

Illinois Society of Medical Assistants

Bylaws

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ISMA MISSION STATEMENT

The mission of the Illinois Society of Medical Assistants is to unite into one society the medical assistants in the State of Illinois for the purpose of maintaining the current standard of the CMA (AAMA) credential through educational programs. In addition to advance the profession by giving honest, loyal and efficient service to the public and continue to work within the medical community to demonstrate the knowledge and professionalism of the CMA (AAMA).

CMA (AAMA) CORE VALUES

Actively participate in the delivery of quality health care.
Promote patient safety and wellbeing.

Contribute to a positive health care experience for patients.
Demonstrate integrity and respect, and protect patient confidentiality.

Advocate the essential value of certification and continuing education.
Embrace change, growth and learning.

1 **ARTICLE I – NAME**

2 The name of this organization shall be Illinois Society of Medical Assistants, hereafter referred to as this
3 Society (ISMA). It is a constituent society affiliated with the American Association of Medical
4 Assistants, hereafter known as AAMA.
5

6 **ARTICLE II – OBJECTIVE/PURPOSE**

7 The purpose of this Society is to enable medical assisting professionals to enhance and demonstrate the
8 knowledge, skills and professionalism required by employers and patients; protect medical assistants’
9 right to practice; and promote effective, efficient health care delivery through optimal use of multi-
10 skilled Certified Medical Assistants (CMAs).
11

12 **ARTICLE III – ORGANIZATIONAL POLICY**

13 This Society is hereby declared to be nonprofit. It is not, nor shall it ever become, a trade union or
14 collective bargaining agency. No person otherwise qualified for membership in this Society will be
15 denied membership. No person who attends or participates in the activities of organizations whose
16 purpose is to overthrow the Government of the United States by force or violence may become a
17 member of this Society.
18

19 **ARTICLE IV – MEMBERSHIP**

20 **Section 1. Classes**

21 There shall be eight (8) classes of membership on the society level: active, sustaining, associate, student,
22 affiliate, member-at-large, honorary and life.

- 23 A. Membership in a component Chapter, a constituent Society and AAMA shall be required (except
24 for honorary members) unless there is no component Chapter in the area.
- 25 B. No other membership or quasi-membership class shall be permitted by this Society or a
26 component Chapter of this Society.
- 27 C. An individual, other than a life or honorary member, may not belong to a component Chapter
28 without also belonging to this Society and AAMA.
29

30 **Section 2. Qualifications**

- 31 A. Active – An active member shall be one of the following:
 - 32 1. A CMA (AAMA) holding a current credential status and whose CMA (AAMA) credential
33 has not been revoked as provided by the AAMA Certifying Board and Disciplinary
34 Standards and Procedures for the AMA (AAMA).
 - 35 2. Anyone who was an active member on December 31, 1987, and who has never been a CMA
36 (AAMA) and who has maintained continuous Active membership. Continuous Active
37 membership shall be defined as having dues postmarked or submitted electronically to the
38 AAMA Executive Office by December 31. (The controlling time is that of sending, not that
39 of receiving.)
- 40 B. Sustaining – Anyone who has been an active or associate member for at least two (2) years who
41 has retired from medical assisting is eligible for sustaining membership. This membership shall
42 be forfeited if not renewed annually.

- 1 C. Associate – An associate member shall be a medical assistant who is not yet an AAMA Certified
2 Medical Assistant (CMA) and who does not fall under any other category.
- 3 D. Student – A Student member:
4 1. Shall be enrolled in a medical assisting program.
5 2. May choose a two (2) year student membership term or a one (1) year student membership
6 term.
7 i. After a two (2) year student membership term, the member is eligible only for either
8 associate membership or active membership (if the member meets the active
9 membership requirements).
10 ii. After a one (1) year student membership term, the member is eligible for a second
11 year of student membership as long as the member renews during the member’s one
12 (1) year student membership. After the second year of student membership, the
13 member is then eligible only for either associate membership or active membership
14 (if the member meets the active membership requirements).
15 iii. No member is eligible for more than a total of two (2) consecutive years of student
16 membership.
- 17 E. Affiliate – An affiliate member shall be one who is not eligible for another category of
18 membership but who is interested in the profession of medical assisting.
- 19 F. Honorary – An honorary member shall be one who is not eligible for active membership but has
20 made outstanding contributions to the advancement of medical assisting and/or this Society.
21 Honorary membership in a constituent Society does not transfer to the National level.
- 22 G. Life – A life member shall be an active member who has had life membership designated by the
23 Board of Trustees as outlined in the Policy Manual. Life membership in a constituent Society
24 does not transfer to the National level. To maintain active life member with full privileges as
25 listed in Section 3. A, AAMA membership dues must remain current. If AAMA dues are not
26 current, the Life member will lose the status of active and voting privileges at ISMA meetings.
- 27 H. Member-at-Large – A member-at-large is one who meets the qualifications of active, life,
28 sustaining, associate, student, honorary and affiliate except that a component Chapter does not
29 exist in the area of residence. Such a member shall pay only state and national dues.
30

31 Additionally, to submit a nomination for national honorary or national life membership, this Society
32 will submit the nomination with the supporting documentation to the AAMA Board of Trustees in
33 accordance with the AAMA Bylaws, Article VI Membership, Section 2 Qualifications, B Life or G
34 Honorary.

35 **Section 3. Privileges**

- 36 A. Active, Life, Sustaining, Associate and Member-at-Large members are able to serve as an
37 officer, committee chair and has a right to vote at the General Assembly, with the following
38 exception:
39 1. Only Active or AAMA Life members may serve as AAMA Delegates to the AAMA House
40 of Delegates.
41 B. Student members may not vote, hold office or chair a committee.
42 C. Honorary members may not vote, hold office or chair a committee.
43

1 D. Affiliate members may not vote, hold office or chair a committee.

2
3 **ARTICLE V – DUES**

4 **Section 1.** Annual State dues for all classes of members shall be fixed by the General Assembly
5 upon recommendation by the Executive Board. Dues shall become due and payable November 1 and
6 shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Office by
7 December 31. (The controlling time is that of sending, not that of receiving.)

8 A. Full dues will be assessed for active, associate and affiliate members.

9 B. One-half dues will be assessed for sustaining members.

10 C. Dues will be assessed for student members.

11 D. Life and honorary members shall not be required to pay state dues.

12
13 **Section 2.** Dues for a new member joining on or after September 1 shall be credited to the following
14 year.

15
16 **Section 3.** To serve as an officer, trustee, or as an AAMA Delegate at the annual meeting of the
17 AAMA, dues must be postmarked or submitted electronically to the AAMA Executive Office by
18 December 31. (The controlling time is that of sending, not that of receiving.) Officers and trustees must
19 maintain current membership during their terms of office.

20
21 **Section 4.** Constituent societies shall offer reciprocity to members transferring from another state.
22 The transferring member shall present proof of AAMA membership.

23
24 **Section 5.** Membership belongs to the individual and shall be nonrefundable and nontransferable.

25
26 **ARTICLE VI – EXECUTIVE BOARD**

27 **Section 1.** There shall be an Executive Board composed of the ISMA elected and Non-Elected
28 officers (see Article VII), Immediate Past President, one (1) Chapter Representative from each
29 component Chapter (appointed by the Chapter), Board of Trustees (BOT) Chair, Chaplain and the
30 Parliamentary Advisor. All have the right to ballot and voice vote, with the exception of:

31 a. The Parliamentary Advisor, who only has a ballot vote.

32 b. The Chaplain, who does not have a vote, unless also holds another position on the Board with
33 voting power.

34 c. Any Chapter Representative or the BOT Chair who serves in an ISMA Officer position on
35 the Board shall be entitled to two (2) votes.

36
37 **Section 2.** The Executive Board shall, by majority vote of its members, have full authority to act for
38 and on behalf of the General Assembly whenever the business of this Society demands prompt action
39 between Annual Meetings.

40
41 **Section 3.** The President shall act as Chair of the Executive Board. Meetings shall be held in the
42 Fall, Winter and can be called at any time by the chair or any ten (10) voting members of the board. All

1 members must be notified of such meeting. Any meeting called shall not conflict with the AAMA
2 Annual Meeting.

3
4 **Section 4.** Quorum of the Executive Board will be met if a minimum of nine (9) ballot votes can be
5 cast. There shall be no proxy voting.

6
7 **Section 5.** An alternate Chapter Representative will be recognized by the Board as designated in the
8 Policy Manual.

9
10 **Section 6.** In the event of a vacancy in any office not provided for elsewhere in these Bylaws, the
11 Executive Board shall appoint a member to serve the unexpired term. They shall meet the qualifications
12 prescribed.

13 **ARTICLE VII – OFFICERS**

14 **Section 1.** Elected officers shall be as follows: Vice President, Speaker of the General Assembly,
15 Vice Speaker of the General Assembly, Secretary and Treasurer.

16
17 **Section 2.** Non-elected Officers: President and Immediate Past President. The President shall be
18 elected only if the Vice President relinquishes her/his right to assume the Presidency at the time of
19 election of Officers and the current President declines to continue as President.

20
21 **Section 3.** Parliamentary Advisor and Chaplain will be appointed by the President.

22 **Section 4. Qualifications and Eligibility**

23
24 **A.** To be a candidate for Vice President, the member shall:

- 25 i. Be an active, sustaining, associate or active ISMA life member.
- 26 ii. Have attended four (4) of the six (6) business meetings as a voting member for the term
27 immediately preceding nomination.
- 28 iii. Have served as a Chapter President of this Society.
- 29 iv. Have served as Chair of a Committee of this Society and fulfilled the duties and
30 responsibilities of said committee.
- 31 v. Be currently active in their Chapter.

32 **B.** To be a candidate for a state elected officer, the member shall:

- 33 i. Be an active, sustaining, associate or active ISMA life member.
- 34 ii. Have attended four (4) of the six (6) business meetings of this Society as a voting
35 member for the term immediately preceding nomination.
- 36 iii. Have served as a Chapter Officer of this Society and currently active in their Chapter.
- 37 iv. Have served on a Committee of this Society or served as an appointed Chapter
38 Representative to the Executive Board for two (2) years and have fulfilled the duties and
39 responsibilities of position held.

40
41 **C.** No member may run for an elected office if dues are not considered current by the Executive
42 Office of the AAMA. (See example in Article X, Section II.)

1 **Section 5 Term and Vacancy in Office.**

- 2 A. The term of office for all elected and appointed officers shall be two (2) years or until their
3 successors are elected and/or appointed and have assumed the office.
4 a. The exception shall be the office of Treasurer, whose term shall be unlimited.
5 B. Vacancy in the office of President shall be filled by the Vice President.
6 C. In the event of vacancy in the office of Vice President, the office shall remain vacant until the
7 next annual meeting when a Vice President shall be elected by the General Assembly.
8 D. When a Vice President assumes the office of President under the conditions of vacancy, she/he
9 will remain in the President’s position for the remaining unfulfilled term. She/He will remain as
10 President for her/his full term after completing the unfulfilled term of the vacancy, unless she/he
11 requests a replacement.
12 E. A vacancy in an appointed office shall be filled by the President appointing a successor. A
13 vacancy in an elected office shall be filled by the Executive Board within sixty (60) days.
14

15 **Section 6. Duties of Officers**

- 16 A. Officers shall perform such duties as are implied by their respective offices consistent with
17 standard parliamentary procedures and/or as required by law.
18 B. Specific duties are enumerated in the Policy Manual.
19

20 **ARTICLE VIII – COMMITTEES**

21 **Section 1.** There shall be the following committees: Standing and Special.
22

23 **Section 2.** Standing Committees shall be: Archives, Audit, Bylaws, Conference, Finance,
24 Membership, Minutes Editing, Nominating, Policy Manual, Public Affairs, Strategic Planning,
25 Symposium, Way & Means, Website & Marketing. Refer to the Policy Manual for specific duties.
26

27 **Section 3.** Special Committees are appointed by the President for a special function or task and will
28 remain active until their function is complete and/or they are dissolved upon the completion of their
29 responsibility.
30

31 **ARTICLE IX – BOARD OF TRUSTEES**

32 **Section 1.** The Board of Trustees shall consist of any past President whose dues are paid as of
33 December 31 of the previous year and the current President of this Society. The current President of this
34 Society can attend and have a voice but no vote, unless has served as a Past ISMA President.
35

36 **Section 2.** The Chair of the BOT will be elected by the members of the BOT at the Annual Meeting
37 in April.

38 **Section 3.** The duties of the Board shall be as delineated in the Policy Manual.
39

40 **ARTICLE X – GENERAL ASSEMBLY**

41 **Section 1.** The governing body of this Society shall be the General Assembly which shall have the
42 authority to; determine the policies of this Society, the power to amend the Bylaws, act upon such

1 business as may be presented, and conduct the election of ISMA Officers and Delegates to the AAMA
2 House of Delegates.

3
4 **Section 2.** The voting body of the General Assembly shall be the ACTIVE, ASSOCIATE,
5 SUSTAINING and LIFE members of this Society, with exception of the acting Parliamentary Advisor.
6 The Parliamentary Advisor is eligible to vote in all ballot votes only. No member may vote if dues have
7 not been paid by December 31 to the Executive Office of the AAMA the year prior to the General
8 Assembly. (Example: For the General Assembly for 2014, dues must be paid by 12/31/2013.)
9

10 **Section 3.** The attendance of twenty (20) voting members of the General Assembly, which shall
11 include four (4) Officers, shall constitute a quorum.
12

13 **Section 4.** The General Assembly shall be held during the Annual Meeting of this Society, which is
14 held in the month of April.
15

16 **Section 5.** The Speaker of the General Assembly and the Vice Speaker of the General Assembly
17 shall preside over the General Assembly.
18

19 **Section 6.** The Speaker of the General Assembly shall appoint such General Assembly committees
20 as are necessary to conduct the business of the General Assembly. Refer to the Policy Manual under
21 General Assembly regarding appointments of reference committees, timekeeper, minutes review,
22 credentials chair and pages.
23

24 **ARTICLE XI – NOMINATIONS AND ELECTIONS**

25 **Section 1.** Nominations for elected officers with their qualifications and written consent to serve
26 shall be submitted to the chair of the Nominating Committee.
27

28 **Section 2.** Nominations may be made from the floor. These nominations shall be placed on the
29 ballot if;

- 30 1. The candidate(s) have met the qualifications of the office/position nominated for, as set forth
31 in these Bylaws, with approval of the Nominating Committee.
- 32 2. The candidate(s) has agreed to the nomination and signed a written consent to serve and
33 submitted to the Nominations Chair twenty-four (24) hours in advance to verify credentials.
34

35 **Section 3.** Election of officers shall be held during the session of the General Assembly at the
36 annual meeting.
37

38 **Section 4.** Officer elections shall be in ballot form with the exception where there is only one
39 candidate per office; in such cases, a voice vote may be taken. When a written ballot is necessary, the
40 candidate receiving a majority of votes cast for each office will be elected.
41

42 **Section 5.** Election of AAMA Delegate(s) shall be in ballot form. The candidate's election will be
43 based on vote count; the candidates will be elected based on the highest vote count. The exception to a

1 ballot form shall be when the number of candidates is equal to the number needed based on the AAMA
2 count.

3
4 **Section 6.** The regular term of office shall commence upon the adjournment of the General
5 Assembly, with the exception of the Treasurer, which will have up to a thirty (30) day transition period.

6 7 **ARTICLE XII – COMPONENT CHAPTERS**

8 **Section 1.** Any Illinois area may organize local medical assistant groups, called component
9 Chapters, if they comprise and maintain membership of not less than three active/associate members and
10 are approved by the Executive Board of this Society. New Chapters will be presented at the Annual
11 Meeting.

12
13 **Section 2.** Organization of a Component Chapter shall be as delineated in the Policy Manual.

14 15 **ARTICLE XIII – AAMA HOUSE OF DELEGATES**

16 **Section 1.**

- 17 A. *Delegates shall be active or AAMA Life members whose membership has not been revoked, as*
18 *delineated in Article VI, Section 4 of the AAMA Bylaws.*
19 B. *The number of delegates shall be determined by the constituent society's total active and*
20 *associate membership of the membership year prior to the date on which names of delegates*
21 *shall be submitted to the Speaker of the House.*
22 C. *Delegates shall be elected to serve for one year from the opening of the House of Delegates for*
23 *the year elected until the opening of the House of Delegates the following year.*
24 D. *The names of delegates shall be submitted to the Executive Director, the Speaker of the House of*
25 *Delegates, and the Vice Speaker of the House of Delegates at least 90 days prior to the Annual*
26 *Meeting of the House of Delegates.*

27 28 **ARTICLE XIV – AUTHORITY**

29 **Section 1.** The Bylaws of the AAMA shall supersede the Bylaws of this Society. In the event of
30 conflict, the Bylaws of AAMA shall take precedence.

31
32 **Section 2.** The rules contained in *Robert's Rules of Order, Newly Revised*, most current edition shall
33 govern this Society in all cases to which they are applicable.

34 35 **ARTICLE XV – AMENDMENTS**

36 **Section 1.** These Bylaws may be amended by a two-thirds (2/3) vote at any Annual Meeting of the
37 General Assembly provided that the proposed amendments shall have been submitted in writing or
38 available in electronic format to all ISMA members, no later than fifteen (15) days prior to the meeting
39 at which they will be considered.

40
41 **Section 2.** These Bylaws may be amended at the Annual Meeting of the General Assembly without
42 previous notice by a unanimous vote of the voting body.

1 **Section 3.** Constituent Society Bylaws must be in strict conformity with the mandated sections of
2 the AAMA Bylaws. Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership,
3 Delegates/Alternates representation to the AAMA House of Delegates, Dissolution. It will be the
4 responsibility of the AAMA to notify constituent societies of any changes in those mandated bylaws. It
5 will be the responsibility of the constituent societies to make the mandated changes with copies of the
6 revised bylaws returned to AAMA within thirty (30) days of notification. Any action taken by a state
7 society that is inconsistent with such mandated language shall immediately be null and void and of no
8 effect.

9
10 **ARTICLE XVI – DISSOLUTION**

11 **Section 1.** In the event of the dissolution of this Society, none of the assets shall be distributed to
12 any member. Assets will be transferred to a medical or charitable institution or project which has been
13 approved and designated by the majority of the members attending a special meeting called for the
14 purpose of dissolution.

15
16 **Section 2.** The President shall notify the AAMA Executive Office of its dissolution within ten (10)
17 days of the meeting at which dissolution is approved by this Society’s membership. In the event the
18 President is unable to fulfill these duties, the Vice President will assume the duties.

19
20 **Section 3.** It shall be the responsibility of the President and the Treasurer to complete all necessary
21 federal and state forms upon dissolution. Copies of those forms will be sent to the AAMA Executive
22 Office. No funds are to be distributed to any member or office of the Illinois Society of Medical
23 Assistants. After all liabilities are paid, any remaining funds are to be donated to a charitable
24 organization.

APPENDIX A

CODE OF ETHICS

The Code of Ethics of the American Association of Medical Assistants, Inc. and the Illinois Society of Medical Assistants shall set forth principles of ethical and moral conduct as they relate to the medical profession and the practice of medical assisting.

Members of the AAMA and ISMA dedicated to the conscientious pursuit of their profession, and desiring to merit high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- A. Render service with full respect for the dignity of humanity;
- B. Respect confidential information obtained through employment unless legally authorized through employment or required by responsible performance of duty to divulge such information;
- C. Uphold the honor and high principles of the profession and accept its disciplines;
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues;
- E. Participate in additional service activities aimed toward improving the health and wellbeing of the community.

CREED

I believe in the principles and purposes of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted in me.

I am dedicated to the care and well-being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.