3. Introductions should be made in order of importance of offices held in the
1237 Organization or in the National and State Organizations. For example:

- 1238 a. National President
- 1239 b. State President
- 1240 c. National Officers—elected
- 1241 d. State Officers
- 1242 e. National Chairmen—appointed
- 1243 f. State Chairmen
- 1244 g. Local officers or chairmen
- 1245
- 1246 4. Customarily, all elected officers are at the head table.
- 1247
- 1248 5. The guest speaker is seated on the right of the Presiding Officer and is always
- 1249 last on the program. The State President has precedence of seating over all
- 1250 other guests except the guest speaker.
- 1251
- 1252 6. The Chairman of arrangements should see that each person to be seated at the
- 1253 head table is notified, in advance, giving time and place of meal and manner of
- 1254 dress expected. In planning a program that includes Presentation of Colors, the
- 1255 following order should be used:
- 1256
- 1257 a. Presentation of Colors
- 1258 b. Invocation or inspirational message
- 1259 c. National Anthem
- 1260 d. Pledge of Allegiance

1261

1262 **SAMPLE SEATING ARRANGEMENTS**

1263

1264 All of the following use a twelve (12) person head table. These arrangements may be

1265 expanded to include advisors, appointed officers or other dignitaries.

1266 6 5 4 3 2 1 LECTERN 7 8 9 10 11

1267

1268 A. **Banquet:**

1269

- | | |
|------------------------------|------------------------------|
| 1270 1. President | 6. Vice Speaker of the House |
| 1271 2. Guest Speaker | 7. Master of Ceremonies |
| 1272 3. Vice President | 8. AAMA Officer |
| 1273 4. Secretary | 9. Immediate Past President |
| 1274 5. Speaker of the House | 10. Treasurer |
- 1275
- 1276
- 1277
- 1278
- 1279
- 1280

1281 B. **Banquet: Society President presiding.** AAMA officer present as guest speaker
1282 Master of Ceremonies. Another National Representative.

- 1283
1284
- | | |
|------------------------------|----------------------------|
| 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 | |

1285 C. **Business Meeting: Society President presiding.** AAMA officer present, but
1286 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 |

1287 D. **Awards Ceremony:** Vice President presiding. Guest Speaker. AAMA Officer
1288 present.

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|------------------------|-------------------------------|
| 1289 1. Vice President | 6. AAMA Officer |
| 1290 2. Guest Speaker | 7. Treasurer |
| 1291 3. Secretary | 8. Immediate Past President |
| 1292 4. Chaplain | 9. Speaker of the House |
| 1293 5. President | 10. Vice Speaker of the House |

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

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| 1297
1298 1. President | 6. AAMA Officer |
| 1299 2. Speaker | 7. Treasurer |
| 1300 3. Vice President | 8. Chaplain |
| 1301 4. Secretary | 9. Speaker of the House |
| 1302 5. Immediate Past President | 10. Vice Speaker of the House |

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

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| 1305 1. Speaker of the House | 6. Chaplain |
| 1306 2. Parliamentarian | 7. Secretary |
| 1307 3. President | 8. Treasurer |
| 1308 4. AAMA Officer | 9. Vice President |
| 1309 5. Vice Speaker of the House | 10. Immediate Past President |

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1311 **SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS**
1312 **GUIDELINES FOR AWARDS**
1313

1314 **CMA (AAMA) AWARD**
1315

1316 There is one section of the CMA (AAMA) Award Competition
1317

- 1318 A. Greatest number of members who are Certified Medical Assistants
1319 (AAMA)
1320

1321 Awards will be presented to first, second, and third in this category.
1322

1323 **These figures will be obtained from AAMA.**
1324

1325 **MEMBERSHIP AWARD**
1326

1327 There are two sections of the membership competition
1328

- 1329 A. Greatest numerical increase from March 1st to March 1st
1330
1331 B. Greatest numerical increase of Student Members
1332

1333 Awards will be presented to first, second, and third in each category
1334

1335 **Awards Chair will contact AAMA for Membership statistics.** (Retain statistics from
1336 previous year. AAMA does not keep those records.)
1337

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1339 **SCRAPBOOK AWARD**
1340

1341 Scrapbooks will be judged on the following criteria
1342

1342 Scale of 1-10 (10 Points for completely meeting criteria)

- 1343 A. Immediate past year: Activity, sequence of events for previous year (from
1344 prior Conference to present Conference)
1345 B. Neatness, art work, originality
1346 C. Photographs to illustrate information, events, or people.
1347 Photos should be clear and details identifiable with captions or brief
1348 explanations identifying people and occasions.
1349 D. Outstanding characteristics pertaining to any of the above.
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1351 Awards will be presented to the first, second, and third place winners. First place will
1352 receive a cash award of \$50.00.
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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.

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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.

Chapter:	
Nominee:	
Reason(s):	

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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:

Submission Date	
Chapter Name:	
School:	

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Medical Assistant of the Year Award

- 1430
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- 1432 1. The nominated medical assistant must be a CMA or RMA and a member
- 1433 of the AAMA & SCSMA in good standing.
- 1434
- 1435 2. The nominated medical assistant must be active in their local chapter and in the
- 1436 state society.
- 1437
- 1438 3. The nomination can be from a fellow medical assistant and must accompany a
- 1439 letter of support from the nominator, the nominee's chapter President or Vice-
- 1440 President, and a co-worker or manager from where the nominee works. All
- 1441 letters must contain phone numbers or email addresses in case the committee
- 1442 may need to contact someone to break a tie between nominees. More than one
- 1443 CMA or RMA can be nominated from the same chapter but only be one winner
- 1444 will be announced.
- 1445
- 1446 4. Entries must be received by the Immediate Past President no later than February 1st.
- 1447 Immediate Past President's Mailing address:
- 1448 Immediate Past President's Email address:
- 1449

Submission Date	
Chapter Name:	
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.	

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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:

- List of mandated functions attended

1501 • A list of days attended

1502

1503 If a delegate or alternate is unable to attend a mandated function he/she must notify the
1504 SCSMA President and include the reasoning. The President will indicate in his/her
1505 report for the Delegates Packet if the absence was excused or not excused. The
1506 President will also bring any noncompliance with these standing rules by any
1507 delegate/alternate to the attention of the Board of Directors. The Board of Directors will
1508 request a refund of part or all monies paid to the delegate/alternate found to be in
1509 violation of these standing rules.

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1545 **South Carolina Society of Medical Assistants, INC.**
1546 **Guidelines for Expenses for Delegates and Alternate Delegates**
1547 **to the Annual AAMA Conference**
1548

1549 Advancement shall be calculated by the Budget and Finance Committee and presented
1550 to the SCSMA House of Delegates in the annual budget for approval.

1551
1552 1 – Financial aid will be given to the delegates and alternates commensurate with funds
1553 available within 60 (sixty) days after the Annual State Conference.

1554
1555 2- Conference Registration: AAMA Member Package cost is approved. It is the
1556 responsibility of each Delegate and Alternate Delegate to complete and send in
1557 registration form.

1558
1559 3 - Automobile: Round trip mileage expenses, at \$0.54 per mile, will be approved up to
1560 the amount of round trip coach fare.

1561
1562 4 – Air Travel: Coach Class is approved. A copy of the plane ticket voucher must be
1563 submitted. If you choose to fly first class or by private plane, or alter your itinerary, you
1564 will be expected to pay the difference between direct round-trip coach fare and the
1565 alterations you have made.

1566
1567 5 – Meals: Up to \$50.00 per day will be approved for actual meal expenses (including
1568 tips) per day times the number of days at the conference plus one travel day (maximum
1569 of 6 days).

1570
1571 6 – Hotel: One half (1/2) of double occupancy rate of the hotel is the maximum that will
1572 be approved. If the hotel room is shared by more than two persons, then the member
1573 will only be responsible for her/his portion of the room.

1574
1575 7 – Over budgeted expenses for delegates and alternates are not reimbursed, unless
1576 there are extenuating circumstances. The circumstances and over budgeted amounts
1577 must be brought before the Board of Directors for consideration and approval before the
1578 expenses can be reimbursed.

1579
1580 8 - **An itemized expense report with all receipts MUST** be sent to the Treasurer
1581 within 60 days after the Conference.

1582
1583 9- All unused Advanced Funds should be refunded by check payable to SCSMA and
1584 included with the expense report when sent to the Treasurer.

1585
1586 10 – An e-mail report of itemized expenses and summary of all required meetings
1587 attended must be sent to the Executive Board after evaluated by Treasurer and no later
1588 that the January Executive Board Meeting.

1589 11- The summary of all required meetings attended and expenses shall be presented to
1590 the Speaker of the House of Delegates to be placed in the Delegates Package.

1591
1592 12 – If rules are not abided by, member will not be eligible to represent the SCSMA at
1593 the National Conference as follows:

1594
1595 1st Offense: 3 years

1596
1597 2nd Offense: Indefinite

1598
1599 Non-Reimbursable Expenses:

1600 Meals except for AAMA Delegates and Alternates per Diem), Alcohol beverages,
1601 personalized stationery, pencils, pens, magnets, candy, etc or any personal items or
1602 registration for educational events.

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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

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:

1635