

**FSMA POLICIES & PROCEDURES**  
**(Job Descriptions / Guidelines)**

**ALL OFFICERS AND COMMITTEES MUST ADHERE TO THE FOLLOWING**

1. Uphold the tri-level compatibility of the society, AAMA, FSMA, Chapter
2. In action and deed, promote the Power of WE to assure positive outcomes supporting the Vision and Mission
3. Be familiar with FSMA Bylaws and Policies and Procedures
4. The FSMA fiscal year begins on May 1 and ends April 30.
5. All Officers and Committees report to the Executive Council and FSMA membership
6. Formulate a budget for your position and submit to the Treasurer by January 1<sup>st</sup>.
7. Work within the budget allotted for your position
  - a..Plan and implement activities in concert within the FSMA budget.
  - b..Submit receipts to the Treasurer for reimbursement on a timely basis.
  - c. Present over-budget items to the Executive Council for possible approval.
8. All reports and files must be sent digitally to the President or Speaker (for Annual Meeting) by the established deadline so they can be placed on the website.
9. Familiarize yourself with the contents of all reports prior to the meetings.
10. Respond to all correspondence and e-mail votes.
11. Following the election of new Officers and Committee appointments, all files must be transferred digitally to the successor within 10 days

## **PRESIDENT**

**Purpose:** To preside at all meetings of the FSMA Executive Council

**Qualifications:** See FSMA Bylaws

### **Responsibilities/Duties:**

1. Preside at all Executive Council Meetings leading Executive Council in collaborative and agreed upon strategic issues, assures transparency of actions, upholds the tri-level compatibility of the society. In action and deed promotes the Power of WE to assure positive outcomes supporting Vision and Mission.
2. Send a "Call to Order" notifying the Executive Council thirty (30) days in advance of the Executive Council meeting. "Call to Order" will include:
  - Location, Date and Time of meeting
  - Deadline date for digital submission of report
3. Prepare and distribute copies of a detailed agenda for all members of the Executive Council
4. Inform the Vice President of all issues during the year.
5. While presiding, remain neutral on controversial issues in order to allow all sides of the issue to be heard.
6. Assist the Executive Council in determining priorities within the Strategic Plan. Set goals and objectives for the year and direct activities of the organization toward their achievement.
7. Communicate with the Executive Council throughout the year
8. Communicate with any elected or appointed Executive Council member who cease to function for any three (3) month period. Give the member every opportunity to continue or resign.
9. Ensure committees carry out the goals, objectives and business of the organization.
10. Appoint, Committee Chairpersons and members, Ad-hoc Committees and Physician Liaison/s with approval of the Executive Council.
  - Give a charge and direction to each committee.
  - Act as an ex-official member of each committee except the Nominating Committee.

- Monitor committee activities to ensure activities align with AAMA, FSMA policies and strategic plan.
  - Guide and promote efforts to ensure completion of objectives and meeting of deadlines.
11. Compose a list of all officers, committee chairs, committee members and ad hoc members address, phone numbers (preferred numbers for use) and email address. Send the list to the communication chair to place on the FSMA website within 30 days.
  12. Request from Chapter Presidents a list of newly elected officers and board members of chapters, including addresses and telephone numbers.
  13. Ascertain if any members wish to place their name on the ballot for an AAMA office or trustee position.
  14. Respond to all correspondence.
  15. Represent FSMA by speaking to medical assisting students, Chapters of FSMA and other organizations, as time and distance allows. A representative may be designated as appropriate.
  16. Provide information to AAMA.
  17. Send a complete list of FSMA officers, Chapter Presidents, Chapter Treasurers and Delegates and Alternates with addresses, telephone numbers and email addresses to the AAMA office immediately following the FSMA annual meeting.
  18. Apply to AAMA speaker's bureau for representative for the FSMA annual meeting by the AAMA deadline date.
  19. Notify AAMA with annual meeting dates and locations as soon as finalized.
  20. Reply to all correspondence from AAMA within the specified deadlines.
  21. Forward FSMA recommendations for AAMA By-law changes or new resolutions, to AAMA, as per instructions from the General Assembly.
  22. Ensure the financial responsibility and adherence to the budget (see responsibilities/duties of the treasurer).
  23. Assist the FSMA Conference Committee in carrying out their responsibilities.
  24. Complete and submit reports.
    - Submit a report of the President at the Executive Council Meetings by the established deadline

- Submit an annual report to the Speaker of the General Assembly by the established deadline.

25. Provide for a smooth transition for the incoming President.

- Meet and communicate with the incoming President.
- Serve on the Executive Board as Immediate Past President.
- Serve as Parliamentarian at Executive Council meetings
- Serve as a mentor and promote leadership within the organization.
- Serve as a resource for the President for the coming year.

## **ANNUAL MEETING DUTIES OF THE PRESIDENT**

1. Welcome attendees to the first session of education and introduce the Education Chair who will introduce the speakers throughout the educational seminars.
2. Attend the orientation meeting of the members, alternates, pages, and tellers conducted by the Speaker of the General Assembly.
3. Preside over the General Session. Welcome attendees. Introduce the meeting coordinator.
4. Announce program changes at this time.
5. Announce the Color Guard for placement of the flag, Pledge of Allegiance, and Singing of the National Anthem.
6. Welcome the AAMA representative and invite them to address the audience.
7. Introduce the Invocator.
8. Introduce the President-elect who will welcome attendees.
9. Inform the Speaker of the General Assembly that it is time to start the General Assembly.
10. Introduce the AAMA speaker at the morning session.
11. Welcome the attendees at the first education session and introduce the Education Chair.
12. Open and welcome everyone to the CMA Luncheon. Introduce the Invocator.
13. After lunch, introduce the Certification Chair who will preside over the remainder of the luncheon. At the end of the ceremony, make announcements that might need to be made.
14. Arrive at the Executive Council meeting beforehand to assist the new President.

## **DATE/TIMETABLE**

## **POST CONFERENCE MEETING**

1. Prepare the agenda for the first meeting serving as President.
2. Distribute prepared packets with the agenda to the Executive Council members.
3. Request approval for the committee chairmen and respective members from the Executive Council prior to introducing the Committee Chairmen.
4. Preside at the meeting and make announcements.
5. Send the list of Delegates and Alternates to AAMA immediately after the close of the Annual Meeting.

6. Remind members of the deadline of June 1, to apply for Excel Awards each year at National Conference by AAMA.
7. Remind members to send in their information to AAMA by June 1, if they have an interest in volunteering for a committee at the National Level.

### **JUNE-AUGUST**

1. Focus on the goals set and contact the Executive Council members to offer support and encouragement.
2. Send a "Call to Order" 30 days prior to the Fall Executive Council Meeting.
3. Prepare the Agenda for the Fall Executive Council Meeting.

### **ONGOING**

1. Stay in touch with committees and officers.

### **TRANSITION**

1. Meet with the Meeting Coordinator and Education Chair to finalize preparations for the annual conference.
2. Assist the Vice President, when necessary.
3. Send "Call to Order" for the Annual pre-conference Executive Council meeting.
4. Prepare the agenda for the Annual pre-conference meeting
5. Assure copy is sent to the web master.

## VICE PRESIDENT / NOMINATING COMMITTEE

**Purpose:** To prepare for assuming the duties of the office of President. Serve as Chair of the Nominating Committee.

### **Responsibilities/Duties:**

1. Assume the duties of the President in the absence of the President.
2. Serve as Nominating Committee Chair:
3. Request potential candidates sign a *Consent To Serve Form* and submit said form with their resume.
4. Prepare the slate of nominees
  - a. There should be at least one or more names for each elected position.
  - b. The majority of the committee members should approve the individual names on the slate.
  - c. Send slate to the Speaker of House by date designated by the speaker
  - d. Verify names on the slate and those nominated from the floor against the current membership list.
  - e. Provide materials necessary for the election at the General Assembly.
    1. Prepare ballots.
    2. Be ready to update the ballots with those names nominated from the floor.
    3. Have a ballot box available for voting.
5. With outgoing president, plan and organize the Installation Ceremony
  - a. A rehearsal for Installation of Officers should be held afternoon of installation
  - b. Choose an installing officer and select installation script
    - Purchase a gift for the outgoing President to be presented at the Installation Banquet.
    - Provide theme and coordinated props for the Installation of Officers
  - c. Make preparations for newly elected officers and for appointments to Standing Committees for the term as President.
    - a. Solicit potential chairpersons and members for each of the Standing Committees prior to Installation.
    - b. Prepare packets for the Officers and Chairperson, including:
      - c. Schedule of events
      - d. Name, address, telephone numbers, email addresses for all officers, chairpersons and chapter presidents
  - d. List of duties, charge of committee, strategic plan governing the position, directions, priorities and published information from AAMA (distribute this information at the Post Conference Executive Council Meeting).

## **SECRETARY**

**Purpose:** To maintain the recordings (minutes) of the FSMA Executive Council and send to the President via email within 30 days of the respective meeting.

### **Responsibilities/Duties:**

1. Ensure the presence of the following materials at all FSMA meetings:
  - AAMA and FSMA By-laws.
  - Previous minutes.
  - List of Executive Council Members, Committee Members, Chapter Representative
  - List of unfinished business.
  - Voice Recorder

2. Take the roll call of the Executive Council Members, Committee Members, Chapter Representative

Include the following in the content of the minutes:

- Name of Organization
- Type of Meeting (Executive Council, etc.)
- Date, time and place of meeting
- Name of person making the main motion
- Show the motion was seconded (no name required)
- Show action taken on motions
- Executive Council reports
- Committee Reports
- Chapter Reports
- Unfinished Business
- New Business
- AAMA Business
- Announcements
- Time of adjournment
- Signature, credential, and title only

*Transfer voice recorder to successor within ten days of the annual meeting.*

## TREASURER / BUDGET & FINANCE

**Purpose:** The Treasurer is an officer of the FSMA and responsible for the fiscal integrity and maintenance of the association's funds.

The treasurer shall be knowledgeable of computer accounting software and online banking with bill pay.

### Responsibilities/Duties:

1. Be responsible for all funds and securities of FSMA
2. Be bonded by name and position
- ~~3. Shall see to the deposit of ALL Income for FSMA.~~
4. Must use the FSMA Quicken Accounting Program for maintenance of the financial records. The program is automatically updated with the Online Banking accounts and automatically updated at every login. Quicken must be logged in every month in order to maintain accuracy.
5. Use Online Banking and Online Bill Pay through the FSMA Bank accounts. The FSMA President and Treasurer shall have the Passwords and information needed to access the accounts online. Bank Debit Card will be in the custody of the Treasurer and used for Hotel bills and any purchases authorized by the Executive Council. If checks must be printed, they must go through the Quicken software. All disbursements from the FSMA financial accounts MUST be budgeted or approved by the Executive Council. Documentation for disbursements must be digitally sent to the Treasurer where it will be placed in a computer file.
6. Send checks to AAMA Delegates & Alternates 6 weeks prior to the AAMA Annual Meeting.
7. Current Financial Statements can be viewed by FSMA Executive Council members and audit committee at every meeting by using the FSMA DLP Projector to view the FSMA Quicken Program. Treasurer shall maintain a copy of the audit report within the Treasurers digital files.
8. Maintain the Excel Budget spreadsheet and edit as desired by the Executive Council. Present an updated budget for the new fiscal year to the Executive Council by using the existing Excel Spreadsheet.
9. Following the election of officers, the Treasurer will provide the new Treasurer and the President with the Quicken Program, a Backup drive of the Quicken Program and the current Passwords to access the Online Accounts. At that time the new President and the new Treasurer will go online to the Bank Website and Change the Passwords.



## **IMMEDIATE PAST PRESIDENT**

**Purpose:** Serve as member of the Executive Council

**Responsibilities/Duties:**

1. Serve as resource to the President when requested.

## **SPEAKER OF THE GENERAL ASSEMBLY**

**Purpose:** Shall be responsible for presiding at all sessions of the General Assembly at the Annual Meeting

### **Responsibilities/Duties:**

1. Be familiar with FSMA Bylaws. Function as defined in FSMA Bylaws Article VII.
2. Shall appoint and fill vacancies of the following Appointments
  - a. Reference Committee
  - b. Credentials Committee
  - c. Minutes Committee
  - d. Pages
  - e. Sergeant-at-Arms
  - f. Chair of the Tellers
  - g. Timekeeper
  - h. Parliamentarian
3. Minute's Committee shall record all proceedings during the GENERAL ASSEMBLY and transcribe them following the meeting. A copy shall be emailed to the Speaker and Vice Speaker prior to being distributed to the Members. The final copy of the Minutes shall be emailed thirty (30) days following the Annual Meeting to the Speaker of the General Assembly. The final copy of the General Assembly Minutes will be posted on the FSMA web-site.
4. Instruct and oversee the activities of the Reference Committee, Credentials Committee, Chair of the Tellers, Minutes Committee, Pages, Sergeant-at-Arms, Timekeeper and other committees, which may become necessary.
5. Emergency Resolutions shall be submitted to the Speaker of the General Assembly by noon on the day preceding the opening of the GENERAL ASSEMBLY.
6. Arrange and present an orientation meeting for the Members and Alternates prior to the meeting of the General Assembly.
7. Prepare an agenda for the General Assembly.
8. Prepare General Assembly Packet.
9. This shall include:
  - a. Name of organization, date, time, place of meeting (front page)
  - b. Table of Contents – number pages
  - c. A Guide to Members
  - d. Duties of Reference/Resolution Committees
  - e. Convention Rules
  - f. General Information
  - g. Preliminary Agenda
  - h. Executive Council Reports
  - i. Reports of Committee Chair

- j.Reports of Chapter Presidents
  - k.Budget (for information only – not to be enacted upon)
  - l.Current FSMA Bylaws and Standing Rules
  - m.Proposed Resolutions
  - n.Proposed Bylaw Changes
  - o.Proposed Ballot
10. The General Assembly reports will be available on the FSMA web-site to the members thirty (30) prior to the opening of the General Assembly.

## **VICE SPEAKER OF THE GENERAL ASSEMBLY**

**Purpose:** Shall be responsible for assisting the Speaker of the General Assembly during the General Assembly at the Annual Meeting

### **Responsibilities/Duties:**

1. Assist the Speaker of the General Assembly throughout the year and at the Annual Meeting.
2. Shall succeed to the office of Speaker of the General Assembly for the balance of the term of office in the event of a vacancy.
3. Instruct and oversee the activities of the Bylaws Reference Committee and Resolutions Reference Committee during the Annual Meeting.
4. Instruct and oversee the activities of the Pages, Timekeeper, Sergeant-at-Arms, Chair of the Tellers, Credentials Committee, Minutes Committee and other such committees as necessary at the request of, or in the absence of the Speaker.
5. Shall be familiar with the FSMA and AAMA Bylaws.

## **BYLAWS / POLICY & PROCEDURES**

**Purpose:** Maintain Bylaws and Policy & Procedures documents

**Responsibilities/Duties:**

1. Update and maintain accurate copies of the Bylaws and Policy & Procedures documents
2. Perform editorial changes to the Bylaws when AAMA HOD makes changes to membership qualifications.
3. Provide new chapters with sample Bylaws.

## CERTIFICATION & MEMBERSHIP

**Purpose:** To lead the organization's efforts to increase membership and promote the CMA(AAMA)

**Responsibilities/Duties:**

1. Utilize AAMA Membership materials to provide information on organizing new chapters and to maintain membership
2. Encourage new and maintain current membership by:
  - a. Monitor chapter membership and report to the Executive Council if any chapter falls below five members.
3. Provide the President and Executive Council with a membership count at each FSMA meeting.
4. Obtain the non-renewing membership and new CMA list from AAMA and provide marketing/community outreach chair with information to contact these members via eNews with a reminder to renew.
5. AAMA will provide a complete roster whenever requested. Ensure AAMA membership information is correct.
6. AAMA will provide this information for chartering a new chapter containing:
  - Blank printed charter
  - Sample Bylaws
  - Sample of petition to charter
  - Dues remittance forms
  - Printed instructions for organizing and chartering a chapter
7. Work closely with the marketing/community outreach chair and Educators Forum Chair. All work needs to be correlated together to prevent duplicate work and duplicate financial efforts.
8. Set up a table at all educational seminars with information and brochures regarding AAMA membership certification and recertification. Encourage non-members to join AAMA.
9. Invite all new Florida CMAs (AAMA), recertified CMA (AAMA) to the luncheon. Notify the Meeting Coordinator and Registration Coordinator of the number expected to attend.
10. Present award certificates to Chapters at the FSMA Annual Convention:
  - Have shown the greatest increase in active members
  - Have the largest number of student members

- Have shown the greatest increase in student members
- Have the largest number of members attending the convention.

11. Recognize members that have:

- Newly certified
- Recertified in the previous year.

12. Each month the membership/certification chair will receive from AAMA an updated list of new members, newly certified and recertified members. The chair needs to make sure the chapters receive this list and contact should be made with these members. Information should be sent to these members via email regarding local chapter affiliation (to include contact name and number. This can be done at the local level as well. The local President should be getting this information and giving it to their local membership chair.

## COMMUNICATION / MARKETING & COMMUNITY OUTREACH

**Purpose:** To promote the credential and FSMA, through the media, community, healthcare providers and healthcare related entities. Provide resources and professional development opportunities for members. Engage the Society in activities to provide assistance to the community related to public health and education. Provide service to the membership with eNews, social media and web maintenance. Subcommittee Chair to include Web Master

### **Responsibilities/Duties:**

1. Knowledge of FSMA Bylaws, Policies and Procedures, FL Practice Act, healthcare regulations, business practice.
2. Communicate the knowledge of FSMA philosophies/policies to media and other available resources.
3. Get prior approval from the Executive Officers for any mass communications and/or representation to external businesses or institutions.
4. Assist with the Strategic Plan
5. Promote Medical Assistants Week
6. Assist incoming Marketing Committee Chair with a smooth transfer of responsibilities.
7. Act as an informational resource for the Chapter Marketing Outreach Committees.
8. Maintain the Facebook, Constant Contact, written and tech media methods of communication.
9. FSMA Web maintenance and report to Executive Council communications thru fsmaonline.com
10. Present in a timely fashion Agenda Request Forms to launch campaigns and encourage ideas and support from Executive Council.
11. Act as liaison between State Society and Programs/Students, assist Chapters with continued, good working relationships with ALL accredited programs in Chapter geographic area.
12. Act as liaison for large multi facility employers between FSMA, Chapters, medical assisting professionals and school programs to promote FSMA as the voice of medical assisting in the state of Florida
13. Assist with covenants of collaboration on specific approved projects with professional societies, other disciplines, mid-level providers, and medical assisting organizations.
14. Teams with other committees on special projects.



## CONTINUING EDUCATION

**Purpose:** Provide diversified continuing education opportunities for medical assistants that meet the AAMA criteria for CEU approval.

### **Responsibilities/Duties:**

1. Collaborate with the Chapters to provide options for Educational seminars in locations throughout the state of Florida.
2. Explore alternative methods of presenting CEU's through distance learning, teleconferences, Internet, eNews, and the FSMA website.
3. Coordinate with speakers on their audio-visual needs and convey this information to the Meeting Coordinator.
4. Submit education topics and speakers to AAMA for CEU approval.
5. Determine the program format of the Educational events, including time of registration, breaks between sessions, lunch hour, and time of conclusion. Report this information to the Meeting Coordinator and Marketing/Community Outreach Committee.
6. Consult with Meeting Coordinator when preparing education agenda and provide final agenda to Meeting Coordinator and Marketing & Community Outreach at least 8 weeks prior to meetings. Agenda shall contain:
  - Registration desk open times, breaks, luncheon.
  - Time of the Executive Council meeting (determined by the President).
  - Speaker's names and credentials.
  - How many AAMA CEUs.
7. Determine the program format of the Educational events, including time of registration, breaks between sessions, lunch hour, and time of conclusion. Report this information to the Meeting Coordinator and Marketing/Community Outreach Committee.
8. Work closely with the Meeting Coordinator to assure adequate space for educational activities
9. Provide certificates of attendance to non AAMA attendees who wish to document their attendance.
10. Supply evaluation forms to put in attendees packets.

## EDUCATOR ASSEMBLY

**Purpose:** Plan a format for Educator idea sharing

**Responsibilities/Duties:**

1. Be available for Educator idea sharing at meetings.

## MEETING COORDINATOR

**Purpose:** Coordinate all FSMA meetings

**Responsibilities/Duties:**

1. Shall be responsible for surveying the site(s) of hotels for the FSMA meetings and ascertaining that the meeting room space is adequate.
2. Shall be responsible for getting price quotes for hotel rooms, parking, meals, use of meeting rooms and rental of Audio-Visual equipment and all applicable taxes etc.
3. Shall submit the hotel information to the Executive Council (1) year prior to the meeting dates.
4. Shall be responsible for advising the hotel of the number of persons attending each meeting for room arrangements and meals.
5. Submit to the hotel, specific audio-visual aids needed by the speakers. This information is obtained from the Education, Registration, and any other committees or officers with programs on the agenda.
6. Responsible for all meeting room arrangements with the hotel and obtaining a secure area for the Exhibitors.
7. Work with the FSMA President on choices of menu's for each meal and maintain close contact with the hotel regarding menu's, service and other information
8. Work with the Education Committee, Speaker of the General Assembly and Registration Co Chair for room set-up needs that will be submitted to the hotel.
9. Submit to the Meeting Coordinator at the hotel, the determined accommodations required for attendees at corporate rate, meeting rooms complimentary rooms for **President/ Vice President**, and AAMA representative.
10. Advise AAMA, and FSMA Marketing and Community Outreach Chair of dates, times and place of the FSMA meetings. Notify the AAMA representative of the meeting dates, time and location of the conference and provide transportation to and from the airport if needed.
11. .Provide meeting information, throughout the year, to the Marketing Community Outreach Chair.
12. Communicate with the Treasurer and The Education Committee regarding the need for checks for speaker's expenses.

13. Work with Ways and Means CoChair to contact all chapters, encouraging them to donate items for a raffle to be held at the Annual Meeting. Make arrangements for the safe keeping of these items until the time to be raffled. Winning ticket numbers will be draw by the Ways and Means Chair on Saturday night and displayed on a bulletin board at the Sunday morning Board Meeting for pickup of items won. Upon Executive Council approval, One (1) free registration to the following year's Annual Convention will be obtained for the drawing. Drawing will be held after the Sunday morning Board Meeting. Develop fund raising ideas.

14. **EXHIBITORS:** Contact prospective exhibitors asking them to participate in the convention either by presenting their products or sponsoring an activity financially. Recommend to the Executive Council, an acceptable fee for exhibit space. Send signed contracts and payment to the FSMA Treasurer. Inform the exhibitors of the time, date and place of the event. Notify Meeting Coordinator- of the number of exhibitors and any special needs.

15. **REGISTRATION Co Chair:** shall obtain registration fees and deadlines from the Executive Council. Prepare registration form and e-mail to the Webmaster for posting on the FSMA website at least sixty (60) days prior to the meeting. The Community Outreach Chair will send out an e-blast to FSMA members. Make sure the Webmaster and Community Outreach Chair have this information. Staff the registration desk at the times stated in the agenda. Maintain a complete list of all paid registrants.

**16. The registration form will include:**

- Name of organization
- Date, time and place of meeting
- Registrations fees
- Deadlines for corporate rate at hotel, early registration
- Spaces for name, address, phone number, e-mail and credential of registrant
- Check or circle box for member, non-member, student, educator.
- Individual meal function charges. Special Meals
- Refund policy
- CEU registration policy
- Prepare registration packets, name badge, etc., as required.

## **AAMA DELEGATES AND ALTERNATES**

**Purpose:** Represent FSMA at the AAMA Annual House of Delegates

**Qualifications:** See FSMA Bylaws Article XIV Section 2, C D and E.

### **Responsibilities/Duties of the First Delegate:**

1. Communicate with the delegates and alternates prior to the conference via email, mail or phone.
2. Obtain from the Speaker the Rank order of the elections.
3. Notify all Florida members attending the conference and schedule a caucus. The best time to schedule the caucus is after the reference committees meet and prior to voting.
4. All Delegates and Alternates will (All) attend all sessions of the House of Delegates including reference committees and introduction of candidates.
5. All Delegates and Alternates will attend the training session for all Delegates and Alternates
6. All Delegates and Alternates will develop a comprehensive report to be sent digitally to the FSMA President for inclusion in the reports of the next Executive Council meeting.
7. Delegates and Alternates **MUST** give up their position as soon as they realize they cannot fulfill the duties listed above and return the monies provided as soon as possible to the FSMA treasurer. Notify the FSMA President and first Delegate as soon as possible if this occurs. Arrangements will be made by the first delegate to determine progression.
8. All Delegates and Alternates must remember their commitment is to represent FSMA. You may attend any session that does not conflict with your duties as a delegate or alternate. Keep this in mind before you submit your name for nomination as a delegate or alternate.
9. Copies of expenses incurred by delegates and alternates shall be sent digitally to the treasurer.