

VSMA 4th Executive Board Meeting

Richmond, VA

April 5, 2025

Bylaws Report

Changes to the VSMA bylaws – proposal from the VSMA Bylaws Committee

Article VII – Nominations and Elections; Section 5

* Add : The term of office for the Treasurer shall be two (2) years.
  + Rationale – Changing the Treasurer every year is difficult with the bank. This will also allow the Treasurer to become accustomed to the position.
* Remove: There must be a one-year interval, with exception for vacancy of office, before being re-elected to the same office, except for the office of Treasurer; however, that officer is eligible to hold any other office.
  + Rationale – It is becoming more difficult for the VSMA to find members that want to volunteer as an officer. We can revisit in the future if membership does become active.

Article VIII – Duties of officers; Section 2 Vice President

* Remove: The Vice President is responsible for obtaining continuing education units for the VSMA Fall Education Seminar and the VSMA Annual Spring Conference. (See Standing Rule #6)
  + Rationale – There will be a new standing Committee – Continuing Education Committee which will be chaired by the appointed program planner. See duties of the committee below.

Article VIII – Duties of officers; Section 3 Secretary

* Change: Edit Committee to Executive Board.
  + Rationale – the Executive Board reviews all minutes for accuracy before posted to the website by the web master.

Article IX – AAMA House of Delegates; Section 5

* Edit to read: Please refer to Appendix A for the Delegate/ Alternate Delegate Guidelines for a complete list of responsibilities.
  + Rationale: there are a list of events prior to and at the AAMA Annual Conference that need to be attended by the Delegates and Alternate Delegate.

Article X – Executive Board; Section 6

* Change to read: There shall be at least four (4) meetings of the Executive Board yearly. Three (3) will be held at the discretion of the President and all members of the Executive Board with date set thirty (30) days prior to the meeting, unless it is an emergency meeting.
  + Rationale – These changes will not lock a meeting in to a specific month or season and will allow flexibility among the Executive Board members.

Article XIV – Committees; Standing Committees; Section 2 Bylaws

* Edit to read: Shall consist of a chairperson and additional members as needed, who shall propose changes to the VSMA bylaws originating from the committee for the notice to be included in the call for the Annual Meeting.
  + Rationale: Changes mandated by the AAMA to the mandatory sections (society name and affiliation statement, purpose, organizational policy, membership requirements, dues, reciprocity of membership, dissolution, and delegate representation of the AAMA) do not require a vote from the VSMA membership. These areas of mandatory compliance are editorial changes for the state society and do not require prior approval by the society’s legislative body. State society delegates to the AAMA vote on behalf of their state society membership at the AAMA House of Delegates. (Refer to the Sample State Bylaws on the AAMA website).

Article XIV – Committees; Standing Committees; Section 10 Continuing Education

* Recommendation to add Section 10
* Section 10. Continuing Education – Shall consist of the chairperson (the Program Planner) and additional members as needed who shall develop a minimum of two (2) virtual education sessions: arrange speaker(s), obtain continuing education units from AAMA, submit information to Social Media chairperson and web master for announcement to membership. Will assist the Annual Conference chairperson(s) by obtaining continuing education units. Annual Conference chairperson(s) shall submit all required documents to the program planner forty-five days prior to the conference to allow time for continuing education unit approval by the AAMA.

Article XIV – Committees; Special Committees; Section 1 Conference

* Edit to read: Shall consist of a chairperson appointed by the President who will serve a two-year term. The number of members shall be at the discretion of the chairperson. The chairperson shall be a member of the Executive Board. The committee shall plan, organize, prepare, and present the annual conference of this society and shall follow the conference guidelines as set forth by the society. The chairperson will continue to serve on the Executive Board until a final report is received and approved by the Executive Board. The chairperson will submit all required documents to the program planner forty-five days prior to the conference to allow time for continuing education unit approval by the AAMA.
  + Rationale – Add the deadline to submit documentation to program planner for CEU approval.

Article XIV – Committees; Special Committees; Section 2 Community Service

* Remove current Section 2 – Seminar
  + Rational – will now fall under Continuing Education Committee responsibilities
* Edit to read: Section 2. Community Service – Shall plan, organize, prepare, and present to the membership the current years project. The chairperson will work with the Social Media chairperson and Web master to advertise via Facebook and Society website. The chairperson shall submit to the AAMA for the annual EXCEL award.
  + Rationale – shall now be a committee to determine the project and not fall to the President.

Standing rules

* Remove all standing rules except current number five (5)
  + Rationale – standing rule is not needed if approved and in the bylaws.

Add Appendix A – Delegate/ Alternate Delegate guidelines

* + Rationale – document created to state the guidelines for delegate/ alternate delegate (see below)

A white map with red text

AI-generated content may be incorrect.

[**VIRGINIA SOCIETY OF MEDICAL ASSISTANTS**](https://www.vasma.org/)

VSMA appreciates the efforts of those who travel for the organization. Travelers should be comfortable while traveling, understand all travel related policies, and obtain reimbursement quickly. At the same time, it is necessary to keep costs within reasonable limits and to follow consistent reimbursement procedures. Expenses not specifically addressed in these guidelines must be approved by the VSMA Executive Board prior to incurring the expense. The travel policy meets the IRS definition of an “accountable plan”; therefore, your travel reimbursement will not be reported as income. A complete expense reimbursement form is required within 30 days of trip completion.

This policy is intended to address expenses for VSMA delegates to the AAMA national convention.

It is recommended that you take pictures of receipts immediately upon receiving to make it easier to facilitate documentation of funds dispersed or receipts for reimbursement as outlined in this policy. Often times, the budgeted funds are advanced to the delegate. This does not preclude the need for receipts and documentation. Any overpayment must be returned to VSMA within 30 days of completion of travel. As a delegate it is your responsibility to attend all required functions to fulfill your duties. Keep in mind that you represent the VSMA and should do so in a professional manner,

| **Expense Item** | **VSMA Reimburses** | **Notes** |
| --- | --- | --- |
| Registration to event | Yes | Delegates to Convention - Registration receipt  necessary. |
| Airfare | Yes | Roundtrip non-stop/connecting coach airfare, anything over $500 must be preapproved, does not include upgraded seats, travel insurance or more than 1 bag each way.) Receipt necessary. **Driving from your location to the conference requires mileage plus any hotel parking fees will be reimbursed up to the amount of the airfare. Driving a rental care to the conference will be reimbursed up to the among of airfare for the rental only (not gas, mileage, etc.)** |
| Hotel | Yes  ½ of Standard rate | Number of nights to attend full conference/event (usually  1-4 nights). ½ of standard room rate only. If upgrade is desired, participant must print the standard rate along with the upgrade. Participant is responsible for the additional cost to upgrade. Hotel receipt Necessary.  **VSMA will cover nights to accommodate arriving/departing**  **at a reasonable time.** |
| Meal | Yes | Meals not already included with conference. Deduct $10 from allowance if meal was included with conference.  VSMA will not cover alcoholic drink with dinner. Itemized receipts indicating what was ordered are  required in addition to a receipt indicating total paid. **Member will be responsible for extra fees associated with room service. Member will also be responsible for tips above 15%. Maximum $70 per day and itemized receipts required for reimbursement. Per diem includes travel days. Receipts must be presented for reimbursement/documentation.** |
| Transportation | Yes | Ground transportation to/from airport/train/hotel. Taxis, shuttle services, shared-ride services and local public transportation are encouraged for travel to and from airports. Receipt necessary. |
| Parking | Yes | Be mindful of safety when selecting parking options. Conserve as long as it is still safe. Receipt necessary. |
| Mileage | Yes | Roundtrip mileage to/from home or office/airport/conference site will be reimbursed at the prevailing IRS per-mile rate for business  use of personal automobile. Other automobile expenses such as gas, oil, tires, and so on are not reimbursable expenses. Prior approval to use personal automobiles is not required. Reimbursement cannot exceed the total cost of the most economical roundtrip airfare. Travelers must provide a comparative chart of the airfares, using an online travel search engine to show lowest economical non-stop air-fare. |

**IMPORTANT NOTES**

* If you choose to spend a time before or after the conference, any additional hotel, meal, surface transportation and airport parking expense is considered a personal expense and will not be reimbursed. Receipts will be pro-rated.
* Any plans requiring preapproval should be discussed with President or Executive Board before any reservations or commitments are made.
* Cancellations are the traveler’s responsibility to notify either the hotel or the agency with which reservation was made to cancel room reservations. Cancellation deadlines are based on the local time at the destination hotel. Travelers should request and record the cancellation number in case of billing disputes. Travelers will not be reimbursed for “no show” charges. **NOTIFY VSMA PRESIDENT ASAP OF CANCELLATIONS.**
* Process for Reimbursement - All reimbursable expenses should be processed and paid in accordance with the VSMA policy, unless specified otherwise. Members are encouraged to retain copies of records and receipts in the event additional information is requested. In addition, reimbursement request must be submitted within 30 days after event. Request for reimbursement after 30 days of the event may be rejected for payment. Reimbursement will be mailed within 30 business days of receipt of a form completion by VSMA Treasurer. Additional time should be allowed for mail

delivery. Checks will be sent to the address provided on expense reimbursement form.