

Standing Rules for NCSMA Delegates and Alternates to AAMA

Delegates and alternates are elected by the membership of NCSMA to represent our society at the AAMA House of Delegates. NCSMA reimburses the delegates and first two alternates for specified expenses (see the NCSMA Reimbursement Guidelines) that are incurred while attending the AAMA National conference up to the amount specified in the budget as determined by the NCSMA House of Delegates.

Delegates and alternates are required to attend the following functions at the AAMA National conference. The conference brochure provided by AAMA to attendees will provide the dates, times and locations for these functions.

- House of Delegates – all sessions
- Candidates Forum
- Reference Committee Hearings
- Open session(s) of the Board of Trustees
- Leadership Workshop(s)
 - Leadership program(s) – both CEU approved and non CEU approved
 - Orientation for the House of Delegates
- Excel Awards presentation
- President's Banquet
- Any other functions assigned by the NCSMA President

In the event of a conflict, i.e. two mandated sessions occurring at the same time, the delegate/alternate will consult with the NCSMA President. The NCSMA President will determine which of the sessions the delegate/alternate should attend.

Delegates/alternates are expected to register for and attend the entire conference. If they are unable to attend the entire conference he/she must inform the NCSMA President before attending the conference and provide the reason.

First time attendees are required to attend the First Timers Break.

Delegates and alternates who are chosen to serve on national committees, strategy teams or boards must attend any orientation meetings for these committees, strategy teams or boards.

Attendance at these functions will allow our representatives to interact with leaders on the national level and with leaders of other state societies. These functions provide opportunities to learn of current issues facing medical assisting and AAMA. NCSMA representatives can also keep abreast of new policies and directions being discussed and/or considered for AAMA.

Delegates/alternates are free to attend continuing educational sessions and other non-mandated functions that do not conflict with attendance at the mandated functions.

Each delegate and alternate that attends the AAMA national conference and who receives reimbursement for expenses incurred will prepare a written report for the NCSMA Delegates packet and to be posted on the NCSMA website. The report must include:

- List of mandated functions attended
- Short report of each mandated function
- A list of the days attended
- What attendee learned from conference
- Leadership information learned to share with NCSMA members

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

Approved by the NCSMA Board of Directors 04-25-2010

Approved by the NCSMA Board of Directors 08-19-2018