

**SOUTH WEST CHAPTER STANDING RULES**  
**UPDATED 1/2018**

**ALL EXECUTIVE COUNCIL MEMBERS:** Are required to attend all Executive Council meetings and regular meetings unless excused by the President. If absent member must submit written copies of his/her report on the office or committee they are responsible for, to the Chapter President.

**PRESIDENT'S EXPENSES:** All expenses pertaining to the business or social functions of the Chapter for the President or their representative shall be paid by the Chapter, providing funding is in the budget, on presentation of an expense voucher. To include registration and hotel expenses pending on the budget.

**CORRESPONDENCE COPIES:** Copies of all correspondence by members of the Executive Council shall be sent to the Chapter Officers and Committee Chairs.

**CHAPTER RECORDS:** Copies of the following shall be maintained in a file:

1. A General Assembly packet from each year's proceeding's of the FSMA General Assembly
2. A yearly membership roster.
3. A copy of Bylaws as revised.

**MINUTES OF THE EXECUTIVE COUNCIL MEETINGS:**

Copies of minutes of the Executive Councils' meetings shall be dispersed prior to the next chapter business meeting.

**DISTRIBUTION OF BYLAWS:** These will be included in the packet prepared by the President for Officers and Committee Chairs. Copies will be distributed to Physician Liaisons, Active Past Presidents, and FSMA Bylaws Chair and will be available online on the FSMA website under the South West chapter.

**LONG DISTANCE TELEPHONE, FAXES, and POSTAGE AND SUPPLIES:** Reimbursement for long distance telephone calls, faxes, mailings and supplies, made by the Executive Council, will be paid on approval of the President, providing it is within the budget. Written expense vouchers submitted to the President shall include date of call or fax, to whom the call or fax was made and the purpose of the call or fax. To include expense voucher for mail and supplies.

**APPROVAL OF SPEAKERS:** Any member who is representing the Southwest Chapter of Medical Assistants shall obtain prior approval of the President and/or the Executive Council. Expenses will be reimbursed, providing it is within the budget, and if approved by the Executive Council.

**SMOKING RULES:** Smoking will not be allowed at any educational meetings of the Southwest Chapter of Medical Assistants.

**PRESIDENT'S RECORDS:** The President's records shall be kept for two years. As each President completes their term of office they shall pass on their records, the records of the Immediate Past President and discard all others.

**RECORDING SECRETARY'S RECORDS:** All minutes shall be kept indefinitely and passed on to the newly elected Recording Secretary.

**CANDIDATES FOR OFFICE:** Shall maintain a current membership card and status with AAMA,

**FSMA and South West Chapter.** If candidate is a CMA his/her status shall be current. Member must be in good standing (meaning dues must be paid by Dec 31.)

**REIMBURSEMENTS:** All expenses pertaining to the business or social functions of the Chapter shall be paid, providing funding is in the budget, on presentation of an expense voucher and with the President's approval.

**PRESIDENTS OUT GOING GIFT:** The Vice President and the Immediate Past President shall purchase a nice gift with professional taste, not to exceed \$25.00 for the outgoing President.

**PRESIDENTS GAVEL PIN:** Shall be given at installation by the current President to the newly elected President.

**SPEAKERS:** Speakers presenting an educational session for the chapter, will not be charged for their meal function.

**ACTIVE PARTICIPATING MEMBERS (MUST BE AN ELIGIBLE VOTING MEMBER OF FSMA) OF THE SWCMA:** Shall have registration paid by the chapter, pending on the budget. \$800.00 has been set aside to assist active members attending the FSMA General Assembly. Deadline to submit name to Treasurer is March 1 prior to the FSMA General Assembly. Registration will be sent in by the Chapter Treasurer, if the registration is going to be covered. The member must attend the FSMA Board meeting, the Reference Committee Hearings and the General Assembly. Any other expenses not paid in advance will be reviewed upon submitting an expense voucher, to the President for his/her approval for reimbursement. Hotel arrangements are the member's responsibility to make and pay for.

**ACTIVE PARTICIPATING MEMBERS:** May have a portion or full registration paid in full, pending on the budget for the FSMA Fall Meeting. Hotel arrangements are the member's responsibility to make and pay for.

Active members attending the FSMA General Assembly shall represent the Chapter at the Annual Meeting of FSMA.

**SPONSORS/CONTRIBUTORS/EXHIBITORS:** Individuals and/or company's placing advertisements in the Chapter's news letter, shall be assessed a fee and will be invoiced by the Treasurer.

**NONMEMBER EDUCATIONAL SESSION REGISTRATION FEES:** The registration fees for nonmembers for South West Chapter Seminars shall be charged \$40.00, \$25.00 for members and there will be no charge for students unless the chapter will incur an expense. There will be exceptions where the chapter will offer free seminars.

**CHAPTER LOGO:** The South West Chapter Logo is for chapter use only. It cannot be used for personal use on face book, e-mail or letter head without permission from the Executive Board. The same rules apply for the AAMA and FSMA logo.