

**North Carolina Society of Medical Assistants
Awards Standing Rules
April 2024**

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.

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| Annual Awards Submission Form | | |
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| Sample Completed Awards Submission | | |
| <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, each 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 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.

1.3 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.

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| <i>Below is an example of how the section of the Awards Submission form would be completed for the Membership Stabilization Award:</i> | |
| X | Membership Stabilization: Include the following |
| | 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. |
| | Membership Chair: Sally Sunshine, CMA (AAMA) |
| | <i>Send all documentation to the NCSMA Treasurer no later than February 1st for verification</i> |

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. CEU approval #, category awarded (A, C, G) printed from the AAMA website. Highlighting is recommended.**

All information for each program must be submitted to each of the seven members of the Awards Committee. Members serving on the Awards Committee refrain from judging

submissions from their own chapter. In the event a chapter has a member(s) serving on the awards committee the submission does NOT need to be sent to that member(s).

2.3 **Deadline:** January 5th is the set deadline. The Awards Committee will accept **electronic** submissions that are received on or before 11:59 pm on January 5th. Submissions **MUST** be emailed to all Awards Committee members by the deadline and include all necessary documentation.

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.

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| <i>Below is an example of how the section of the Awards Submission form would be completed for the Program Award:</i> | |
| X | Programs: Include the following: |
| | <i>CEU approval number category awarded (A, C, G) printed from the AAMA website</i> <i>Highlighting is recommended</i> |
| | Program Chair: Mary Johnson, CMA (AAMA) |
| | <i>See Programs 2.2 in Awards Standing rules for directions on sending documentation</i> |

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. Members serving on the Awards Committee refrain from judging

submissions from their own chapter. In the event a chapter has a member(s) serving on the awards committee the submission does NOT need to be sent to that member(s).

3.3 **Deadline:** January 5th is the set deadline. The Awards Committee will accept **electronic** submissions that are received on or before 11:59 pm on January 5th. Submissions **MUST** be emailed to all Awards Committee members by the deadline and include all necessary documentation.

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 | Publication | Please Check One: | X | Monthly |
| | | | | Bimonthly or Quarterly |
| | Newsletter Editor: Janey Kirsten, CMA (AAMA) | | | |
| | <i>See Publications 3.2 in Awards Standing rules for directions on sending documentation</i> | | | |

4.0 Chapter Engagement Award (Monetary)

This award is presented to the component chapter that has demonstrated outstanding engagement within their chapter and their community during the calendar year of January 1 to December 31, preceding the NCSMA Annual Convention.

- 4.1 The purpose of this award is to encourage chapters to engage with their members and local communities.
- 4.2 Criteria for judging includes:
 - a. social media presence: Facebook, Instagram, etc. that shows outreach to members and includes notices of chapter meetings and events, community support projects, chapter members attending NCSMA events, etc.
 - b. chapter events throughout the year, such as:
 - 1. Wellness events, health fairs

2. Community support: supporting a local charity, volunteering at a function, etc.
3. Participation/involvement in local schools that have medical assisting programs (pinning ceremonies, membership recruitment, scholarships, etc.)
4. Membership recruitment events
5. Medical Assistant Recognition Week events
6. Special celebrations such as Boss's Nights, installation ceremonies, etc.

4.3 To be eligible the Chapter President should complete the Award Submission Form and submit a copy of the form along with a narrative listing each event (see above criteria) along with a description of the chapter's involvement along with what social media outlets their chapter utilizes and how to access those. Photos documenting the event(s) not available on the social media outlets should be included.

4.4 **POINT SYSTEM FOR JUDGING:**

- 5 points per event that meet the criteria will be awarded.
- 10 points per active social media outlet used by the chapter will be awarded

4.5 **Deadline:** January 5th is the set deadline. The Awards Committee will accept **electronic** submissions that are received on or before 11:59 pm on January 5th. Submissions **MUST** be emailed to all Awards Committee members by the deadline and include all necessary documentation.

4.6 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 submissions received.

Below is an example of how the section of the Awards Submission form would be completed for the Chapter Engagement Award:

| | |
|---|---|
| X | Chapter Engagement: Include the following |
| | A narrative listing each event along with a description of the chapter's involvement along with what social media outlets their chapter utilizes and how to access those. Photos documenting the event(s) not available on the social media outlets should be included. |
| | <i>See Chapter Engagement Award 4.2 in Awards Standing rules criteria of events to be included.</i> |

5.0 Mary S. Grubb Award (Plaque)

The Mary S. Grubb Award is a special award presented a member for outstanding meritorious service to NCSMA. The award is named for one of our very first vice presidents who passed away from cancer before she could become President. The requirements for this award are so high, that it is rarely awarded.

- 5.1 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.
- 5.2 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
- 5.3 **Deadline:** January 5th is the set deadline. The Awards Committee will accept **electronic** submissions that are received on or before 11:59 pm on January 5th. Submissions **MUST** be emailed to all Awards Committee members by the deadline and include all necessary documentation.
- 5.4 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
- 5.5 **Criteria for Judging:**
 - 5.51 Membership in AAMA and current CMA (AAMA) certification
 - 5.52 National officer or national committee
 - 5.53 Delegate to AAMA House of Delegates and attend AAMA Conference
 - 5.54 State officer, Chair state committee, member state committee
 - 5.55 Delegate to NCSMA House of Delegates and attend NCSMA Convention
 - 5.56 Officer and committee chair local chapter level
 - 5.57 Membership in other professional or civic organization and having served in the capacity of an officer, committee chair or on a committee
 - 5.58 Speaker, lecturer or program participant on state and local levels
 - 5.59 Humanitarian and meritorious service to the home, church, community or state not associated with AAMA
- 5.6 **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.

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| <i>Below is an example of how the section of the Awards Submission form would be completed for the Mary S. Grubb Award:</i> | |
| X | Mary S. Grubb Award |
| | Member nominated: 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. |
| | <i>Send all documentation to each member of the Awards Committee</i> |



Annual Awards Submission

| | |
|-------------------|-----------|
| Chapter Name | Year |
| Chapter President | |
| Address: | |
| City, State, Zip | |
| Email | Contact # |

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)

| |
|--|
| Programs: Include the following: |
| CEU approval number category awarded (A, C, G) printed from the AAMA website listing with each program submitted highlighted |
| Program Chair: |
| <i>See Programs 2.2 in Awards Standing rules for directions on sending documentation</i> |

| | | | | | |
|--|--------------------------|--------------------------|----------------|--------------------------|-------------------------------|
| Publication | Please Check One: | <input type="checkbox"/> | Monthly | <input type="checkbox"/> | Bimonthly or Quarterly |
| Newsletter Editor: | | | | | |
| <i>See Publications 3.2 in Awards Standing rules for directions on sending documentation</i> | | | | | |

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| Membership Stabilization: Include the following |
| 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. |
| Membership Chair: |
| <i>Send all documentation to the NCSMA Treasurer no later than February 1st for verification</i> |

| |
|---|
| Chapter Engagement: Include the following |
| A narrative listing each event along with a description of the chapter's involvement along with what social media outlets their chapter utilizes and how to access those. Photos documenting the event(s) not available on the social media outlets should be included. |
| <i>See Chapter Engagement Award 4.2 in Awards Standing rules criteria of events to be included.</i> |

| |
|--|
| Mary S. Grubb: |
| Member nominated: |
| 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. |

Deadline for Programs, Publications, Chapter Engagement and Mary S. Grubb Award is set at January 5th!!!!
 The Awards Committee will accept electronic submissions that are received on or before 11:59 pm on January 5th. Submissions **MUST** be emailed to all Awards Committee members by the deadline and include all necessary documentation.

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 electronically to each committee member. Members serving on the Awards Committee refrain from judging submissions from their own chapter. In the event a chapter has a member(s) serving on the awards committee the submission does NOT need to be sent to that member(s). 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 and/or publications:

- 1) Have the program chair and/or newsletter editor archive electronic copies of the required documentation as the programs are submitted and approved and or the newsletter is published.
- 2) At the end of the year the program chair and newsletter editor can share the electronic copies of the documentation needed to the Chapter President for submission.

Deadline for Programs, Publications, Chapter Engagement and Mary S. Grubb Award is set at January 5th!!!! *The Awards Committee will accept electronic submissions that are received on or before 11:59 pm on January 5th. Submissions **MUST** be emailed to all Awards Committee members by the deadline and include all necessary documentation. 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 | sionescma@gmail.com | 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)

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Programs: Include the following: |
| | CEU approval number category awarded (A, C, G) printed from the AAMA website listing with each program submitted highlighted |
| | Program Chair: Mary Johnson, CMA (AAMA) |
| | <i>See Programs 2.2 in Awards Standing rules regarding where to send documentation</i> |

| | | | | | | |
|-------------------------------------|--|--------------------------|-------------------------------------|----------------|--------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Publication | Please Check One: | <input checked="" type="checkbox"/> | Monthly | <input type="checkbox"/> | Bimonthly or Quarterly |
| | Newsletter Editor: Janey Kirsten, CMA (AAMA) | | | | | |
| | <i>See Publications 3.3 in Awards Standing rules regarding where to send documentation</i> | | | | | |

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|--|--|
| | Membership Stabilization: Include the following |
| | 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. |
| | Membership Chair: |
| | <i>Send all documentation to the NCSMA Treasurer no later than February 1st for verification</i> |

| | |
|--|---|
| | Chapter Engagement: |
| | A narrative listing each event along with a description of the chapter's involvement along with what social media outlets their chapter utilizes and how to access those. Photos documenting the event(s) not available on the social media outlets should be included. |
| | <i>See Chapter Engagement Award 4.2 in Awards Standing rules criteria of events to be included.</i> |
| | <i>Send all documentation to each member of the Awards Committee</i> |

| | |
|--|--|
| | Mary S. Grubb Award |
| | Member nominated: |
| | 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</i> |

Deadline for Programs, Publications, Chapter Engagement and Mary S. Grubb Award is set at January 5th!!!!
 The Awards Committee will accept electronic submissions that are received on or before 11:59 pm on January 5th. Submissions **MUST** be emailed to all Awards Committee members by the deadline and include all necessary documentation.



AWARDS SCORING SHEET

Committee Member: _____

| | |
|---------------|------------------|
| Chapter: | |
| Date Received | Date Postmarked: |

| Programs | Points |
|--|--------|
| 5 points per CEU approved hour - Total CEU hours _____ x 5 | |
| Diversity of programs – May judge this from 1 – 12 | |
| 10-point bonus for 12 CEU approved programs | |
| 5-point bonus for seminar, workshop or convention – awarded once | |
| TOTAL POINTS | |

| Publication <i>(check one)</i> | Monthly | Bimonthly | Quarterly | Percentage |
|---|---------|-----------|-----------|------------|
| Educational articles & quizzes that strengthen MA knowledge and understanding of practice of medicine and medical assisting | | | (1 - 30%) | |
| Reporting on programs, seminars, special projects and chapter participation, both welfare and civic | | | (1 -25%) | |
| Presidential messages, chapter news, committee reports and membership editorials | | | (1 -25%) | |
| Originality, design, artwork, neatness and special features | | | (1 -15%) | |
| All publications submitted, i.e. Monthly - 12, Bi-monthly - 6 or quarterly – 4 | | | (5%) | |
| TOTAL | | | | |

| Chapter Engagement | Points |
|--|--------|
| 5 points per event – Total Events _____ X 5 | |
| 10 points for active social media outlet used –Total Social Media Outlets _____ x 10 | |
| TOTAL | |

| MARY S GRUBB AWARD | Points | Awarded |
|--|--------|---------|
| Active Membership | 5 | |
| Current certification as a CMA (AAMA) | 5 | |
| National Officer / Committee Member (other than HOD Reference Committee) | 10 | |
| Served as Delegate to AAMA House of Delegates for 3 years | 10 | |
| NCSMA President | 25 | |
| NCSMA Officer | 15 | |
| Chairman State Committee | 10 | |
| Served on State Committee (1 pt for each committee) | | |
| Served as Delegate to NCSMA House of Delegates for 3 years | 10 | |
| Chapter President | 15 | |
| Officer and Committee Chairman Local Chapter Level | 5 | |
| Membership in other Professional or Civic organization and having served in the capacity of an officer, committee chairman or on a committee | 5 | |
| Speaker, Lecturer or Program Participant on State and local levels | 10 | |
| Humanitarian and meritorious service to home, church, community or state not associated with AAMA | 5 | |
| TOTAL AWARDED POINTS | | |

Nominee must have at least 125 points to be considered eligible by the Awards Committee for the Mary S. Grubb Award. Once eligibility has been determined, the Awards Committee will vote on conferral of the award. Vote must be a majority of the Award Committee members. Only one award is to be presented per year.