

**North Carolina Society of Medical Assistants**  
**Awards Standing Rules**  
**January 2017**

The Awards Committee shall be responsible for the contest of membership, program and publication of the year awards; also, for the Mary S. Grubb Award, if submitted. The approved format for judging shall be followed.

<b>Awards Committee Composition and Responsibilities</b>		<b>2</b>
1.0	Composition of Awards Committee	
2.0	Terms of Office	
3.0	Responsibilities of Chair and Members	
4.0	Meetings	
5.0	Revisions to the Standing Rules	
<b>Award Categories</b>		<b>3</b>
1.0	Membership	<b>3</b>
	1.1 Numerical Increase	
	1.2 New Member Increase	
	1.3 Student Member Increase	
	1.4 Stabilization	
2.0	Programs	<b>5</b>
3.0	Publication	<b>6</b>
4.0	Mary S. Grubb	<b>7</b>
<b>Annual Awards Submission Form</b>		<b>8</b>
<b>Sample Completed Awards Submission</b>		<b>9</b>
<i>The sample Awards Submission is provided as an aid to submitting your chapter awards for consideration by the NCSMA Awards Committee. It is not intended to be all inclusive. Any questions regarding submissions should be directed to the Awards Committee.</i>		

# **Awards Committee Composition and Responsibilities**

## **1.0 Composition of the Awards Committee**

- 1.1 Consist of seven (7) members
  - 1.11 Three shall be elected by the House of Delegates
  - 1.12 Two members shall be elected at the post-convention Board of Directors meeting
  - 1.13 The Vice-President shall also serve
  - 1.14 The President shall appoint the Chairman from previous active awards committee members

## **2.0 Terms of Office**

*There is no limit placed on the total number of years a member may serve on this committee*

- 2.1 Elected members serve for one year. They may be re-elected by the House of Delegates or Board of Directors if nominated.
- 2.2 The Vice-President may serve more than one year on the committee if re-elected to the same office.
- 2.3 The Chair serves for one year, but may be reappointed by the incoming NCSMA President.

## **3.0 Responsibilities of Chair and Members**

- 3.1 Chair
  - 3.11 Oversee the functioning of the committee
  - 3.12 Communicate with members and answer questions regarding the Standing Rules Of this Committee.
  - 3.13 See that Chapters are informed of the awards process
  - 3.14 Provide means for solicitation of awards from chapters
  - 3.15 Ensure the confidentiality of the Awards process
  - 3.16 Plan the presentation of the Awards at the annual convention, with the assistance of the committee members.
  - 3.17 Ensure the certificates and monetary awards are properly prepared for presentation
  - 3.18 Prepare an oral report for each Board of Directors Meeting
  - 3.19 Prepare a written report for the House of Delegates Packet
- 3.2 Members
  - 3.21 Follow the instructions of the chair
  - 3.22 Adhere to the standing rules when judging submissions
  - 3.23 Review and provide suggestions on additional/changes to these standing rules
  - 3.24 Maintain objectivity when judging submissions. Members will abstain from

- judging submissions from their own chapter
- 3.25 Maintain confidentiality of the awards process

## 4.0 Meetings

- 4.1 Meetings are called at the chair's discretions
- 4.2 There shall be a meeting called to judge the submissions (usually held at the NCSMA Winter Seminar
- 4.3 In the event a meeting cannot be held, member shall forward all scoring sheets to the Chair. The Chair will tally the results and provide each committee member with the final results. Each member will be allowed an opportunity to vote by ballot on the final results, via mail, fax, email, or telephone

## 5.0 Revisions of Standing Rules

- 5.1 Revisions shall be recommended by the Awards Committee and subject to approval by the NCSMA Board of Directors

# Award Categories

## 1.0 Membership

There shall be four (4) awards in the category: **Numerical Increase, New Member Increase, Student Member Increase and Stabilization**. All awards in the category shall be computed and/or verified by the NCSMA Treasurer and the results forwarded to the Awards Chair. Monetary awards will be issued to the chapter by the NCSMA Treasurer. Checks not cashed within 60 days of the date of issue will be voided and returned to the NCSMA Treasury.

All membership awards are computed based on the membership year of January 1 – December 31. Years used for calculation are the year immediately preceding the annual NCSMA meeting and the prior year. The NCSMA Treasurer uses the information supplied by the AAMA Membership Department in calculating the awards for numerical, new member and student increase and to verify the stabilization award.

### 1.1 Numerical Increase (Monetary Award)

This award is given to the chapter with the greatest increase in number of active and associate members. The Treasurer will determine this winner by comparing the total number of active and associate members in each chapter from the prior year ending December 31 to December 31 for the year preceding the State Annual Convention.

### 1.2 New Member Increase (Monetary Award)

This award is given to the chapter with the greatest number of new active and associate members. The Treasurer will determine this winner by comparing the total number of new active and associate members in each chapter from the prior year ending December 31 to December 31 for the year preceding the State Annual

Convention.

### 1.3 Student Member Increase (Certificate)

This award is given to the chapter with the greatest number of new student members. The Treasurer will determine this winner by comparing the total number of new student members in each chapter from the prior year ending December 31 to December 31 for the year preceding the State Annual Convention.

### 1.4 Stabilization Award (Monetary Award)

This award is presented to the chapter is presented to the chapter with 100% membership renewal with the exception of those members who have moved from the area or who have left the medical field and are not eligible for membership in the AAMA. The period will be from the prior year ending December 31 to December 31 for the year preceding the State Annual Convention. New chapters will not be eligible for consideration for this award until the end of the second year following charter. A member who transfers his membership to another chapter may only be counted by the chapter that originally received his dues. It is the responsibility of each component chapter president to submit to the State Treasurer and the State Awards Committee Chairman their statistics needed to determine the chapter's stabilization and the name of the chapter's membership chairman on or before February 1st for these statistics to be verified by the State Treasurer. Should a chapter not submit the requested stabilization statistics to the awards chairman they will not be considered for this award.

<b><i>Below is an example of how the section of the Awards Submission form would be completed for the Membership Stabilization Award:</i></b>	
X	<b>Membership Stabilization: Include the following</b>
	Statistics documenting the chapter's membership for the period will be from the prior year ending December 31 to December 31 for the year preceding the State Annual Convention.
	<b>Membership Chair: Sally Sunshine, CMA (AAMA)</b>
	<b><i>Send all documentation to the NCSMA Treasurer no later than February 1<sup>st</sup> for verification</i></b>

## 2.0 Programs

This award is presented to the component chapter that has had the best educational programs during the calendar year of January 1 to December 31, preceding the NCSMA Annual Convention.

2.1 Programs competing for this award must fall in categories of clinical education, administrative education or general education for improving the knowledge, techniques and skills related to the practice of medical assisting. Only those programs that have been granted approval by the AAMA Continuing Education Department shall be considered for this award.

- 2.2 To be eligible the Chapter President and/or Program Planner should submit:
1. completed Award Submission Form
  2. Program Planner’s approval form for each program
  3. the objectives of the program content for each program – should be provided on a separate sheet
  4. CEU approval #, category awarded (A,C,G) printed from the AAMA website listing with each program submitted highlighted.

All information for each program must be submitted to each of the seven members of the Awards Committee.

- 2.3 **Deadline:** January 5th is the set deadline. The Awards Committee will accept submissions that are dated and stamped by the USPS or using postage stamps that have been cancelled by the Post Office. (This means the postmark from the post office has to be dated on or before January 5, unless January 5<sup>th</sup> is on a Sunday, then the submissions must be postmarked by January 6<sup>th</sup>.)

2.4 **POINT SYSTEM FOR JUDGING:**

- 5 points per CEU approved hour
- 12 points for diversity (may judge this from 1 – 12)
- 10 points as a BONUS for 12 monthly CEU approved programs
- 5 points as a BONUS to the chapter who hosts a seminar, convention or workshop (this bonus is to be awarded once)

2.6 Number of Awards:

**Certificates:** Each chapter submitting 10 CEU approved programs will be awarded a certificate

**Monetary Awards:** The Awards Committee will determine the number of awards based on the submissions received. A first place award will always be given. The committee reserves the right to award a second and third place award if it is determined appropriate based on the programs submitted. The amount of each monetary award will be determined by the number of awards and the total budgeted for the year. Each chapter receiving a monetary award will also receive a certificate. Monetary awards will be issued to the chapter by the NCSMA treasurer. Checks not cashed within 60 days from date of issue of the check will be voided and returned to the NCSMA treasury.

<b><i>Below is an example of how the section of the Awards Submission form would be completed for the Program Award:</i></b>	
<b>X</b>	<b>Programs: Include the following:</b>
1	Program Planner’s approval form for each program submitted
2	The objectives of the program content for each program ( <b>provide on a separate sheet</b> )
3	CEU approval number category awarded (A, C, G) printed from the AAMA website listing with each program submitted highlighted
<b>Program Chair:</b> Mary Johnson, CMA (AAMA)	
<b><i>Send all documentation to each member of the Awards Committee – total of 7 copies</i></b>	

### 3.0 Publication

This award is presented to the component chapter that has had the best publication during the calendar year of January 1 to December 31, preceding the NCSMA Annual Convention.

3.1 The purpose of a publication or news bulletin is to serve the chapter with a media for news relevant to the medical assistant and her/his association. This includes the reporting of local, state and national news, educational programs and seminars and business of the association. It serves as a means of teaching by providing articles of educational value for the medical assistant's professional growth. It should also include in it at least one issue the names and addresses to the chapter's elected and appointed officers and committee chairmen to provide better communications in the chapter.

3.2 To be eligible the Chapter President should complete the Award Submission Form and submit a copy of the form and a copy of each issue of the publication to each of the seven members of the Awards Committee.

3.3 **Deadline:** January 5th is the set deadline. The Awards Committee will accept submissions that are dated and stamped by the USPS or using postage stamps that have been cancelled by the Post Office. (This means the postmark from the post office has to be dated on or before January 5, unless January 5th is on a Sunday, then the submissions must be postmarked by January 6th.)

3.4 **CRITERIA FOR JUDGING:**

Educational Articles and Quizzes	30%
Reporting on Programs, Seminars, Special projects and chapter participation, both welfare and civic.	25%
Presidential messages, Chapter news, Committee reports and Membership editorials	25%
Originality, Design, Artwork, Neatness Special features	15%
All publications submitted	5%
i.e. monthly = 12 bimonthly = 6 or quarterly = 4	

3.5 **Number of Awards:**

There are three awards given in this category: All are monetary awards. Two awards (First and Second Place, if submissions warrant) to component chapters submitting bulletins, newsletters, or newspapers circulated monthly.

One award is presented to the chapter that submits the best in publications in the category of a printed publication circulated bi-monthly or quarterly.

The amount of the monetary awards will be determined based on the total number of awards and the amount budgeted for the year. Each chapter receiving a monetary award will also receive a certificate.

<i>Below is an example of how the section of the Awards Submission form would be completed for the Publication Award:</i>					
X	<b>Publication</b>	<b>Please Check One:</b>	X	<b>Monthly</b>	<b>Bimonthly or Quarterly</b>
Newsletter Editor: Janey Kirsten, CMA (AAMA)					
<i>Send a copy of each publication to each member of the Awards Committee – total of 7 copies</i>					

## 4.0 Mary S. Grubb Award

The Mary S. Grubb Award is a special award presented a member for outstanding meritorious service to NCSMA.

- 4.1 The nominee must be submitted to the Awards Committee by a component chapter President and the chapter's Board of Directors or the NCSMA Board of Directors in nomination of this award.
- 4.2 To be eligible the Chapter President should complete the Awards Submission Form and submit a copy of the form and information detailing the nominee's accomplishments and service to NCSMA including a copy of the nominee's CV, to each of the seven members of the Awards Committee
- 4.3 **Deadline:** January 5th is the set deadline. The Awards Committee will accept submissions that are dated and stamped by the USPS or using postage stamps that have been cancelled by the Post Office. (This means the postmark from the post office has to be dated on or before January 5, unless January 5<sup>th</sup> is on a Sunday, then the submissions must be postmarked by January 6<sup>th</sup>.)
- 4.4 The Chairman of the Awards Committee may consult with the President of NCSMA and/or NCSMA physician Advisory Board regarding the meritorious service of nominee. The final decision for the Mary S. Grubb Award shall be left to the decision of the Awards Committee and must be a majority
- 4.5 **Criteria for Judging:**
  - 4.51 Membership in AAMA and current CMA (AAMA) certification
  - 4.52 National officer or national committee
  - 4.53 Delegate to AAMA House of Delegates and attend AAMA Conference
  - 4.54 State officer, Chair state committee, member state committee
  - 4.55 Delegate to NCSMA House of Delegates and attend NCSMA Convention
  - 4.56 Officer and committee chair local chapter level
  - 4.57 Membership in other professional or civic organization and having served in the capacity of an officer, committee chair or on a committee
  - 4.58 Speaker, lecturer or program participant on state and local levels
  - 4.59 Humanitarian and meritorious service to home, church, community or state not associated with AAMA
- 4.6 **Number of Awards**  
Only one award shall be given in any one year. A trophy and/or special plaque, as determined by the Awards Committee, will be presented to the nominee at the annual NCSMA Awards Luncheon.

***Below is an example of how the section of the Awards Submission form would be completed for the Mary S. Grubb Award:***

X	<b>Mary S. Grubb Award</b>
	<b>Member nominated:</b> Verity Importance, CMA (AAMA)
	Please include the following: nominated member's CV or a letter detailing the candidate's activities on the local, state, and national level including offices held, committees, delegate representation on state and national level and any programs presented.
	<b><i>Send all documentation to each member of the Awards Committee – total of 7 copies</i></b>

03-26-09 Updated per the NCSMA Board of Directors  
 03-22-12 Updated per the NCSMA Board of Directors  
 01-19-14 Updated per the NCSMA Board of Directors



# Annual Awards Submission

Chapter Name	Year	
Chapter President		
Address:		
City, State, Zip		
Email	Telephone	

The above named component chapter would like to submit to the NCSMA Awards Committee for consideration for awards in the following categories: (Please check all that apply)

<b>Programs: Include the following:</b>	
1	Program Planner's approval form for each program submitted
2	The objectives of the program content for each program ( <b>provide on a separate sheet</b> )
3	CEU approval number category awarded (A, C, G) printed from the AAMA website listing with each program submitted highlighted
<b>Program Chair:</b>	
<i>Send all documentation to each member of the Awards Committee – total of 7 copies</i>	

<b>Publication</b>	<b>Please Check One:</b>	<input type="checkbox"/>	<b>Monthly</b>	<input type="checkbox"/>	<b>Bimonthly or Quarterly</b>
<b>Newsletter Editor:</b>					
<i>Send a copy of each publication to each member of the Awards Committee – total of 7 copies</i>					

<b>Membership Stabilization: Include the following</b>	
Statistics documenting the chapter's membership for the period will be from the prior year ending December 31 to December 31 for the year preceding the State Annual Convention.	
<b>Membership Chair:</b>	
<i>Send all documentation to the NCSMA Treasurer <b>no later than February 1<sup>st</sup></b> for verification</i>	

<b>Mary S. Grubb:</b>	
<b>Member nominated:</b>	
Please include the following: nominated member's CV or a letter detailing the candidate's activities on the local, state, and national level including offices held, committees, delegate representation on state and national level and any programs presented.	
<i>Send all documentation to each member of the Awards Committee – total of 7 copies</i>	

**Deadline for Programs, Publications and Mary S. Grubb Award is set at January 5<sup>th</sup>!!!!**

*The Awards Committee will accept submissions that are dated and stamped by the USPS or using postage stamps that have been cancelled by the Post Office. (This means the postmark from the post office has to be dated on or before January 5, unless January 5<sup>th</sup> is on a Sunday, then the submissions must be postmarked by January 6<sup>th</sup>.)*



## Sample Awards Submission

A sample Awards Submission form and tips on submitting have been provided as a guide for successfully submitting all the necessary documentation so your chapter can be recognized for all the work it has done during the year to promote the profession of medical assisting.

The sample focuses on submission for programs and publication since those are the majority of the submissions that are received. Chapters should submit for all awards they feel they might be eligible.

There are seven members of the Awards Committee and a copy of the completed awards submission form and all documentation must be sent to each committee member. This gives the committee members time to adequately review and judge the submissions based on the criteria in the Standing Rules.

Chapter Presidents are contacted in October/November and reminded of the procedure for submitting awards. Any questions regarding the process can be directed to the Awards Committee Chair or any member of the Awards Committee.

The winners are announced at the Awards Luncheon held during the NCSMA convention.

If you do not submit you will not win!

Tips for submitting programs:

- 1) Have the program chair make 7 copies of the required documentation as the programs are submitted and approved.
- 2) Have 7 large envelopes and put one copy of all the documentation for each program in each envelope.
- 3) At the end of the year the program chair can hand over the 7 envelopes to the Chapter President for submission.

Tips for submitting publications

- 1) Provide a copy of the judging criteria to the newsletter editor
- 2) Have the newsletter editor keep 7 copies of each publication of the newsletter (monthly, bimonthly or quarterly)
- 3) Have 7 large envelopes and put one copy of each publication in each envelope.
- 4) At the end of the year the newsletter editor can hand over the 7 envelopes to the Chapter President for submission.

Once the Chapter President has received the documentation from the Program Chair and Newsletter Editor it is easy to complete the Awards Submission Form and mail to each member of the committee. Remember – no postage meters allowed, only USPS issued and dated postage or postage stamps that have been cancelled by USPS.

Then wait for your chapter's name to be called at the Awards Luncheon!



# Annual Awards Submission

*This sample is provided as a guide*

Chapter Name	XYZ County Chapter	Year	20XX
Chapter President	Shirley Jones, CMA (AAMA)		
Address:	1234 Anywhere Street		
City, State, Zip	Tick Bite, NC 27987-9908		
Email	<a href="mailto:sjonescma@gmail.com">sjonescma@gmail.com</a>	Contact #	252-555-4598

The above named component chapter would like to submit to the NCSMA Awards Committee for consideration for awards in the following categories: (Please check all that apply)

X	<b>Programs: Include the following:</b>		
1	Program Planner's approval form for each program submitted		
2	The objectives of the program content for each program <b>(provide on a separate sheet)</b>		
3	CEU approval number category awarded (A, C, G) printed from the AAMA website listing with each program submitted highlighted		
<b>Program Chair:</b> Mary Johnson, CMA (AAMA)			
<i>Send all documentation to each member of the Awards Committee – total of 7 copies</i>			

X	Publication	Please Check One:	X	Monthly	Bimonthly or Quarterly
	<b>Newsletter Editor:</b> Janey Kirsten, CMA (AAMA)				
<i>Send a copy of each publication to each member of the Awards Committee – total of 7 copies</i>					

	<b>Membership Stabilization: Include the following</b>
	Statistics documenting the chapter's membership for the period will be from the prior year ending December 31 to December 31 for the year preceding the State Annual Convention.
	<b>Membership Chair:</b>
	<i>Send all documentation to the NCSMA Treasurer no later than February 1<sup>st</sup> for verification</i>

	<b>Mary S. Grubb Award</b>
	<b>Member nominated:</b>
	Please include the following: nominated member's CV or a letter detailing the candidate's activities on the local, state, and national level including offices held, committees, delegate representation on state and national level and any programs presented.
	<i>Send all documentation to each member of the Awards Committee – total of 7 copies</i>

**Deadline for Programs, Publications and Mary S. Grubb Award is set at January 5<sup>th</sup>!!!!**

*The Awards Committee will accept submissions that are dated and stamped by the USPS or using postage stamps that have been cancelled by the Post Office. (This means the postmark from the post office has to be dated on or before January 5, unless January 5<sup>th</sup> is on a Sunday, then the submissions must be postmarked by January 6<sup>th</sup>.)*