

PREAMBLE

These principles of ethics are intended to aid medical assistants individually and collectively to maintain a high level of ethical conduct. They are not laws, but are standards by which a medical assistant may determine their propriety of conduct in relationship with patients, with colleagues, with members of allied professions and with the public.

- Section 1. The principle objective of the profession is to render service to humanity with full respect for the dignity of man. Medical assistants should merit the confidence of patients entrusted to their care, rendering to each a full measure of service and devotion.
- Section 2. Medical Assistants should strive continually to improve their medical knowledge and skill and should make available to their patients and colleagues the benefits of their professional attainments.
- Section 3. The profession should safe guard the public and itself against persons deficient in moral character or professional competence. The profession should observe all laws, uphold the dignity and honor of the profession and accept its self-imposed disciplines. They should expose, without hesitation, illegal or unethical conduct of fellow members of the profession.
- Section 4. A medical assistant may not reveal the confidences learned in the course of their profession, unless required to do so by law, or unless it becomes necessary in order to protect the welfare of the individual or of the community.
- Section 5. The honored ideals of the profession imply that the responsibility extend, not only to the individual, but also to society, as a whole, and require participation by the profession in extra-professional activities which have the purpose of improving the health and well-being of the community.

PURPOSES

The purposes for which the corporation is formed are:

- (a) To enable medical assisting professionals to enhance and demonstrate the knowledge, skills and professionalism required by employers and patients; protect medical assistant's right to practice; and promote effective, efficient health care delivery through optimal use of multi-skilled Certified Medical Assistants.
- (b) To inspire its members to render honest, loyal and more efficient service to the medical profession and to the public which it serves.
- (c) To cooperate with the medical profession in improving the public relations of the medical profession.
- (d) To provide educational and informative services to, and on behalf of, the members of this Society.

POLICY

The Ohio State Society of Medical Assistants shall not become affiliated with any organization without the approval of the Ohio State Medical Association. This Society is hereby declared non-profit. It is not, and shall not be used as, a collective bargaining agent for its members in regard to matters pertaining to their employment.

No person otherwise qualified for membership in the Society will be denied membership because of race, religion, sex, national origin or political party affiliation. No person who participates in the activities of an organization whose purpose is to overthrow the government of the United States may become a member of this Society.

HISTORY

The medical assistants in Ohio recognized the importance and value of an organization which would best promote the goal of an individual. After four medical assistants from Ohio attended a meeting for medical assistants in Kansas City, Kansas in 1956, they wished to form an organization in the state of Ohio that would become a part of the national organization.

A charter meeting was held on April 17-28, 1957 at the Secor Hotel in Toledo, with 77 medical assistants representing 18 communities in Ohio. There were already three chapters organized within the state. After two days of deliberations, a constitution and bylaws were adopted, and the Ohio State Society of Medical Assistants came into being. It was the desire of the newly formed organization to seek approval of the Ohio State Medical Association and affiliate with the American Association of Medical Assistants.

During the first year, the organization officially approved the Ohio State Society of Medical Assistants on June 8, 1958, which led to affiliation with the American Association of Medical Assistants.

1958

The first annual meeting of the Ohio State Society of Medical Assistants was held at the Anthony Wayne Hotel in Hamilton, April 16-27. The five organized county chapters that met were: Butler, Hamilton, Lucas, Sandusky and Tuscarawas.

An active educational program was one of the priorities to perpetuate growth and development of the organization. Plans were made to develop a membership pin. The term of office for the Secretary and Treasurer was extended to two years.

Because AAMA raised dues at their 1958 annual meeting, an emergency meeting of the House of Delegates was called on November 22 at the Secor Hotel, Toledo, to handle this change.

1959

The annual meeting was held at the Netherland-Hilton Hotel, Cincinnati, May 1-3. The convention was saddened by the unfortunate death of the President in a fire at her home two weeks prior to the meeting. There were now eight chapters with the addition of chapters in Cuyahoga, Logan, and Montgomery counties. The House of Delegates approved plans for initiation of a publication for the membership.

1960

The annual meeting was held at the Secor Hotel, Toledo, April 19-May 1. Chapters added were Ashtabula and Van Wert counties. The AAMA Membership Chairman attended this meeting and helped us to name our publication the "O.S.S.M.A. Bulletin". The term of office for Secretary and Treasurer was changed to one year.

1961

The annual meeting was held at the Pick Miami Hotel, Dayton, May 13-14. There was the addition of chapters from Franklin and Licking counties. Our guest speaker was Stella Thurnau, Executive Secretary of the AAMA from Chicago. The House of Delegates approved the addition of the office of Vice President and increased the length of the meeting by the addition of an educational workshop on Friday.

1962

The annual meeting was held at the Sheraton Hotel, Cleveland, May 25-27. There was an addition of chapters from Lorain, Mahoning, and Stark counties. The House of Delegates approved the changing of the structure of the Board of Trustees from representation from each county to representatives of each district as outlined by the Ohio State Medical Association. The appointment of a Corresponding Secretary was initiated to assist the President with her correspondence.

The certification program of the AAMA held its pilot examination at the annual meeting in Detroit.

1963

The annual meeting was held at the Neil House, Columbus, May 24-26. Chapters from Clinton and Summit counties were added. The first state membership roster was prepared. The State President was invited to attend and was introduced in the Ohio State Medical Association House of Delegates.

The first Leadership Training Seminar for state and local officers, as well as committee chairmen and members, was held. Plans were formulated to bid for an AAMA meeting to be held in Ohio. An ad hoc committee was appointed to prepare the appropriate documents to start the process whereby the state organization could be incorporated.

1964

The annual meeting was held at the Netherland Hotel, Cincinnati, May 7-10. Erie county was added to the component chapters. Ohio was becoming involved in AAMA activities. Our bid for a convention to be held in Ohio was accepted by AAMA, and would be held in Columbus in 1968. Margaret Swank was elected to the AAMA Board of Trustees for a one-year term.

Our first certified medical assistant (CMA) in Ohio was Helen Whitacre from Cuyahoga County.

This was the first year for a public relations booth that exhibited at a medical meeting on behalf of our organization. Until this year, the House of Delegates had been held at the same time as our educational sessions. The convention was lengthened by one day, and the House of Delegates sessions were scheduled on Thursday prior to the educational workshops, so that everyone would be able to attend the House and not miss the educational programs.

1965

The annual meeting was held at the Onesto Hotel, Canton, May 19-23. There was the addition of a chapter from Lawrence county. It was the first year that Board meetings were open to all members and committee reports were published in the OSSMA Bulletin.

Margaret Swank was elected AAMA Vice President.

1966

The annual meeting was held at the Sheraton Hotel, Akron, May 12-15. The meeting had been reduced by one day. Seneca County was added to the component chapters. Action by the House of Delegates eliminated the Executive Committee.

The list of certified medical assistants in Ohio grew by three. Margaret Swank was elected AAMA President Elect.

1967

The annual meeting was held at the Secor Hotel, Toledo, May 3-7. Alice Budny, AAMA Past President, was our first Professional Advancement Committee representative.

The plans were completed for incorporation and the necessary documents would be filed with the Secretary of State of Ohio following acceptance of the proposed changes by the House of Delegates.

Margaret Swank, Newark, was installed as President of AAMA at the meeting in Los Angeles.

1968

The annual meeting was held at the Sheraton Hotel, Cleveland, May 1-5. Columbiana and Ross counties became component chapters. The House of Delegates approved the addition of a Speaker of the House, Vice Speaker, Judicial Council and Component Society Consultant. The Component Society Consultant was to serve as a membership extension to assist individuals in organizing new chapters within the state.

The AAMA convention was held in Columbus at the Sheraton Hotel, October 9-12.

1969

The annual meeting was held at the Hotel Ohio, Youngstown, May 7-11. Cuyahoga Community College was the first post-secondary institution to have their medical assisting program accredited by AAMA and AMA. The OSSMA Bulletin placed third in AAMA competition and Lucas County placed second in percentage increase membership awards.

Laura L. Lockhart was elected AAMA Trustee for a three-year term.

1970

The annual meeting was held at the Sheraton Hotel, Dayton, May 6-10. Clark county was added to the list of component chapters. Ohio placed third in AAMA numerical increase membership awards and Lucas County placed third in numerical increase awards.

The action of the House of Delegates: The hosting chapter would be able to retain 50% of the new profits for a state sponsored educational seminar.

1971

The annual meeting was held at the Sheraton Hotel, Columbus, April 21-25. A contest was held to rename the state publication. The new name selected was the HELPING HANDS.

The House of Delegates ratified the actions of the 1967 AAMA House of Delegates and our name was formally changed from the Ohio State Society of Medical Assistants to the AAMA Ohio State Society.

Laura L. Lockhart was elected AAMA Vice Speaker.

1972

The annual meeting was held at the Sheraton Hotel, Cleveland, April 26-30. By action of the House of Delegates, the chapter hosting the annual meeting would retain 25% of the net profits. Medical assistants employed by osteopaths were accepted into the organization. The first scholarships from the Mary Buckley Scholarship Funds were awarded. This was the first time that awards were given for publications and membership increase in the state. The number of medical assistants in the state that successfully attempted the AAMA certification examination increased by 18.

Laura L. Lockhart, CMA-A, was elected AAMA Speaker of the House.

1973

The annual meeting was held at the Cascade Holiday Inn, Akron, April 25-29. Ohio-s publication, the HELPING HANDS, was reduced from six to four issues per year. The Lucas County publication, "THE MAST" was awarded third place in AAMA competition. Thirteen medical assistants in Ohio successfully attempted the certification examination.

Laura L. Lockhart, CMA-A was elected AAMA Vice President.

1974

The annual meeting was held at the Sheraton Westgate Inn, Toledo, May 2-5. Twenty-one medical assistants in Ohio successfully attempted the AAMA certification examination. The HELPING HANDS was awarded third place in AAMA competition.

Laura L. Lockhart, CMA-A, was elected AAMA President Elect.

1975

The annual meeting was held at Saw Mill Creek Lodge, Huron, April 30-May 4. Arrangements were made to offer the membership a disability income insurance program. Forty-eight medical assistants in Ohio successfully attempted the AAMA certification examination. The HELPING HANDS, for the second year in a row, was awarded third place in AAMA competition.

Laura L. Lockhart, CMA-A, was installed as AAMA President at the annual meeting in Louisville, Kentucky.

1976

The annual meeting was held at the Marriott Inn, Columbus, May 20-23. This was the first time that two chapters collaborated on the meeting – Franklin and Ross counties. Lake County Chapter was chartered at the meeting. Seventy-eight medical assistants in Ohio successfully attempted the AAMA certification examination.

1977

The annual meeting was held at the Imperial House, Canton, April 27-May 1. Charters were granted to Knox and Ohio Valley chapters. There were sixty three medical assistants in Ohio that successfully attempted the AAMA certification examination. Lorain County was awarded first place in percentage membership increase by AAMA and the HELPING HANDS won second place in publication competition.

1978

The annual meeting was held at the Holiday Inn North Randall, Cleveland, April 26-30. Charters were granted to Fayette, Wayne and Hancock counties. There were 97 medical assistants in Ohio that successfully attempted the certification examination. Ohio was awarded third place in both numerical and percentage membership increase by AAMA.

This was the first state sponsored meeting that awarded AAMA Continuing Education Units (CEU's) to the individuals attending. The Articles of Incorporation was changed to allow one or more chapters to organize in a county and for two or more counties to form one chapter.

1979

The annual meeting was held at the Sheraton Westgate Inn, Toledo, April 25-28. The past presidents of the AAMA Ohio State Society were honored and presented with engraved gavels as a memento of their service to the organization. Marion County was chartered as a component chapter.

Ohio hosted the twelve states in the Midwest Region for a Leadership Training Workshop in Toledo at the Commodore Perry Hotel, June 29-July 1.

1980

The annual meeting was held at the Saw Mill Creek Lodge, Huron, April 23-27. The meeting was cosponsored by the Erie and Lorain county chapters. Allen County was chartered as a component chapter. One hundred sixty medical assistants in Ohio successfully attempted the AAMA certification examination.

1981

The annual meeting was held at the Sheraton Inn North, Columbus, April 22-26. Miami County was chartered as a component chapter.

1982

The annual meeting was held at the Holiday Inn North, Youngstown, April 21-25. Trumbull County was chartered as a component chapter.

1983

The annual meeting was held at the Holiday Inn, Middleburg Heights, Cleveland, April 20-24.

1984

The annual meeting was held at the Parke Hotel, Canton, April 26-29. The Internal Auditing Committee was organized.

Laura L. Lockhart, CMA-AC, was presented with Life Membership #1.

1985

The annual meeting was held at the Montrose Ramada Inn, Akron, April 11-14. Richland County was chartered as a component chapter.

Sylvia Klotz, CMA-C, was presented with Life Membership #2.

OSSMA hosted the Midwest Regional meeting at the Sheraton Inn, Columbus, June 14-16.

1986

The annual meeting was held at the Holiday Inn, Toledo, April 23-27. Clark County was reorganized.

1987

The annual meeting was held at the Embassy Suites, Columbus, April 29-May 3. Ashtabula County was reorganized.

Nena LaBarbera, CMA-A, was presented with Life Membership #3.

1988

The annual meeting was held at the Holiday Inn, Mansfield, April 28-May 1. Auglaize County was chartered as a component chapter. Miami County was reorganized.

1989

The annual meeting was held at the Marriott Inn Airport, Cleveland, April 13-16. Shelby County was chartered as a component chapter.

Anna Mae Albert, CMA-A, was presented with Life Membership #4.

1990

The annual meeting was held at the New Market Hilton, Canton, April 26-29. Direct dues billing was instituted by AAMA.

OSSMA hosted the Midwest Regional meeting in Toledo, June 23-24.

1991

The annual meeting was held at the North Metroplex Center, Youngstown, April 25-26, Southwest Ohio was chartered as a component chapter.

Diane Morlock, CMA, was elected AAMA Trustee.

1992

The annual meeting was held at the Holiday Inn, Hudson, April 9-12. Student membership was redefined. The HELPING HANDS publication won second place in AAMA competition.

1993

The annual meeting was held at the Sheraton Westgate Inn, Toledo, April 23-25. Montgomery County was reorganized. OSSMA received the greatest numerical increase in membership from AAMA.

Carrie Redd was presented with Life Membership #5. Diane Morlock, CMA, was re-elected AAMA Trustee.

1994

The annual meeting was held at the Embassy Suites, Columbus, April 21-24. Concurrent educational sessions were held. Our AAMA representative was Anna Johnson, AAMA Assistant Executive Director. Ohio received the AAMA award for Excellence in marketing.

Diane Morlock, CMA, was elected AAMA Speaker of the House.

1995

The annual meeting was held at the Marriott Hotel, Dayton, April 20-23. Nadine Anderson, CMA-C, Utah, was our AAMA representative. Fairfield County was chartered as a component chapter.

Diane Morlock, CMA, was elected AAMA Speaker of the House.

1996

The annual meeting was held at the Regal Hotel, Cincinnati, April 11-14. Cathy Llorens, CMA, received an Outstanding Service Award in recognition of her diligent work as OSSMA Membership Chairman. The Ohio Valley Chapter was chartered as a component chapter.

Ohio received several AAMA awards: Ohio and Montgomery County – Excellence in Marketing, Promotion and Recruitment; Ohio and Montgomery County – Student Membership Recruitment; Fairfield and Montgomery Counties – Greatest percentage of Student Members.

1997

The annual meeting was held at the Sheraton Inn, Canton, April 10-13. Mary Dyer, CMA-A, Texas, was the AAMA representative. Summit County received the AAMA award for the largest percentage increase in membership.

1998

The annual meeting was held at the Holiday Inn Dayton Mall, Dayton, April 23-26. AAMA President Normal Parker, CMA, was our representative. Athens, Columbiana and Lorain Counties were chartered as component chapters. The Southwest Ohio Chapter received two AAMA awards – one for the largest numerical increase and one for the largest percentage increase.

The AAMA annual meeting was held at the Hyatt Regency, Columbus, October 9-14.

1999

The annual meeting was held at the Clarion Hotel, Toledo, April 15-18. A bylaw change was made that would designate an individual to serve as a liaison in an advisory capacity to the Convention Committee to assure that all aspects of the meeting are in order. Our AAMA representative was Don Balasa, J.D., AAMA Executive Director. Honorary membership in OSSMA was awarded to Don Balasa.

2000

The annual meeting was held at the Holiday Inn, Akron, April 6-9. Mary Berry, CMA, Michigan, was our AAMA representative.

Connie Krebs, CMA-C, was presented with Life Membership #6.

2001

The annual meeting was held at the Eastgate Holiday Inn, Cincinnati, March 29-April 1. The House of Delegates adopted bylaw changes that would include: Certification Committee would be combined with the Membership Committee; and the Component Society Consultant Committee's name was changed to Chapter Liaison Committee. Our AAMA representative was Joyce Nakano, CMA, California.

2002

The annual meeting was held at the Dayton Marriott, Dayton, April 18-21, hosted by the Auglaize and Shelby County chapters. Our AAMA representative was Lee Damon, CMA, New York. Bylaws changes that were adopted: Only active members can receive Life Membership; chapters must be notified six months in advance of a pending dues increase; establish alternates for District Councilors; Legislation Committee changed to Public Policy Committee; Research and Development Committee changed to Strategic Planning Committee; and Pins and Charms will now be under the Ways and Means Committee.

2003

The annual meeting was held at the Boardman Holiday Inn, Youngstown, April 3-6 hosted by the Tri-County Chapter. Our AAMA representative was Ann Naegele CMA, Texas.

Carol Bilski was awarded Life Membership #7.

2004

The annual meeting was held at the Glenmoor Country Club in Canton, April 16-20 hosted by the Stark County Chapter. Our AAMA representative was Rebecca Walker CMA, North Carolina.

2005

The annual meeting was held at the Concourse Hotel in Port Columbus, Ohio from March 31st to April 3rd. The Franklin County Chapter was the hosting chapter with a theme of “Red, White & Blue – Be Proud of Your Profession”. Our AAMA representative was Linda Brown, CMA, of New Jersey. Due to a vacancy in the President Elect position, Carol Watts, CMA was voted as the first person to serve a second term as President.

2006

The annual meeting was held in the Hilton – Toledo Dana Conference Center in Toledo, Ohio from April 20 – 23. The hosting chapter, the Toledo / Lucas County Chapter, chose the theme of “Through the Years”. The AAMA representative was AAMA President, Mary Dyer, CMA, of Texas.

Carol Watts, CMA, was presented with Life Membership #8.

2007

The annual meeting was held at the Holiday Inn Dayton Mall in Miamisburg, Ohio from April 26 – 29. The hosting chapter, the Montgomery County Chapter, chose the theme “OSSMA 50 Years and Running Strong”. The AAMA representative was Christine Hollander, CMA, of Colorado, member of the AAMA Board of Trustees.

2008

The annual meeting was held at the Holiday Inn Independence in Independence, Ohio from April 10 – 13, 2008. The hosting chapters were Cuyahoga County and Heartland. The theme was “OSSMA Your Rainbow to a Medical Assistant’s Pot of Gold”. The AAMA representative was Ann Naegele, CMA(AAMA) member of the Board of Trustees.

OHIO STATE SOCIETY OF MEDICAL ASSISTANTS
OFFICERS

FOUNDING MEETING – APRIL 27-28, 1957		TOLEDO
	Chairman	Alison Noon, Lucas
	Secretary	Mary Title, Summit
1957-1958	President	Ruth Walkowiak, Lucas
	President Elect	Mary Buckley, Lucas
	Secretary	Sylvia Klotz, Lucas
	Treasurer	Dorothy Nevin, Butler
1958-1959	President	Mary Buckley, Lucas
	President Elect	Susan Rees, Tuscarawas
	Secretary	Terry Hart, Lucas
	Treasurer	Beatrice Doherty, Hamilton
1959-1960	President	Susan Rees, Tuscarawas
	President Elect	Ruth Wetterer, Hamilton
	Secretary	Terry Hart, Lucas
	Treasurer	Beatrice Doherty
1960-1961	President	Ruth Wetterer, Hamilton
	President Elect	Helen Whitacre, Cuyahoga
	Secretary	Lucy Sutthoff, Hamilton
	Treasurer	Beverly Zinner, Cuyahoga
1961-1962	President	Helen Whitacre, Cuyahoga
	Vice President	Eleanor Woolery, Montgomery
	President Elect	Alison Noon, Lucas
	Secretary	Virginia Smith, Cuyahoga
	Treasurer	Susan Rees, Tuscarawas
1962-1963	President	Alison Noon, Lucas
	Vice President	Barbara Beamer, Stark
	President Elect	Lee Andrassy, Cuyahoga
	Recording Secretary	Betty Jane Baker, Montgomery
	Corresponding Secretary	Mildred Farley, Lucas
	Treasurer	Marjorie Stonebrook, Cuyahoga
1963-1964	President	Lee Andrassy, Cuyahoga
	Vice President	Eleanor Gerhardt, Pickaway
	President Elect	Margaret Swank, Licking
	Recording Secretary	Barbara Beamer, Stark
	Corresponding Secretary	Laura L. Lockhart, Summit
	Treasurer	Lois Hughes, Hamilton

1964-1965	President Vice President President Elect Recording Secretary Corresponding Secretary Treasurer	Margaret Swank, Licking Laura L. Lockhart, Summit Frances Creamer, Montgomery Eleanor Woolery, Montgomery Alice Schauwecker, Licking Dorothy June Faust, Summit
1965-1966	President Vice President President Elect Recording Secretary Corresponding Secretary Treasurer	Frances Creamer, Montgomery Alice Schauwecker, Licking Sylvia Klotz, Lucas Martha Lou Kreemer, Franklin Opal Leibold, Montgomery Louise Fuller, Cuyahoga
1966-1967	President Vice President President Elect Recording Secretary Corresponding Secretary Treasurer	Sylvia Klotz, Lucas Judith Lowe, Franklin Laura L. Lockhart, Summit Betsy Kaufman, Stark Marie Neuhausel, Lucas Mary Cassiday, Franklin
1967-1968	President Vice President President Elect Recording Secretary Corresponding Secretary Treasurer	Laura L. Lockhart, Summit Frances Creamer, Montgomery Elinor Gressel, Cuyahoga Joan Ray, Franklin Maude Hower, Summit Elizabeth Edwards, Cuyahoga
1968-1969	President Vice-President President Elect Recording Secretary Corresponding Secretary Treasurer Speaker Vice Speaker	Elinor Gressel, Cuyahoga Louise Fuller, Cuyahoga Marie Neuhausel, Lucas Wilda Haines, Member-at-Large Marjorie Stonebrook, Cuyahoga Camilla McCuiston, Montgomery Laura L. Lockhart, Summit Elizabeth Edwards, Cuyahoga
1969-1970	President Vice-President President Elect Recording Secretary Corresponding Secretary Treasurer Speaker Vice Speaker	Marie Neuhausel, Lucas Dorothy Koester, Lucas Wilda Haines, Member-at-Large Eileen Monroe, Ross Jo Dorfmeier, Lucas Camilla McCuiston, Montgomery Laura L. Lockhart, Summit Elizabeth Edwards, Cuyahoga

1970-1971	President Vice President President Elect Recording Secretary Corresponding Secretary Treasurer Speaker Vice Speaker	Wilda Haines, Member-at-Large Dorothy Koester, Lucas Camilla McCuiston, Montgomery Eileen Monroe, Ross Mary Ballentine, Richland Nena LaBarbera, Mahoning Elizabeth Edwards, Cuyahoga Louise Fuller, Cuyahoga
1971-1972	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Camilla McCuiston, Montgomery Eileen Monroe, Ross Judith Lowe, Franklin Joan Ray, Franklin Nena LaBarbera, Mahoning Elizabeth Edwards, Cuyahoga Dorothy Koester, Lucas
1972-1973	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Judith Lowe, Franklin Lee Aikens, Cuyahoga Dorothy Koester, Lucas Joan Ray, CMA-C, Franklin Nena LaBarbera, Mahoning Elizabeth Edwards, Cuyahoga Marie Neuhausel, Lucas
1973-1974	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Dorothy Koester, Lucas Nena LaBarbera, Mahoning Elizabeth Edwards, Cuyahoga Martha King, Seneca Joan Ray, CMA-C, Franklin Marie Neuhausel, Lucas Camilla McCuiston, Montgomery
1974-1975	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Elizabeth Edwards, Cuyahoga Dorothy Deeter, Lucas Joan Ray, CMA-C, Franklin Nena LaBarbera, Mahoning Sylvia Klotz, Lucas Marie Neuhausel, Lucas Marilyn Zehringer, Erie

1975-1976	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Joan Ray, CMA-C, Franklin Helen Stough, Stark Nena LaBarbera, Mahoning Marilyn Zehringer, Erie Sylvia Klotz, Lucas Louise Fuller, Cuyahoga Terry Comer, CMA-, Montgomery
1976-1977	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Nena LaBarbera, Mahoning Barbara Layman, CMA-A, Lucas Louise Fuller, Cuyahoga Betty Ann Perschka, Mahoning Marilyn Zehringer, CMA, Erie Anna Mae Albert, CMA-A, Lucas Sylvia Klotz, Lucas
1977-1978	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Louise Fuller, Cuyahoga Ellen Young, CMA-AC, Lucas Marilyn Zehringer, CMA, Erie Betty Ann Perschka, Mahoning Mary Cross, CMA, Erie Anna Mae Albert, CMA-A, Lucas Barbara Wilson, CMA-A, Lucas
1978-1979	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Marilyn Zehringer, CMA, Erie Elizabeth Moore, Franklin Ellen Young, CMA-AC, Lucas Penny Belden, Cuyahoga Mary Cross, CMA, Erie Barbara Wilson, CMA-A, Lucas Dorothy Belsterli, Erie
1979-1980	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Ellen Young, CMA-AC, Lucas Elizabeth Moore, CMA, Franklin Debra A. Spiros, CMA-A, Cuyahoga Penny Belden, Cuyahoga Carrie Redd, Lucas Barbara Wilson, CMA-A, Lucas Dorothy Belsterli, Erie

1980-1981	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Penny Belden, Cuyahoga Barbara McCary, CMA-A, Summit Dorothy Belsterli, Erie Georgia McStraw, Hancock Carrie Redd, Lucas Lee Aikens, CMA-AC, Cuyahoga Barbara Wilson, CMA-A, Lucas
1981-1982	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Dorothy Belsterli, Erie Carrie Redd, Lucas Elizabeth Moore, CMA, Franklin Georgia McStraw, Hancock Barbara Wilson, CMA-A, Lucas Alice Pitman, CMA-A, Wayne Doris Hirschak, CMA-AC, Cuyahoga
1982-1983	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Elizabeth Moore, CMA, Franklin Mary Warner, CMA, Franklin Georgia McStraw, CMA, Hancock Joyce Bors, CMA, Franklin Barbara Wilson, CMA-A, Lucas Alice Pitman, CMA-A, Wayne Sue Mackey, CMA, Franklin
1983-1984	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Georgia McStraw, CMA, Hancock Alice Pitman, CMA-A, Wayne Anna Mae Albert, CMA-A, Lucas Joyce Bors, CMA, Franklin Barbara Wilson, CMA-A, Lucas Sue Mackey, CMA, Franklin Sylvia Klotz, CMA-C, Lucas
1984-1985	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Anna Mae Albert, CMA-A, Lucas Joyce Bors, CMA, Franklin Alice Pitman, CMA-A, Wayne Barbara McCary, CMA-A, Summit Marilyn Stinehart, CMA, Hancock Doris Hirschak, CMA-AC, Cuyahoga Diane Morlock, Lucas

1985-1986	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Alice Pitman, CMA-A, Wayne Barbara Schemmel, CMA-C, MAL Marilyn Stinehart, CMA, Hancock Barbara McCary, CMA-A, Summit Carol K. Kaebnick, CMA-C, MAL Doris Hirschak, CMA-AC, Cuyahoga Diane Morlock, Lucas
1986-1987	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Marilyn Stinehart, CMA, Hancock Barbara McCary, CMA-A, Summit Doris Hirschak, CMA-AC, Cuyahoga Carol Palmer, Hancock Carrie Redd, Lucas Diane Morlock, CMA, Lucas Carol Bilski, Cuyahoga
1987-1988	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Doris Hirschak, CMA-AC, Cuyahoga Carol Palmer, Hancock Diane Morlock, CMA, Lucas Helen Teetrick, CMA, Lucas Carrie Redd, Lucas Carol Bilski, Cuyahoga Barbara Wilson, CMA-A, Lucas
1988-1989	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Diane Morlock, CMA, Lucas Carol Bilski, Cuyahoga Barbara McCary, CMA-A, Summit Delores Davis, CMA, Mahoning Laura L. Haynes, CMA-AC, Summit Nena LaBarbera, CMA-A, Mahoning Lynn Koenig, CMA, Franklin
1989-1990	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Barbara McCary, CMA-A, Summit Carol Bilski, Cuyahoga Lynn Koenig, CMA, Franklin Georgia McStraw, CMA, Hancock Laura L. Haynes, CMA-AC, Summit Nena LaBarbera, CMA-A, Mahoning Carol Edgar, CMA, Franklin

1990-1991	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Lynn Koenig, CMA, Franklin Jean Leonard, CMA, Franklin Barbara Wilson, CMA-A, Lucas Joan Gregg, CMA, Ashtabula Fran Kopchek, CMA, Cuyahoga Carol Edgar, CMA, Franklin Dorothy Kiel, CMA-C, Auglaize
1991-1992	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Barbara Wilson, CMA-A, Lucas Carrie Redd, Lucas Carol Bilski, Cuyahoga Diane Morlock, CMA, Lucas Marlene Elliott, CMA-A, Stark Dorothy Kiel, CMA-C, Auglaize Betty Burkepile, CMA, Richland
1992-1993	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Carol Bilski, Cuyahoga Cheryl Kuck, CMA-C, Auglaize Dorothy Kiel, CMA-C, Auglaize Theresa Moeller, Auglaize Judy Harlan, CMA, Richland Betty Burkepile, CMA, Richland Barbara McCary, CMA-A, Summit
1993-1994	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Dorothy Kiel, CMA-C, Auglaize Connie Krebs, CMA-C, Franklin Cheryl Kuck, CMA-C, Auglaize Nancy Walters, CMA, MAL Judy Harlan, CMA, Richland Betty Burkepile, CMA, Richland Kay Biggs, CMA, Franklin
1994-1995	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Cheryl Kuck, CMA-C, Auglaize Betty Burkepile, CMA, Richland Carrie Redd, Lucas Nancy Walters, CMA, Southwest Carol Watts, CMA, Franklin Kay Biggs, CMA, Franklin Judy Harlan, CMA, Richland

1995-1996	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Carrie Redd, Lucas Judy Harlan, CMA, Richland Betty Burkepile, CMA, Richland Barbara Wilson, CMA-A, Lucas Carol Watts, CMA, Franklin Kay Biggs, CMA, Franklin Dawna Pyle, CMA, Stark
1996-1997	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Betty Burkepile, CMA, Richland Debra Stoner, CMA, Shelby Judy Harlan, CMA, Richland Barbara Wilson, CMA-A, Lucas Laura L. Haynes, CMA-AC, Summit Dawna Pyle, CMA, Stark Vickie Jenkins, CMA, Shelby
1997-1998	President President Elect Secretary Treasurer Speaker Vice Speaker	Judy Harlan, CMA, Richland Carol Watts, CMA, Franklin Debra Stoner, CMA, Shelby Nancy Walters, CMA, Southwest Laura L. Haynes, CMA-AC, Summit Vickie Jenkins, CMA, Shelby
1998-1999	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Debra Stoner, CMA, Shelby Deborah Novak, CMA, Southwest Carol Watts, CMA, Franklin Theresa Moeller, CMA, Auglaize Nancy Walters, CMA, Southwest Kathlynn Feld, CMA, Mahoning Rhonda Lazette, CMA, Lucas
1999-2000	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Carol Watts, CMA, Franklin Kathlynn Feld, CMA, Tri-County Deborah Novak, CMA, Southwest Laura L. Haynes, CMA-AC, Summit Nancy Walters, CMA, Southwest Rhonda Lazette, CMA, Lucas Dianne Moreland, CMA, Franklin
2000-2001	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Deborah Novak, CMA, Southwest Patricia Chick, CMA, Tri-County Dawna Pyle, CMA, Stark Laura L. Haynes, CMA-AC, Summit Rebecca Gibson, CMA, Summit Rhonda Lazette, CMA, Lucas Loxie Kistler, CMA, Southwest

2001-2002	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Dawna Pyle, CMA, Stark Patricia Chick, CMA, Tri-County Rhonda Lazette, CMA, Lucas Judy Harlan, CMA, Heartland Rebecca Gibson, CMA, Summit Loxie Kistler, CMA, Southwest Clare Ley, CMA, Southwest
2002-2003	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Rhonda Lazette, CMA, Lucas Rebecca Gibson, CMA, Summit Robin Snider-Flohr, CMA, Ohio V. Judy Harlan, CMA, Richland Eileen Mathews, CMA, Summit Clare Ley, CMA, Southwest Jennifer Barr, CMA, Montgomery
2003-2004	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Robin Snider-Flohr CMA, Ohio V. Deborah Bishop LPN,CMA, Stark Loxie Kistler CMA, Southwest Judy Kronenberger, CMA, Montg. Eileen Mathews, CMA, Summit Clare Ley, CMA, Southwest Jennifer Barr, CMA, Montgomery
2004-2005	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Loxie Kistler, CMA, Southwest Clare Ley, CMA, Southwest Deborah Bishop, LPN, CMA, Stark Judy Kronenberger, CMA, Montg. Diana Sheaffer, CMA, Summit Jennifer Barr CMA, Montgomery Norma Jean Crown CMA, Cuyahoga
2005-2006	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Carol Watts CMA, Franklin (2 nd term) Jennifer Barr CMA, Montgomery Clare Ley, CMA, Southwest Dawn Snap CMA, Auglaize Diana Sheaffer, CMA, Summit Norma Jean Crown CMA, Cuyahoga Brittany Alga CMA, Auglaize

2006-2007	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Clare Ley, CMA, Southwest Ohio Diana Sheaffer, CMA, Summit Norma Jean Crown, CMA, Cuyahoga Dawn Snapp, CMA, Auglaize Laura L. Haynes, CMA-AC, Summit Becky Gibson-Lee, CMA, Summit Brittany Alge, CMA, MOL
2007-2008	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Norma Jean Crown, CMA, Cuyahoga Loxie Kistler, CMA, Southwest Ohio Diana Sheaffer, CMA, Summit Rhonda Lazette, CMA, Lucas Laura L. Haynes, CMA-AC, Summit Becky Gibson-Lee, CMA, Summit Rachael Allstatter, CMA, Southwest
2008-2009	President Vice President President Elect Secretary Treasurer Speaker Vice Speaker	Diana Sheaffer, CMA(AAMA), Summit Rachael Allstatter, CMA(AAMA), Southwest Rebecca Gibson-Lee, CMA(AAMA), Summit Loxie Kistler, CMA(AAMA), Southwest Aimee Wicker, CMA(AAMA), Auglaize Judy Harlan, CMA(AAMA), Heartland Mary Elizabeth Browder, CMA(AAMA), Southwest

OHIO STATE SOCIETY OF MEDICAL ASSISTANTS
ORGANIZATION-STRUCTURE OUTLINE

ANNUAL MEETING OF THE HOUSE OF DELEGATES

Legislative Body

BOARD OF TRUSTEES

Elected Officers
Elected District Councilors
Immediate Past President
Parliamentarian and Bulletin Editor as ex-officio

Administrative Body -
Conducts the business of the organization between annual meetings.

PRESIDENT

Serves as presiding officer of the Board of Trustees; directs and presides at all meetings except the House of Delegates.

JUDICIAL COUNCIL

Five actively involved Past Presidents with Parliamentarian as ex-officio

Judicial Body -
Has jurisdiction in all questions relating to membership eligibility or controversies arising in the interpretation of the Articles of Incorporation and Bylaws.

SPEAKER OF THE HOUSE

Presides at meetings of the House of Delegates.

STANDING COMMITTEES AND SPECIAL COMMITTEES

Perform usual committee functions; carryout directives of the Board of Trustees.

COMPONENT (LOCAL) CHAPTER

A component chapter is a group of medical assistants (6 or more individuals) who join together with the knowledge of the county medical society for the purpose of promoting educational programs for medical assistants.

MEMBERSHIP

Where there is an organization component chapter, individual membership is tri-level – local, state and national. Where there is no organized component chapter, an individual maintains membership as a member-at-large which consists of state and national levels only.

HOUSE OF DELEGATES

Appointed
Parliamentarian

A component chapter has one delegate for each 25 active/associate members, or fraction thereof: one delegate for each 25 active/associate members-at-large, or fraction thereof

Past Presidents of OSSMA
Ex-Officio without vote

A Designated number of alternate delegates to serve when necessary.

Board of Trustees				
Ex-Officio Members of the House of Delegates Without Vote				
Appointed Parliamentarian Bulletin Editor	Speaker of the House Vice Speaker	President Ex-Officio Member Of All Committees Except Nominating	Vice President President Elect Secretary Treasurer	District Councilors Alternate Councilors

Judicial Council
(Five Actively
Involved Past
Presidents of OSSMA
Plus The
Parliamentarian as
Ex-Officio

House Committees
Credentials
Reference Committees
Tellers
Pages
Timekeeper

Members Registered at
Annual Meeting

Standing Committees
Special Committees

Physician Advisory
Committee
One or More Physicians
Elected by the Board of
Trustees

Membership

OHIO STATE SOCIETY OF MEDICAL ASSISTANTS
ANNUAL MEETING

MEETING TIME

The annual meeting of the Ohio State Society of Medical Assistants shall be held at a time other than the annual meeting of the Ohio State Medical Association. The chapter(s) to host the annual meetings shall be decided at the House of Delegates of the Ohio State Society of Medical Assistants, but the authority may be delegated to the Board of Trustees of the Society.

PRESIDING OFFICER

The President of the Ohio State Society of Medical Assistants presides at official functions of the annual meeting which opens with a General Assembly of all members attending the conference.

FUNCTIONS

The main portion of the annual meeting is devoted to educational programs and workshop sessions for medical assistants.

Functions held at the annual meeting include:

- A) The President's Luncheon which:
 - 1. Honors Past Presidents of the Ohio State Society of Medical Assistants.
 - 2. Honors Component Chapter Presidents.
 - 3. Honors those persons who passed the previous January, June and October AAMA certification examinations.
 - 4. Presentation of awards for publication and membership competition.

- B) The Board of Trustees pre-conference and post-conference meetings, held to assure an orderly continuation of the affairs of the organization.

- C) A reception honoring both the incoming and out-going Presidents, held immediately preceding the inaugural banquet. The expense of such a reception is included in the registration fee for the conference.

- D) An orientation meeting of new committee chairmen, held to familiarize each of them with the duties of respective assignments. Committee members are also invited to attend.

- E) A meeting of component chapter presidents and president elects and the State officers and councilors is also scheduled in connection with AAMA representative.

ARRANGEMENTS

As demonstrated in the organizational chart of the annual meeting, the participants in the arrangements for the conference are: (1) President of the Ohio State Society of Medical Assistants; (2) Conference Chairman and Vice Chairman; (3) President Elect of the Ohio State Society of Medical Assistants; (4) Protocol Chairman; (5) Conference Committee, as needed; (6) Speaker of the House and Vice Speaker of the House; and (7) Installing Officer.

CONFERENCE COMMITTEE PROCEDURES

These procedures are elaborated on under “MEETINGS: ANNUAL MEETING” on page 68 of this Policy Handbook.

LIAISON

The Board of Trustees shall appoint a liaison, who has had prior experience in organizing and implementing all aspects of requirements needed in preparation of plans for the annual meeting. The duties of the Liaison are detailed under the Conference Committee and Meeting Plans.

SPECIAL RULES AND CUSTOMS

The annual meeting programs shall be under the supervision of the President of the OSSMA, with assistance from the Chairman and Vice Chairman of the Conference Committee.

Annual meeting meal functions and educational sessions are open to members, non-members; medical assisting instructors and students, and other prospective members, as well as physician-employers registered at the conference.

Business sessions of the House of Delegates is open to member and non-member registrants wearing proper identification, however, only authorized members are permitted to speak or vote.

Reference Committee meetings of the House of Delegates are open to members and non-member observers. Only members of the organization, however, are permitted to speak or vote in such sessions.

The OSSMA Conference Program Book may carry advertising considered to be ethical and proper in professional publications.

The registration fee for the conference shall be determined by the hosting chapter(s) with approval of the Board of Trustees.

All exhibitors, advertisers and sponsors and their products shall be approved by the Conference Chairman, who will confer with the President on questionable cases for final decision.

After the fifth day preceding the opening of the conference, no refund of the registration fee will be made except in cases of serious illness on the part of the registrants and/or death in the immediate family.

All hospitality suites shall be closed during all meetings and official functions. If feasible, the Conference Chairman and Vice Chairman are appointed by the hosting chapter, two years in advance.

No claim of bodily injury or theft of conference property will be honored unless the claim is reported to the Conference Chairman and the President before the official close of the conference.

CAMPAIGN ACTIVITIES

Campaign activities at the annual conference are allowed, but the distribution of pamphlets to the Delegates and the use of posters must not be in conflict with the policies of the hotel. No campaigning is allowed in the vicinity of the House of Delegates, but literature may be placed on delegate's chairs.

WAYS AND MEANS

Only the OSSMA'S Ways and Means and Mary Buckley Scholarship Committees and the hosting chapter(s) may offer items for raffle or sale at the annual meeting.

INDIVIDUAL MEMBERSHIP

RESPONSIBILITIES OF MEMBERSHIP

The prime purpose of the Ohio State Society of Medical Assistants is to assist its members in achieving self-improvement through education and to inspire them to give the most efficient service to the medical profession and to the public which they serve.

OSSMA is an association in which membership shall not be denied because of race, religion, sex, national origin or political party affiliation.

OSSMA encourages education for individuals in the field of medical assisting. It is assumed that any person accepting membership in the organization will conscientiously work toward this goal of self-improvement and self-fulfillment. It is the duty of the membership to protect the organization against fraud, unfavorable representation or unethical activity.

It is also the duty of the membership to let it be known that the organization is not, nor shall it ever become, a trade union or collective bargaining agency.

In the spirit of fellowship, members are expected to work together amicably and courteously, remembering that ethical ideals must never be sacrificed.

Component chapters are requested to encourage medical assisting students to join their chapters in their area, and membership may not be denied to students who meet the qualifications as set forth in the Bylaws.

No member or group of members of the OSSMA shall allow the name of the organization, affiliation with it or the use of the emblem to be used in any manner to state or imply sponsorship or endorsement of any product, service or organization without permission of the OSSMA Board of Trustees.

TYPES OF MEMBERSHIP

ACTIVE

An active member shall be one of the following:

1. An AAMA Certified Medical Assistant with current dues paid to the AAMA
2. Anyone who was an active member on December 31, 1987 and who maintains continuous active membership. (Continuous active membership shall be defined as having dues postmarked to the AAMA Executive Office by December 31st of each year).

ACTIVE-AT-LARGE

A member-at-large shall be one who is employed and resides in a county which does not have a component chapter, but who meets the other requirements enumerated in the Bylaws, Article V, Section 1,B. If a component chapter is organized in the area of employment of such member, member-at-large status can no longer be maintained. A member-at-large member may vote and hold office.

SUSTAINING

A sustaining member shall be one who has been an active or associate member for at least two years, who has retired from medical assisting and who has not entered into another field, is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.

ASSOCIATE

An associate member shall be a medical assistant who is not yet an AAMA Certified Medical Assistant and does not fall into any other category.

STUDENT

A student member shall be one enrolled in a medical assisting program and carrying a minimum of six contact hours per week per term, and may retain for one additional dues year after graduation if active or associate membership is not chosen. Student membership is limited to a maximum of three years.

AFFILIATE

An affiliate member shall be one who is not eligible for another category of membership, but who is interested in the profession of medical assisting.

HONORARY

Honorary membership shall be conferred upon any individual for having made outstanding contributions to this organization. Nominations for honorary membership may be made to the Board of Trustees, who will make recommendations at the regular meeting of the House of Delegates. This shall require a majority vote by the delegates. There shall be no more than two honorary membership conferred in one year.

The name of the candidate for honorary membership, together with a statement of the individual's contributions shall be submitted to the Board of Trustees at least forty-five (45) days prior to the annual meeting of the House of Delegates. Honorary members shall not hold office, committee chairmanships or have a vote. They shall not be required to pay annual dues.

LIFE

A life membership may be conferred upon any active member for having made an outstanding contribution to the organization and they shall be permitted to continue to enjoy all rights and privileges under the Articles of Incorporation and Bylaws. They shall not be required to pay annual dues.

The name of the candidate for life membership, together with a statement outlining their contributions, shall be submitted to the Board of Trustees for its approval at least sixty (60) days prior to the annual meeting of the House of Delegates. This shall require a two-thirds vote of the Board of Trustees and there shall be no more than one life membership conferred in one year.

Awarding of life membership in the Ohio State Society of Medical Assistants should not be taken lightly, but should be given only after serious and grave consideration of the nominee's qualifications. This award is an earnest desire to honor those who have made major contributions to the aims and objectives of our organization, who have earned the esteem of their fellow members.

The organization has other distinguished service awards to honor individuals who have made less extensive contributions to OSSMA.

The individual nominated for life membership should have held continuous membership in the Ohio State Society of Medical Assistants for not less than twenty-five (25) years and possess the following qualifications.

1. Served as member of the Board of Trustees for not less than eight (8) years, and
2. Served as a Chairman or member of a committee of OSSMA for not less than ten (10) years, and
3. Made major contributions towards the progress and growth of OSSMA and/or accomplishments of special projects, or
4. Possess qualifications of outstanding contributions that are otherwise acceptable as the above criteria.

GENERAL INFORMATION

Membership belongs to the individual and is nontransferable to another person. Dues are not refundable. There is reciprocity to membership between component chapters and constituent societies. The transferring member shall present a letter of membership status from either the original state, chapter or AAMA Executive Office.

DUES AND ASSESSMENTS

Annual dues for all classes of members are fixed by the House of Delegates and levied per capita on the membership.

Special assessments for unusual or extraordinary activities or expenses of OSSMA may be voted and levied against dues-paying members by the House of Delegates present and voting.

Direct dues billing by AAMA was instituted beginning in 1990. Dues are due and payable by November 1 and shall be delinquent if not postmarked (or a fax confirmation) to AAMA by December 31st.

Dues for new members shall be payable at the time of their acceptance for membership. New members joining after May 1st shall pay full dues, which shall be credited to the following year, and the member shall be granted all rights and privileges.

Component chapter dues are uniform in OSSMA. Local chapters may assess their membership as they see necessary.

SUPPLIES OR FORMS

Supplies of membership application forms are available from the AAMA Executive Office either by downloading from the website at www.aama-ntl.org or by calling the AAMA Membership Department at 1-800-228-2262.

MEMBERSHIP STATUS

Correct membership status should be indicated by all individuals applying for or renewing membership. Chapter and state treasurers should examine carefully all membership lists received from the AAMA Executive Office.

The “sustaining” membership category is most frequently misunderstood. Reference to the Bylaws should be made for the definition of those members who qualify as “sustaining” members.

PREFERRED ADDRESS

The preferred address of members should be clearly indicated on the dues remittance form. Some members wish to receive mail at their offices; others do not. Be sure you indicate which address is preferred so that you can be assured of receiving publications and other mailings.

It is the member’s responsibility to include the correct zip codes, current telephone numbers and area codes, e-mail and fax information, on their dues remittance forms.

CHANGE OF ADDRESS

A change of address should be reported immediately to the AAMA Executive Office, OSSMA Treasurer, and component chapter to keep the roster current.

HOUSE OF DELEGATES
GOVERNING OR LEGISLATIVE BODY OF OSSMA

GENERAL INFORMATION

Members

- (a) Elected Delegates – with voice and vote
- (b) Elected Officers (ex-officio) – with voice
- (c) Elected District Councilors (ex-officio) and/or Alternate District Councilors (ex-officio) – with voice
- (d) Past Presidents (ex-officio) – with voice

Participants

- (e) Standing Committee Chairman
- (f) Special Committee Chairmen
- (g) Credentials Committee
- (h) Appointed Officers (Parliamentarian)
- (i) Reference Committees
- (j) Judicial Council Chairman
- (k) Non-members of OSSMA (i.e.: Physician Advisory Committee)

Observers

- (m) Alternate delegates
- (n) Registered members at the conference
- (o) Program speakers and other guests

Duties

The House of Delegates is the governing (legislative) body of the OSSMA. This voting body has the following duties and authority; determines the policies of this organization; amends the Articles of Incorporation and Bylaws; and conducts any other business that may be presented for consideration.

Voting Power

At the annual business meeting, all delegates vote on matters that come before the House of Delegates. If a duly accredited delegate is absent because of illness or other emergency situation, their alternate is seated with all the privileges of a delegate.

A “session” is considered to run from the time the House of Delegates is called to order by the Speaker of the House until the annual meeting is adjourned by the President, or other presiding officer. **AN ALTERNATE DELEGATE, ONCE SEATED, SERVES FOR THE REMAINDER OF THAT SESSION, AND DOES NOT RELINQUISH THE SEAT TO THE ORIGINAL DELEGATE.**

Officers, District Councilors, and Past Presidents are ex-officio members of the House of Delegates. They have the right to speak, but have no vote unless serving as an elected delegate.

Official credential cards bearing the signature of the chapter president and secretary of the respective component chapter certify that delegates have been duly elected.

Meetings

The annual meeting of the House of Delegates is scheduled during the annual meeting of the OSSMA. The meeting is held at a time other than the annual meeting of the Ohio State Medical Association.

Special meetings of the House of Delegates may be called by a two-thirds vote of the Board of Trustees or upon petition of at least twenty-five (25%) percent of the active members and members-at-large.

Quorum

Delegates representing at least fifty-one (51%) percent of the component chapters shall constitute a quorum at any meeting of the House of Delegates.

Fiscal Year

The fiscal year and taxable year of the organization is January 1 through December 31 to coincide with filing of tax returns.

Election of Delegates and their Alternates

Each chartered component chapter of OSSMA is entitled to elect one delegate for each 25 active and associate members, or fraction thereof. The members-at-large shall be entitled to one delegate for each 25 active and associate members-at-large, or fraction thereof. Each component chapter and the members-at-large is entitled to elect at least one alternate for each delegate.

The members-at-large delegates and alternate delegates shall be nominated and elected by the active and associate members-at-large in attendance at the annual meeting in a special session preceding the first session of the House of Delegates. The determination for the number of delegates shall be the total paid active and associate members-at-large membership count as of December 31 prior to the annual meeting as established by the AAMA Executive Office. There shall be no deviation from this deadline. Delegates and alternate delegates' dues must be paid by the deadline date or they are not eligible to serve.

Term of Office for a Delegate or Alternate

Delegates and alternate delegates are elected to serve for one term – from the time they are accredited by the Credentials Committee as duly elected delegates and/or alternates until the Credentials Committee meets the following year to approve the credentials of the next body of delegates and alternates.

Participants Essential to Conducting Sessions

The participants perform particular or singular duties that are essential to the orderly process of the business of the organization conducted with the House of Delegates.

The Delegates' Packet, containing annual reports from officers, district councilors or alternate district councilors, standing and special committees and other key groups, is sent to each delegate thirty (30) days in advance of the Annual Meeting.

The Parliamentarian (appointed officer), tellers and pages and the official court stenographer perform such duties as are dictated by parliamentary procedure and regular meeting decorum.

Observers at the House of Delegates and Alternates

Alternate delegates, registered members and other guests wearing a registration badge are entitled to attend the sessions of the House of Delegates as observers.

Deadline for Submitting Names of Delegates and Alternates

Names and addresses of delegates and alternates from each component chapter should be submitted to the OSSMA Speaker of the House, Secretary and Treasurer by the Secretary of the component chapter as promptly as they are elected. The deadline date has been established in the OSSMA Bylaws as ninety (90) days prior to the annual meeting date to allow time for the preparation of the roster for the delegates' packet.

Delegate Responsibility to the State Organization

Delegates should be familiar with the OSSMA Articles of Incorporation and Bylaws and Guide for Delegates, which are included in the delegates' packet, as well as, the AAMA Bylaws (available online at www.aama-ntl.org).

Delegates are empowered to determine policies, elect officers, amend the Articles of Incorporation and Bylaws and vote on other pertinent business brought before the House.

They should have a basic knowledge of parliamentary procedure and know how to present a motion properly. It is necessary that they be familiar with the way the House of Delegates functions.

All delegates should consider seriously the responsibility that is theirs and prepare themselves to meet the challenge presented to them. As OSSMA delegates, they are chosen by their chapters so that fair representation is given to the state membership. They are chosen, however, to conduct the affairs of the state organization whose future progress and goals are dependent upon the delegates' decisions.

Delegates and alternates should come prepared to give the opinions of their chapter membership. They must consider, conscientiously, the opinions of other chapters as voiced in the Reference Committee meetings or in debate in the House of Delegates sessions. It is their obligation to vote for the betterment and progress of OSSMA.

It is not reasonable for chapter to commit any of its delegates to vote a particular way on a question as it is possible for additional information gained at the meeting to change the consideration entirely. It is a wise chapter that advises its delegates of its opinions based on pre-conference information as they understand it, instructs its delegates to learn the opinions of other chapters, recommends that delegates voice their own point of view and vote according to their best judgment for the good of OSSMA and its membership.

Each delegate should be assigned by the chapter president to certain duties while attending the conference, i.e., taking notes on the proceedings of the House of Delegates, covering the educational sessions or reporting on the special affairs of the conference. Within two weeks following the meeting, a report should be prepared and submitted to the proper authorities in the chapter.

In addition to honoring the delegates by electing them to represent their chapter in conducting the affairs of the state association, many chapters assume all or part of the delegate's conference expenses. Conference reports are then the chapter's dividend on their investment.

COMMITTEES OF THE HOUSE OF DELEGATES

Supplemental reports may be submitted at the House of Delegates by any officer or committee chairman with permission of the Speaker of the House.

The Speaker of the House appoints such committees as are necessary to perform the business of the House of Delegates. These include Credentials, Reference Committees, Tellers and Pages.

Reference Committees of the House of Delegates consist of members of the House of Delegates. As many such committees may be appointed as necessary. These committees serve only during the session for which they are appointed. Reports and resolutions are to be in the hands of the Speaker of the House by 8:00 a.m. on the day of the opening of the House of delegates, if they are to be presented at the meeting.

A) Reference Committees

At each meeting of the House of Delegates, the Speaker appoints Reference Committees to consider reports, resolutions and other matters within each committee's jurisdiction. These committees shall consist of at least three members, one of whom is appointed Chairman by the Speaker.

The Reference Committee will convene as soon as possible following adjournment of the first session of the House. The Committee is expected to give its report in the House when called upon by the Speaker. A majority of members of a Reference Committee must sign the report before it can be submitted to the House, and each member who concurs, must sign the original copy. When the report is completed, the committee members must be available to sign the report.

If a Reference Committee is unable to reach a unanimous decision, it is perfectly proper there be a minority report, also. This report must be just as carefully prepared and signed as a majority report.

All reports coming to the House from a Reference Committee must be signed in one of the three following ways:

1. By all members of the Committee, if the report is unanimous.
2. By those Committee members agreeing to the majority report, if the opinion is divided.
3. By one or two members who may wish to make a minority report, if they disagree with the majority.

Five copies of all Reference Committee reports (majority and minority reports included), the original and four copies, must be signed by all members concurring with the report. The signed original and three copies are given to the Speaker of the House before the report is to be read in the House. The Speaker shall distribute the copies to the President, Vice Speaker and Secretary. The fifth copy is retained by the Reference Committee chair to read at the second session of the House of Delegates and then to be retained in their records.

B) Credentials Committee

The Credentials Committee is appointed by the Speaker of the House. The committee verifies the credentials of the delegates and alternates and establishes a quorum is present at an official session. Committee members may also be asked to assist the tellers at the polls. As such, these committee members should not be delegates or alternate delegates.

C) Tellers

Tellers are appointed by the Speaker of the House from registered members attending the conference for the purpose of distributing official ballots, supervising the elections and counting the votes. People chosen to serve on this committee may not be delegates or alternate delegates. The Chairman of the Tellers prepares and delivers the report of the balloting to the Speaker of the House. Tellers may also be asked to assist in counting standing votes, when called for by the Speaker of the House, or by a delegate.

D) Pages

Pages are appointed by the Speaker of the House. They are selected from members registered at the conference. A page assists all participants in the House of Delegates whenever needed, i.e., delivering messages, bringing a microphone closer to the speaker, etc.

Summary of the Proceedings of the House of Delegates

Delegates are given a summary of the significant actions taken by the House of Delegates, including election results, so that delegates may have correct information to report back to their chapters. The summary is prepared by the Speaker of the House with the aid of the Vice Speaker.

Procedure for Introducing Reports

Reports are routinely received as business of the House when they come from the Board of Trustees, Reference Committees of the House and certain officials of the organization. Except Under special circumstances, such reports are referred to appropriate Reference Committees, so that hearings may be held on the substance thereof. The Speaker may request acceptance of a report by unanimous consent or by a vote without referral, but a motion to refer is always in order.

Procedure for Introducing Resolutions

The reason for a resolution is usually stated in a “preamble”. Each clause constitutes a paragraph and begins with a “whereas”, each paragraph should close with a comma or a semi-colon, followed by “and” except the last paragraph with the word “therefore” to close, and begin the next paragraph with “Resolved”, which may be underscored. The concluding paragraphs beginning with “Resolved” make up the resolution.

Resolutions should apply to actions of OSSMA and not a chapter.

ADMINISTRATION

BOARD OF TRUSTEES

The members of the Board of Trustees consists of the elected officers, the Immediate Past President, one member from each Councilor District of OSSMA (or alternate Councilor), and a Councilor representing the members-at-large. Ex-officio members are the appointed Parliamentarian, the Editor of the HELPING HANDS and the Physician Advisory Committee. These ex-officio members shall serve without vote.

AUTHORITY

The Board of Trustees receives its authority from the Articles of Incorporation and bylaws; from the Policy Handbook; from special directives from the House of Delegates; and from Roberts' Rules of Order, Newly Revised, where applicable and not inconsistent with the Bylaws or Policy handbook of the organization. The Board of Trustees shall have full authority and power of the House of Delegates between meetings. The Board of Trustees shall take no action contravening any general policy that was adopted by the House of Delegates and which at that time is still in effect.

TERM OF OFFICE

Officers are elected by the delegates at the annual meeting for a term of one year. District Councilors are elected by the delegates at the annual meeting for a term of two years. Alternate District Councilors are elected by the delegates at the annual meeting for a term of one year.

The term of office of each officer and trustee elected at the annual meeting shall commence at the time of installation of the President of the OSSMA.

Officers, District Councilors, and Alternate District Councilors, except for the President and President Elect, may hold the same office two consecutive terms.

INDIVIDUAL DUTIES

The Board of Trustees shall serve as liaison between OSSMA and the Ohio State Medical Association or any other advisory committee which may be named by them.

District Councilors may serve as a Chairman or member of a Standing or Special committee. They may assist in promoting a better understanding between component chapters and state levels of the organization. Each District Councilor shall serve as a member of the Chapter Liaison Committee.

DISTINGUISHED SERVICE AWARDS

The members of the Board of Trustees have the privilege of nominating a person or persons for any or all of the following distinguished service awards.

Outstanding Service: Presented to those individuals, members or non-members, who have given above and beyond the call of duty for the progress of OSSMA.

Meritorious Service: Presented to retiring officers and District Councilors who merit this award (unless elected to another office of OSSMA).

All nominations must be accompanied by a substantiating document of achievement for each nominee. All nominations must be submitted in writing to the President, with copies to the Secretary and Vice President, sixty (60) days prior to the pre-conference Board of Trustees meeting. The list of nominees and documentation, along with ballots, will be distributed to the entire Board of Trustees for confidential voting. The Immediate Past President and Parliamentarian shall be responsible for the tabulating of the votes.

In addition to the above awards by the Board of Trustees, there are Honorary and Life Membership which can be bestowed on deserving members. The requirements of these categories of membership and the submission of nominees can be found on pages 28 & 29 under “Membership Types” in this Policy Handbook.

MEETINGS

The Board of Trustees shall be called into regular session by the President of OSSMA not more than three times a year outside the annual meeting. Upon written request of three members of the Board of Trustees to the President, the President shall call a special meeting of the Board, and said meeting shall be held on or before the date specified in such request, giving Board members sufficient notice of the meeting.

All members of the Board of Trustees and the President of each component chapter shall be notified of each regular meeting at least thirty (30) days in advance of the meeting.

QUORUM

A majority of the voting members of the Board of Trustees constitutes a quorum.

VACANCY

Vacancies in any office, except that of President and President Elect, occurring in the interval between annual meetings, may be filled by the Board of Trustees. The appointee shall serve until the next annual meeting, at which time, an election shall be held to choose a member to serve the unexpired term of such vacated office. In the event that the office of President becomes vacant, the Vice President shall succeed to the Presidency. In the event that the office of President Elect becomes vacant, the office shall remain vacant until the next annual meeting when a President is elected. In the event a vacancy occurs within the Councilor representatives of the district or membership-at-large, the vacancy may be filled by the Board of Trustees until the next annual meeting.

REMOVAL FROM OFFICE

The Bylaws authorizes the Board of Trustees to remove from office any officer or committee chairman who fails to perform the required duties of office or for other good cause.

MINUTES OF THE BOARD OF TRUSTEES

Minutes of the Board of Trustees are prepared and distributed to members of the Board of Trustees and the Physician Advisory Committee within thirty (30) days of said meeting.

SPECIAL RULES AND CUSTOMS

Each Board member is bound to abide by and accept as final, the decision of the majority of the Board, or, otherwise, to tender their resignation.

Each Board member is bound to answer correspondence promptly and carry out all duties assigned throughout the year. A Board member, who through illness or other justifiable cause, is unable to perform the usual duties assigned to them at that time, may present their case to the President, indicating length of time needed for leave of absence. If absence is more than five months, the member may submit their resignation or ask the Board of Trustees to decide the case, based on the validity of the request for leave, the needs of the Board and the service potential of this member for OSSMA in the future.

In the event a Board member fails to perform duties assigned, the Board of Trustees shall instruct the President to send a letter of inquiry to the alleged delinquent member. Failure to respond within fourteen (14) days to an official inquiry, shall be considered sufficient cause to declare a vacancy on the Board through resignation.

Any member of the board of Trustees or Committee Chairman who is required to have a report for the Board meeting, must submit their written report to the President and Secretary by the deadline designated prior to each meeting of the Board.

Members of the Board of Trustees are ex-officio members of the House of Delegates, and have the right to speak, but have no vote, unless they have been elected by their chapters to serve as a delegate.

OFFICERS AND TRUSTEE FILES

All papers, electronic records and materials pertaining to any office or committee are to be in order and delivered to the President at the pre-conference Board of Trustees meeting so they can be given to the succeeding officer or chairman.

COMPONENT CHAPTER

GENERAL INFORMATION

The basic organization of the OSSMA is the component chapter. Where there is no component chapter, a minimum number of six eligible medical assistants may organize a chapter. In sparsely populated areas, component chapters may draw members from more than one county in their district. To apply for affiliation with OSSMA, see procedure below.

Tri-level membership is required in OSSMA – local, state and national. If a chapter has a membership of three or fewer, the members will be advised by the President of OSSMA that they may continue the chapter or dissolve the chapter and become members-at-large. If at least one member wishes to continue the chapter, it will remain an active chapter. If there is not at least one member of a chartered chapter that is willing to continue the chapter, as of April 1st, the chapter will be considered dissolved.

Any individual member requesting to remain an active chapter will be given two full dues paying years to increase membership to a total of four or more within the chapter or the chapter will be considered dissolved at the end of that period of time.

In conducting the business of the chapter, a copy of all official correspondence should be sent to the chapter president and any other pertinent officer, chairman or committee member.

After the annual election of officers and the selection of committee chairmen, a list of their names, addresses, telephone numbers, fax numbers and email addresses will be promptly sent to the state president and to the AAMA Executive Office. A form titled “Chapter Officer Election Form” can be downloaded from the AAMA website. This is **EXTREMELY IMPORTANT**. Keeping mailing lists up-to-date is the only way of maintaining effective communication.

The Order of Business is the official parliamentary authority. Bylaws should be followed at regular meetings. The Order of Business, however, may be changed to accommodate the program speaker.

Presiding officers should conscientiously request that all state or national communications be read at the next meeting following receipt of such correspondence.

ORGANIZATIONAL MEETING

In most instances, the Chapter Liaison Committee Chairman or state officers assume the responsibility of scheduling and conducting the organizational meeting of a new area. These representatives are able to counsel and assist the organizing chapter in following an orderly sequence and, thereby, gaining prompt approval.

AFFILIATION

All component chapters must have the official approval of the OSSMA, as detailed in the Articles of Incorporation and Bylaws. The approval is formalized by the presentation of a charter at the annual meeting, indicating that the new chapter is to be recognized as an affiliate of the Ohio State Society of Medical Assistants and the American Association of Medical Assistants.

Endorsement of the county medical society, when feasible, in conformance with the Bylaws or OSSMA and AAMA and payment of tri-level dues are required for this affiliation.

PROCEDURE FOR ORGANIZING A COMPONENT CHAPTER

The major points for consideration in the formation of a new component chapter are:

1. A minimum of six interested medical assistants is required to form a chapter. If more than six can be obtained, the chapter will have a more auspicious beginning.
2. A letter should be sent to the county medical society indicating that an organizational meeting is to be held and the proposed chapter would like written endorsement from the society.
3. A letter from the county medical society indicating its commendation to the organizing group is considered sufficient endorsement so that the new chapter can be chartered by OSSMA.
4. An organizational meeting is held and pro-tem officers are elected and appointed. Necessary committees are also appointed.
5. A proposed bylaw is drafted for the new chapter. This cannot be in conflict with the state or national bylaws.
6. A meeting is held at which time the bylaws is presented to the persons wishing to become members of the new chapter.
7. Upon adoption of the bylaws by the organizing members, a slate of permanent officers is nominated and new officers are elected as specified in the bylaws.
8. Those wishing to become members will sign a separate sheet to be attached to the newly adopted bylaws. These are usually referred to as charter members of the new chapter and they may be designated by the letter "C" in the chapter directory.
9. Dues are payable at this time. Tri-level membership is required for all membership categories.

RECOGNITION OF THE COMPONENT CHAPTER

To secure the approval of the OSSMA, it is necessary to send five copies of the new chapter's bylaws to the OSSMA Chapter Liaison Committee Chairman. The Chapter Liaison Chairman will process the chapter's application through the Articles of Incorporation and Bylaws Committee and make recommendations to the Board of Trustees.

A copy of the letter of endorsement from the county medical society must be sent with the application, if available. The members of the proposed component chapter must send their tri-level dues to the AAMA Executive Office pending approval of the chapter by the Ohio State Society of Medical Assistants.

The Chapter Liaison Committee Chairman notifies the chapter promptly of action regarding their bylaws by the Articles of Incorporation and Bylaws Committee. If there are areas of conflict with state and national bylaws, the component chapter may be given provisional approval, with the understanding that suggested changes will be made to bring the component chapter's document into conformity.

Once the Board of Trustees has given official approval of the component chapter, the OSSMA President notifies the newly organized chapter of approval of their affiliation with OSSMA and AAMA. The OSSMA President notifies AAMA of the new chapter with a list of their officers.

The chapter sends a list of the charter members and their dues to the AAMA Executive Office. All chapter members pay tri-level dues directly to AAMA. A list of cities in the area of the chapter with corresponding zip codes should also be sent to AAMA.

The newly chartered component chapter may request a loan of \$100.00 from OSSMA to assist in their early formative year, which must be repaid within two years.

TRANSFER OF MEMBERSHIP FROM ONE CHAPTER TO ANOTHER

No member may belong to two chapters as an active or associate member or to any other category of membership having a vote or that might have a bearing on numerical representation. No member can be counted twice. (A member, however, can be an active member in one chapter and an honorary member in another chapter.)

After a component chapter is organized, anyone who is a member of one local chapter of OSSMA, but who wishes to affiliate with another component chapter, will find it necessary to transfer membership from their existing affiliation to the new chapter.

The transferring member should notify in writing both the chapters involved in the change. A copy of this notification should be sent to the President and Treasurer of the chapters involved, the OSSMA Treasurer and the AAMA Executive Office. The transferring membership should include pertinent information to update the records.

Any member transferring to another chapter is responsible for sending this information to all concerned parties.

LOSS OF CHAPTER CHARTER

Only one charter is issued to a component chapter by the Ohio State Society of Medical Assistants. If a component chapter loses its charter by revocation, resignation or inactive status, it is no longer entitled to be represented in the delegation at the OSSMA annual meeting as a chapter.

A component chapter may lose its charter because of failure to comply with AAMA Bylaws requirements, OSSMA Articles of Incorporation and Bylaws requirements, or failure to hold regular educational meetings for its membership.

If a component chapter becomes inactive for a time, all official papers, including the charter, are to be returned to the President or Secretary of OSSMA for the file.

A component chapter resigning from AAMA and OSSMA affiliation loses its charter and the right to representation as a component chapter. An individual member, however, may request to continue as a member-at-large of the OSSMA and AAMA.

RIGHT OF APPEAL

A component chapter against which an action is taken, causing it to lose its charter, should have the right to appeal this decision to a special closed session of the Board of Trustees at the next regular meeting.

The Chapter Liaison Committee must review the bylaws and the letter of request for reinstatement. They must be assured that the chapter has the knowledge of the county medical society.

When it is apparent that all requirements are met, the Ohio State Society of Medical Assistants will issue a new charter indicating that it is “reinstated” or “reactivated” as of that date.

The chapter is issued a new charter as though no previous charter existed. The original charter is not used, as it would not reflect the period of revocation or inactive status.

The term “reinstated” would be used if the chapter has been revoked. The term “reactivated” would be used if the charter has gone through a period of inactivity and has disbanded as a chapter in good standing.

OSSMA'S DELEGATES AND ALTERNATES
TO THE AAMA ANNUAL MEETING

Each constituent society of the AAMA shall be entitled to two delegates for the first 100 active, associate or life members or fraction thereof, plus one delegate for each additional 400 active, associate, or life members or fraction thereof. Delegates and alternates shall be active, associate or life members in good standing in the Association. The determination for the number of delegates shall be determined by the constituent society's total active, associate or life membership year prior to the date on which name of delegates and alternates shall be submitted to the AAMA Speaker of the House.

An allocation of \$1,050.00 from the general fund will be used to send a second elected alternate delegate to the annual AAMA conference to assist in ensuring a full complement of delegates to represent Ohio in case of an emergency.

The names of the delegates and alternates from each constituent society must be submitted to the AAMA Executive Director, the Speaker of the House and the Vice Speaker at least ninety (90) days prior to the annual meeting.

The President and President Elect of OSSMA shall automatically be the first and second delegate to the AAMA annual meeting.

Other delegates and alternate delegates to the AAMA annual meeting shall register with the President of OSSMA and be available for consultation to conduct the business of the House. Failure to do so will mean forfeiture of their expenses to the alternate delegate who replaces them. The Budget and Finance Committee will allocate funds in the budget for the delegates and alternates to the AAMA annual meeting.

All delegates and alternate delegates will attend the sessions at the AAMA meeting that is concerned with the participation in the House of Delegates and related organizational activities that will benefit OSSMA.

Allotted funds for expense accounts shall be sent to the OSSMA delegates and alternates forty-five (45) days prior to the meeting. Each delegate and alternate shall submit an expense account to verify their expenses to the AAMA annual meeting within fourteen (14) days following the meeting.

If a delegate or alternate delegate has received expense money from OSSMA and are unable to fulfill their duties at the AAMA annual meeting, they must return these funds no later than ten (10) days after notification to the OSSMA President that they are unable to perform their official duties.

Consideration should be given to sending at least one-half of the delegates attending the AAMA annual meeting for two or more years so they may serve the state more efficiently by becoming better acquainted with national activities.

BOARD OF TRUSTEES

The Board of Trustees shall have full authority and power of the House of Delegates between meetings and shall conduct the business of the organization. The Board of Trustees shall take no action contravening any general policy which shall have been adopted by the House of Delegates and which, at that time, is still in effect.

COMPOSITION

The Board of Trustees shall consist of: President, Vice President, President Elect, Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, Immediate Past President, a representative or alternate representative from each Councilor District and Members-at-Large. The Parliamentarian and Editor of the HELPING HANDS shall be ex-officio members of the Board of Trustees.

The Board of Trustees shall meet no more than three times each year, outside the annual meeting. Upon written request of any three members of the Board to the President, the President shall call a special meeting of the Board. Said meeting shall be held on or before the date specified in such request, giving Board members sufficient notice of the meeting.

Notices of regular meetings of the Board of Trustees shall be sent to each Board member, the Physician Advisory Committee and the President of each component chapter thirty (30) days in advance of the meeting by the Secretary.

The majority of the members of the Board of Trustees shall constitute a quorum.

The Board of Trustees shall remove from office, any officer, trustee, or committee chairman who fails to perform the required duties of office or for any other good cause.

Board of Trustee meetings, other than annual meetings, are to be held at a time and place set by the Board.

PRESIDENT

Members look to the President for leadership, inspiration and guidance. The members of the House of Delegates should exercise extreme diligence in selecting a leader who will direct our organization with the highest ideals. It is important that they will carry out the aims and objectives with fair and impartial judgment during their term of office.

DUTIES

The President shall preside and maintain order at all meetings of the Board of Trustees, annual meetings and special meetings, except meetings of the House of Delegates which shall be presided over by the Speaker of the House.

The President shall be knowledgeable about Parliamentary Procedure and familiar with the OSSMA Articles of incorporation and Bylaws as well as the AAMA Bylaws.

The President will address the opening of the House of Delegates. They will appoint, with the approval of the Board of Trustees, any vacancy during the year of a Committee Chairman or member. They shall serve as ex-officio member of all Standing and Special Committees, except the Nominating Committee.

The President shall prepare an agenda thirty (30) days prior to the Board of Trustees meetings and send copies to the Parliamentarian and Secretary. They shall request the attendance or a report of Standing and Special Committee Chairmen or a Chapter President for the Board of Trustees meetings. The President will request that all reports for the Board meeting to be submitted by a deadline designated prior to each meeting for distribution to the Board members. The President shall cast the deciding vote in case of a tie.

The President will communicate with the Officers and Physician Advisory Committee so they will be properly informed on all organizational procedures and actions. They will be prompt and aware of deadlines and remind Committee Chairmen of the same.

The President will issue official invitations ninety days prior to the annual meeting to Past Presidents and Component Chapter Presidents for the President's luncheon at the annual meeting.

The President will collect all Officers, Councilors, Alternate Councilors and Committee Chairmen's books and files at the pre-conference Board of Trustees meeting and turn them over to the Incoming President.

The President will meet with all possible Component Chapter Presidents, Vice Presidents and President Elects at the annual meeting.

The President will cooperate with the Secretary in preparing a list of new Officers, Councilors, Alternate Councilors, Committee Chairmen, Physician Advisors and Component Chapter Presidents, which will include addresses and telephone numbers for both residence and employment, and fax numbers and email addresses if available. Within two weeks of assuming

office, the President shall send a copy of the list to the AAMA Executive Office, each member of the Board of Trustees, Committee Chairmen, Parliamentarian, Bulletin Editor and to the Physician Advisory Committee.

The President will serve as custodian of the State Charter during their term of office. They shall consult with the Conference Chairman in planning the annual meeting and attend the Conference Committee meetings as often as feasible.

The President will serve as first delegate to the AAMA annual meeting.

The President will compile a file of pending matters to be turned over to the Incoming President following the pre-conference Board meeting.

The Budget and Finance Committee will allot \$100.00 in the proposed budget for the President to attend the Midwest Regional meeting.

At the close of President's term of office, they will have ready to turn over to their successor, the complete set of books with all the materials properly filed and recorded.

VICE PRESIDENT

The candidate for Vice President should give careful consideration to the duties of the office, realizing the Vice President may be called upon, at any time to assume the duties of the President.

DUTIES

The Vice President should be knowledgeable with the basic principles of Parliamentary Procedure and the Articles of Incorporation and Bylaws, as well as the AAMA Bylaws.

The Vice President shall preside in the absence of the President or whenever it is necessary for the President to leave the chair or is incapacitated.

The Vice President will assume the office of President upon the death, resignation or removal from office of the President. They will be available to the President upon request for counsel and assistance.

They will serve as Chairman of the Awards Committee and present awards for publications and membership at the President's Luncheon at the annual meeting.

At the close of the term of office, the Vice President will have ready to turn over to their successor, the complete set of books and files with all the materials properly filed and recorded.

PRESIDENT ELECT

The year spend as President Elect is a year of “in-service” training, whereby, this individual will learn the procedures to be carried out the following year as President.

DUTIES

The President Elect should be knowledgeable with the basic principles of Parliamentary Procedures and the Articles of Incorporation and Bylaws, as well as the AAMA Bylaws.

The President Elect will assume the duties of the President in the absence of both the President and the Vice President. They will assume the duties of the President at the end of their term of office as President Elect.

The President Elect shall become thoroughly acquainted with the workings of the organization and all committees during their term of office, as well as those of the AAMA. The President Elect shall serve as the second delegate to the AAMA annual meeting.

The President elect will Serve as Chairman of the Continuing Education Committee.

The President Elect will consult with the Conference Chairman as to the program and order of business of the annual meeting. They will prepare their acceptance speech prior to installation. They will meet with Chapter Presidents, Vice Presidents and President Elects at the annual meeting, if possible.

The President Elect will prepare an agenda for the post conference Board of Trustees meeting and give a copy to the Secretary and Parliamentarian. They will prepare a list of appointments, i.e., Standing and Special Committees, Historian and Parliamentarian, for approval at the pre-conference Board of Trustees meeting for their term of office as President. The President Elect will send a request to each component chapter by January 10, asking for names of individuals willing to serve on a state committee. Deadline for submission of names will be March 1.

The President Elect will consult with the Treasurer in providing gavel on an engraved plaque to present to the outgoing President at the Installation Banquet.

At the close of the President Elect’s term of office, they will have ready to turn over to their successor, the complete set of books and files with all the materials properly filed and recorded.

SECRETARY

The Secretary should be able to take the minutes of the meeting rapidly, accurately and type clearly. They should prepare the minutes promptly following the meetings for distribution to the proper individuals within thirty (30) days.

DUTIES

The Secretary will record the minutes of the Board of Trustees meetings and any other special meetings pertaining to the OSSMA and be responsible for recording a summary of the OSSMA House of Delegates for the Secretary's files and any issues that would require Board of Trustees consideration. The minutes are reported only to the members of the Board of Trustees and the Physicians Advisory Committee. These minutes shall include all attachments. The original copy of the minutes should be signed by the Secretary with a notation as to when the minutes were adopted, either as corrected or presented.

The Secretary will send out meeting notices to Board of Trustees members, Committee Chairmen and the Physician Advisors at least thirty (30) day sin advance of the meeting for the President. Reports are to be sent to the Secretary by the deadline date, usually three weeks prior to the meeting. These will be assembled by the Secretary and emailed or mailed to the Board of Trustees and Physician Advisors for review prior to the meeting.

The Secretary, at each meeting, will read the minutes of the previous meeting, unless dispensed with, and the correspondence as directed by the President.

The Secretary will maintain lists of officers, delegates and alternates of the OSSMA, as well as a listing of Component Chapter Presidents. They shall assist the President in the preparation of these lists for distribution to the appropriate individuals. The Secretary will forward to the AAMA Executive Office, the list of Officers and AAMA delegates and alternates within one week of the OSSMA annual meeting.

The Secretary will prepare a list of unfinished business from previous meetings to present to the President so that no business of the organization is overlooked.

At the close of the Secretary's term of office, they must have ready to turn over to their successor the complete set of books and files with all the materials properly filed and recorded.

TREASURER

The Treasurer should be knowledgeable about bookkeeping and the manner in which financial records are kept.

DUTIES

The Treasurer shall serve as custodian of all money and securities of OSSMA. The Treasurer shall pay all authorized self-incurred obligations promptly by check, countersigned by the President. A detailed account of the receipts and disbursements will be maintained, with vouchers explaining the designation as to which committee or office was reimbursed for travel or other expenses. Expense accounts will be submitted to the Treasurer on a voucher supplied the organization for self-incurred expenses only. This voucher can be found on page 77 of this Policy Handbook.

The Treasurer shall prepare a written report for each meeting of the Board of Trustees and the House of Delegates. They will be under surety bond, the cost of which will be paid by OSSMA. The Treasurer will be responsible for having the books reviewed by a financial authority at least thirty (30) days prior to the annual meeting. The Treasurer shall be responsible for having the books in order to be turned over to the newly elected Treasurer at the close of the annual meeting.

The Treasurer shall prepare, for the delegate's packet, the annual report of the receipts and disbursements. The Treasurer shall serve as Chairman of the Budget and Finance Committee and assist in the preparation of a proposed budget for the ensuing year.

The Treasurer will receive all dues and money and will deposit them **PROMPTLY** in the bank in the name of the Ohio State Society of Medical Assistants. They will obtain the necessary change of signature cards to present to the Incoming President and the Incoming Treasurer to facilitate the change of administration and to insure prompt payment of the financial obligations of the organization.

The Treasurer shall arrange for the use of two signatures on the savings account, so that money will not be tied up in the event something should happen to either the present signers, preferable the Secretary, in addition to the President or Treasurer.

At close of the term the Treasurer, they must have ready to turn over to their successor the complete set of books and files with all materials properly filed and recorded.

SPEAKER OF THE HOUSE

The Speaker of the House shall be knowledgeable about parliamentary procedure and familiar with the Articles of Incorporation and Bylaws of OSSMA.

DUTIES

The Speaker will preside and maintain order the meeting of the House of Delegates and will appoint Reference and Credential Committees as may be required to consider items of business in the House of Delegates.

The Speaker will be responsible for the preparation of the delegate's packet, a copy of which will be sent to each member of the House of Delegates thirty (30) days prior to the annual meeting.

By January 5th the Speaker of the House will request, from each component chapter, a list of the names and addresses of their elected delegates and alternates, to be submitted at least ninety (90) days prior to the annual meeting date. This deadline has been established to allow time for the preparation of the delegate's packet.

By January 5th the Speaker of the House will request from each officer, committee chairman and the Physician Advisory Board, a report of their activities for the year. Deadline for submission of reports will be ninety (90) days prior to the annual meeting date. Any officer or committee chairman submitting an addendum report to the House of Delegates shall prepare a sufficient number of copies as designated by the Speaker for distribution to the members of the House.

The Speaker shall make a request for proposed resolutions from the component chapters and the members-at-large by January 5th. Deadline for submission is ninety (90) days prior to the annual meeting date.

The Speaker will notify the members-at-large in the Winter Issue of the HELPING HANDS of the process of election of their delegates and alternates at the annual meeting. The Speaker shall be responsible for all correspondence with the elected delegates and alternates with the assistance of the Vice Speaker. When preparing the agenda for the House of Delegates, the Speaker shall give consideration for supplemental oral reports by the President and the Physician Advisory Board.

After verification of eligibility by the OSSMA Treasurer, the Speaker shall send the credentials to the delegates and alternates through their respective Chapter President.

At least one month prior to the annual meeting, the Speaker shall appoint the Chairman and members of the Reference Committees. When sending the request to serve on Reference Committees, the Speaker shall include a consent-to-serve form with the request to be signed and returned. The Speaker will hold an orientation meeting for the members of the Reference Committees prior to the opening session of the House of Delegates to apprise them of their duties.

The Speaker will share with the Vice Speaker, the responsibility of setting up the workings of the House of Delegates.

The Speaker shall select a Parliamentarian to serve during the sessions of the House of Delegates.

The Speaker will be responsible for preparing all ballots used during the session of the House.

The Speaker will obtain the proper credentials from the Nominating Committee on nominations from the floor for candidates.

The Speaker, with the aid of the Vice Speaker, will prepare a summary of the House of Delegates for distribution before the end of the annual meeting and for publication in the HELPING HANDS.

At the close of the term of office of the Speaker, they shall have ready to turn over to their successor the complete set of books and files with all the materials properly filed and recorded.

VICE SPEAKER OF THE HOUSE

The Vice Speaker of the House shall be knowledgeable about Parliamentary Procedure, the Articles of Incorporation and Bylaws and the AAMA Bylaws, realizing that they will be required to assist the Speaker in the transaction of duties.

DUTIES

The Vice Speaker will assume the duties of the Speaker in their absence or request. In case of death or resignation of the Speaker, the Vice Speaker shall assume the office of the Speaker during the un-expired term and exercise the right to perform the duties of such office for the un-expired term.

The Vice Speaker will assist the Speaker in securing, collating and distribution of the delegate's packet. The Vice Speaker will be responsible for giving the Credentials Chairman a final list of eligible delegates and alternates.

The Vice Speaker will assist the Speaker in preparing an agenda for the House of Delegates. They shall keep in close communication with the Speaker at all times.

At the close of the term of office of the Vice Speaker, they will have ready to turn over to their successor the complete set of books and files with all materials properly filed and recorded.

IMMEDIATE PAST PRESIDENT

The experience and expertise of the Immediate Past President is most valuable and should be available at any time for advice and counsel.

DUTIES

The Immediate Past President shall serve as Chairman of the Policy Handbook Committee, Chairman of the Judicial Council, if still an active member of the OSSMA. The Immediate Past President shall serve as a consultant on special projects at the request of the President and/or the Board of Trustees. They shall serve as a member of the Budget and Finance Committee.

At the close of the term of office of the Immediate Past President, they will have ready to turn over to their successor the complete set of books and files with materials properly filed and recorded.

DISTRICT COUNCILORS

A Councilor will be elected for each District of OSSMA to serve the counties in that district. A member-at-large councilor will be elected to serve the membership-at-large in the state.

DUTIES

District Councilors shall be required to attend all meetings of the Board of Trustees and any other special meetings pertaining to OSSMA. They may serve as a chairman or member of a Standing or Special Committee.

Each Councilor will report the activities of the Board to the component chapters or members with their districts. This report must be sent within forty-five (45) days of said meeting. Each Councilor will prepare a report of their district for the Board at each meeting.

Each Councilor shall serve as a member of the Chapter Liaison Committee.

At the close of the term of office of the Councilor, they shall have ready to turn over to their successor the complete set of books and files with the materials properly filed and recorded.

ALTERNATE DISTRICT COUNCILOR

An Alternate Councilor will be elected for each district of OSSMA to serve the counties in that district. An Alternate Councilor will be elected to serve the members-at-large in the state.

DUTIES

In the event the District Councilor is unable to attend the Board of Trustees meetings, the Alternate District Councilor would assume the duties and responsibilities as a representative of the members of the District. The Alternate Councilor would have all rights and privileges of the Councilor when representing their district on the Board of Trustees.

At the close of the term of office of the Alternate Councilor, they shall have ready to turn over to their successor the complete set of books and files with the materials properly filed and recorded.

OHIO STATE SOCIETY OF MEDICAL ASSISTANTS **COMMITTEES**

There shall be the following committees of OSSMA: Standing Committees, Special Committees and the Committees of the House of Delegates.

The Chairman and members of each Standing Committee shall be appointed for a period of one year. Each committee shall consist of at least five (5) members in good standing for the committee to function effectively.

Each committee chairman shall prepare a written report for each meeting of the Board of Trustees. At least ninety (90) days prior to the annual meeting date, the Chairman of each Standing and Special Committee shall submit in writing to the President, Secretary and Speaker of the House, a report of the committee's activities during the preceding year, unless requested at an earlier date. Addendum reports may be presented in writing to the delegates to update their activities through the Speaker of the House.

Each Standing and Special Committee Chairman, if not an officer or councilor, requested to attend a meeting of the Board of Trustees by the President will be paid \$25.00.

All committee chairmen shall keep up-to-date files. At the end of their term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

Committee files should be kept for five (5) years.

AD HOC COMMITTEE

An Ad Hoc Committee is one that is formed at the direction of the President, or at the request of the Board of Trustees, from the membership to investigate a specific problem or project which is of a short term of nature.

Once the duties of an Ad Hoc Committee have been completed, they should submit a detailed report at the next general meeting, then the committee is dissolved since their work is completed.

In some instances, an Ad Hoc Committee may function for more than one term of office, if their duties have not been completed to a satisfactory conclusion in that period of time.

An incoming president usually retains the same members of the committee until their work has been completed, should there be a change of officers while the Ad Hoc Committee is still in the process of investigation or preparation.

ADVERTISING COMMITTEE

The Advertising Committee will work in conjunction with the Bulletin Committee in securing advertising for the HELPING HANDS. Only ethical and proper advertising in a professional publication should be considered for the HELPING HANDS.

The Advertising Committee shall contact component chapters within thirty (30) days following the annual meeting, asking their cooperation in securing advertising for the HELPING HANDS. These advertisements may be the component chapters own and/or any other advertisers, willing to place advertising at the rate set by advertising by the committee. A copy of the advertising contract is included in this Policy Handbook on page 77.

The committee shall make recommendations to the summer meeting of the Board of Trustees on rates of advertising for the coming year and to announce special projects.

The schedule of advertising for participants will be determined by the length of time each applicant submits a contract for. The Advertising Committee Chairman and the Bulletin Editor will maintain on file the current advertisers and their schedule for printing. Each advertiser will be notified when their final ad appears in the HELPING HANDS.

The Chairman of the Advertising Committee is to receive the print-ready copy and fees for the advertising. The print-ready copy will be forwarded to the Bulletin Editor and the Treasurer will be sent the money.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

ARTICLES OF INCORPORATION AND BYLAWS COMMITTEE

The Articles of Incorporation and Bylaws Committee shall make a study of the Articles of Incorporation and Bylaws and make recommendations for changes, deletions and modifications.

The Chairman and all members of the committee shall become thoroughly familiar with existing provisions of the Articles of Incorporation and Bylaws.

Immediately following announcement of committee appointments, the Chairman shall write each member of the committee asking them to notify the Chairman if they feel any changes should be made and requesting suggestions regarding any activity for the committee. On or before September 1, of the year, the Chairman shall write each component chapter asking for any proposed amendments to the Articles of Incorporation and Bylaws. Deadline for submission of proposals shall be November 15. The proposed changes shall be submitted for approval to the Physician Advisor Board by December 1.

An amendment may be proposed by any member or component chapter. All such proposed amendments are to be reviewed by the committee.

All proposed changes are to be submitted for publication in the HELPING HANDS in the Winter Issue prior to the annual meeting.

Each component chapter shall file two (2) copies of their Bylaws with this committee every three (3) years. Each component chapter shall submit any proposed changes or amendments to their bylaws to this Committee to insure that the change does not conflict with state or national.

This Committee shall review the Bylaws of each component chapter of medical assistants seeking approval of affiliation with the Ohio State Society of Medical Assistants. Following the review of the Bylaws, this Committee shall submit a recommendation to the Chapter Liaison Committee Chairman, who in turn, will report to the Board of Trustees on their acceptance.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

AWARDS COMMITTEE

The Vice President shall serve as Chairman of the Awards Committee. They shall be responsible for the membership and publication contests as follows:

There shall be two (2) awards for membership given:

1. Increase in number of members per component chapter.
2. Percentage increase per component chapter.

There shall be two (2) awards for publications given:

1. Newsletter Publications of more than two pages that will be judged on originality and content (i.e., educational activities, programs, projects, neatness and artwork).
2. Newsletter publications of not more than two pages that will be judged on originality and content (i.e., educational activities, programs, projects, neatness and artwork).

The Chairman shall notify, in writing on or before December 1, all component chapters regarding the qualifications for entering the membership and publication contests. Deadline for submission of applications is ninety (90) days prior to the annual meeting date. For the membership contest, the total number of all members on December 31 as postmarked to the AAMA Executive Office will determine the winners. For the publication contest, a copy of each issue of the bulletin or newsletter of the last year must accompany each application.

A stabilization award may be presented by the Awards Committee to each component chapter who has maintained 100 percent renewal of dues. If a member, (1) leaves the medical field to enter another field of endeavor, (2) transfers to another chapter, or (3) is deceased, the loss of the membership will not be counted against the renewal record. In cases of this kind, a list of members lost for the aforementioned reasons must be substantiated with the claim of 100 percent renewal.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

MARY BUCKLEY SCHOLARSHIP FUND COMMITTEE

The Mary Buckley Scholarship fund was established in 1959, in memory of the organization's second President, Mary Buckley of Toledo, who was tragically killed in a fire in her new home just two weeks before the end of her term of office.

The first scholarship was awarded in 1972 and this has continued to be the policy each year.

The Mary Buckley Scholarship Fund Committee shall cooperate with the Conference Chairman in selecting an appropriate time at the annual meeting to solicit funds for the 2 allocated scholarships. Each component chapter shall be solicited at least once each year a basket to raffle at the annual meeting. The allocation of funds for 2 scholarships permits the participation of all members as a portion of their dues contributes to the 2 scholarships and the future of the medical assisting

profession. Gifts to the Fund are accepted from individuals or component chapters. Gift checks should be made payable to OSSMA Scholarship Fund and be sent to the Chairman. Letters of appreciation for contributions to the Fund shall be sent to all donors by the Chairman or member of the committee. On memorial gifts, a letter of acknowledgment shall be sent to the nearest relative.

The Mary Buckley Scholarship Fund Committee shall contact each CAAHEP accredited medical assisting program in the state of Ohio by October 1 of the year, sending them a supply of scholarship applications. The application form is on page __. Deadline for submission of applications will be February 15. This committee shall select scholarship recipients enrolled and/or to be enrolled on the basis of financial need, interest in the profession and aptitude. A student may apply for an additional scholarship for a second year.

Recipients will be notified thirty (30) days prior to the annual meeting and certificates will be presented at an appropriate time during the annual meeting. The scholarship money will be deposited with the Registrar of the institution where the recipient will be attending.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

BUDGET AND FINANCE COMMITTEE

The Treasurer shall serve as Chairman of the Budget and Finance Committee. The committee will include the Immediate Past President and three other members approved by the Board of Trustees. They shall serve as an advisory committee to the Board of Trustees on financial matters.

It will be their duty to prepare a proposed budget for consideration by the Board of Trustees at the pre-conference Board meeting. A copy of the proposed budget shall be submitted to the Speaker of the House for the delegate's packet.

This committee shall prepare an annual report of financial activities, i.e., checking and savings accounts, including receipts and expenditures for the delegates packet.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

BULLETIN COMMITTEE

The Bulletin Committee shall solicit educational articles, preferably relating to the profession of the medical assistant, for publication in the HELPING HANDS. Each of the component chapters will be asked to participate in this endeavor, so that it will insure at least one educational article for each issue (with the exception of the conference issue).

The Editor of the HELPING HANDS shall use extreme care in editing educational materials received for publication. The Editor shall serve as ex-officio member of the Board of Trustees without vote.

Deadline for submission of all articles – educational, committee reports and chapter news shall be:

<u>SUBMISSION DEADLINE</u>	<u>PROJECTED MAILING DEADLINE</u>
SUMMER ISSUE – July 10	August 15
FALL ISSUE – October 10	November 15
WINTER ISSUE – January 5	February 1
SPRING ISSUE – April 10	May 15

The Winter Issue shall contain the Conference Program, any proposed amendments to the Articles of Incorporation and Bylaws and the proposed slate of nominees for state office.

A component chapter that desires to publicize their educational seminar/workshop in the HELPING HANDS, will be charged a fee of \$25.00, if the meeting is not co-sponsored by the state organization.

The membership address labels for the HELPING HANDS may be secured from the AAMA Executive Office. A two week notice should be given when requesting them from AAMA.

Permission for reprints of pictures and articles to be published in the HELPING HANDS are to be kept on permanent file by the Editor for protection of the organization.

The Editor will arrange for printing extra copies of the Bulletin – 20 copies for the Chapter Liaison Committee Chairman, 20 copies for the Public Relations Committee Chairman, and 20 copies for the Advertising Committee Chairman.

At the end of the Editor's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

CHAPTER LIAISON COMMITTEE

The Chapter Liaison Committee shall be composed of a Chairman, along with each District Councilor representative on the Board of Trustees, who will serve as committee members. It will be their function to cooperate with the Membership Committee in organizing new component chapters and in membership extension.

Since this committee entails a vast amount of correspondence and follow-up details, the Chairman should be familiar with organizational work, bylaws, parliamentary procedure and protocol.

The committee shall supply guidance to medical assistants in their efforts to form a component chapter. The Chairman shall serve in an advisory capacity to a newly organized chapter for their first year.

The committee shall submit recommendations to the Board of Trustees for each component chapter of medical assistants seeking approval of OSSMA, after review of the proposed bylaws by the Articles of Incorporation and Bylaws Committee.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

CONTINUING EDUCATION COMMITTEE

It shall be the function of this committee to be responsible for providing, developing and promoting educational activities for the members of OSSMA. The committee shall assist component chapters with their educational programs.

The President Elect shall serve as Chairman of the Continuing Education Committee. The Chairmen of the Education Committee of each component chapter shall serve on this committee.

The committee will conduct not less than two (2) educational seminars per year, which will be set so that a portion of the program will be eligible for AAMA Continuing Education Units (CEU's). Any proposed seminar must be approved by the OSSMA Board of Trustees. The Chairman of this committee will preside at each state-sponsored seminar and the educational workshop during the annual meeting.

This committee shall be aware of how to institute study courses for any component chapter which is interested in continuing education for their members. They shall serve as an ex-officio member of the Conference Program-Education Committee.

The component chapter hosting the state-sponsored seminar shall retain fifty (50) percent of the net profits from the educational seminar.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

CONFERENCE COMMITTEE

The Conference Committee shall prepare and submit a program schedule for the annual meeting for approval of the Board of Trustees by the fall meeting. The program schedule shall be printed in the Winter Issue of the HELPING HANDS. A portion of the program shall be planned so as to be eligible for AAMA Continuing Education Units.

The Committee shall be responsible for publishing a Conference Program Book. The Conference Program Book may carry advertising considered to be ethical and proper in a professional publication.

Conference records shall be kept accurately and under proper supervision. The Conference Chairman shall turn over all records to the President before the first Board of Trustees meeting following said conference.

The hosting chapter/chapters shall retain 50% of the net profits of an annual meeting. No donation is to be given from the conference funds without the authorization of the Board of Trustees. The Board of Trustees shall appoint a Liaison, who has had prior experience in organizing and implementing all aspects of the requirements needed in preparation of plans for the annual meeting. The Liaison will serve in an advisory capacity to assure that all aspects of meeting and financial planning are appropriate and that adherence to proper practices is met.

The conference fund will be responsible for the total self-incurred expenses for official business of the President, Secretary and Conference Chairman; one-half of the official self-incurred business expenses of the remaining elected officers that attend the annual meeting. Reimbursement for all officers for hotel accommodations shall be based on a half of a double room occupancy. If conference funds do not permit, self-incurred expenses shall be paid by the Ohio State Society of Medical Assistants' treasury.

A separate bank account shall be set up for the Ohio State Society of Medical Assistants Conference funds. All checks to be countersigned by the Conference Chairman and Conference Financial Chairman with the option of a third party appointed by the President of the component chapter hosting the conference. Financial reports are to be sent bi-monthly to the President, Secretary and Treasurer of OSSMA. The state treasury will advance the hosting chapter \$200.00 to set up the conference fund account. This money will be repaid to the state treasury by March 15th.

The parliamentarian for the House of Delegates will be paid the sum of \$50.00 for her services to the organization. The Conference Committee shall provide two (2) complimentary banquet tickets for the incoming President.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the Summer Board of trustees meeting.

MEMBERSHIP COMMITTEE

The Membership Committee shall supply information to individuals for membership in unorganized counties about membership in OSSMA. Consideration should be given to committee appointments from different areas over the state to insure an equal representation in all districts.

The Committee shall procure promotional materials from the American Association of Medical Assistants for distribution to component chapters and cooperate with the Chapter Liaison Committee. Every three months, a communication will be sent to each component chapter to stimulate interest and ways of maintaining and increasing their membership.

A carbon copy of any correspondence to individuals in an unorganized county shall be sent to the Members-at-Large Councilor, as well as the Chapter Liaison Committee Chairman.

The Membership Chairman shall cooperate with the AAMA Executive Office in regards to membership data so that the committee can promote encouragement in membership retention in the state of Ohio.

The Membership Committee shall be responsible for stimulating interest among medical assisting students to prepare for the AAMA Certification Examination. It shall provide information to the students in CAAHEP accredited medical assisting programs regarding the benefits of certification in medical assisting. The committee will provide the students with the necessary data on applying for the examination.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

NOMINATING COMMITTEE

The Nominating Committee shall be composed of (a) one (1) member elected by the Board of Trustees at the post conference meeting who will serve as the Chairman, and (b) four (4) members elected by the House of Delegates. No two members elected by the House shall be from the same chapter.

The Nominating Committee shall present a slate of candidates for each of the following offices: Vice President, President Elect, Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, District Councilors and Alternate District Councilors.

By October 1, a request shall be sent to each component chapter asking for nominees qualified to run for state office and enclosing a "Consent to Serve" form to be completed by the individual. The Consent to Serve form of each candidate for state office must contain the signature of their component chapter president before their name is placed on the nomination slate. In the case of a members-at-large, the signature of the component chapter president shall be waived.

By November 15, send follow up reminders to component chapters. Complete the slate by December 20 and submit profile materials on candidates to the HELPING HANDS for publication.

A copy of the final slate shall be sent to the President and Secretary of the Ohio State Society of Medical Assistants and each component chapter.

Each candidate for state office shall be an active, associate or life member in good standing, shall have attended at least one annual meeting of the OSSMA as a delegate or alternate delegate and have served as an officer of a component chapter. The candidate shall have had prior service on a state committee.

Consent to serve form is on page 76 of this Policy Handbook.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

POLICY HANDBOOK COMMITTEE

The Chairman of the Policy Handbook Committee shall be the Immediate Past President, if they are still actively involved in OSSMA.

This Committee shall be responsible for maintaining and updating the Policy Handbook of this organization. The Chairman shall attend all Board of Trustee meetings to secure information for revising the Policy Handbook.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

PUBLIC POLICY COMMITTEE

The Public Policy Committee shall maintain close contact with the Ohio State Medical Association to keep informed of legislation and court decisions pertaining to medicine and its allied professions.

The Committee shall correspond with the Legislative Committee of the Ohio State Medical Association by May 1, notifying them of their appointment. It will be the function of this committee to keep the component chapters informed as to how the members can support the Ohio State Medical Association with legislation that will affect our profession.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall be responsible for providing publicity regarding the Ohio State Society of Medical Assistants. It will be their function to prepare press releases in cooperation with the Conference Chairman, announcing the annual meeting of OSSMA.

The Committee will develop and suggest materials and procedures that will increase the recognition of OSSMA as the spokesman for the profession of medical assisting,

This Committee shall serve as liaison between OSSMA and other para-medical associations. Their function will be to inform the medical profession of significant facts and events of the organization. All publicity releases are to be cleared in advance with the President and/or the Board of Trustees.

They shall cooperate with the Public Relations Committees of each component chapter to provide assistance in endeavoring to attract people into the field of medical assisting. It will be their duty to cooperate with other allied health career organizations in development of materials for recruitment of personnel in the profession of medical assisting.

The Committee will be responsible for making the arrangements of exhibit booths and/or public relations projects at other para-medical meetings for OSSMA. Membership applications shall be made available at each of these sponsored endeavors.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee shall be composed of six (6) members; the terms of members shall be three (3) years, with the term of two (2) members expiring each year. Members may serve for two (2) consecutive terms.

This Committee shall be responsible for formulating plans for the future progress and growth of the Ohio State society of Medical Assistants.

The Committee will prepare a strategic plan that will address the following issues:

1. Identify and meet the needs of the members to ensure that our objective is member focused.
2. Identify and meet the needs of the profession that will evaluate and update skills and responsibilities required of practicing medical assistants.
3. Identify and meet the needs of OSSMA by focusing on retention and increasing membership and provide opportunities for continuing education.
4. Strengthen the relationship between OSSMA and the component chapters by providing them with leadership training and increased involvement in activities on both levels
5. Maintain and enhance the financial stability of the Society to ensure the future of OSSMA and pursue outside funding.
6. Protect the Medical Assistants right to practice by monitoring and responding to health care issues.
7. Increase public awareness by educating them about our profession.
8. Promote and offer quality continuing education by increasing the availability of quality continuing education for medical assistants.
9. Effective evaluation of the strategic plan on a timely basis for success and implement changes when necessary.
10. Improve recognition of the AAMA Certified Medical Assistant credential to ensure the medical assistants' role in the allied health profession.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

WAYS AND MEANS COMMITTEE

The Ways and Means Committee shall submit a plan by the Summer meeting of the Board of Trustees of methods to augment the treasury of the Ohio State Society of Medical Assistants.

The Committee shall work in conjunction with the Conference Committee and Chairman of the state-sponsored educational meetings to promote Ways and Means projects. At least two months prior to each meeting, the Chairman of the Ways and Means Committee will contact the appropriate individuals to make arrangements for display of Ways and Means materials at each state-sponsored meeting.

A notice is to be sent to each component chapter and the Bulletin Editor of the proposed plans for the year for publication in the Summer Issue of the HELPING HANDS so that support and cooperation can be elicited.

At the end of the Chairman's term of office, all files and records are to be turned over to the President at the pre-conference Board of Trustees meeting.

ADVISORY (PHYSICIAN) BOARD

The Advisory Board shall consist of one (1) or more physicians elected by the OSSMA. The term of the elected advisors shall be for three (3) years. Advisors may serve for two consecutive terms.

The President Elect shall request the names of physicians willing to serve on the Advisor Board from each component chapter by January 15. Deadline for submission of nominees shall be March 1. Physicians, whose names are proposed, should be willing and able to lend advice and counsel to our organization. A biography shall be submitted with each proposed name.

Physician advisors to OSSMA shall be members in good standing of the Ohio State Medical Association. They shall have had experience as a component chapter advisor, so that they are familiar with the goals and objectives of the organization. They shall be interested and shall work toward the welfare and betterment of OSSMA.

Appointments to the Advisory Board shall be made by the Board of Trustees at the pre-conference meeting.

Members of the Advisory Board shall be notified of all meetings of the Ohio State Society of Medical Assistants by the Secretary.

JUDICIAL COUNCIL

The Judicial Council is composed of five Past Presidents of OSSMA, who actively participate in organizational activities, and ex-officio, the Parliamentarian. The Immediate Past President shall serve as Chairman of the Judicial Council. The term of office for the past President is for five (5) years. If a vacancy occurs, the President shall appoint another Past President to fill the vacant term, with the approval of the Board of Trustees.

The judicial power of the Society shall be vested in the Judicial Council, whose decisions shall be final. Jurisdictions under the Council include all questions involving:

1. Membership as provided in the Articles of Incorporation and Bylaws.
2. All controversies arising under the Articles of Incorporation and Bylaws in its interpretation and the Code of Ethics of the Society.

The House of Delegates, Board of Trustees, OSSMA President, Component Chapter Presidents and member may request a judicial ruling by directing their questions to the Chairman of the Judicial Council. The Chairman of the Judicial Council will consult with the other members of the Council before issuing a ruling. Correspondence from the Chairman to the Council members should be answered by Council members within seven (7) days of receipt or less.

A resume of the questions and the decisions of the Council shall be reported to the Board of Trustees.

A member of the Judicial Council shall be available at each meeting of the Board of Trustees for consultation or to answer questions that may arise from the membership.

PLANNING ANNUAL MEETINGS

The Annual Meeting is an OSSMA Committee staffed by a component chapter. The whole experience should be a positive one. Relax and enjoy the task you have volunteered to do. Never be hesitant in asking any of the OSSMA Officers for assistance or for any question you may have. They will be more than willing to assist you.

Committee appointments that will be needed are:

Chairman	
Vice Chairman (usually serves as the Secretary)	
Financial	
Registration	Program Books and Flyers
Program – Educational	Decorations (optional)
Program – Entertainment	Door Prizes (optional)
Exhibitors	Tote Bags (optional)
Hospitality	Advertising and Patrons
Protocol	Liaison

The duties for these individual committees can be combined by the collective committee as deemed necessary to maximize resources and efforts. Descriptions of each committee's objectives are as follows:

CHAIRMAN

This individual is responsible for assuring that all functions for the meeting are carried out on time and in proper order. They should be made aware of what each committee is doing and how they are completing their objectives.

VICE CHAIRMAN

This individual assists the Chairman in whatever way they can. They will take minutes of all conference planning sessions.

LIAISON

The Board of Trustees shall appoint a liaison, who has had prior experience in organizing and implementing all aspects of the requirements needed in preparation of plans for the annual meeting. The Liaison will serve in an advisory capacity to assure that all aspects of the meeting and financial planning are appropriate and that adherence to proper practices is met.

FINANCIAL

This individual should function closely with the Registration Committee. Their duties are to handle the checkbook and payment of authorized self-incurred obligations, counter-signed by the Chairman, for the meeting.

A separate bank account shall be set up for the Ohio State Society of Medical Assistants Conference funds. All checks to be countersigned by the Conference Chairman and Conference Financial Chairman with the option of a third party appointed by the President of the component

chapter hosting the conference. The state treasury will advance the hosting chapter \$200.00 to set up the conference fund account. This money will be repaid to the state treasury by March 15th.

Vouchers should be used so that everyone can substantiate any expenditure to ensure legitimate expenses. All funds that are received are to be accounted for on a voucher. Do not use any funds for costumes for the hosting chapter. A proposed budget will be prepared for the annual meeting. Financial reports will be sent to the OSSMA President and Secretary every two months.

OSSMA Officers attending the annual meeting are reimbursed for self-incurred expenses as follows:

FULL EXPENSES: President, Secretary and Conference Chairman

ONE-HALF EXPENSES: Vice President, President Elect, Immediate Past President, Treasurer, Speaker of the House and Vice Speaker of the House

(EXPENSES: Mileage – 22 cents per mile, round trip; registration; meals not included in the registration (i.e.: breakfast would not be reimbursed when a continental breakfast is provided for the registrants; a limit on per diem for food not to exceed \$35.00 (or less) when on organizational business; and hotel accommodations, to be based on one-half of a double room. All expenses must be self-incurred.

The Parliamentarian for the House of Delegates - \$50.00.

REGISTRATION

This individual will receive the registrations for the meeting. A folder should be prepared for every registrant that would include the program, AAMA Multisession CEU form, a conference/speaker evaluation, name tag, receipt, meal tickets, writing pad and pen/pencil. The folder can also contain membership information for non-members. Set registration fees that will be affordable for medical assistants, but that covers the cost with some profit. The hosting chapter will receive fifty percent (50%) of the net profits of the meeting. Consider having non-members pay a larger amount than AAMA members. Please consider having a deadline date with a larger fee for those who register after that time. It will save a great deal of confusion for unannounced guests.

PROGRAM-EDUCATIONAL

The program should be prepared with medical assistants in mind. Ask yourself “Will this speaker be germane to the profession of medical assisting?” Be sure to fulfill the criteria needed for obtaining AAMA continuing education units. Mail or email a confirmation to all speakers where and when they will be presenting their lecture. Request their curriculum vitae and an outline of their program with learning objectives and ascertain their audio visual needs. Give the speakers a deadline for reply so that you can apply for the CEU’s and secure audio visual equipment.

To obtain a program approval form for CEU’s, either log on to the AAMA website at www.aama-natl.org or call the AAMA Continuing Education Department at 1-800-228-2262.

The tentative program must be approved by the OSSMA Board of Trustees at their Fall meeting. Submit the program with a registration form to the Editor of the HELPING HANDS for publication in the Winter Issue. Send program flyers to the physicians in your county, if feasible.

Speaker's gifts should be chosen so that it will be appropriate for the individual who will receive the gift. Set a limit on funds but try to secure a desirable gift without overspending.

PROGRAM – ENTERTAINMENT

This committee could be combined with Hospitality. They are responsible for the Friday evening's function and music for dinner on Saturday evening at the banquet. Consider a fee to registrants, if planning something elaborate for Friday evening. Installation banquet music should be during dinner, not after, so that the people will not get restless from a lengthy program.

EXHIBITORS

This committee should start immediately to contact firms and service organizations to obtain exhibitors. The OSSMA Ways and Means Committee and Mary Buckley Scholarship Fund Committee and the hosting chapter's Ways and Means Committee may also need tables – these will be at no charge.

HOSPITALITY

This committee could be combined with Program – Entertainment. These individuals should be available to answer questions such as where there is a good restaurant, church, etc. in the area.

PROTOCOL

This individual is responsible for appropriate seating and written invitations of officers and guests for all functions, as well as agendas and scripts for the President's Luncheon, Installation banquet and the Sunday brunch. This individual can be selected from anywhere in the state.

PROGRAM BOOKS AND FLYERS

This committee could be combined with Advertising and Patrons. It will be responsible for printing the Conference Program Book and Flyers for the meeting. They will secure the appropriate materials from the OSSMA Officers for publication in the Conference Program Book and have the program printed for the registrants. The book should contain a list of contributors. Do not hesitate to solicit funds from legitimate business establishments, such as insurance companies, medical supply houses and pharmacies to pay for meal functions and refreshment breaks.

DECORATIONS

The hosting chapter is responsible for table decorations for the separate functions with the exception of the Saturday luncheon. The succeeding year's conference host will supply the decorations for the Saturday luncheon. Remember to use your ingenuity, not money, for decorations.

TOTE BAGS

The tote bags are optional, but everyone likes to have them. However, if you do have them, start well in advance to write to pharmaceutical firms and/or contacting pharmaceutical representatives for items.

DOOR PRIZES

The door prizes are an optional item, but are a nice gesture. However, if you do have them, decide when and how they will be distributed. It is a good idea to involve all members of the chapter in this activity. You might make each member responsible for obtaining a certain number of door prizes.

ADVERTISING AND PATRONS

This committee is responsible for securing advertising (usually local business firms) for the Conference Program Book. Set rates that are reasonable and start early so that you will get first chance on budget allocations from many companies. Patrons are those who contribute less than \$20.00; Sustaining Contributors are those who donate \$20.00 or more. Start early on this project in sending notices of rates for advertising, patrons and sustaining contributors to all chapters in the state.

ROOM REQUIREMENTS FOR SCHEDULED EVENTS

The following is a daily schedule of conference functions that will require the noted arrangements be made with the hotel:

THURSDAY EVENING

Registration Desk: This can be situated in an area in the lobby of the facility or adjacent to the meeting rooms. Length of time: two hours.

Credentials Committee: The Committee usually consists of five (5) people. A large room will not be needed. The length of time needed for the room will be about 30 minutes. The meeting of the committee could take place in the room where the Board of Trustees will meet.

Rules Committee: The Rules Committee usually consists of five (5) people. It either meets Thursday evening or Friday morning prior to the opening of the House of Delegates. Check with the Speaker of the House as to their preference on the time when they would want to meet.

Board of Trustees: You will need a room for 40 to 50 people. The tables should be set up to seat at least 25, with the remaining people seated in chairs around the room. Length of the meeting will be approximately two hours. Tables should be supplied with water and glasses. Remember to secure an extra table or two for paper reports.

FRIDAY

Registration Desk: This can be situated in the area of the lobby of the facility or adjacent to the meeting room. Length of time to be determined by the hosting chapter to accommodate the arrival hours of the registrants.

Members-at-large: This requires a small room for fifteen (15) minutes or less. It could meet in the room where the House of Delegates is held.

Rules Committee: See Thursday evening listing.

Credentials Committee: This Committee will need a desk just inside the door to the House of Delegates to register delegates and alternates for all sessions.

House of Delegates: The room should be set up classroom style for the delegates and alternates. Seating should also be provided for the other guests and members. Arrange a head table for ten (10) people. All tables should be supplied with water and glasses. You will need microphones at the head table and in audience for delegates to speak.

Reference Committees: Two or three areas (you can utilize the House of Delegates room) will be needed for the Reference Committees to meet when the House recesses after the first session of the House. It usually takes less than one hour for their business.

Exhibit Area: This should be in a room or hallway near the meeting rooms (preferably a room that can be locked). Plan a ribbon cutting ceremony to open exhibits (by the President). You may consider a drawing for a nice door prize for those in attendance at the ribbon cutting ceremony to get the registrants in to view the exhibits.

Entertainment: A room would be dependent on whether you are scheduling something in or out of the hotel for the evening.

SATURDAY

Registration Desk: Length of time should only be during the morning hours.

General Session: Rooms should be set up classroom style for the number of registrants. Be sure to arrange audio visual equipment that the speakers might need (i.e., projectors, screen, blackboard, microphones, power point, podium, speaker's table). Plan a refreshment break with the facility. The tables should be supplied with water and glasses.

President's Luncheon: The President writes the letters to the Past Presidents and Chapter Presidents that are honored at this session. Plan a fixed menu. The head table will depend on the President's wishes. As directed by the Board of Trustees, Past Presidents will be given a discount of \$15.00 off their registration fee for the annual meeting. If a Past President is attending the President's luncheon only, their lunch shall be provided without charge as a guest of the OSSMA.

Reception Honoring Incoming and Outgoing Presidents: Cocktail hour, cash bar. You may want to start this as early as 6:00 p.m. It will vary as to the time your afternoon sessions end.

Installation Banquet. You will need a Master of Ceremonies. Plan a fixed menu. Try to select someone from your area who can handle the duties. Two head tables will be needed. Ascertain from the President elect who will be the Installing Officer. See if an extra table and microphone will be needed for the program. Expenses of the installation supplies (not including microphone)

will be covered by conference funds up to \$75.00. The Incoming President's chapter will be responsible for the balance of the expense.

SUNDAY

Brunch: Newly installed President presides. Head table for at least ten, maybe twelve. Plan a fixed menu.

Memorial Service: The Incoming President will select someone to conduct the Memorial service. It will be an item on the agenda for this function. An extra table may be required for the service.

Board of Trustees: You will need a room for 40 to 50 people. The tables should be set up to seat at least 25 people, with the remaining seated in chairs around the room. Length of the meeting will be approximately two hours.

CONCLUDING DUTIES

Within two weeks of the meeting, thank you letters should be written to speakers, advertisers, exhibitors and contributors. A conference program book should be enclosed, where appropriate.

The secretary will take minutes in addition to tape record the proceedings of the House of Delegates.

Pay all authorized obligations of the officers and conference chairman within two weeks from original self-incurred expense vouchers.

Prepare a financial report for the Summer meeting of the Board of Trustees and be ready to relinquish the files to the next year's conference chairman.

PLANNING EDUCATIONAL WORKSHOPS WITH B.O.T MEETINGS

ROOM REQUIREMENTS FOR SCHEDULED EVENTS

1. Room for Board of Trustees – A room for 30 to 40 people will be needed. Chairs should be put around the room for guests. Tables should be supplied with water and glasses. Acquire a separate table for paper reports.
2. The room Educational Programs – A room should be set up classroom style, if feasible, for the registrants. The tables should be supplied with water and glasses.

Be sure to arrange for audio visual equipment that the speakers might need (i.e., projector, screen, blackboard, microphone, podium, speaker's table, etc.).

Plan a fixed menu and breaks for the functions that are needed. The facility may require a guarantee of the number attending three or more days in advance of the meeting.

COMMITTEES

Program (speakers)	Tote bags (optional)
Registration	Speaker's gifts
Door prizes (optional)	Financial

The program should be prepared with medical assistants in mind. Ask yourself "Will this speaker be germane to the profession of medical assisting?" Be sure to fulfill the criteria needed for obtaining AAMA continuing education units. Mail or email a confirmation to all speakers where and when they will be presenting their lecture. Request their curriculum vitae and an outline of their program with learning objectives and ascertain their audio visual needs. Give the speakers a deadline for reply so that you can apply for the CEU's and secure audio visual equipment.

To obtain a program approval form for CEU's, either log on to the AAMA website at www.aama-natl.org or call the AAMA Continuing Education Department at 1-800-228-2262.

The tentative program must be approved by the OSSMA Board of Trustees. Submit the program along with the registration form to the Editor of the HELPING HANDS for publication. Deadlines are January 5, April 10, July 10 and October 10. Send program flyers to the physicians in your county. Print a program for registrants. You could include a listing of program contributors on this sheet. Do not hesitate to solicit funds from legitimate business establishments, such as insurance companies, medical supply houses and pharmacies.

A folder will be needed to enclose the program, AAMA Multisession CEU form, a workshop/speaker evaluation, name tag, receipt, a note pad and pen/pencil for the registrants. The folder can also contain membership information for non-members.

The door prizes are an optional item. However, if you do have them, decide when and how they will be given out. It is a good idea to involve all members of the chapter in this activity. You might make them responsible for obtaining a certain number.

The tote bags are another optional item. If you decide to have them, start well in advance to write to pharmaceutical firms and/or contacting pharmaceutical personnel for items.

Speaker's gifts should be chosen so that it will be appropriate for the individual who will receive the gift. Set a limit on funds, but try to secure a desirable gift without over spending.

Have all the members use vouchers to substantiate self-incurred expenses. Make sure it is an authorized obligation. Do not use any funds for costumes for the hosting chapter.

Set registration fees that will be affordable for medical assistants, but covers the cost with some profit. Consider having non-members pay a larger amount than members. Don't forget that there is a \$5 charge for CEU's for non-members when you file them.

Within two (2) weeks of the meeting, thank you letters should be written to speakers and contributors. Pay all authorized obligations for the meeting as soon as possible. Prepare a financial report for the next meeting of the Board of Trustees.

Make the whole experience a positive one. Relax and enjoy the task you have volunteered to do. Never be hesitant to ask any of the OSSMA Officers for assistance on any questions you may have. They will be happy to assist you.

ADVERTISING CONTRACT

This contract is authorization for the Ohio State Society of Medical Assistants to include our advertisement in their publication, THE HELPING HANDS, which is distributed to all their members, physician advisors and advertisers. The advertisement is to be submitted print-ready for the journal, accompanied with a check made payable to OSSMA.

THE HELPING HANDS is published four times each year. Deadline dates are: April 1, July 1, October 1, and January 1. Rates are as follows:

FULL PAGE (8-1/2 X 11)	\$	per issue
	\$	for one year (four issues)
HALF PAGE (8-1/2 X 5-1/2)	\$	per issue
	\$	for one year (four issues)
QUARTER PAGE (4-1/2 X 5-1/2)	\$	per issue
	\$	for one year (four issues)

COMPANY NAME _____

ADDRESS _____

TELEPHONE NUMBER _____ FAX _____

NUMBER OF ISSUES THAT AD WILL RUN _____

AMOUNT ENCLOSED _____

AUTHORIZED BY _____

OFFICIAL POSITION _____

SIGNATURE _____

SEND TO: Chairman, Advertising Committee

INTERNAL USE:

The advertisement is to start with Volume _____, Issue _____, for _____ issues.

OHIO STATE SOCIETY OF MEDICAL ASSISTANTS
CONSENT TO SERVE FORM

NAME OF NOMINEE _____

ADDRESS _____

COMPONENT CHAPTER _____

IS THE NOMINEE AND AAMA MEMBER IN GOOD STANDING? _____

COMPONENT CHAPTER OFFICES HELD _____

LIST THE YEARS ATTENDING OSSMA ANNUAL MEETINGS AS A DELEGATE OR
ALTERNATE DELEGATE:

LIST THE OFFICE THAT THE NOMINATION IS BEING MADE:

LIST THE QUALIFICATIONS AND/OR EXPERIENCE THAT THE NOMINEE POSSESSES
TO FULFILL THE DUTIES OF THE OFFICE THAT THEY ARE BEING NOMINATED:

SIGNATURES:

CONSENT TO SERVE: _____

Nominee

Address

CHAPTER PRESIDENT: _____

(Waived for members-at-large)

OSSMA VOUCHER

NO. _____

PAY TO: _____

OFFICER/COMMITTEE: _____

ADDRESS: _____

EXPLANATION: _____

TOTAL AMOUNT DUE: _____

ATTACH COPIES OF RECEIPTS TO VOUCHER: (Please include any additional explanation for expenses)

(For Treasurer's Use Only)

DATE RECEIVED: _____

CHECK NO.: _____

AMOUNT PAID: _____

Any Additional Comments: _____

GLOSSARY

Association	Refers to the national organization (American Association of Medical Assistants)
Bi-Monthly	Refers to interval of magazine publishing six times per year.
Caption	Description accompanying an illustration or picture to identify it.
Chapter	A local organized group of medical assistants.
Charter (Association)	An official document confirming official membership with the parent association.
Charter (State)	Articles of Incorporation; a legal document issued by the Secretary of State.
Component Chapter	A local organized group of medical assistants.
Constituent Society	A state organization
Credentials	Cards which entitle official delegates to be seated in the Ohio State Society of Medical Assistants' House of Delegates.
Deadline Date	The date of postmarked envelopes.
Quarterly	Refers to interval of magazine publishing four times per year.
Society	Refers to a state organization.
Standing Rules	Motions or resolutions that have been adopted by a majority vote at any regular meeting of the society and remains in force until amended, suspended or rescinded or becomes obsolete because their purpose was accomplished and the situation no longer exists.
Tri-Level Membership	Local, State and National membership in AAMA.

COMPONENT CHAPTERS

1958	Butler, Hamilton, Lucas, Sandusky, Tuscarawas
1959	Cuyahoga, Logan, Montgomery
1960	Ashtabula, Van Wert
1961	Franklin, Licking
1962	Stark, Lorain, Mahoning
1963	Clinton, Summit
1964	Erie
1965	Lawrence
1966	Seneca
1968	Columbiana
1969	Ashland, Medina, Richland
1970	Clark
1973	Stark (reorganized)
1974	Summit (reorganized)
1975	Lake
1977	Knox
1978	Wayne, Fayette, Hancock
1979	Marion
1980	Allen
1981	Miami
1982	Trumbull
1985	Richland (reorganized)
1986	Clark (reorganized)
1987	Ashtabula (reorganized)
1988	Auglaize
1989	Miami (reorganized), Shelby
1991	Southeastern Ohio
1993	Montgomery (reorganized)
1994	Southwest Ohio
1995	Fairfield
1996	Ohio Valley
1998	Athens, Columbiana (reorganized), Lorain (reorganized)
2001	Muskingum, Heartland (Ashland and Richland), Tri-County (Columbiana, Mahoning and Trumbull)

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* Updated 03/27/2009