

Washington State Society of Medical Assistants

STANDING RULES

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

II. Each committee chair and chapter president will provide Six (6) copies of his/her written report at each quarterly meeting of the Board of Trustees. If unable to attend the meeting, six copies of the written report shall be submitted (USPS or e-mail) to the President at least one week prior to the meeting so the report can be properly distributed.

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

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

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

VI. Standing committees and their duties shall be:

A. The Annual Meeting Committee shall coordinate all activities pertinent to the Annual Meeting of WSSMA and work directly with the State President and Vice President in accordance with the Annual Meeting guidelines. The State President, State Treasurer, Chapter Conference Chair, and Chapter Comptroller, shall have check signing responsibility. The Chapter Conference Chair and Chapter Conference Comptroller are to be announced at the August Board of Trustees meeting. Any fees charged by WSSMA, including but not limited to registration and vendor fees; need to be approved by the Board of Trustees.

B. The Audio Visual Committee (see appendix-1) responsible for the maintenance and inventory of the equipment purchased and used for WSSMA events. If your chapter needs a digital projector or a public-address system for meetings or an Education event, please contact the committee chair for equipment requests and reservations.

C. The Audit Committee (see appendix-2)

D. The Budget and Finance Committee shall submit a proposed annual budget to the House of Delegates.

E. Bylaws/Standing Rules Committee:

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

Review and approve Bylaws and/or Standing Rules submitted with the application of prospective affiliated Chapters and review amended Bylaws and/or Standing Rules of all affiliated Chapters. The Parliamentarian shall be an Ex Officio member without vote.

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

1. Professional Advancement Seminar (when needed)

a. The committee shall be composed of five (5) members appointed by the President.

b. WSSMA shall provide 10% of the profit to the Chapter hosting the PAS.

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

G. Certification and Recertification (see appendix-3)

H. Awards Committee:

Professional Achievement Award (see appendix-4)

Medical Assistant of the Year Award (see Appendix 5)

I. Leadership Conference/Officers' Retreat Committee shall secure a site, including lodging and meal functions; secure a speaker; obtain CEU's and insure the date of the retreat meets WSSMA bylaws.

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

K. Long Range Planning Committee: (See Appendix-6)

1. 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 by the immediate Past President, one member of the Budget and Finance Committee for a two (2) year term, one member from the Members at Large for a two (2) year term, and one member of the Board of Trustees for a two (2) year term.

2. The Immediate Past President shall serve as Chair of the Long Range Planning committee.
3. Committee Members shall have served a minimum of one (1) year as a member of the Board of Trustees of WSSMA and are encouraged to serve as an Officer of the Board of Trustees.
4. The term of service on this committee shall be one (1) to two (2) years, respectful of the position of the committee member.
5. This committee shall present a written annual review of the progress of this committee. Due to the ongoing nature of this committee, no quarterly reports shall be submitted.
6. This committee will evaluate the needs and goals of the membership and the future of WSSMA through surveys and recommendations to the House of Delegates and the Board of Trustees shall also make recommendations for improvement, if needed, in all aspects of the Society.
7. Shall enable the smooth transition from one administration to the next.
8. The committee shall review the current Long Range Plan (for 2015 – 2020) and outline plans to achieve those goals and evaluate the progress of goal accomplishment.
9. The committee shall develop a new five (5) year plan (2015 – 2020) prior to the current plans expiration.

L. Membership Committee shall work with the membership committee Chairs of affiliated Chapters to retain and increase its membership. Subcommittees will include:

1. Chapter Extension Committee shall investigate areas of possible interest in forming new chapters and shall follow up with meetings and information if medical assistants in the area show an interest.

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

N. Nancy Fortin Scholarship Fund Committee (see appendix-7)

O. Public Relations Committee shall:

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

P. Publications Committee- Statline newsletter published quarterly. (See Appendix-8)

Q. Doris Stansell Memorial Leadership Fund Committee:

This fund is to be funded by donation. As the funds increase, they will be used to help defray the cost of Leadership training to the membership. The committee shall oversee that the donations are used for that purpose. The President, Treasurer, Committee Chair, or designated signer named by the Chair shall have check signing responsibilities. (See appendix 9)

R. Website Committee (see appendix-10)

1. Postings to all state sections of the website, which includes but is not limited to the Website NEWS FLASH and answers to the " Ask Ima MA!", shall be reviewed and approved by the president and/or the vice president before posting to the website. It shall be at the president and/or vice presidents discretion to request further review by the Executive Board or Board of Trustees, before posting to the website.

VII. Chapter reports can be posted on the Website.

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

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

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

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

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

- a. Program – Arranging the schedule, setting the Agenda, and publishing the program.

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

2. Host Chapter shall also be responsible for:

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

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

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

5. Complimentary registrations, 2 days, for WSSMA annual meeting will be given to WSSMA President, Vice President and Secretary, the Oregon Society of Medical Assistants President and President Elect, and the President and Vice President of the Medical Office Assistants of British Columbia. (Approved 2006)

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

7. Complimentary registrations, 2 days, for WSSMA annual meeting will be given to the host chapter Chair/Co-chairs and the WSSMA State chair.

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

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

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

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

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

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

XVII. POSTING OF REPORTS ON THE WEBSITE:

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

WSSMA APPENDIX TO STANDING RULES

Appendix 1. Audio/Visual

ESTABLISHED BY WSSMA BYLAWS

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

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

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

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

The Chair shall maintain signature cards of persons checking out equipment. All BOT members checking out equipment shall be held responsible for the cost of/or replacing the equipment if not returned after a function within 90 days of the end of the function. All maintenance expenses shall

be paid from the budget for this committee from WSSMA funds. Receipts are to be submitted to the WSSMA treasurer with a payment voucher for reimbursement.

Appendix 2. AUDIT COMMITTEE

ESTABLISHED BY WSSMA BYLAWS

Shall make quarterly reports with 6 copies distributed to elected officers, to the Board of Trustees and the website chair

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

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

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

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

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

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

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

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

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

The Audit Chair will maintain a copy of the fidelity bond 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 movies,

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

Appendix 3. CERTIFICATION AND RECERTIFICATION

ESTABLISHED BY WSSMA BYLAWS

DUTIES:

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

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

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

Shall put names on website on Certification/Recertification page

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

Keep members posted on certification and recertification changes from AAMA

Chair of committee shall attend each BOT meeting to present quarterly report

Shall make quarterly reports with 6 copies distributed to elected officers, to the Board of Trustees and the website chair

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

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

ESTABLISHED BY WSSMA BYLAWS

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

DUTIES:

Recognize continuing education and leadership activities of members of WSSMA

Shall make quarterly reports with 6 copies distributed to elected officers, to the Board of Trustees and the website chair

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 the award

Shall provide applications to any interested member

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

Appendix 5. AWARDS COMMITTEE:

MA of the Year Award (see-attached form)

Standing Rules/Committee Guidelines

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

Duties:

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

Shall make quarterly reports with 6 copies distributed to elected officers, to the Board of Trustees and the website chair

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 the award

Shall provide applications to any interested member

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

Appendix 6. LONG RANGE PLANNING COMMITTEE

1. 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 by the immediate Past President, one member of the Budget and Finance Committee for a two (2) year term, one member from the Members at Large for a two (2) year term, and one member of the Board of Trustees for a two (2) year term.
2. The Immediate Past President shall serve as Chair of the Long Range Planning committee.
3. Committee Members shall have served a minimum of one (1) year as a member of the Board of Trustees of WSSMA, and are encouraged to serve as an Officer of the Board of Trustees.

4. The term of service on this committee shall be one (1) to two (2) years, respectful of the position of the committee member.
5. This committee shall present a written annual review of the progress of this committee. Due to the ongoing nature of this committee, no quarterly reports shall be submitted.
6. This committee will evaluate the needs and goals of the membership and the future of WSSMA through surveys and recommendations to the House of Delegates and the Board of Trustees. Shall also make recommendations for improvement, if needed, in all aspects of the Society.
7. Shall enable the smooth transition from one administration to the next.
8. The committee shall review the current Long Range Plan (for 2015 – 2020) and outline plans to achieve those goals and evaluate the progress of goal accomplishment.
9. The committee shall develop a new five (5) year plan (2020– 2025) prior to the current plans expiration.

Appendix 7. NANCY FORTIN SCHOLARSHIP COMMITTEE

ESTABLISHED BY WSSMA BYLAWS

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

DUTIES:

1. The Committee shall review and act upon all applications that meet the established deadlines and criteria for the award. (See scholarship application for criteria and deadlines.)
2. Grant scholarships (0-4) per year at \$500.00 for each scholarship awarded, depending on the balance in the Nancy Fortin Scholarship Money Market Fund. The fund balance shall not go below \$15,000.00.
3. The Committee Chair or designee shall file a financial report for IRS through the WSSMA Treasurer
4. The Committee Chair shall balance the bank account and keep all bank records. The last two pages of the check register shall be sent to the Treasurer's Agent at the end of each month.
5. Each year five hundred dollars shall be deposited in the Nancy Fortin Scholarship Fund from the profits of the WSSMA annual meeting. If profits from the annual meeting are less than five hundred dollars, the difference will come from the WSSMA general fund.