

STANDING RULES  
ARIZONA SOCIETY OF MEDICAL ASSISTANTS, INC.  
AN AFFILIATE OF THE  
AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

1. Expenses of the Elected State Officers, Parliamentarian and Speaker of the House traveling over thirty (30) miles to the Annual Meeting shall be paid in the amount of one-half (1/2) of expenses excluding the registration fee.
2. Members of the State Board of Directors required to travel over fifty (50) miles to another city to attend State Board meetings shall be given an allowance to cover round-trip actual gas cost. Receipts are to be presented to the Treasurer for payment.
3. The gold-filled Arizona President's pin shall be presented to the President of the Arizona Society at the Annual Meeting and is to be purchased from AAMA by the State Treasurer and the President (2/2/91).
  - A. The Vice-President will be responsible for ordering the Immediate Past President's gold-filled pin from AAMA, Inc. to be presented at the Annual Meeting (this gift is normally a voluntary gift from the current State Board members) (2/2/91)
4. Chapters hosting the Annual Meeting shall receive twenty-five percent (25%) of the net proceeds.
  - A. Chapters hosting the Annual Meeting shall be advanced a sum of money, at the discretion of the Board of Directors.
  - B. The Chapter hosting the Annual Meeting shall have the privilege of first choice of chapter instillation date for that year.
5. If a death occurs in the immediate family of members, a sympathy card will be sent by the State President. A private contribution could be made at the discretions of the Arizona Society members, if further remembrances is desired on a private basis.

6. In the event of a member's death, a donation of Fifteen Dollars (\$15) from the Arizona Society will be made to the Maxine Williams Scholarship Fund with a letter of acknowledgement being sent to the member's immediate family by the State President.
7. The State President will be sent as a representative to the Southwest Region Conference each year as finances permit. If the President is unable to attend, the Vice-President shall attend and then down the chain of command. (6/11/77)
8. A budget will be prepared for the President by the Professional Advancement Committee prior to the first board meeting following the Annual Meeting each year. An advance shall be made toward these expenses semi-annually as the budget permits.
9. The annual meeting will be in February or March of each year. (6/4/85)
10. The outgoing committee chairmen must be present at the first board meeting following the Annual Meeting. The incoming committee chairmen must also be present at this first board meeting.
11. Any expenses for the second alternate will be paid only if one of the Delegates or the first alternate is unable to attend the National Meeting. (11/5/88)
12. The State President will present the gift from the State Society to the National President at the National Convention at her discretion. (11/90)

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