

# WASHINGTON STATE SOCIETY OF MEDICAL ASSISTANTS

## OFFICER AND COMMITTEE GUIDELINES

PRESENTED AT THE WSSMA BOT Meetings

Approved through Immediate Past President Page 11 August 2, 2014

Approved through Secretary-Treasurer's Agent Page 20 November 8, 2014

Delegate to National Approved May 2014

2015 Updates: HOD, BOT, WSSMA Advisory Board, Parliamentarian, Exec. Comm. BOT

Nov 2016, August 2017 and 2018 Committee Guidelines

October 2020 Updates; May 2021 President Duties

Long Range Planning; Nov 2022 President, Treasurer, Parliamentarian, Exec. Comm. BOT

March 2023 Updates to Delegates to National, Notes, Agreement and Travel Expense Voucher.

Document Date: March 2023

## GENERAL INSTRUCTIONS FOR OFFICERS & COMMITTEE CHAIRS

The following guidelines are offered as a tool for Committee Chairs, Officers and those serving or wishing to serve on a committee or as an officer for the Washington State Society of Medical Assistants. Each committee's composition, duties and the needed reports are listed under each committee.

These guidelines are not meant to restrict or discourage any Committee Chair or member from suggesting new ways their committee can better serve the Washington State Society of Medical Assistants. We encourage each Committee Chair and member to constantly be thinking of new ways to improve our organization and thus ensure a long and healthy life for our society.

1. Be an active member in good standing for the entire term served.
2. Limit yourself to 3 committees.
3. Serve as Chair for only 3 consecutive years, then mentor the next incoming Chair.
4. Copies of all correspondence should be sent to the WSSMA president.
5. Contact your committee members for their suggestions and formation of plans as soon as possible after your appointment. A face to face meeting is preferable if geographic locations make this feasible. Email is another good opportunity to contact your committee members. Copy your reports to your committee members and e-mail to the WSSMA webmaster.
6. If you are unable to fulfill your assignment, a resignation should be presented to the President immediately so that someone can be selected to fill the vacancy and carry on the work of the committee without delay.
7. Budget Uses for all Officers and Committees are in the Appendix.
8. Ascertain the amount budgeted for your committee work and stay within the amount allowed; if no provision has been made, give an estimate of your needs to the Budget and Finance Committee and contact the Board of Trustees prior to incurring any expense. A policy of the WSSMA Board of Trustees is that you must have approval of the Board if you exceed your budget by more than 10%. The overage will then go to a vote which may or may not be passed. Vouchers must have receipts included for reimbursement of any monies and must be submitted to the WSSMA Treasurer within 21 days from the date of your receipt. (Estimations are suggested if the actual expense cannot be determined prior to April 30<sup>th</sup>).
9. All state vouchers for expenses incurred should be turned in prior to April 30<sup>th</sup> before the annual meeting. This will allow the treasurer to make a complete report for the year. (Estimations are suggested if the actual expense cannot be determined prior to April 30<sup>th</sup>). The WSSMA Treasurer shall disburse funds within 14 days of receipt of receiving vouchers.
10. All official correspondence should be prepared on official state letterhead. Since your name is not listed on the letterhead, be sure that it is typed with your address, title, phone number and email address in full on all correspondence. Never use WSSMA Stationary for non-sanctioned correspondence, even to the AAMA.

11. At the end of your term of office, a written report of activities is made to WSSMA. This report is placed into the Delegate's notebooks and is due at the date given by the Speaker of the House of Delegates. A note of thanks would be appropriate to each member of your committee.
12. All files of your committee, and officer correspondence, are the property of WSSMA and are turned over to your successor upon the expiration of your term.
13. Prompt attention to all assignments and especially prompt replies to all correspondence is expected.
14. If you are unable to attend a meeting, please notify the President at least 5 days prior if possible. You need to ensure that your report is posted online. **The WSSMA Secretary is to be given the original report on official letterhead.** If you are unable to attend the meeting e-mail or mail them with the USPS to the WSSMA President so, he/she has them at least one week before the meeting. E-mail reports to the WSSMA President, Vice President, Secretary, Treasurer, Parliamentarian and webmaster for posting to the WSSMA members' webpage. The exception is the Treasurer's report.

#### Business is Conducted Informally in Committees

1. Members need not "obtain the floor" before making motions or speaking. A second is not needed to a motion made in committee meetings.
2. The chairman may participate in debate without rising or leaving the chair.
3. There is no limit on the number of times or the length of time a member may speak on a question.
4. A motion to close debate (to move the previous question) is seldom permitted. You can table the discussion.
5. Subjects are often discussed informally before as well as after a motion are made.
6. A show of hands or general consent is used frequently as the method of voting.

#### The Chair of a Standing or Special Committee

1. Arranges for meetings of the committee. If the chair fails to call a meeting, any two members may call a meeting provided all members, including the chair, are notified.
2. May act as secretary, keeping notes of committee business and progress, or may appoint a member to keep informal minutes.
3. Presides over committee meetings and participates actively in the discussion.
4. May make suggestions, debate, and votes on all questions.
5. Usually prepares and presents the report for the committee. Although the chair usually gives the report, the committee may select a "reporting member."
6. Quarterly reports are due at each BOT meeting.

#### Rules under which Committees work

1. The chair is appointed by the President.
2. When the President appoints a committee, the person named first becomes chair.
3. All members must be notified of all meetings. A reply is suggested to verify that this notice was received.

4. A majority of committee members must be present to make a committee meeting legal. This is the “quorum” of the committee.
5. The President is an ex officio member of committees when the bylaws provide for this. As an ex officio member he/she has all the rights and privileges of other members, including that of receiving notice of meetings. He/she is not counted as a part of the committee quorum.
6. Discussion of committee business is informal. All members including the chair may debate freely.
7. Committee decisions are made by a majority of those present and voting in a meeting of the committee, a quorum being present. Emergency decisions made by telephone or email must be approved by all committee members.
8. A committee has the power to do only that which is authorized by rules or motions adopted by the organization.
9. Committees may hold “hearings” during which other members of the society may present their views; however, during actual deliberation and discussion by the committee only committee members may be present.
10. All papers or documents referred to a committee by WSSMA should be returned to the society (usually to the secretary) in the same condition as when received.

## PRESIDENT

Established by WSSMA Bylaws

Required to:

Be an active member in good standing for the entire term served.

Good standing includes membership dues paid by December 31, for each year.

Have served as an elected officer of an affiliated chapter or is currently an active member at large.

Have served on the WSSMA Board of Trustees for a minimum of four (4) years, at least three (3) of these years must be served as an elected officer or Trustee and must include active participation on a committee.

Refer to Bylaws for qualifications.

Duties: The President shall:

Preside at all meetings of the WSSMA, except the House of Delegates.

Provide members of the Board of Trustees and/or Executive Committee with an agenda at least 10 days prior to convening.

Address the opening session of the House of Delegates and welcome all guests.

Be an ex-officio member of all committees, except the Nominating Committee.

Appoint a Parliamentarian.

Appoint committee chairs prior to the post conference board meeting and shall notify all committee members of the selections.

Have the authority to fill vacancies in offices and standing committees as they occur with the approval of the Board of Trustees.

Submit the names, addresses, telephone numbers and e-mail addresses of all officers, advisors and committee chairs to the AAMA Executive Director no later than date as designated by AAMA.

Submit the names, addresses, telephone numbers and e-mail addresses of the Delegates and Alternate Delegates to the AAMA Executive Director, the AAMA Speaker of the House and the Vice Speaker of the House by the deadline established by the AAMA Speaker of the House per AAMA or established due date of June 1<sup>st</sup>.

Submit Vice President's request to AAMA for first and second choice of a national representative to visit WSSMA, during Leadership Retreat. This request must be submitted to AAMA by established AAMA deadline.

Shall submit a report, from the National Conference, to be read aloud or presented at the Fall Board of Trustees meeting and labeled as the report to the House of Delegates. The report should then be submitted to the Speaker no later than 45 days of convening of the House of Delegates or date as requested by the Speaker of the House.

Shall submit an annual Officer's report to the Speaker no later than 45 days of convening of the House of Delegates or date as requested by the Speaker of the House.

Serve as a delegate to the AAMA House of Delegates (expenses are budgeted under Delegate Expenses and not included in President's budget).

Shall assign topics for reports to the WSSMA Delegates to AAMA National Conference.

Be the first liaison to the Washington State Medical Association (WSMA).

Set date and location for Summer and Fall Board of Trustees meetings; Winter Board of Trustees meeting is held at Leadership Retreat Weekend (usually Sunday); Spring Board of Trustees meetings are held during our annual conference.

Work with hosting chapter and Vice-President on conference arrangements according to guidelines.

Attempt to visit all the chapters at least once during the year; meetings, seminars, special sessions (such as student night) or officer installation.

Attend Oregon Society of Medical Assistants first (1<sup>st</sup>) priority and Medical Office Assistants Association of British Columbia Annual Meeting if possible; registration cost for these meetings may be waived by the hosting society. Since these meetings occur after the April 30<sup>th</sup> budget deadline, an estimation of costs should be forwarded to the treasurer for inclusion into the current annual budget. Submit a report to the pre-conference BOT on Oregon and BC Conferences.

Provide certificates of appreciation to officers and committee chairs and members.

Suggested Protocol: The President shall:

Meet all deadlines.

Answer correspondence in a timely manner, send a copy to the Vice-President and retain file copy.

Send letter of congratulations to new chapter officers at time of installation.

Coordinate with Vice President and Leadership Chair to make arrangements for lodging, meals, and transportation of the visiting AAMA member/speaker attending Leadership.

Correspond with National Representative to inform him/her of transportation and lodging plans for Leadership visit. Give representative information on what to bring and what the weather will be like. Purchase gift for the national rep as a thank you for attending Leadership. (Gift,

transportation, food and lodging costs come out of Leadership budget). These duties may be delegated to Leadership Chair or Vice President.

Send thank you note to the conference committee after conference.

Send thank you note to chapters following visits.

Provide thank you gift from WSSMA to outgoing AAMA President at national conference. See WSSMA Budget line item.

Send letter/card of congratulations from WSSMA to incoming AAMA President.

Provide gift to outgoing Oregon and British Columbia Presidents if attending their conferences.

Present gavel, President's pin, and gavel guard to incoming WSSMA President at installation at state conference.

Shall serve as liaison to the WSMA. May send a card or gift to the WSMA President or attend a meeting of the WSMA.

Unless otherwise authorized gifts should not exceed \$30.00 and are paid out of President's budget unless there is a specified line item.

The WSSMA President shall report all voting, or decisions made by the Executive Board to the Board of Trustees within five (5 days). Any action taken will be listed as on the Agenda for the next meeting of the Board of Trustees.

If the Parliamentarian is unable to attend any of the following meetings: Board of Trustees, Executive Board of Trustees, House of Delegates or Reference Committees the President will appoint a substitute Parliamentarian.

At the Post Conference BOT meeting shall announce appointment of members to a one-year term to the Long-Range Planning Committee: one member of the Budget and Finance Committee, one member from the Members at Large and one member of the Board of Trustees.

For information regarding additional members and Chair see info at the end of this document and in Standing Rules.

Agenda item for the Post Conference BOT hold election for Executive BOT two positions required to be a current member of the WSSMA BOT.

Agenda item for the Post Conference BOT hold election of one WSSMA Advisory Board member. Elected members shall serve a two (2) year term and may serve two (2) consecutive terms with the exception of the Immediate Past President who shall serve a one (1) year term.

The other Past President of WSSMA shall be elected in even years and a past WSSMA officer shall be elected in odd years (can included a second Past President).

Agenda item for the Post Conference BOT 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.

**Term of Office:**

The President shall serve for one (1) year or until a successor is elected and shall not serve more than one (1) consecutive term.

**Recommended Qualifications:**

Have attended a national meeting, have served as a Delegate to AAMA National Conference.

Be able to delegate responsibility to others.

Set and meet WSSMA and AAMA deadlines.

Possess the ability to organize thoughts and compose correspondence.

Possess the ability to be away from work several days during term of office.

Have practical knowledge of AAMA/WSSMA Bylaws as well as structure of both organizations

Have knowledge of resources on the national level.

Have a working knowledge of Roberts Rules of Order, Newly Revised.

For duties, qualifications, and additional information please see Guidelines and Standing Rules.



## ***VICE-PRESIDENT***

Established by WSSMA Bylaws

Required to:

Be an active member in good standing for entire term served.

Good standing includes membership dues paid by December 31, for each year.

Have served as an elected officer of an affiliated chapter or is currently an active member at large.

Have served on the WSSMA Board of Trustees for a minimum of four (4) years, at least three (3) of these years must be served as an elected officer or Trustee and must include active participation on a committee

Refer to Bylaws for qualifications.

Duties: The Vice-President shall:

Assist the President throughout the year.

Assume the duties of the President in the President's absence and succeed to the office of President in the event of a vacancy in that office.

Automatically succeed to the office of President at the end of the term as Vice-President.

Serve as the chair of the Bylaws Committee.

Attend all WSSMA Board of Trustees meetings.

Attend annual WSSMA Leadership meeting.

Serve as a Delegate to the AAMA House of Delegates (expenses are budgeted under Delegate Expenses and not included in the Vice-President's budget).

Shall submit a Delegate's report as assigned by the WSSMA President at National Conference, to be read aloud or presented at the Fall Board of Trustees meeting and labeled as the report to the House of Delegates. The report should then be submitted to the Speaker no later than 45 days of convening of the House of Delegates or date as requested by the Speaker of the House.

Shall submit an annual Officer's report to the Speaker no later than 45 days of convening of the House of Delegates or date as requested by the Speaker of the House.

Submit first and second choice of national representative to visit WSSMA, during Leadership Retreat to WSSMA President. This request must be submitted to AAMA by the WSSMA President by AAMA deadline.

Coordinate with the WSSMA President and Leadership Chair to make arrangements for lodging, meals, and transportation of the visiting AAMA member attending Leadership.

Select chairs for standing committees at the end of the term of Vice-President for the following year.

Collaborate with hosting chapter and President on conference arrangements according to guidelines.

Attend Oregon Society of Medical Assistants first (1<sup>st</sup>) priority and Medical Office Assistants Association of British Columbia Annual Meeting if possible. Submit a report to the pre-conference BOT on Oregon and BC Conferences.

Arrange for flowers or corsage for WSSMA President for President's Installation at AAMA National Conference. Purchase a gift for the State President at the AAMA National Conference that is something from the area. This can be presented at the Conference or at the WSSMA Fall BOT. Both of these expenses are paid from the Vice President's budget.

Suggested Protocols:

Be available to assist the President throughout the year.

Meet deadlines pertaining to WSSMA and AAMA.

Provide thank you gift from WSSMA to outgoing WSSMA President after installation.

Recommended Qualifications:

Have served on the Bylaws committee for a minimum of 1 year.

Have attended an AAMA annual meeting, ideally to have served as a Delegate to AAMA National Conference.

Ability to be away from work for several days during the term of office.

Possess a working knowledge of parliamentary procedure.

## IMMEDIATE PAST PRESIDENT

Established by WSSMA Bylaws

Duties: The Immediate Past President shall:

Be a voting member of the WSSMA Board of Trustees and the Executive Committee.

Serve as a Liaison between the Advisory Board and the WSSMA Board of Trustees.

Serve as member of the nominating committee.

Serve as Chair of the Long Range Planning Committee.

Serve as advisor to the Board of Trustees for one year term.

Attend all meetings of the Board of Trustees.

Assist the current WSSMA President as called upon.

Shall serve as mentor to newly elected President and Vice President.

Shall submit an annual report to the Speaker no later than 45 days of convening of the House of Delegates or date as requested by the Speaker of the House

Term of Office:

The Immediate Past President shall serve for one (1) year.

Suggested Protocol:

Send thank you notes to those who played an important role in the state conference.

Recommended Qualifications:

Be willing and able to mentor new officers of WSSMA.

Be willing and able to assist all members of the Board of Trustees upon request.

## SECRETARY

Established by the WSSMA Bylaws

Required to:

Be an active, associate, sustaining, or Life member in good standing for the entire term served.

Good standing includes AAMA membership dues paid by December 31, for each year.

Have served as an elected officer of an affiliated chapter or is currently an active member at large.

Duties: The Secretary shall:

Have the responsibility of recording the minutes of all regular and special meetings of WSSMA, including the House of Delegates Sessions I and II.

Provide to the Executive BOT members a copy of the quarterly Board of Trustees minutes no later than 20 days following adjournment. Also send copy to the webmaster for posting on the website.

Exception: Preconference BOT minutes shall be typed and distributed at the post conference BOT meeting. These are draft minutes and pending approval. The final minutes are reposted on the website with the approval date.

“The House of Delegates Minutes will be sent to the three members of the Minutes Review Committee as well as the President, Vice President and Speaker of the House within thirty (30) days of the close of the last session of the House of Delegates. The House minutes should be returned to the Secretary for corrections, if any, within ten (10) days. The draft minutes are sent to the Webmaster for posting on the WSSMA website.”

The minutes should be lined number.

Prepare a roll call list before each Board of Trustees meeting.

Collect materials for historical preservation.

Shall submit an annual Officer's report to the Speaker no later than 45 days of convening of the House of Delegates or date as requested by the Speaker of the House.

Distribute official stationery at each BOT meeting to designated officers and various members as per stationery guidelines adopted by the BOT.

Attendance at quarterly BOT meetings, as well as Pre-conference and Post-conference BOT meetings and House of Delegates.

Term of Office:

The Secretary shall serve for two years or until a successor is elected. The Secretary and Treasurer shall be elected in alternating years, with the Secretary elected in even years.

Suggested Protocol:

Meet WSSMA and AAMA deadlines.

Recommended Qualifications:

Leadership ability, proper grammar and punctuation skills, word processing and computer skills.

Ability to organize materials.

Knowledge of Roberts Rules of Order, Newly Revised.

## TREASURER

Established by the WSSMA Bylaws

Required to:

Be an active, associate, sustaining or Life member in good standing for the entire term served.

Good standing includes AAMA membership dues paid by December 31, for each year.

Have served as an elected officer of an affiliated chapter or is currently an active member at large.

Duties: The Treasurer shall:

Be responsible for the receipt and disbursement of all funds of WSSMA and shall keep an accurate record thereof.

Shall distribute checks within 14 days of receipt of bills and vouchers.

Shall deposit monies received (cash/check) to the WSSMA Operating Bank Account within seven (7) days of receipt.

Obtain authorization from the Board of Trustees before disbursing funds not provided for in the budget.

Be bonded in an amount to be determined by the Board of Trustees, the premium of such bond shall be paid by WSSMA.

Shall submit copy of check register to Treasurer's Agent monthly no later than the 15th day of the next month. (Example: for September submit by October 15th).

Collaborate with the Budget and Finance Committee in preparation of a budget to submit to the House of Delegates.

Give interim financial reports at the quarterly Board of Trustees meetings and submit an annual report to the Speaker no later than 45 days of convening of the House of Delegates or date as requested by the Speaker of the House. Present a financial report at the 1<sup>st</sup> Session of the House of Delegates.

Attendance at quarterly BOT meetings, as well as Pre-conference and Post-conference BOT meetings and House of Delegates.

Distribute stipends at Summer, Fall, and Winter BOT meetings to elected WSSMA officers, Chapter Presidents and Vice Presidents, Members-at-Large representatives, advisors, Parliamentarian, and committee chairs.

Attend audit committee meetings where financial records (bank statements, check register, deposit books, vouchers with attached receipts) for all dates not previously audited.

Have records available (see list above) for audit at the annual meeting prior to the post conference board meeting and at other times during the year at the request of the audit committee chair and/or the WSSMA President.

Shall maintain a complete list of all bank information including name of branch, account number, list of signers on the account and the names of the members in possession of each checkbook. A copy of this list will be provided to the President, Vice-President Treasurer's Agent and Audit Chair.

Shall submit a letter to the bank with correct account numbers, names of signees, being removed from the accounts, and names, signatures and SSI numbers of signers being added to the account. Note: the names in this letter have to match the BOT minutes that state who is deleted from the account and who is being added to the account.

Shall notify the Treasurer's Agent when the accounts have been updated.

Shall work with the Treasurer's Agent to make sure that Tax Form 990 EZ is filed on an annual basis. It is due on September 15th each year.

**Term of Office:**

The term of office for the treasurer shall be for two (2) years or until a successor is elected. The secretary and treasurer shall be elected in alternate years, with the treasurer elected in odd years.

**Recommended Qualifications:**

Bookkeeping knowledge with accounts receivable and accounts payable experience.

Adequate time in routine schedule to perform duties.

## **SPEAKER OF THE HOUSE**

### **ESTABLISHED BY WSSMA BYLAWS**

#### **Required to:**

Be an active, associate, sustaining, or Life member in good standing for the entire term served.

Good standing includes AAMA membership dues paid by December 31, for each year.

Have served as an elected officer of an affiliated chapter or is currently an active member at large.

#### **DUTIES: The Speaker of the House shall:**

Preside at all meetings/sessions of the WSSMA House of Delegates.

Mentor the Vice-Speaker so he/she can step in as Speaker of the House for current term if needed and function as Speaker of the House the following year if elected.

Credentials – (this position has been filled traditionally by the Vice-Speaker) to verify the eligibility and credentials of the Delegates.

Notify Chapters of the number of Delegates needed to fill the complement to which they are entitled.

Suggestion: Chapters elect additional alternate delegates that may potentially be moved to delegate status pending verification with AAMA of membership totals per Article XV-HOUSE OF DELEGATES SECTION 4 WSSMA Bylaws.

Chapters will submit the names of the Delegates and Alternate Delegates on the WSSMA Delegate Form to the WSSMA Speaker of the House at least sixty (60) days prior to the Annual Conference.

Notify Chapter Presidents if their delegates are not eligible.

Notify Vice-Speaker and WSSMA President if Delegates cannot be seated.

Set deadline for submission of annual reports.

Shall submit an annual Officer's report for the House of Delegates's notebook.

Confer with the WSSMA Parliamentarian for any needs for the House of Delegates, Sessions I and II.

Provide the Officers, Delegates and Advisors with a Delegates Packet at the Winter BOT meeting which is at least 45 days prior to the annual meeting.

Attendance at quarterly BOT meetings, as well as Pre-conference and Post-conference BOT meetings and House of Delegates.

Attend Leadership to distribute delegate's packets.



Distribute the number of proxy forms to each chapter President at the Winter BOT meeting. (Complement of elected delegates minus 1).

Shall not be eligible to serve on the WSSMA Nominating Committee.

Preside at Delegates' Orientation Session prior to HOD Session I to provide instructions to Delegates.

Present the report of House of Delegates proceedings at the Saturday luncheon at the WSSMA Annual Conference.

Communicate with WSSMA conference chair about the room arrangements.

Confirm AV equipment, flip charts, opening presentation to the House (color guard/flag) for effective functioning of the House of Delegates.

Set up chapter seat assignments with chapter placards.

Work with the Nominating Committee regarding ballot and ballot box.

Appoint the following committees of the WSSMA House of Delegates:

1. The House of Delegates Minutes Review Committee – The Speaker and Vice Speaker of the House of Delegates shall appoint The House of Delegates Minutes Review Committee. This committee shall be composed of three (3) members attending both sessions of the House of Delegates and the Speaker and Vice Speaker who presided over the House under review. The Secretary will provide them with a copy of the Minutes within thirty (30) days of the close of the last session of the House of Delegates. They shall serve a one (1) year term. Their duty will be to review the Minutes of the House of Delegates and return them to the Secretary with corrections, if any, within ten (10) days.
2. Tellers – appoint 3 who cannot be a voting HOD member or have their name placed for nomination - to be responsible for the distribution, counting and destruction of ballots.
3. Pages – appoint 2 or 3
4. Reference Committee: Appoint a chair for: Budget & Finance and Bylaws References Committee and timekeeper, and a secretary to record. They shall be voting members of the HOD. The chairs are ex-officio members of the Reference Committee.

TERM OF OFFICE: The Speaker of the House shall serve for one (1) year or until a successor is elected. Shall not be elected for more than 2 consecutive terms.

**RECOMMENDED QUALIFICATIONS:**

Working knowledge of Roberts Rules of Order, Newly Revised.  
Previously attended a WSSMA Leadership Retreat.

Ability to conduct effective meetings.

Working knowledge of AAMA/WSSMA bylaws. Have served as Delegate to WSSMA HOD.

## VICE-SPEAKER OF THE HOUSE

### ESTABLISHED BY WSSMA BYLAWS

#### Required to:

Be an active, associate, sustaining or Life member in good standing for the entire term served.

Good standing includes AAMA membership dues paid by December 31, for each year.

Have served as an elected officer of an affiliated chapter or is currently an active member at large.

#### DUTIES:

Credentials – (this position has been filled traditionally by the Vice-Speaker) to verify the eligibility and credentials of the Delegates. Please see Speaker of the House Guidelines.

Shall submit an annual Officer's report to the Speaker no later than 45 days of convening of the House of Delegates or date as requested by the Speaker of the House.

Serve as Credential Chair to check in HOD Delegates for Sessions I and II.

Establish that a quorum is present at HOD Sessions I and II.

Shall officiate in the absence of the Speaker of the House at his/her request.

Shall succeed to the office of Speaker of the House in case of a vacancy therein.

Assist the Speaker of the House in preparation of Delegate Packets and at WSSMA House of Delegates.

Shall attend the Delegates' Orientation Session prior to HOD Session I to assist the Speaker of the House at the Annual Conference to provide instruction to Delegates.

Attendance at quarterly BOT meetings, as well as Pre-conference and Post-conference BOT meetings and House of Delegates.

#### TERM OF OFFICE:

The Vice-Speaker of the House shall serve for one (1) year or until successor is elected.

Shall not be elected for more than 2 consecutive terms.

#### RECOMMENDED QUALIFICATIONS:

Working knowledge of Robert Rules of Order, Newly Revised.

Working knowledge of AAMA/ WSSMA Bylaws. Have served as a Delegate to the WSSMA HOD

## TREASURER'S AGENT

### ESTABLISHED BY WSSMA BYLAWS

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 years. This 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.

Shall ensure that the positions that will have signing authority on the bank accounts are in compliance with the WSSMA Standing Rules.

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.

Shall submit quarterly BOT reports to the WSSMA President, Vice President, Secretary, Treasurer, and Website Chair 10 days prior to the BOT meeting for posting on the WSSMA Website. Reports not received by the deadline will be read at that BOT meeting.

Shall submit an annual Officer's report to the Speaker no later than 45 days of convening of the House of Delegates or date as requested by the Speaker of the House.

Shall maintain a complete list of all bank information including name of branch, account number, list of signers on the account and the names 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 Treasurer, Conference and Committee Chair, should notify the Treasurer's Agent when the names on their accounts have been updated.

Shall be responsible for making sure the fidelity bond is in 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. The original statement is provided to the treasurer after the account is balanced by the Treasurer's Agent. The Treasurer's Agent maintains a copy of all statements. A copy of statements and check registers is provided to the Audit Chair upon request (usually at the time of an audit).

Shall be responsible for reconciling all bank accounts monthly and will keep a copy of the reconciliation with the bank statements.

Shall work with the Treasurer to make sure that Tax Form 990 EZ is filed on an annual basis. It is due on September 15th each year.

## **DELEGATE TO NATIONAL Approved May 2014; Update Approved March 2023**

### **ESTABLISHED BY WSSMA BYLAWS**

#### **REQUIRED TO:**

- Be an active member in good standing for the entire term served.
- Good standing includes AAMA membership dues paid by December 31, for each year.
- Have served as an elected officer of an affiliated chapter or is currently an active Member at Large.
- Refer to WSSMA Bylaws for other qualifications.
- Have served on a standing committee of WSSMA or as a Delegate to the WSSMA House of Delegates.

#### **DUTIES:**

AAMA Delegates and Alternates shall be elected to serve from the opening of the House of Delegates for the year elected until the next convening of the House of Delegates. Elected delegates (except for Vice President) may not serve in consecutive years.

Shall print and read the Delegates packet upon receipt from AAMA. Discuss proposed AAMA Bylaw changes and Resolutions (if any) with WSSMA Delegates. Packet should be brought to AAMA Conference. Can be discussed at Summer Board of Trustees (if available) or with other WSSMA BOT members.

Shall attend AAMA House of Delegates Sessions, orientation session, leadership workshops, reference committee meetings, candidates' speeches, caucuses or any session specifically for Delegates, banquet, Excel awards presentation, first timers, or any session as requested by WSSMA President. Shall attend CEU sessions (see Delegates notes what meetings/functions do I attend #5).

The WSSMA President will be assigning the Delegate a topic to report on at conference. The Delegate should take notes during conference. The Delegate is required to submit this report 10 days prior to the WSSMA Fall BOT Meeting. The report should be entitled with your last name and Delegate to National. This report shall then be submitted to the WSSMA Speaker of the House by the required deadline. It should be relabeled with your last name, Delegate to National report to the WSSMA HOD. It can be the same report that was submitted to the WSSMA Fall BOT.

Shall present their current AAMA membership card in order to attend and vote at the House of Delegates.

Shall serve as a member of the WSSMA Bylaws Committee and serve as a member or chair of another WSSMA Committee. Attend WSSMA BOT meetings.

To receive reimbursement, shall submit a WSSMA itemized voucher form with the required itemized receipts within 21 days of the conclusion of the AAMA Conference.

Shall sign the Delegates Agreement forms.

Shall plan to continue to be involved in WSSMA in a leadership role after fulfilling the term as Delegate to National.

**RECOMMENDED QUALIFICATIONS:**

Working knowledge of Roberts Rules of Order, Newly Revised  
Working knowledge of AAMA Bylaws

See notes for conference delegates in Appendix.

The Delegate's expenses are excluded from any overage.

## **BOARD OF TRUSTEES Approved March 2015; update October 2020**

### **ESTABLISHED BY WSSMA BYLAWS**

The Board of Trustees shall consist of the officers of WSSMA, the President and Vice-President of each affiliated chapter and six (6) trustees elected by the House of Delegates. No more than two (2) elected trustees shall be from the same affiliated chapter.

Required to:

Be an active, associate, sustaining, or Life member in good standing for the entire term served.

Good standing includes AAMA membership dues paid by December 31, for each year.

Have served as an elected officer of an affiliated chapter or is currently an active member at large.

**DUTIES:** The Trustees:

Shall have charge of the property and financial affairs of WSSMA.

Shall study budget proposals made by the Budget and Finance Committee and submit its recommendations to the House of Delegates.

Shall have the full authority and power to conduct the business of WSSMA between annual meetings.

Shall meet immediately preceding the annual meeting, immediately following the annual meeting of the House of Delegates and at times as designated by the President.

Shall, at its post conference board meeting, elect two (2) members from the Board of trustees to the Executive Committee, and elect members to the Advisory Board.

Shall approve appointments made by the President to fill vacancies in offices and Standing Committees as they occur.

Shall notify the President within five days if they are unable to attend a Board of Trustees meeting, while maintaining responsibility for providing 6 copies of written report to be available at the board meeting

Shall attend meetings as called by the President and/ or Committee chairs,

Act as an ambassador for and representative of WSSMA and guard its reputation and professional status.

Keep your local chapter informed of what's going on with WSSMA and AAMA after WSSMA BOT meetings, Leadership, Annual Meeting and Conference.

Promote WSSMA growth

## **Duties of Elected Trustees from Affiliated Chapters and Members-at-Large Representatives.**

Represent affiliated chapter members and Members-at-Large at all meetings of the Board of Trustees

Accept leadership roles as committee chair and/or members

Attend Leadership Retreat, BOT, HOD, and all meetings.

Serve as liaison between WSSMA Board of Trustees and affiliated chapter members, providing an open line of communication, which runs both ways

### **SUGGESTED PROTOCOL:**

Respond promptly to correspondence

Timely completion of assignments with detailed and accurate reports, with copies to all relevant committee members and officers. (Reports are to be sent to the WSSMA Webmaster and WSSMA President, VP no less than 10 days prior to the BOT meeting for posting to the WSSMA webpage for review).

Copies of reports will be needed if reports are not submitted to the Webmaster in a timely manner.

Send thank you letters as necessary

### **RECOMMENDED QUALIFICATIONS:**

General knowledge of WSSMA Bylaws

Working knowledge of Roberts Rules of Order, Newly Revised

## **PARLIAMENTARIAN approved May 2015; update Oct 2020; Nov 2022**

### **ESTABLISHED BY THE WSSMA BYLAWS**

The Parliamentarian shall have a voice only to clarify points of order when challenged by members of WSSMA and shall not address substantive issues. He/she shall have a working knowledge of these Bylaws. He/she is an ex-officio member of the Board of Trustees, Executive Committee and Bylaws Committee, without vote. The rules contained in Roberts Rules of Order, Newly Revised, shall govern WSSMA in all cases in which they are applicable and in which they are not inconsistent with the Bylaws or Special Rules of WSSMA.

### **Required to:**

Be an active, associate, sustaining, or Life member in good standing for the entire term served. Good standing includes membership dues paid by December 31, for each year.  
Have served as an elected officer or WSSMA President.

### **DUTIES:**

Review Bylaws for past three years prior to functioning at the House of Delegates.

Maintain contact with President and Speaker of the House.

Participate in the development of Delegates Packet and organization of House business with the President, Vice-President, Speaker of the House and Vice-Speaker as requested.

Attend and serve as Parliamentarian for all meetings of the Board of Trustees, Executive Committee, House of Delegates and Reference Committee meetings.

If unable to attend a meeting, shall notify the President at least 5 days prior so the President can appoint a substitute Parliamentarian.

Be willing and able to assist all members of the Board of Trustees upon request.

### **RECOMMENDED QUALIFICATIONS:**

Have capacity to become objective until an issue is resolved.

Needs access to resources to obtain information in order to adjudicate an issue.

Practical knowledge of AAMA/ WSSMA Bylaws.

Working knowledge of Roberts Rules of Order, Newly Revised.



## **WSSMA ADVISORY BOARD approved May 2015; Update October 2020**

Established by the WSSMA Bylaws and Standing Rules:

**Members:** The Advisory Board of WSSMA shall consist of two (2) elected members and the WSSMA Immediate Past President as an Ex Officio member. The elected members shall be one (1) other Past President of the WSSMA and one (1) other former elected officer of WSSMA. The elected members shall not be from the same chapter. The Immediate Past President shall act as liaison for this Board.

The Advisory Board shall be elected by the Board of Trustees at its Post Conference Meeting. Members shall serve a two (2) year term and may serve two (2) consecutive terms with the exception of the Immediate Past President who shall serve a one (1) year term. The other Past President of WSSMA shall be elected in even years and the former elected WSSMA officer shall be elected in odd years. Any vacancy occurring before expiration of a term of office shall be filled by the President with the approval of the Board of Trustees.

Required to:

- Be an active, associate, sustaining, or Life member in good standing for the entire term served.

  - Good standing includes AAMA membership dues paid by December 31, for each year.

  - Have served as an elected officer of an affiliated chapter or is currently an active member at large.

Duties the Advisory Board shall:

- Attend all BOT meetings including pre and post conference meetings; Leadership Retreat, HOD, Reference Committee Meetings and any meetings as called by the President.

- Serve at the discretion of the BOT.

- Serve as mentor and advisor to newly elected President and Vice President.

- Be willing and able to mentor new officers of WSSMA.

- Be willing and able to assist all members of the Board of Trustees upon request.

Physicians and other outside professionals can be utilized as needed with approval by the WSSMA BOT (per WSSMA Standing Rules).

## EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES

Established by the WSSMA Bylaws and Standing Rules: approved May 2015 update Nov 2022

The Executive Committee of the Board of Trustees shall be composed of the President, Vice President, Secretary, Treasurer, Immediate Past President, and two (2) additional members elected by and from the Board of Trustees for a period of one (1) year, and the Parliamentarian, as an ex-officio member, without a vote. A majority of the members of this committee shall constitute a quorum.

Executive Trustees (2): Shall, at its Post Conference Meeting, elect two (2) members from the Board of Trustees to the Executive Committee.

Required to:

- Be an active, associate, sustaining, or Life member in good standing for the entire term served.

- Good standing includes AAMA membership dues paid by December 31, for each year.

- Current member of the Board of the Trustees with a minimum of one year of experience.

Duties the Executive Committee of the Board of Trustees shall:

Have the full authority to act for and on behalf of the Board of Trustees whenever urgent business of WSSMA demands action between meetings of the Board of Trustees.

The WSSMA President shall report all voting, or decisions made by the Executive Board to the Board of Trustees within five (5 days). Any action taken will be listed on the Agenda at the next meeting of the Board of Trustees.

Any active member of WSSMA may attend Executive Committee meetings and participate in discussion, without vote. An Executive Session can be called for the purpose of discussing confidential and legally sensitive matters

Attend all BOT meetings including pre and post conference meetings; Leadership Retreat, HOD, and any meetings as called by the President.

## HOUSE OF DELEGATES approved March 2015; update October 2020

Established by the WSSMA Bylaws and Standing Rules:

The following guidelines are intended as a tool(s) for the members of the WSSMA. The House of Delegates (HOD) is conducted according to the WSSMA Bylaws and Standing Rules.

The HOD is to be held annually.

HOD is the governing body of WSSMA and has the authority to:

- A. Determine policies and the power to amend the Bylaws by vote.
- B. Present and vote upon the annual budget.
- C. Present and vote upon Bylaws.
- D. Conduct the election of Officers, Trustee, Nominating Committee, and Delegates to National.
- E. Accept and approve bids for Annual Conference

**Admission to the WSSMA HOD:** All delegates and alternate delegates shall be active, associate, sustaining or Life members of WSSMA. Dues must be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

**Voting Body:** The voting body of the House shall consist of the duly verified delegates, or in their absence, alternate delegates as well as any proxy votes.

In the event a Delegate is unable to serve, an elected eligible alternate delegate can serve as a Delegate. If an alternate delegate is seated in place of a delegate in the first session, that alternate has effectively become the delegate of record and will serve as delegate in the second session as well.

**A delegates briefing session:** will precede the first session of the House. This is where the rules will be read, questions answered, and information given. Members can bring breakfast to the briefing session, breakfast is not provided for the delegates. The reference committee meetings follow the HOD session I, voting in separate session (Friday evening usually 5-6 pm), HOD session II next day. Recommend membership cards for admittance; only proxy cards would be needed in addition to membership cards. Could have membership cards on file if copy sent in with registration forms.

**Proxy:** In the event an affiliated Chapter is unable to be represented by a full complement of Delegates, it may assign proxy votes only to its Delegate(s) in attendance. Members-at-Large Representatives will not be granted the option of proxy voting. Any and all proxy requests shall be submitted in writing to the Speaker of the House and shall be signed by the President and Secretary of the Affiliated Chapter.

A proxy only can be issued for an elected delegate that is eligible to be seated in the House. At least one eligible, elected delegate must be seated to vote the proxy. The proxy must be presented for credentialing when the delegate voting the proxy is admitted to the HOD. At that time, the proxy will be assigned as the vote for an eligible, elected delegate that is not present. Any proxy that is voted in the first session must be voted in the second session.

**Motions:** Each delegate must stand at the microphone (if available) obtain recognition from the Speaker, state your name and chapter. Motions may be introduced and voted upon only by members of the voting body. All main motions are to be presented to the Secretary in writing prior to the closing of the meeting. A delegate may give the written motion to a page. It is out of order to be standing when another delegate is standing unless you are waiting for the microphone.

**Debate:** Each delegate shall be limited to two minutes of debate on each question. A delegate has the right to speak twice on the same question but cannot make a second speech on the same question as long as any delegate who has not spoken on that question desires the floor. To obtain the floor a delegate must stand, obtain recognition from the Speaker, state your name, chapter and proceed. All remarks shall be addressed to the Speaker. The timekeeper shall be the Vice-Speaker and will notify each person when time expires.

**Voting:** When a show of hands or a standing vote is called for, please remain standing or keep your hands up until the tellers have completed their count. Those who have proxy votes use sheets of paper to designate your number of votes (i.e., 2 sheets, 2 votes; 3 sheets, 3 votes).

**Election of Officers:** A majority of votes will be necessary to elect. Balloting will take place before the end of the second session of the House. Time and place will be announced before the close of the first session of the House.

- A. Ballots will be folded only once in half and any folded more than once or two ballots folded together will be rejected. Delegates will deposit their own ballot in the Ballot box.
- B. If a delegate spoils a ballot, the ballot will be returned to a teller and a new ballot will be issued.
- C. Proxy holders will obtain additional ballots for the votes that they hold.
- D. If you wish to make a list of all nominees from the floor, do it on something other than the official ballot. When voting, write in the name of the nominee from the floor if that is who you wish to vote for.
- E. It is legal for a delegate to mark a ballot in pencil. If you make a correction, be sure it is legible.
- F. After balloting is closed, the tellers will retire to count the votes. The chair of the teller's committee will report to the Speaker, who will announce the results when the second session of the House is convened.

**Reference Committees:** Budget & Finance, and Bylaws Reference Committees are appointed by the Speaker of the House. The committees each consist of three voting members of the HOD and serve as the Chair, Recorder, and Timekeeper. The chairs of the Standing Budget and Finance, and Bylaws Committees serve as ex-officio members of the corresponding Reference Committees. Reference meetings are open for comment to any member of WSSMA.

## **AUDIT COMMITTEE      approved Nov 2016**

### **ESTABLISHED BY WSSMA BYLAWS**

The Audit Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting

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.

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Shall submit a detailed written annual report of committee activities to the Speaker of the House by the designated deadline. The report will summarize audit findings.

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 in order 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 monies.

## Audio/Visual Committee

approved Nov 2016

### ESTABLISHED BY WSSMA BYLAWS

The Audio/Visual Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting

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.

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Shall submit a detailed written annual report of committee activities, including a financial report to the Speaker of the House by the designated deadline.

AV equipment includes any purchase of AV equipment by WSSMA or donated to WSSMA. It also includes banners, signage, and any printed material.

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.

A copy of the Inventory List to include serial numbers will be kept with the WSSMA Secretary.

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 a check out log for 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.

**AWARDS COMMITTEE: MEDICAL ASSISTANT AND PROFESSIONAL ACHIEVEMENT AWARDS Guidelines Approved August 19, 2017**

ESTABLISHED BY WSSMA BYLAWS

Purpose: Members of this committee, the WSSMA President and the WSSMA Vice President are required to review completed applications for two different awards. They ensure application requirements have been met by members who apply to receive the Professional Achievement Award and distribute it to all eligible members. They also determine application criteria has been met and review letters of recommendation for members nominated for the Medical Assistant of the Year Award to determine up to one recipient per year."

The Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting (approved Nov 2016).

DUTIES:

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 (approved Nov 2016).

If unable to meet the 10-day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting (approved Nov 2016).

Recognize continuing education and leadership activities of members of WSSMA.

Shall submit detailed written annual report of committee activities to the Speaker of the House by the designated deadline.

Shall encourage qualified members to apply for these awards.

Shall provide applications to any interested member.

If the awards will be presented, the Chair will notify the WSSMA President, 10 days prior to the Annual Meeting.

Purchase the engraved plaque for MA of the Year Award and frame for the Professional Achievement Award.

Prepare the certificate for the Professional Achievement Award.

At the Annual Meeting, during the President's Luncheon make the presentations with the WSSMA President.

## **BUDGET AND FINANCE COMMITTEE GUIDELINES Approved March 2018**

### **ESTABLISHED BY WSSMA BYLAWS:**

Purpose: The Budget and Finance Committee shall submit a proposed annual budget to the Speaker of the House for inclusion in the Delegates' Packet by the designated deadline.

The Budget and Finance Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting (approved Nov 2016).

### **DUTIES:**

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 (approved Nov 2016).

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting (approved Nov 2016).

Prepare a proposed annual budget for the next year's expenditures that will be finalized after Budget and Finance Reference Committee recommendation is presented to the HOD.

Review past budgets, evaluate active membership numbers, expected income and budgeted expenses

Discuss budget allocations, actual expenses and future expectations with outgoing officers and committee chairs.

Correspond with the President and Vice-President.

Shall submit detailed written annual report of committee activities to the Speaker of the House for inclusion in the Delegates' Packet by the designated deadline.

The Budget and Finance Committee meets after the WSSMA House of Delegate Session I at the WSSMA Conference. This committee is appointed by the Speaker of the House. The committee consists of three voting members of the HOD. They serve as Chair, recorder and timekeeper (approved HOD Guidelines March 2015).

The current chair of the Budget and Finance Committee serves as ex-officio member of the Budget and Finance Reference Committee and shall attend this Reference Committee (approved HOD Guidelines March 2015).

Shall work with the Reference Committee to prepare and submit a proposed report to the House of Delegates Session II (approved HOD Guidelines March 2015).

### **RECOMMENDED QUALIFICATIONS:**

Knowledge of bookkeeping.



## **BYLAWS COMMITTEE Guidelines Approved August 19, 2017**

### ESTABLISHED BY WSSMA BYLAWS

The Bylaws Committee is chaired by the WSSMA Vice-President.

Purpose: Shall make a study of the WSSMA Bylaws and WSSMA Standing Rules and offer recommendations for amendments.

#### DUTIES:

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 (approved Nov 2016).

If unable to meet the 10-day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting (approved Nov 2016).

Per WSSMA Delegates to National Guidelines: Delegates to National shall serve on WSSMA Bylaws Committee (May 2014).

The Parliamentarian shall be an ex-officio member without vote.

Shall review and approve Bylaws and/or Standing Rules of all affiliated chapters and new chapters requesting to become affiliated with WSSMA.

Shall review WSSMA Bylaws annually making sure that any AAMA mandated changes are added to WSSMA Bylaws and are in compliance with AAMA.

If there are any AAMA mandated changes, upon receiving approval of WSSMA Bylaws from AAMA Bylaws Committee, shall e-mail updated WSSMA Bylaws to WSSMA BOT members and to WSSMA webmaster to be posted on WSSMA website.

Inform chapters if any AAMA mandated changes require their chapter Bylaws be updated.

The chair shall submit for review three copies of the Bylaws to the AAMA Bylaws Chair only if there are mandated changes from the AAMA House of Delegates.

Shall put forward bylaws changes submitted by affiliate chapters, committees and WSSMA members as well as its own recommendations.

Shall submit detailed written annual report of committee activities to the Speaker of House by the designated deadline

The Bylaws Reference Committee meets after the WSSMA House of Delegate Session I at the WSSMA Conference. This committee is appointed by the Speaker of the House. The committee consists of three voting members of the HOD. They serve as Chair, recorder and timekeeper. The current chair of the Bylaws Committee serves as ex-officio member of the Bylaws Reference Committee and shall attend this Reference Committee.

Shall work with the Reference Committee to prepare and submit a proposed report to the House of Delegates Session II.

Twice a year, the WSSMA Bylaws may be updated by the WSSMA Vice President, after the AAMA National Conference if there are any mandated changes; and upon completion of the term as Vice President to capture any changes made at the WSSMA HOD, no later than the summer BOT.

Shall e-mail updated WSSMA Bylaws to WSSMA BOT members and to WSSMA webmaster for posting on the WSSMA website.

Any changes to the Standing Rules shall be updated after each BOT meeting by the WSSMA Vice President. Shall e-mail updated Standing Rules to BOT members and to WSSMA webmaster for posting on the WSSMA website.

The Chair will keep WSSMA Chapter Bylaws along with the WSSMA Bylaws and Standing Rules in a notebook that will serve as the Bylaws notebook, 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 or 'or other portable digital, back-up device.

#### RECOMMENDED QUALIFICATIONS:

Working knowledge of AAMA/WSSMA Bylaws. Working knowledge of Roberts Rules of Order, Newly Revised

#### SUBCOMMITTEE -- RESOLUTIONS COMMITTEE

The Resolutions Committee shall receive, and review resolutions presented by the affiliated chapters and assist them in the proper preparation for presentation to the House of Delegates.

#### DUTIES:

Preface resolutions recommended by the Board of Trustees or a standing committee.

Shall write resolutions recommended by a chapter, Board of Trustees or President for submission to the WSSMA House of Delegates.

Submit appropriate resolutions to AAMA Resolutions Committee for presentation to AAMA House of Delegates.

## **CERTIFICATION AND RECERTIFICATION approved Nov 2016**

### **ESTABLISHED BY WSSMA BYLAWS**

The Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting.

Purpose: Print letters of congratulations to new CMA and recertified CMA recipients and forward to chapters. Members at Large are mailed by this Committee.

### **DUTIES:**

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 (approved Nov 2016).

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting (approved Nov 2016).

Contact WSSMA President on a quarterly basis who will contact AAMA Certification Department for a list of new CMA's and those CMA's who recertified. 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 or chair can print labels.

Contact the WSSMA Conference Chair for the number of those attending conference who are new or recertified since the last conference. Recognize those CMAs with a certificate or token gift during the President's lunch at conference.

Keep members posted on certification and recertification changes from AAMA via their quarterly report.

Shall submit a detailed written annual report of committee activities to the Speaker of the House by the designated deadline

### **RECOMMENDED QUALIFICATIONS:**

Interest in promoting certification by the AAMA

**CHAPTER EXTENSION COMMITTEE GUIDELINES** Approved August 19, 2017

ESTABLISHED BY WSSMA BYLAWS

Purpose: 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.

The Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting.

**DUTIES:**

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.

If unable to meet the 10-day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Shall submit a detailed written annual report of committee activities to the Speaker of the House by the designated deadline.

Shall send materials to and meet with members who are interested in forming a new chapter.

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.

**RECOMMENDED QUALIFICATIONS:**

Sincere interest in promoting WSSMA.

Knowledge AAMA/WSSMA activities and structure; feel comfortable initiating contact, "sell AAMA." Ability to travel throughout the state.

## **EDUCATION COMMITTEE GUIDELINES Approved August 19, 2017**

### **Purpose:**

Education Committee shall provide educational services to increase the knowledge and professionalism of the members.

It shall consist of the following subcommittee: Professional Advancement Seminar

The Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting.

The committee shall be composed of 5 committee members that volunteer or are appointed by the WSSMA President. All members require approval by the President.

### **DUTIES:**

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.

If unable to meet the 10-day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Shall submit detailed written annual report of committee activities to the Speaker of the House by the designated deadline.

If a Chapter is hosting the PAS WSSMA should receive 25% of the profit to the Chapter.

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

**GUIDELINES REVISION COMMITTEE** Approved August 19, 2017

ESTABLISHED BY WSSMA BYLAWS

Purpose: Shall review the current Guidelines checking for compliance with WSSMA Bylaws and Standing Rules and recommend updates.

The Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting.

DUTIES:

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.

If unable to meet the 10-day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Shall submit a detailed written annual report of committee activities to the Speaker of the House by the designated deadline.

Shall work with WSSMA Officers and Committee Chairs to review their Guidelines.

Shall submit recommendations to the WSSMA BOT for their approval.

Shall forward recommendations to the WSSMA Bylaws Committee Chair.

## **DORIS STANSELL MEMORIAL LEADERSHIP FUND COMMITTEE Guidelines approved August 19, 2017**

### **ESTABLISHED BY WSSMA BYLAWS**

Purpose: The Doris Stansell Memorial Leadership Fund (DSMLF) was established in August 1997 as a formal memorial to Doris Stansell who was a Life Member of Washington State Society of Medical Assistants. All members may have the opportunity of this training with little or no expense to themselves and encourage and equip them to take leadership roles in our state organization.

The Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting (approved Nov 2016).

### **DUTIES:**

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 (approved Nov 2016).

If unable to meet the 10-day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting (approved Nov 2016).

The Doris Stansell Memorial Leadership Fund is to be funded by donations. An annual fund raiser will be arranged and support for this given by WSSMA Past Presidents at each annual conference.

If the DSMLF Committee Chair desires, they may appoint a fund treasurer for this committee who may serve for many years in managing its bank records. The DSMLF Chair could perform the duties of fund treasurer in lieu of an appointed treasurer. Signers on this account besides the DSMLF Treasurer shall be the WSSMA President, or WSSMA Treasurer or committee chair.

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 DSMLF Chair and DSMLF Treasurer in conjunction with the WSSMA Treasurer and Treasurer's Agent will determine the rebate amount to attendees based on the Leadership Retreat funds. Funds will be sent to those attendees due rebates by the WSSMA Treasurer. Rebates will be sent by the WSSMA Treasurer to those attendees who registered with their own personal funds and to chapters sponsoring attendees.

Committee financial records are audited by the WSSMA Audit Committee for inclusion in the annual WSSMA IRS filing.

## **LEADERSHIP CONFERENCE/ OFFICERS RETREAT COMMITTEE**

ESTABLISHED BY WSSMA BYLAWS - approved Nov 2016

Purpose: The Leadership Conference/ Officers Retreat Committee is responsible for planning a weekend meeting, which provides opportunities for continuing education, leadership training, mentoring and networking among members.

The Leadership Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting

### **DUTIES:**

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.

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Shall work with the President and Speaker of the House to set a date for this retreat, ideally by the end of the post conference board meeting.

Shall secure a site which provides meeting space, lodging and meal functions/

Shall work with the President and Vice President to make arrangements for lodging, meals, and transportation of the visiting AAMA member attending Leadership.

Shall obtain CEU's for educational sessions.

Shall provide written updates for the Leadership Notebooks.

Shall provide registration materials for members.

Shall review evaluation forms for member comments and suggestions.

Shall submit a detailed written annual report of committee activities, including a financial report, to the Speaker of the House by the designated deadline.

### **RECOMMENDED QUALIFICATIONS:**

Sincere interest in promoting WSSMA; Knowledge of AAMA/WSSMA activities and structure.



## **LEGISLATION approved Nov 2016**

### **ESTABLISHED BY WSSMA BYLAWS**

Purpose: The Legislation 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 and right to practice issues in Washington State.

The Chair will be named annually by the President at the WSSMA Post Conference Board Meeting/House of Delegates Board Meeting

### **DUTIES:**

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.

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Shall submit detailed written annual report of committee activities to the Speaker of the House by the designated deadline.

Protect medical assistants' right to practice in the State of Washington via legal communications and participation with other allied health professions.

Participation in legislative process when necessary, regarding lobbying, attending and testifying.

Sharing information with WSSMA members.

### **RECOMMENDED QUALIFICATIONS**

Be able to represent the WSSMA membership.  
Have some knowledge of legislative procedures.

## **LONG RANGE PLANNING COMMITTEE approved Nov 2018**

### **ESTABLISHED BY WSSMA BYLAWS**

Purpose: This committee will evaluate the needs and goals of the membership and the future of WSSMA. This committee shall submit recommendations to the House of Delegates and the Board of Trustees for future development of WSSMA.

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

Committee members: 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.

### **DUTIES:**

Committee Chair shall present a written annual review of the progress of this committee to the Speaker of the House by the designated deadline. Per the WSSMA Standing Rules, due to the ongoing nature of this committee, no quarterly reports are required to be submitted, but can be submitted.

If the committee chair elects to submit a quarterly written report, 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 (approved Nov 2016).

If unable to meet the 10-day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting (approved Nov 2016).

Shall review the Long Range Plan annually to ensure goals are being met.

Shall provide input to facilitate the smooth transition from one administration to the next.

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.

This committee shall develop a new five (5) year plan (2020-2025) prior to the current plan's expiration. The new plan should begin at least two (2) years prior to the end of the current plan.

### **RECOMMENDED QUALIFICATIONS:**

Knowledge of WSSMA structure, function and interaction with AAMA  
Knowledge of AAMA/ WSSMA Bylaws

Minimum of two years on the Board of Trustees

Understand reason for long range planning and goal setting process

## MEMBERSHIP COMMITTEE approved Nov 2016

### ESTABLISHED BY WSSMA BYLAWS

The WSSMA Membership Committee shall work with the affiliated chapter committees to retain and increase membership.

The Membership Chair will be named annually by the President at the WSSMA Post Conference Board Meeting/House of Delegates Board Meeting.

### DUTIES:

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.

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Responsible for maintaining and increasing membership in affiliated chapters of the WSSMA

Correspond with new members; i.e., welcome letter, membership packet with current materials and certification information

Have membership materials available for chapters

Shall submit detailed written annual report of committee activities to the Speaker of the House by the designated deadline, which is at least 45 days prior to the House of Delegates

Shall contribute articles to the Statline and membership packet  
Knowledge AAMA/ WSSMA activities and structure; Feel comfortable initiating contact, "sell AAMA": Ability to travel

## **MEMBERSHIP ROSTER COMMITTEE approved Nov 2016**

### ESTABLISHED BY WSSMA BYLAWS

The Membership Roster Committee shall provide a new roster annually with quarterly supplements to be distributed at each Board of Trustees meetings.

The Chair will be named annually by the President at the WSSMA Post Convention Board Meeting.

### DUTIES:

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.

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Shall provide a new roster annually from membership data supplied by AAMA.

Shall update the roster quarterly with copies distributed at the Board of Trustees meetings.

Shall keep the data current, especially CMA status.

Shall submit detailed written annual report of committee activities to the Speaker of the House by the designated deadline, which is at least 45 days prior to the House of Delegates.

Pass on to the new chair the roster computer program.

### SUGGESTED PROTOCOL:

Each chapter should send in names of all new members at the time of notification from National, change in CMA status forwarded by the certification chairman and changes in address, phone

Suggest written protocol regarding distribution of roster to ensure budgeted amount is accurate

### RECOMMENDED QUALIFICATIONS:

Ability to use computer, printer and appropriate programs

## **NANCY FORTIN SCHOLARSHIP FUND COMMITTEE**

### **Approved May 2018**

#### **ESTABLISHED BY WSSMA BYLAWS**

Purpose: 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.

The Chair of this committee will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting.

#### **Duties:**

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.

If unable to meet the 10- day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

1. This committee shall review the scholarship application to ensure the criteria and deadlines are appropriate. Any changes to the application or the deadlines must be approved by the WSSMA BOT. The application is available on the WSSMA Website.
2. 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. If an educator is serving on this committee, he/she shall recuse himself/herself from evaluating any of the applications of his/her school's medical assisting students.
3. 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.
4. The Committee Chair or designee shall file a financial report for IRS through the WSSMA Treasurer.
5. The committee chair is responsible for recording all deposits and writing all checks for the account. The committee chair should follow standard procedures for this account (see Appendix number to be determined). The Treasurer's Agent balances the account after receiving the check register (the last two pages) from the Committee Chair. The Treasurers Agent will send the original bank statement to the chair after reconciliation of the account
6. Each year fifteen hundred dollars shall be deposited in the Nancy Fortin Scholarship fund. Five hundred from the WSSMA annual meeting. If profits are less than five hundred dollars, the difference will come from the WSSMA General Fund. One thousand dollars is a WSSMA budgeted line item.

7. Scholarship recipient expenses to be paid by the scholarship fund include one year's student membership dues in AAMA. The scholarship recipients will be recognized at the President's Luncheon. The only checks written from the scholarship account are the \$500 scholarship and the one-year AAMA student membership. No more than a total of three checks per month shall be written from this account. This will avoid bank charges.

8. The Committee Chair shall submit a voucher to the WSSMA Treasurer for administrative expense (postage and envelopes) and for the cost of the luncheon for recipient(s) This expense should come from the WSSMA operational account budget line item for the Nancy Fortin Scholarship Fund.

9. The President, Treasurer, Committee Chair or designated signer named by the Chair shall have check signing responsibilities. All checks written shall have two signatures.

10. The Committee Chair or designee shall submit detailed written annual and financial report of committee activities to the Speaker of the House for inclusion in the Delegates' Packet by the designated deadline.

12. An Educator will serve on this committee as a liaison between this committee and the Washington State Community Colleges that have CAAHEP accredited medical assisting programs to promote the scholarship. Shall contact the above schools and forward applications to them. If no educator is serving on this committee, then these duties can be performed by the chair or a designee. Shall work with the WSSMA Website Committee Chair to ensure that current application information is available on the WSSMA Website.

13. 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.

#### RECOMMENDED QUALIFICATIONS:

Knowledge and understanding of committee guidelines

Need people-oriented members who can evaluate written requests for scholarship funds

Bookkeeping knowledge to allow for accurate recording keeping per appendix number (TBA).

## **NOMINATING COMMITTEE approved May 2018**

### **ESTABLISHED BY WSSMA BYLAWS**

Purpose: The Nominating Committee shall solicit, verify eligibility and present a slate of nominees for office.

The Nominating Committee is elected at the WSSMA HOD. It is a one-year term. The Nominating Committee shall consist of three elected members and the Immediate Past President of WSSMA, who shall serve as an ex-officio member. No two elected members of the Nominating Committee shall be from the same affiliated chapter. The Immediate Past President shall mentor the members of this committee. The members of this committee should work together to achieve the duties/goals listed below.

### **DUTIES:**

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.

If unable to meet the 10-day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Shall solicit and ensure that all nominees are qualified for their office.

Shall present a slate of nominees for office at the HOD Session I.

Shall assist in taking verbal nominations from the floor at the HOD Session I.

Shall ensure that all nominees meet WSSMA qualifications.

Shall present nominees at the Candidates Luncheon during the WSSMA annual meeting

Shall work with the Speaker of the House regarding ballots, tally sheet and ballot box.

Shall submit detailed written annual report of committee activities to the Speaker of the House for inclusion in the Delegates' Packet by the designated deadline.

**SUGGESTED PROTOCOL:** Sharing information with previous Nominating Committee  
Actively recruit candidates

**RECOMMENDED QUALIFICATIONS:** Salesmanship!!!

## **CONDUCT OF NOMINEES RUNNING FOR OFFICE approved May 2018**

### **DUTIES:**

Shall attend the Candidates Luncheon during the WSSMA annual meeting.

Shall give a brief introductory speech at luncheon.

The candidate shall not be within 100 yards of the voting site during the vote except to vote.

If the candidate is also eligible to vote, he/she will collect a ballot, enter, vote and immediately leave the area unless the vote is conducted in the HOD. The candidate is not to talk to any eligible voter before, during, or after the vote



## **PUBLIC RELATIONS COMMITTEE approved Nov 2016**

### **ESTABLISHED BY WSSMA BYLAWS**

The purpose of this committee is to communicate to the general public the activities of the WSSMA, the medical assisting profession and the benefits of belonging to all three levels of AAMA. Good publicity builds recognition for the organization, educates the general public and promotes membership.

The Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting.

### **DUTIES:**

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.

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Advertise and promote to medical healthcare facilities the profession of medical assisting and the benefits of employees being certified and/or members of the AAMA.

Respond to phone calls, emails or written requests for information or materials to educate and inform persons interested in the profession of medical assisting.

Advertise and promote to medical healthcare facilities and medical assisting programs National Medical Assistant's Week and Medical Assistant's Day, state conventions, educational seminars and other opportunities to attend affiliate sponsored events in their area.

Develop promotional programs or projects to include providing information to medical clinics, medical assisting programs and other interested parties regarding current and correct information on membership, certification and benefits of affiliation with the AAMA, the WSSMA or the local Chapter.

Shall provide and update current information on the WSSMA website regarding the promotional projects of the Public Relations Committee.

Shall submit detailed written annual report of committee activities to the Speaker of the House by the designated deadline, which is at least 45 days prior to the House of Delegates

### **RECOMMENDED QUALIFICATIONS:**

Good communication skills when speaking to professional colleagues or members.

Ability to organize, implement and complete promotional projects

Knowledge of the AAMA, WSSMA, and local chapter activities, functions and organizational processes.

## **PUBLICATION COMMITTEE / STATLINE Approved March 2018**

### **ESTABLISHED BY WSSMA BYLAWS**

Purpose: Inform members of national, state, and chapter news and continuing education opportunities

The Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting.

#### **DUTIES:**

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.

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

Will work with the website committee chair to edit, publish and place the articles on the designated webpage for the Statline. Statline content will remain fresh by changing the articles quarterly each year.

Communicate with chapter and state officers and committee chairs.

Set deadlines for receipt of submitted materials.

Shall submit detailed written annual report of committee activities to the Speaker of the House for inclusion in the Delegates' Packet by the designated deadline.

#### **RECOMMENDED QUALIFICATIONS:**

Persistence in obtaining news from membership  
Ability to correlate material for interesting reading  
Ability to meet deadlines  
Computer skills, access to the internet

## **WEBSITE COMMITTEE approved Nov 2016**

Established by WSSMA Bylaws:

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

WSSMA or general information must be approved by the WSSMA President or Vice President before posting.

The Chair will be named annually by the President at the WSSMA Post Conference/House of Delegates Board Meeting.

### **DUTIES:**

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.

If unable to meet the 10 day deadline, shall bring 6 copies to be distributed to those listed above. Be prepared to have the report read aloud at the BOT meeting.

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.

Responsible for giving out "Members Only" access passwords to verified members of the WSSMA in a timely fashion. Delete profile 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 and promote the employment section "Jobs Listings" by contacting employers in the area.

Assist chapter or committee webmaster with their pages.

Act as liaison with the Web Designer if need arises.

Keep the Calendar and main webpages current.

### **RECOMMENDED QUALIFICATIONS**

Daily access to a computer and the internet

Must use PC – "Mac" won't work

Knowledge and understanding of computers and websites

Ability to change documents to PDF files

Ability to work in "Word" format

## ***APPENDIX***

BUDGETS: Guidelines for usage of Officers, Delegates and Committee budgets  
Travel voucher guidelines and travel voucher

Long Range Plan

Notes for National Conference Delegates

National Conference Delegate Agreement

Stationery guidelines

WSSMA Travel Expense Voucher

**BUDGET and Reimbursement Guidelines Approved August 19, 2017**  
(what budgets are to be used for)

**WSSMA Officers and Committee Chairs:** printing/copying; office supplies (including printer ink, labels, copy paper, envelopes, portfolios, notebooks and thank you notes); postage and long distance phone calls, and travel reimbursement for mileage for WSSMA business. It is recommended that notebooks and portfolios be purchased during back to school sales held in August.

Payment vouchers and travel expense vouchers are found in the WSSMA Standing Rules, Leadership Notebooks, and WSSMA website. If any questions, contact WSSMA Treasurer.

**Any officer or committee chair can spend up to 10% over the allocated budgeted amount. Expenses in excess must be authorized by the WSSMA BOT. Note: this does not include the budgets for Delegates to National Conference.**

In order to be reimbursed you will need to fill out a payment voucher and submit to the WSSMA treasurer

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.
- No alcohol will be reimbursed.
- No late fees will be reimbursed.
- **Attach original receipts (you keep a copy)** – please do not highlight anything as it causes the ink to fade.

**WSSMA Officers**

**President:** President's pin (when we run out). If pins are ordered in bulk this is separate line item in WSSMA budget.  
Gifts for officers.  
Certificates for officers, Committee Chairs, and members.

Expenses for transportation to and from conference and meals not covered in registration costs at conference (registration and lodging are provided).

Expenses for attending local chapter meetings.

Expenses for traveling to, lodging and meals for Oregon (OR) and British Columbia (BC) conferences, (registration is provided for in reciprocal agreement with OR and BC), regional travel separate line item.

Gifts for outgoing OR and BC Presidents.

Courtesy gift for outgoing AAMA President separate line item in budget.

**Vice President:** Expenses for WSSMA Conference – transportation to and from conference meals, lodging.  
Gift for outgoing WSSMA President.  
Gifts for incoming officers at installation and any installation costs not covered by conference committee or your own chapter.  
Expenses for traveling to, lodging and meals for OR and BC conferences, (registration is provided for in reciprocal agreement with OR and BC) regional travel separate line item in budget.  
Gift for WSSMA President to be given at WSSMA BOT fall meeting.  
Arrange for flowers or corsage for WSSMA Pres for President's installation at AAMA National Conference.

A voucher and receipt must be given to the treasurer for reimbursement). It is suggested that the gift be \$50 or less and be commemorative of the conference or its location).

**Immediate Past President:** Leadership or conference expenses.

**Secretary:** Office supplies, printing.  
Notebooks, scrapbooks or albums if needed.  
Thank you notes as needed.

**Treasurer:** Office supplies, printing, postage.  
Any bank charges not allowed for in the WSSMA budget.

**Treasurer's Agent:** Postage, printing (copying), office supplies.

**Speaker of the House:** Printing, office supplies, notebooks for House of Delegates (HOD).

#### **Committees:**

<b>Awards:</b>	Certificates, awards, and frames.
<b>Cert/Recert:</b>	Office supplies. Token gifts or certificates for new CMAs and newly recertified CMAs who attend conference (to be given out at the President's luncheon).
<b>Chapter Ext:</b>	Travel (mileage), office supplies, and printing.
<b>Conference:</b>	Office supplies (portfolios, name tags), decorations, postage, Flowers for banquet, bags (if purchased), see Conference Guidelines.
<b>Leadership:</b>	National Representative's expenses not paid for by AAMA. Facility and meal fees. Snacks and decorations. Gift for the National representative. Notebooks and dividers. Printing.
<b>Legislation:</b>	Mileage expenses.
<b>Membership:</b>	Office supplies for new member packet.
<b>Nancy Fortin:</b>	Certificate, lunch for scholarship winner and their student dues out of operating account not scholarship account.
<b>Public Relations:</b>	Travel and lodging expense. Printing. Booth (registration fees). Brochures (approved by BOT). Miscellaneous (candy at booth).
<b>Publication/Statline:</b>	Software programs as needed. Office supplies.
<b>Website:</b>	Software programs as needed; any expenses to maintain the website that are not covered in the WSSMA budget.
<b>Stationery:</b>	Paper and printing costs – separate line item in budget

# 2020-2025 Long Range Plan Approved May 2021

## I. Major Goal: Membership Development

- a. Promote timely communications to the chapter levels from the AAMA and WSSMA. Advertise by use of E-mail. (individual, group or bulk) and the WSSMA website.
- b. Increase membership by targeting students, employers, and educators of the CMA (AAMA) credential.
- c. Retention of membership to the AAMA/WSSMA with continuity and professionalism at the Chapter and State levels.
- d. Always have "AAMA Membership forms" available at every meeting or event.
- e. Concentrate on mentoring and orientation of new members by sharing our Creed, Mission and Goals.
- f. Have current members be available to answer questions and mentor new members.

## II. Major Goal: Improve Leadership and Management

- a. Assign outgoing committee chairs to mentor new incoming chairs to maintain continuity.
- b. Discuss and expand on mentoring for new BOT members.
- c. Have each committee chair review the Standing Rules and Committee Guidelines with their committee.
- d. If unable to meet in person hold virtual meetings or meet via e-mail.
- e. Improve communication between the Board of Trustees and chapters:
  - i. Encourage members to sign up for access WSSMA website to members only pages.
  - ii. E-mail and our WSSMA website can be our most effective means of communication with members.
  - iii. Use WSSMA website to remind members about renewing AAMA membership.
  - iv. Chapters should share information about upcoming meetings on their WSSMA webpage.



- v. Each chapter needs to keep the chapter webpage information current, and it should include contact info.

### III. Major Goal: To Develop and Implement a Comprehensive Image and Improvement Programs:

- a. Coordinate with the AAMA for their professional image plan.
- b. Promote and support the concept of the Medical Assistant/CMA (AAMA) in our changing healthcare environment.
- c. Develop a higher profile for WSSMA within the health care community.
- d. Maintain relationships and communication with the Washington State Medical Association, local medical societies and other allied health care organizations.

### IV. Major Goal: Improve Member Services

- a. Encourage members and non-members to attend our annual conferences for networking and educational opportunities and vendor exposure.
- b. Provide current information on the WSSMA website.

### V. Major Goal: Preserving the Right to Practice

- a. Educate members on the Medical Assistant Certified (MA-C) Law and Scope of Practice. Provide info on WSSMA website.
- b. Maintain a Legislative Committee that monitors legislative issues that impact medical assisting in our state and in the nation.
- c. Consult with Don Balasa, Legal Counsel for AAMA on matters regarding legal interpretation.
- d. Have representation at public hearings on issues affecting medical assisting.
- e. Report on health care issues in our state which could impact the Medical Assisting scope of practice.

## Notes for Delegates to National Conference Guidelines

Approved May 2014/Update Approved March 2023

Watch for communication via e-mail or mail regarding the AAMA National Conference from AAMA, AAMA reps, or WSSMA officers. The Delegate should automatically receive a House of Delegates packet since delegates names are submitted by WSSMA President to AAMA. If the Delegate does not receive any communication or confirmation regarding National Conference, contact the WSSMA President and Treasurer for further instructions.

After WSSMA elections the Delegate will sign the Delegate's Agreement (contract) that you agree and understand your responsibilities. Review the travel expenses voucher prior to attending conference so you can be reimbursed after conference. Save your itemized receipts. If you have questions, ask WSSMA President or Treasurer.

The WSSMA President will be assigning Delegates a topic to report at conference. Delegates should take notes during conference. The Delegate is required to submit this report 10 days prior to the WSSMA Fall BOT Meeting. The report should be entitled with your last name and Delegate to National Report. This report shall then be submitted to the WSSMA Speaker of the House by the required deadline. It should be relabeled with your last name, Delegate to National report to the WSSMA HOD. It can be the same report that was submitted to the WSSMA Fall BOT.

Your term as delegate is for one year. You can be re-convened by mail or e-mail during the course of the year.

AAMA Delegates and Alternates shall be elected to serve from the opening of the House of Delegates for the year elected until the next convening of the House of Delegates. Elected Delegates (except for Vice President) may not serve in consecutive years.

**Hotel:** It is expected that representatives stay at the conference hotel and will be reimbursed half the double room rate; it is recommended that the President and VP will room together so that the President can mentor the VP, unless they are not the same gender. Delegates are encouraged to room together. If someone chooses to stay in a single room, he or she must pay the difference. If someone rooms with a person other than a WSSMA Delegate to National (such as a family member), WSSMA will pay only for half of the double room rate. However, if three or more choose to share a room, each individual will be reimbursed only for that individual's share of the room. Make your reservations; you may not be able to register for Conference until you have made the hotel reservation. Share your flight information with the other Delegates. You may be able to share a ride from the airport to the hotel. Upon arrival, notify other Delegates of your arrival and hotel room number. Make plans to meet the first day of Conference. Network with your WSSMA Delegation.

### **What to bring:**

AAMA Membership card for current year; if you do not receive a printed copy of the AAMA Delegate packet **you will need to print and bring the AAMA Delegate packet** (you may want 3 ring binder); **notepad and pen**. Suggestion-bring an envelope or folder for itemized receipts and a WSSMA travel voucher. (Some people like to have a credit card for conference use only that is used for all expenses-that way you have an accurate account of all of your expenses.) Bring business cards to share with your new friends.

### **What to Wear: House of Delegates and Educational Sessions**

Business casual attire - dress or nice pant suit

**NO** - tee shirts, tank tops, capris, shorts, jeans, miniskirts, or beach type shoes (flip flops)

Undergarments should not be visible; tattoos and body piercings should be covered.

### **Presidents Luncheon/Banquet**

Semi-formal to Formal outfit (casual attire would not be appropriate. See e-mail as directed by AAMA for required dress attire.

### **What meetings/functions do I attend:**

1. First-timers should attend the first-timers reception.
2. Attend Welcome/Awards Celebration and President's Lunch or Banquet- WSSMA Delegates are encouraged to sit together. There is parade of State Presidents at the beginning of President's function.
3. President and VP are required to attend the State Leaders Meeting (formerly the Advisory Council of Presidents and Presidents Elect).
4. Attend all House of Delegates functions; this includes orientation; all sessions of HOD Sessions; Candidates' Speeches and Reference Committee Meetings. During the House of the Delegates each state Delegates are seated together. Vote! Alternate Delegates will sit in the gallery unless otherwise needed.
5. Attend CEU sessions when not attending meetings and functions as detailed in 1-4.

Advance: WSSMA will pay for the Delegate's AAMA Conference registration. You can request in writing an advance for your airplane reservations. The Delegate will need to submit a WSSMA Travel Expense Voucher with an itemized reservation receipt. Your airplane reservations should be made as soon as possible after you have been elected Delegate to National.

Reimbursement: Expenses will be reimbursed if the obligations of the AAMA Delegate position are fulfilled and required documentation is submitted to support expenses within 21 days of the conclusion of the AAMA Conference.

## **WSSMA National Conference Delegate Agreement**

Required Agreement for WSSMA Members Serving as AAMA Delegates/Alternate Delegates

Approved August 2012/Updated Approved March 2023

1. The Delegate should be planning to continue being an involved member in a leadership role (as a chair or member of a committee) including serving on the Bylaws Committee as required. Once a member has served two terms as an elected AAMA Delegate, it is expected that member additionally will serve, (unless previously served), the organization as a WSSMA officer in order to run for the Delegate position again.
2. The Delegate is required to attend WSSMA Board of Trustee (BOT) meetings. Delegates learn valuable information at the AAMA Conference that needs to be shared with WSSMA members. Part of the responsibility is taking what you have learned to be involved at the state level.
3. Make sure your credentials are in order. Bring your current membership card to AAMA Conference. Allow enough time for your credentials to be checked before all required sessions.
4. Your term as Delegate is for one year. You can be “reconvened” by mail or e-mail during the course of the year.
5. When you receive the Delegates’ packet from AAMA follow the directions, you may need to print the packet and bring to the AAMA Conference. Read your Delegates’ packet. Review reports that are included and be prepared to discuss bylaws/resolutions or any issues you have with any report prior to the AAMA Conference.
6. Attend all sessions of the AAMA House of Delegates (HOD).
7. Attend Reference Committee meetings. Discussion will occur that will be critical to making decisions regarding bylaws and other issues. You will need to be attentive at these Reference Committee meetings in order to make appropriate decisions as a representative of WSSMA.
8. Attend candidate presentations so you can make informed choices.
9. Vote on time.

10. Attend sessions as requested by the WSSMA President; such as first timers, leadership presentations, orientations, etc. Networking is important.
11. Attend all official functions of AAMA to include, but not limited to banquet, and Excel awards presentation.
12. Attendance and active participation in CEU offerings is REQUIRED (see Delegates' notes #5).
13. Remember you are representing WSSMA. You should be spending most of your time with your state delegation as well as networking with other state societies.
14. Delegates shall submit a report, as assigned by the President at National Conference, to be read aloud or presented at the Fall Board of Trustees meeting and labeled as the report to the House of Delegates. The report should then be submitted to the Speaker of the House for inclusion in the WSSMA Delegates' Packet.

I understand that unless there is a valid reason, expenses will not be reimbursed if the obligations of the AAMA Delegate position (as detailed above) are not fulfilled and/or required documentation is not submitted to support expenses **within 21 days of the conclusion of the AAMA conference.** (Approved August 2012 BOT/Updated Approved March 2023).

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Delegate Name/Signature

Date

## **Stationery Guidelines**

### **Approved August 19, 2017**

The following officers of the WSSMA: President, Vice President, Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, and Immediate Past President shall use the official stationery which includes the logo of the Washington State Society of Medical Assistants for their House of Delegate report (if applicable), their annual report and any WSSMA correspondence.

The following Chairs of the Standing Committees shall use the official WSSMA stationery for their quarterly BOT reports and annual reports: Annual Conference, Audio/Visual, Audit, Awards (Professional Achievement/MA of the Year), Budget and Finance, Bylaws/Standing Rules, Chapter Extension, Education, Certification/Recertification, Guidelines Revision, Leadership/Officers Retreat, Legislative, Long Range Planning, Membership, Membership Roster, Publications, Public Relations, Website, Nancy Fortin Scholarship Fund, and Doris Stansell Leadership Fund.

The following persons (besides those listed above) shall use the WSSMA official stationery for any applicable report.

1. The Delegates/Alternate Delegate to the AAMA House of Delegates
2. WSSMA Parliamentarian
3. WSSMA Treasurer's Agent
4. Chair of WSSMA Ad Hoc Committees
5. Any person or committee approved by a majority of the WSSMA BOT

Official stationery is purchased by the WSSMA Treasurer. It has a line item in the WSSMA budget. Authorized members can download the stationery for their reports.

The WSSMA Secretary will distribute official stationery at each BOT meeting to designated officers and various members as per stationery guidelines adopted by the BOT.

At every BOT meeting, the WSSMA Officers and Committee Chairs shall turn in one copy of their reports, printed on the official WSSMA stationery with original signature to the WSSMA Secretary. Chapter Presidents shall turn in one copy of their 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 or other portable digital, back-up device.

WSSMA Stationery may only be used for official business.

All official WSSMA correspondence should be prepared on official state letterhead. Since personal contact information is not listed on the letterhead, be sure that your typed signature block includes your name, WSSMA Title, address, phone number and email address on all correspondence.

\*Chapter Presidents should use their own chapter's stationery for their quarterly BOT reports and annual HOD report. Chapter letterhead can be requested from AAMA. Chapter reports and correspondence should never be printed on the WSSMA official stationery.

# WSSMA Travel Expense Voucher

Read on for WSSMA Travel Expense Policies

Name:	Date:
Street Address:	Charge expenses to the following:
City:	Name of Activity:
State/ZIP:	Location of Activity:

**Note:** List only reimbursable expenses, attach receipts, and submit within 21 days to the WSSMA Treasurer.

Dates of Travel Day/Date:									Subtotal	For Office Use Only
Travel: Plane/ Rail/Bus/Ferry Fares										
Baggage Fees										
Miles Driven: Per IRS rate										
Garage/Parking										
Tolls										
Local Taxi/Bus Fares Uber/Lyft/Other										
Telephone/Postage <i>(Trip-related only)</i>										
Tips Airport, Uber, Hotel										
Lodging										
Per Diem Meal Limit: \$ 65.00										
Breakfast										
Lunch										
Dinner										
Misc. <i>(Detail required)</i>										
Subtotal:										

TOTAL (Complete both subtotal sections before entering total):

For Treasurer Use Only

Total Expenses: \$	DATE RECD:
Less Travel Advance: \$	ACCOUNT NO:
	AMOUNT: \$
Amount Owed WSSMA <i>(attach check):</i> \$	OK'D BY:
Expenses to be reimbursed: \$ <i>(Allow two weeks from time of receipt.)</i>	VOUCHER NO:



## WSSMA Policies and Procedures for Reimbursement of Travel Expenses

Travel expenses will be reimbursed within the limits established by the Internal Revenue Service and the WSSMA Board of Trustees. All expenses must be substantiated by a paid receipt or other appropriate documentation attached to this voucher. Your cooperation will expedite payment.

1. **Air Travel:** Coach class is reimbursable. Whenever possible, tickets should be purchased at least one month in advance to take advantage of discount fares. First-class travel is not reimbursable. A copy of the plane ticket voucher (white copy) and/or paid receipt with travel times must be submitted with expense voucher. If you choose to fly first class or alter your itinerary, you will be expected to pay the difference between direct round-trip coach fare and the alterations you have made.
2. **Train, Bus, Ferry:** Train, bus and ferry fares are reimbursable. Receipt required. Cost of airport bus or other surface transportation, like Uber or Lyft, to and from the airport is reimbursable. Taxi fares are permissible only if a bus is not available or time element is critical. Always ask the driver for a receipt.
3. **Automobile:** WSSMA will reimburse at the current IRS rate per mile. Document the total mileage driven with a printout from a website such as Google Maps or MapQuest. Toll fees and parking charges are also reimbursable.
4. **Phone Calls:** Personal calls made to home or related to other personal business are not reimbursable.
5. **Tips:** Tips connected directly with traveling on official business will be reimbursed (e.g., porters, hotel attendants, special service). These must be itemized.
6. **Hotel:** It is expected that representatives attending meetings on behalf of WSSMA will share a double room whenever possible. (Attach a copy of hotel bill to the AAMA Travel Expense Voucher.) Additional time spent at the meeting site (for personal reasons) is not reimbursable.
7. **Meals:** Up to \$65 per day will be reimbursed for actual meal expenses, including tips. Itemized receipts (not credit card statements) must be included. WSSMA will not reimburse purchases of alcoholic beverages. It is expected that representatives will attend meal functions provided by the hosting organization to reduce total meal cost. Meals on travel days will be reimbursed with regard to travel times per IRS Guidelines.
8. **Travel Advance:** AAMA Delegates may request up to \$ 1,000.00 as an advance for airfare and ground transportation ahead of the AAMA Conference if needed. The request needs to be submitted in writing to the WSSMA Treasurer, and must include your printed name, the amount being requested, along with your signature and date of request. An email from the delegate to the Treasurer will suffice as a written request. Keep a copy of the email to attach to the Travel Expense Voucher.

9. Expenses for one meeting ONLY may be recorded on each voucher. If more than one meeting is attended, separate vouchers must be submitted for each. Your voucher should be mailed to the WSSMA Treasurer for payment. Please allow two weeks for payment.