

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 reimbursable expenses section of this document) 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 a training session during the NCSMA Convention following their election in the House of Delegates. The training session materials will be developed with the aid of the Past Presidents and conducted by the NCSMA President. The NCSMA President will be responsible for coordinating this event with the Convention Chair.

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 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.

Reimbursable Expenses for Delegates and Alternates to National Convention

The Budget shall be set at an amount determined by the Budget and Finance Committee for each delegate and first and second alternate and approved by the House of Delegates. Delegates/alternates are expected to work within the budgeted amount.

1. **Automobile:** Round trip mileage expenses, at the current mileage rate of \$0.50 beginning 04/29/2024, will be reimbursed up to the amount of round-trip economy fare, whichever is less. Acceptable documentation would be a printout of the economy round-trip airfare from the delegate's closest airport 30 – 60 days prior to the convention. If the mileage cost will exceed this amount (including baggage fees) then the lesser amount for the airfare will be paid. Travel to the airport is reimbursable. If travel is to an airport, other than the closest to the home or work place of the delegate/alternate, the savings on the airfare should outweigh the greater cost of the mileage. For example: If the delegate is opting to travel to an airport that is 50 miles away – (100 miles round trip) – then the savings on the airfare should equal or exceed the \$50.00 that would be paid in mileage to the further airport. Acceptable documentation is a print out of the airfare from the delegate's closest airport on the day the airfare was purchased at the further airport to demonstrate the savings.
2. **Air Travel:** Economy fare class is reimbursable. Whenever possible, tickets should be purchased at least one month in advance to take advantage of discount fares. A copy of the itinerary including amount paid must be submitted with expense voucher. Standard baggage fees for one bag are reimbursable. If the delegate/alternate chooses to alter their itinerary, the delegate/alternate will not be reimbursed for the difference above

round-trip economy class fare. Acceptable documentation would be a receipt detailing the economy airfare and a receipt for one bag, if applicable.

3. **Per Diem:** Disbursement of a flat rate of \$40.00 per day (HOD 04/2014) times the number of days at the conference plus two travel days (maximum of 6 days) shall be made and shall be the total disbursement for meals, tips, ground transportation between the airport and hotel and any parking fees. To comply with IRS guidelines acceptable document includes receipts for any of the above expenses must be provided or the per diem will not be reimbursed.
4. **Hotel:** One half (1/2) of double occupancy rate of the hotel is the maximum that will be reimbursed. If the hotel room is shared by more than two persons, then the delegate/alternate will only be reimbursed her/his portion of the room. Acceptable documentation is a receipt from the hotel showing the lowest group rate offered for the room.
5. **Registration:** Delegates and the two alternates are eligible to be reimbursed registration in an amount not to exceed the lowest AAMA member package rate. Delegates and alternates are expected to register for the entire conference and attend all required functions. Acceptable documentation is a receipt.
6. **Over budgeted expenses** for delegates and alternates are **NOT** reimbursed, unless there are extenuating circumstances. The extenuating circumstances and over budgeted amounts must be brought before the Board of Directors for consideration and approval before the overbudgeted expenses can be reimbursed.
7. **Advance:** Delegates and alternates will be advanced one-half (1/2) of the budgeted amount prior to the conference registration deadline. The remaining funds will be reimbursed upon receipt of a completed and approved voucher by the Treasurer.

Updated 08.2022 Board of Directors
Updated with examples 08/2024