

# Washington State Society of Medical Assistants

## STANDING RULES

**I.** Chapter management training sessions or leadership training workshops will be held in conjunction with the Winter Board of Trustees meeting. This will include newly elected officers and newly appointed committee chairs of each chapter.

**II.** Each committee chair shall e-mail a copy of their quarterly written report to the WSSMA President, Vice President, Secretary, Treasurer, Parliamentarian, and the Webmaster for posting to the Website 10 days prior to any BOT meeting. Reports meeting this deadline will not be read at the BOT meeting unless they are not posted to the WSSMA website by the deadline. A request to have a report read will be at the discretion of the board.

If unable to meet the 10-day deadline, shall bring 6 copies to be distributed to those listed above. Those reports will be read aloud at the BOT meeting.

At every BOT meeting, the WSSMA Officers and Committee Chairs shall turn in one copy of their signed reports, printed on the official WSSMA stationery, to the WSSMA Secretary. Chapter Presidents shall turn in one copy of their signed chapter reports, printed on their own chapter stationery, to the WSSMA Secretary.

The WSSMA Secretary will keep these reports, along with the WSSMA BOT minutes, in a notebook that will serve as the minutes book, as required by the State of Washington. Since these records serve as the official record of WSSMA, it is essential that the records have a professional and uniform appearance. They will also be downloaded onto a USB stick.

**III.** A written annual report by each Officer, Committee Chair, and Chapter President to be included in the Delegates' packets, shall be mailed to the Speaker of the House ninety (90) days prior to the WSSMA Annual Meeting. Reports must be submitted (USPS or e-mail) using the standardized format on approved stationery, except for Chapter Presidents.

**IV.** Only those members who plan to attend the AAMA Annual Meeting should allow their names to be placed in nomination for Delegate. Three Alternate Delegates shall be elected, or in the event of a vacancy, shall be appointed by the President with the approval of the Board of Trustees.

**V.** Expenses for the Delegates and the first Alternate Delegate to the AAMA Annual Meeting shall be paid as designated in the budget. WSSMA shall purchase AAMA Delegates packets for all Alternate Delegates.

**VI.** Standing committees and their duties shall be:

**A. The Annual Meeting Committee** shall coordinate all activities pertinent to the Annual Meeting of WSSMA and work directly with the State President and Vice President in accordance with the Annual Meeting guidelines. The State President, State Treasurer,  
July, 2019 D H Hoch, CMA (AAMA)

Chapter Conference Chair, and Chapter Comptroller, shall have check signing responsibility. The Chapter Conference Chair and Chapter Conference Comptroller are to be announced at the August Board of Trustees meeting. Any fees charged by WSSMA, including but not limited to registration and vendor fees; need to be approved by the Board of Trustees.

**B. The Audio Visual Committee (see appendix-1)**

responsible for the maintenance and inventory of the equipment purchased and used for WSSMA events. If your chapter needs a digital projector or a public-address system for meetings or an Education event, please contact the committee chair for equipment requests and reservations.

**C. The Audit Committee (see appendix -2).**

**D. The Awards Committees:**

**Professional Achievement Award (see appendix-3)**

**Medical Assistant of the Year Award (see Appendix -4)**

**E. The Budget and Finance Committee:**

shall submit a proposed annual budget to the House of Delegates.

**F. Bylaws/Standing Rules Committee:**

Make a study of the Bylaws and offer recommendations for amendments. The Chair shall submit for review the WSSMA Bylaws as requested or required by the AAMA Board of Trustees.

Bylaws Committee shall consist of WSSMA Vice President who is the Committee chair, WSSMA Delegates to National, WSSMA members whose membership is current and have volunteered to be on this committee, and the Parliamentarian who shall be an Ex Officio member without vote.

Review and approve Bylaws and/or Standing Rules submitted with the application of prospective affiliated Chapters and review amended Bylaws and/or Standing Rules of all affiliated Chapters.

**G. Certification/Recertification Committee (see appendix -5)**

**H. Chapter Extension Committee:**

shall actively investigate possible interest in forming new chapters; follow up with meetings and information if an interest is shown by medical assistants in the area.

Shall serve as a reference and mentor while the chapter is being formed and for the new chapter officers on issues regarding AAMA and WSSMA.

**H. Education Committee:**

shall provide educational services to increase the knowledge and professionalism of the members. It shall consist of the following subcommittees:

**a. Professional Advancement Seminar (when needed)**

1. The committee shall be composed of five (5)

members appointed by the President.

2. WSSMA shall provide 25% of the profit to the Chapter hosting the PAS.

3. WSSMA shall provide the registration for the PAS Committee Chair and Committee members designated in writing by the Chair.

**I. Guidelines Revision Committee:**

shall review the current Guidelines checking for compliance with WSSMA Bylaws and Standing Rules and recommend updates to the WSSMA BOT. Shall work with WSSMA Officers and Committee Chairs to review their Guidelines. Shall submit recommendations to the WSSMA Bylaws Committee.

**J. Leadership Conference/Officers' Retreat Committee:**

shall secure a site, including lodging and meal functions; secure a speaker; obtain CEU's and insure the date of the retreat meets WSSMA bylaws.

**K. Legislative Committee:**

shall keep the members informed of proposed legislation and court decisions pertaining to medicine and its allied professions, and the progress and status of medical legislation in this state.

**L. Long Range Planning Committee:**

1. This committee will evaluate the needs and goals of the membership and the future of WSSMA through e-mails and surveys. This committee shall submit recommendations to the House of Delegates and the Board of Trustees for future development of WSSMA.

2. The Long-Range Planning Committee shall consist of 6 members from the WSSMA Board of Trustees. These members shall be the following: The Immediate Past President for a one (1) year term, the Vice President for a one (1) year term, the Membership Chair for a one (1) year term, the following members of this committee shall be appointed for a one-year term by the current WSSMA President at the post-Conference BOT one member of the Budget and Finance Committee, one member from the Members at Large and one member of the Board of Trustees.

3. The Immediate Past President shall serve as Chair of the Long-Range Planning committee.

4. Committee Members shall have served a minimum of one (1) year as a member of the Board of Trustees of WSSMA and are encouraged to serve as an Officer of the Board of Trustees.

5. The term of service on this committee shall be one (1) year.
6. This committee shall present a written annual review of the progress of this committee. Due to the ongoing nature of this committee, no quarterly reports shall be submitted.
7. Shall provide input to facilitate the smooth transition from one administration to the next.
8. The committee shall review the current Long-Range Plan (for 2015 – 2020) and outline plans to achieve those goals and evaluate the progress of goal accomplishment.
9. This committee shall develop a new five (5) year plan (2015-2020) prior to the current plans expiration. The new plan should begin at least two (2) years prior to the end of the current plan.

**M. Membership Committee:**

shall work with the membership committee Chairs of affiliated Chapters to retain and increase its membership.

**N. Membership Roster Committee:**

shall, upon request, provide an annually updated roster of its membership with quarterly supplements distributed at each Board of Trustees meeting

**O. Nancy Fortin Scholarship Fund Committee (see appendix-6)**

**P. Public Relations Committee:**

1. shall promote recognition of our organization and the profession of medical assisting.
2. assist local chapters in planning career days.
3. Work with local chapters to attract students from medical assisting programs.

**Q. Publications Committee- Statline newsletter published quarterly. (See Appendix-7)**

**R. Doris Stansell Memorial Leadership Fund Committee:**

This fund is to be funded by donation. As the funds increase, they will be used to help defray the cost of Leadership training to the membership. The committee shall oversee that the donations are used for that purpose. The President, Treasurer, Committee Chair, or designated signer named by the Chair shall have check signing responsibilities. (See appendix -8)

**S. Website Committee (see appendix-9)**

1. Postings to all state sections of the website, shall be reviewed and approved by the WSSMA President and/or the Vice President before posting to the website. It shall be at the President and/or Vice President's discretion to request further review by the Executive Board or Board of Trustees, before posting to the website.

2. Chapter reports can be posted on the Website.

**VII. Officers and committee guidelines** shall be reviewed on an annual basis by Officers and Committee Chairs.

**VIII. Board of Trustees members** shall notify the President within five (5) days if they are unable to attend a Board of Trustees meeting.

**IX. The Annual Meeting** shall be awarded by open bid with sites established three years in advance.

The responsibilities of planning and organizing the Annual Meeting shall be divided between the State Annual Meeting Committee and the host Chapter as follows:

**1.** State Committee shall be available as a consultant and advisor to the Host Chapter, who will arrange the following:

- a.** Program – Arranging the schedule, setting the Agenda, and publishing the program.
- b.** Education – Coordinate with the host Chapter on topics and speakers, obtain and process CEU's.
- c.** Registration – Processing registrations mailed.
- d.** Comptroller – Manage the funds related to the conference.
- e.** Vendors/Displayers – Obtain displayers for the meeting.

**2.** Host Chapter shall also be responsible for:

- a.** Hotel arrangements – Food, rooms, physical arrangements, audiovisual aids for speakers.
- b.** Onsite registration staffing.
- c.** Program – Coordinate with the state committee on speakers and topics.
- d.** Vendors/Displayers – Obtain local displayers for meeting.
- e.** Provide information on local color, attractions.
- f.** Decorations

**3.** There can be a chapter-sponsored seminar on the Thursday prior to the annual meeting.

**4.** There shall be a minimum of 10 hours of CEU approved education offered in conjunction with the annual meeting, Friday and Saturday.

**5.** Three-day conference registration packages will be provided for the current WSSMA President, Vice-President, Secretary, Treasurer, and Parliamentarian, and for the two conference chairs (state and chapter). A complimentary three-day package will be offered for the Oregon Society of Medical Assistants President and President Elect, or their visiting representatives and a two-day package

will be offered for the President and Vice President of the Medical Office Assistants of British Columbia or their visiting representatives. (approved May 2018)

6. Net revenue from the annual meeting to be shared by two-thirds (2/3) to WSSMA and one-third (1/3) to the hosting chapter. (Approved May 2010)

**X. All members** of the **Board of Trustees** shall serve on a state committee except the President who is Ex Officio on all committees (except Nominating).

XI. The **Advisory Board** shall serve at the discretion of the Board of Trustees. Physicians and other outside professionals can be utilized as needed.

XII. The **President, Vice President, and Treasurer** shall have check signing responsibilities for the Money Market Account.

**XIII. The Treasurer's Agent** will serve in accordance with the guidelines adapted by the Board of Trustees. (See appendix 10)

**XIV. Reimbursement Policies and Procedures for WSSMA Expenses** (see appendix 11).

**XVI. USE OF DELEGATES: Members at Large** must submit a WSSMA Nomination form to the WSSMA Executive Board of Trustees for review by February 15th. This will allow enough time for the Executive Board of Trustees to review and approve prior to the Winter BOT. The Executive Board of Trustees will notify the Speaker of the House of the member at large HOD representatives at the winter BOT. The Speaker of the House will issue the approved representatives a HOD packet, giving these members the same amount of time for review of the packet as all other State and Chapter delegates. Two (2) of the Members at Large approved for the WSSMA House of Delegates will be eligible to vote in the Board Meetings the same as the Presidents and Vice Presidents from the affiliated chapters. These two Members at Large to serve on the Board of Trustees shall be announced at the Post Conference Board Meeting.

**XVII. POSTING OF REPORTS ON THE WEBSITE:**

Reports posted to the website that need to be voted on for final approval, such as meeting minutes, proposed budgets, changes to guidelines, standing rules, and bylaws need to have a footer on each page with a date and the statement " preliminary- to be approved at " *[fill in with date of next meeting that the report would be approved at. i.e.: meeting minutes are approved at the next BOT meeting,]* HOD minutes and annual budgets are approved at the next annual state conference HOD session. Reports posted as preliminary shall be updated within 30 days with the corrected approved version and the footer information changed to date of approval. This standing rule assures the most current information is on the web and clarifies the status of minutes and reports.

# **WSSMA APPENDIX TO STANDING RULES**

## **Appendix 1. Audio/Visual**

### **ESTABLISHED BY WSSMA BYLAWS**

The Chair of this committee shall be appointed by the WSSMA Board of Trustees and upon acceptance of the duties outlined below, shall remain the Chair until a successor is appointed.

The committee Chair will submit in writing projected replacement and/or new equipment proposals and cost estimates for items for approval of the Board of Trustees. Upon receipt of new equipment, the committee Chair shall have the equipment and protective case(s) engraved with “wssma.org” and the year purchased.

The committee Chair will keep all records of the purchases and all information pertaining to the serial numbers, maintenance and operation of the equipment.

The committee Chair shall maintain possession of all audio visual equipment purchased by WSSMA until requested by a Board of Trustee member for use for the purpose of conducting WSSMA business including BOT meetings, House of Delegate meetings, or education.

The Chair shall maintain signature cards of persons checking out equipment. All BOT members checking out equipment shall be held responsible for the cost of/or replacing the equipment if not returned after a function within 90 days of the end of the function. All maintenance expenses shall be paid from the budget for this committee from WSSMA funds. Receipts are to be submitted to the WSSMA treasurer with a payment voucher for reimbursement.

The Chair shall submit quarterly and annual reports as stated in the Standing Rules.

## **Appendix 2. AUDIT COMMITTEE**

### **ESTABLISHED BY WSSMA BYLAWS**

The Audit Chair will be named annually by the President at the WSSMA Post Conference Board Meeting. The Chair should be familiar with bookkeeping procedures and have a good working knowledge of generally accepted accounting practices.

The Audit Chair will have no signing authority on any WSSMA bank accounts.

The Audit Committee will consist of the Chair, the Treasurer's Agent and at least three other active or associate members. The Treasurer will be an ex-officio member of this committee.

An audit cannot be conducted in the absence of both the Chair and the Treasurer's Agent. A minimum of three members of the committee must be present to conduct an official audit

Audits will be conducted at least semiannually on all accounts. The Chair may request more frequent audits if needed.

At least one person with signing authority for the account being audited must be present at the audit.

The committee will review bank statements with cancelled checks, check registers, quarterly reports and payment vouchers with attached receipts.

Once the audit is complete, the Audit Chair and/or Treasurer's agent will sign off on the records through that date.

The Audit Chair will maintain a copy of the fidelity bond to verify it is in place.

The Audit Chair will keep a current list of all bank information including signers on the accounts as provided by the Treasurer's Agent

The Audit Chair will work: closely with the Treasurer's Agent to ensure accountability to members for all WSSMA movies,

The Audit Committee will provide a written report to the Trustees summarizing audit findings.

Shall submit quarterly and annual reports as stated in the Standing Rules.



### **Appendix 3. CERTIFICATION AND RECERTIFICATION**

ESTABLISHED BY WSSMA BYLAWS

DUTIES:

Contact AAMA Certification Department for a list of new CMA's and those CMA's who recertified by test. Ask that the list include addresses, chapter and whether the CMA's are members or nonmembers. Also, ask for labels for all the members on the list.

Send letters of congratulations to new CMA recipients and forward names and addresses to chapters

Shall give names to Publications Statline and to the Public Relations Committee

Shall put names on website on Certification/Recertification page

Check with the Conference Chair for names of those attending conference who are new or recertified since the last conference. Recognize these people with a certificate or token gift during the President's lunch at conference.

Keep members posted on certification and recertification changes from AAMA.

Chair of committee shall attend each BOT meeting.

Chair shall submit quarterly and annual reports as stated in the Standing Rules.

**Appendix 4. AWARDS COMMITTEE:  
PROFESSIONAL ACHIEVEMENT AWARD**

ESTABLISHED BY WSSMA BYLAWS

This committee is required to critique applications from members for this award and along with the President of WSSMA and the Vice-President of WSSMA, will determine if applicants are eligible to receive this award.

DUTIES:

Recognize continuing education and leadership activities of members of WSSMA

The Chair shall submit quarterly and annual reports as stated in the Standing Rules.

Shall encourage qualified members to apply for the award

Shall provide applications to any interested member

Prepare the certificate and with the President make the presentation during the President's Luncheon at the annual meeting.

**Appendix 5. AWARDS COMMITTEE:**

**MA of the Year Award** (see form at [www.WSSMA.org](http://www.WSSMA.org) website)

Standing Rules/Committee Guidelines

This committee is required to critique applications from members for this award and along with the President of WSSMA, will determine if applicants are eligible to receive this award.

Duties:

Recognize members of this Society who have demonstrated truly outstanding service to WSSMA and have shown leadership qualities

Shall submit quarterly and annual reports as stated in the Standing Rules.

Shall encourage qualified members to apply for the award.

Shall provide applications to any interested member.

Prepare the certificate/award and with the President make the presentation during the President's Luncheon at the annual meeting

## **Appendix 6. NANCY FORTIN SCHOLARSHIP COMMITTEE**

### **ESTABLISHED BY WSSMA BYLAWS**

The Nancy Fortin Scholarship fund was established by Nancy Fortin, CMA-AC, and a past president of the Washington State Society of Medical Assistants to assist students wanting to become certified medical assistants. The following guidelines are established.

#### **DUTIES:**

1. The Committee shall review and act upon all applications that meet the established deadlines and criteria for the award. (See scholarship application for criteria and deadlines.)
2. Grant scholarships (0-4) per year at \$500.00 for each scholarship awarded, depending on the balance in the Nancy Fortin Scholarship Money Market Fund. The fund balance shall not go below \$15,000.00.
3. The Committee Chair or designee shall file a financial report for IRS through the WSSMA Treasurer
4. The Committee Chair shall balance the bank account and keep all bank records. The last two pages of the check register shall be sent to the Treasurer's Agent at the end of each month.
5. Each year five hundred dollars shall be deposited in the Nancy Fortin Scholarship Fund from the profits of the WSSMA annual meeting. If profits from the annual meeting are less than five hundred dollars, the difference will come from the WSSMA general fund.
6. Scholarship recipient expenses to be paid by the scholarship fund include one year's student membership dues in AAMA and the cost of the President's Luncheon meal where the scholarship recipients will be recognized. No more than a total of three checks per month shall be written on the fund account to avoid bank charges.
7. The Committee Chair shall submit a voucher to the WSSMA Treasurer for administrative expenses (e.g., postage and envelopes).
8. The President, Treasurer, Committee Chair or designated signer named by the Chair shall have check signing responsibilities. All checks written shall have two signatures.
9. The Committee Chair or designee shall attend WSSMA meetings and submit written report on committee activities for the Board of Trustees.
10. The Committee Chair or designee shall submit a detailed written financial report and annual report of committee activities to the Speaker of the House by the designated deadline.
11. The Committee Chair or designee shall contact Washington State community colleges and other Washington schools that have CAAHEP accredited medical assisting programs to promote the scholarship.
12. If at some point the Washington State Society of Medical Assistants should dissolve, any

remaining money in the Nancy Fortin Scholarship Fund, per the wishes of the family of Nancy Fortin CMA-AC, will be distributed equally among the existing CAAHEP accredited programs in Washington State. In the event that is not possible then the remaining funds should be donated to the AAMA's Maxine Williams Scholarship Fund.

13. Shall submit quarterly and annual reports as stated in the Standing Rules.

## **Appendix 7. PUBLICATION COMMITTEE / STATLINE**

### **ESTABLISHED BY WSSMA BYLAWS**

The publication committee shall publish four (4) issues of the Statline annually.

#### **DUTIES:**

Inform members of national, state, and chapter news and continuing education opportunities Communicate with chapter and state officers and committee chairs

Set deadlines for receipt of submitted materials

Edit, publish and distribute 4 issues annually of the

Statline Shall upload current issue onto the WSSMA

website

Shall submit quarterly and annual reports as stated in the Standing Rules.

## **Appendix 8. DORIS STANSELL MEMORIAL LEADERSHIP FUND COMMITTEE GUIDELINES**

The Doris Stansell Memorial Leadership Fund was established in August 1997 as a formal memorial to Doris Stansell. She was a Life Member of the Washington State Society of Medical Assistants, had held the office of state treasurer, served as editor of the WSSMA newsletter and many other committee roles and offices at the state and chapter level. She died on June 29, 1997 after a short illness.

To Quote Lisa McCollum, CMA also a Life Member of WSSMA, “Doris was a nurturer and nudger. When I was with Doris, I could always “feel” her patting me on the back with one hand and firmly pushing with the other. I know many of you have similar stories to tell of Doris’ influence in your life. She has left a legacy of chapter and state leaders that she has nurtured over the years. Always quietly, out of the spotlight, from behind, she led.”

At the inception, the intent was that the proceeds from this memorial fund be used to subsidize the cost of the WSSMA Leadership training retreat held in the spring of each year. The goal would be to reduce, and hopefully eliminate, the registration fee for chapter and state officers and interested members of WSSMA attending the retreat. It was felt that this would mean that in a small way Doris would still be helping to shape future leaders of WSSMA. The members of this committee continue to believe that this is an appropriate use of these funds and an excellent means of promoting leadership training for members of WSSMA.

According to the Standing Rules of Washington State Society of Medical Assistants as revised May 13, 2000, this fund is to be funded by donation. As the funds increase, they will be used to help defray the cost of leadership training to the membership. The standing committee shall oversee that the donations are used for that purpose. The WSSMA President, Treasurer, Committee Chair or designated signer named by the Chair shall have check signing responsibilities.

The funds will be held in an interest bearing money market account with limited check writing privileges.

The Committee will review and act upon disbursements from the fund for the benefit of the leadership retreat in an attempt to make it affordable to the members of WSSMA.

The Committee will file a financial report with the IRS through the WSSMA treasurer as required.

Shall submit quarterly and annual reports as stated in the Standing Rules.

The Society of Past Presidents of WSSMA may conduct a fundraiser at the Annual Meeting of WSSMA as one means of donation. (as submitted to WSSMA BOT 8/17/2002).

## **Appendix 9. WEBSITE COMMITTEE**

Established by WSSMA Bylaws

This committee is required to maintain and improve the WSSMA website [www.wssma.org](http://www.wssma.org).

General website policy information must be approved by the WSSMA President or Vice President before posting.

Individual chapter and committee web page postings are maintained by the webmasters for those pages. Any information on individual pages must be approved by the individual Chapter President or Vice President or Committee Chair before posting or deleting information.

### **DUTIES:**

Responsible for giving out “Members Only” access passwords to present members of the WSSMA in a timely fashion

Delete passwords of members that are not current on their membership

Ensure that all information on the website is accurate and up to date

Upload reports and documents and provide links

Upload job listings

Assist sectional webmaster with their pages

Act as liaison with the Web Designer if need arises

Promote the employment section “Jobs Listings” by contacting employers in the area

Keep the Calendar and main pages current

Shall submit quarterly and annual reports as stated in the Standing Rules.

Chair: Attend the Reference committee meeting at the WSSMA annual conference to give input on the budget

## **Appendix 10. TREASURERS AGENT GUIDELINE**

The Treasurer's Agent will be elected by the WSSMA Board of Trustees at the summer board meeting, in even years. The term will be for two (2) years. The position will have no vote on Board matters. The Treasurer's Agent should be familiar with bookkeeping procedures and have a good working knowledge of generally accepted accounting practices.

The Treasurer's Agent will have no signing authority on any WSSMA bank accounts.

The Treasurer's Agent will ensure that the Standing Rules reflect the WSSMA positions that will have signing authority on the accounts.

No new bank accounts may be set up without the knowledge of the Treasurer's Agent. The agent will ensure that new bank accounts are set up correctly with the WSSMA name and tax identification number.

The agent will maintain a complete list of all bank information including name of branch, account number, list of signers on the account, and the list of the members in possession of each checkbook. A copy of this list will be provided to the president, Vice President, Treasurer and Audit chair.

The Agent will keep a copy on file of signature cards for all accounts and is responsible for keeping these copies current.

The Agent will be responsible for making sure the fidelity bond is on force. A copy of the new certificate will be provided annually to the President, Vice President, Treasurer and Audit Chair.

All bank statements will be mailed to the Treasurer's Agent. A copy of all statements will be provided monthly to the Treasurer and Audit Chair. A copy of individual statements will be provided monthly to the person in possession of the checkbook.

The Treasurer's Agent will be responsible for reconciling all bank accounts monthly and will keep a copy of the reconciliation with the bank statements.

The Treasurer's Agent will work with the Treasurer to make sure that Tax Form 990 is filed on an annual basis. It is due on September 15<sup>th</sup> each year.

Shall submit quarterly and annual reports as stated in the Standing Rules.



**Appendix 11. REIMBURSEMENT POLICIES AND PROCEDURES FOR WSSMA EXPENSES**

**Washington State Society of Medical Assistants  
PAYMENT VOUCHER**

Date of Voucher: \_\_\_\_\_

Committee/Position charged with expense: \_\_\_\_\_

Amount of expense \$ \_\_\_\_\_

Amount donated (if any) \$ \_\_\_\_\_

Amount submitted for payment \$ \_\_\_\_\_

Check made payable to: \_\_\_\_\_

Purchase/expense description and comments \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Committee Chairperson/Position

**PLEASE ATTACH DOCUMENTATION/RECEIPTS TO THIS VOUCHER**

FOR TREASURER'S USE

Within Budget Limit      YES                  NO

Approved by Board      YES                  NO                  Date: \_\_\_\_\_

Treasurer's Comments \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Date Paid	Check Number	Treasurer's Signature
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## **How do I fill out that payment voucher form?**

As a committee chair, you may need to spend some money on copies, postage, travel, etc. In order to be reimbursed you will need to fill out a payment voucher and submit to the treasurer. Attached is a blank payment voucher for your use. Here are a few general guidelines:

- According to the Bylaws and/or Standing Rules, your expense must be submitted to the treasurer within 21 days.
- The committee chair of the committee being charged for the expense must sign the voucher. (If delegate to national, the delegate signs the voucher).
- Be sure to indicate any amount you paid that you wish to donate to the state society.
- Include some description of the expense so the treasurer can determine that it is valid.
- **Attach original receipts (you keep a copy)** – please do not highlight anything as it causes the ink to fade.

Should you have any questions regarding what is and isn't a valid expense for your committee, please contact WSSMA Treasurer. Please see information at WSSMA Website. This voucher is mailed to the WSSMA Treasurer.

## **Appendix 12. MEMBER AT LARGE DELEGATE GUIDELINES AND INSTRUCTIONS**

### **Member At Large Representative Delegate Guidelines and Instructions**

I \_\_\_\_\_ being an active WSSMA Member at Large whose membership has not been revoked as delineated in the AAMA Bylaws Article VI Section 4, submit my application to the WSSMA Executive Board for consideration to be seated in the annual WSSMA House of Delegates sessions One and Two

I understand the requirements as stated below to serve as a Representative Delegate for the Members At Large constituents. I submit my signature and dated application as acceptance of the following Members At Large Representative position.

- 1. Member At Large Representative shall be as stated in the bylaws of the AAMA.** A Member At Large is one who meets all the qualifications of Active member, except that a component chapter does not exist in the area of residence. Such a member shall pay only State and National dues.
- 2.** To be seated in the WSSMA House of Delegates, the Delegate and/or Alternate Delegate must have a current AAMA Active or Life membership card. A copy of the card needs to be submitted with this application.
- 3.** Member At Large Representative shall assume any and all expenses incurred while fulfilling the duties as representative delegate. The representative shall not be entitled to any reimbursement of expenses from the WSSMA as no funding is designated for such reimbursement.
- 4.** Member At Large shall submit completed application for the Executive Board review and approval by February 13 of the year requesting representation. The application will be sent to the President of WSSMA for distribution to the Executive Board for review. The Speaker of the House will be given the approved names by the Executive Board.
- 5.** After consideration and approval, Member At Large Representative Delegates shall receive notification in writing from the WSSMA Speaker of the House. The names of those approved will be announced at the Winter Board of trustees meeting.
- 6.** Member At Large Delegates shall be allowed the same proxy voting rights as chapter delegates, if illness or family emergency occurs to any of the approved delegate representatives.
- 7.** All Member At Large Delegate Representatives shall be required to attend both sessions of the House and will have full rights to vote in the House of Delegates. Two from the three representatives will be appointed to have voting right at Board meetings through out the approved year.
- 8.** The Member At Large requesting approval shall have had experience on the state level or of a no longer functioning chapter. Or at least attended state meetings so they would have some awareness of how the society functions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Member at Large Application Request to be Seated in the House of Delegates

**Candidate Name:** \_\_\_\_\_

Last                      First                      MI                      Credentials

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Work#:** \_\_\_\_\_  
(Please indicate Home or Cell)

**E-Mail:** \_\_\_\_\_ **AAMA Member#:** \_\_\_\_\_  
(Attach current copy of membership card)

**Years of Membership in the AAMA:** \_\_\_\_\_

I am a current Active or Life member whose membership has not been revoked as delineated in the AAMA Bylaws Article VI Section 4 and have served on the following:

**Local Chapter:** \_\_\_\_\_

**State Society:** \_\_\_\_\_

**National/AAMA:** \_\_\_\_\_

**Years Employed as Medical Assistant:** \_\_\_\_\_ **Years as CMA:** \_\_\_\_\_

**Signature of Member at Large:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date Received and Review of Executive Board:** \_\_\_\_\_

**WSSMA President Initials:** \_\_\_\_\_

**Date Received by Speaker of the House:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Delegate Request:**      **Appointed:** \_\_\_\_\_ **Declined** \_\_\_\_\_