

Illinois Society of Medical Assistants

Bylaws & Standing Rules

This document to be used in conjunction with the Policy Manual of this Society.

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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.

ARTICLE I – NAME

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

ARTICLE II – OBJECTIVE / PURPOSE

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

ARTICLE III – ORGANIZATIONAL POLICY

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

ARTICLE IV – MEMBERSHIP

Section 1. Classes

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

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

Section 2. Qualifications

- A. Active – An active member shall be one of the following:
 1. A credentialed medical assistant holding current status through a National Commission for Certifying Agencies (NCCA) – accredited certification program and whose credential has not been revoked as provided by the respective credentialing body.
 2. Anyone who was an active member on December 31, 1987, and who has never been a CMA (AAMA) and who has maintained continuous active membership. Continuous active membership shall be defined as having dues postmarked or submitted electronically to the AAMA Executive Office by December 31st. (The controlling time is that of sending, not that of receiving.)
- B. Sustaining – Anyone who has been an active or associate member for at least two (2) years who has retired from medical assisting is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- C. Associate – An associate member shall be a medical assistant who is not yet an AAMA Certified Medical Assistant (CMA) and who does not fall under any other category.
- D. Student – A student member:
 - a. Shall be enrolled in a medical assistant program.

- b. May choose a two (2) year student membership term or a one (1) year student membership term.
 - i. After a two (2) year student membership term, the member is eligible only for either associate membership or active membership (if the member meets the active membership requirements).
 - ii. After a one (1) year student membership term, the member is eligible for a second year of student membership. After the second year of student membership, the member is then eligible only for either associate or active membership (if the member meets the active membership requirement).
 - iii. No member is eligible for more than a total of two (2) consecutive years of student membership.
- E. 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.
- F. Honorary – An honorary member shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assisting and/or this Society. Honorary membership is a constituent Society does not transfer to the National level.
- G. Life – A life member shall be an active member who has had life membership designated by the Board of Trustees as outlined in the Policy Manual. Life membership is a constituent Society does not transfer to the National level. To maintain active life member with full privileges as listed in Section 3. An AAMA membership dues must remain current. If AAMA dues are not current, the life member will lose the status of active and voting privileges at ISMA meeting.
- H. Member-at-Large – A member-at-large is one who meets the qualifications of active, life, sustaining, associate, student, honorary and affiliate membership classes except that a component Chapter does not exist in the area of residence. Such a member shall pay only state and national dues.

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

Section 3. Privileges

- A. Active, Life, Sustaining, Associate, and Member-at-large members are able to serve as an officer, committee chair and has a right to vote at the General Assembly, with the following exceptions:
 - 1. Only Active and AAMA Life members may serve as ISMA Delegates to the AAMA House of Delegates.
- B. Student members may not vote, hold office, or chair a committee.
- C. Honorary members may not vote, hold office, or chair a committee.
- D. Affiliate members may not vote, hold office, or chair a committee.

ARTICLE V – DUES

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

- A. Full dues will be assessed for active, associate and affiliate members.
- B. One-half dues will be assessed for sustaining members.
- C. Dues will be assessed for student members.
- D. Life and Honorary members shall not be required to pay state dues.

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

Section 3. To serve and continue to serve as an officer or as an ISMA Delegate at the annual meeting of the AAMA, dues must be postmarked or submitted electronically to the AAMA Executive Office by December 31st for each year in office. (The controlling time be that of sending, not that of receiving.) Delegates and Officers must maintain current membership during their terms of office.

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

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

ARTICLE VI – EXECUTIVE BOARD

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

- A. The Parliamentary Advisor, who only has a ballot vote,
- B. The Chaplain, who does not have a vote, unless also holds another position on the Board with voting power.
- C. Any Chapter Representative or the BOT Chair who serves in an ISMA Officer position on the Board shall be entitled to two (2) votes.

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

Section 3. The President shall act as Chair of the Executive Board. Meetings shall be held in the first quarter and the fourth quarter of each year and can be called at any time by the Chair or any five (5) voting members of the Board. (Quarters are designated as follows: first: January-March; second: April-June; second: July-September; forth: October-December.) All members must be notified of such a meeting. Any meeting called shall not conflict with the AAMA Annual meeting.

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

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

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

ARTICLE VII – OFFICERS

Section 1. Elected Officers shall be as follows: Vice President, Secretary, Treasurer, Speaker of the General Assembly, Vice Speaker of the General Assembly.

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

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

Section 4. Qualifications and Eligibility

- A. To be a candidate for Vice president, the member shall:
1. Be an active, sustaining, associate or active ISMA Life member.
 2. Have attended eighty percent (80%) – (Rounded to the nearest whole number) of the meetings held as a voting member for the term immediately preceding nomination.
 3. Have served as a Chapter President of this Society.
 4. Have served as Chair of a Committee of this Society and fulfilled the duties and responsibilities of said committee.
 5. Be currently active in their Chapter.
 6. Have attended the previous year's General Assembly and one (1) other General Assembly in the previous three (3) years.
- B. To be a candidate for a state elected officer, the member shall:
1. Be an active, sustaining, associate or active ISMA Life member.
 2. Have attended eighty percent (80%) – (Rounded to the nearest whole number) of the meetings held as a voting member for the term immediately preceding nomination.
 3. Have served as a Chapter Officer of this Society and currently active in their Chapter.
 4. Have served on a Committee of this Society or served as an appointed Chapter Representative to the Executive Board for two (2) years and have fulfilled the duties and responsibilities of the position held.
- C. No member may run for an elected office if dues are not considered current by the Executive Office of the AAMA, (See example in Article X, Section II.)

Section 5. Terms and Vacancy in Office

- A. The term of office for all elected and appointed officers shall be two (2) years or until their successors are elected and/or appointed and have assumed the office.
- a. The exception shall be the office of Treasurer, whose term shall be unlimited.
- B. Vacancy in the office of President shall be filled by the Vice President.
- C. In the event of vacancy in the office of Vice President, the office shall remain vacant until the next annual meeting when a Vice President shall be elected by the General Assembly.
- D. When a Vice President assumes the office of President under the conditions of vacancy, she/he will remain in the President's position for the remaining unfulfilled term. She/He will

- remain as President for her/his term after completing the unfulfilled term of the vacancy unless she/he requests a replacement.
- E. A vacancy in an appointed office shall be filled by the President appointing a successor. A vacancy in an elected office shall be filled by the Executive Board within sixty (60) days.
 - F. An elected or appointed officer who fails to perform the required duties shall be requested to resign by a two-thirds (2/3) vote of the Executive Board.
 - G. An elected or appointed officer who does not pay dues by December 31st for each year in office shall be deemed to have resigned from office.

Section 6. Duties of Officers

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

ARTICLE VIII – COMMITTEES

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

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

Section 3. Special Committees are appointed by the President for a special function or task and will remain active until their function is complete and/or they are dissolved upon the completions of their responsibility,

Article IX – BOARD OF TRUSTEES (BOT)

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

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

Section 3. The duties of the BOT shall be as delineated in the Policy Manual.

ARTICLE X – GENERAL ASSEMBLY

Section 1. The governing body of this Society shall be the General Assembly which shall have the authority to; determine the policies of this Society, the power to amend the Bylaws, act upon such business as may be presented, and conduct the election of ISMA Officers and Delegates to the AAMA House of Delegates.

Section 2. The voting body of the General Assembly shall be the ACTIVE, ASSOCIATE, SUSTAINING and LIFE members of this Society, with the exception of the acting Parliamentary Advisor. The Parliamentary Advisor is eligible to vote on all ballot votes only, provided they are a

member of this Society. Any member of the above listed membership classes whose dues are paid by March 1st of the current year will have the right to vote.

Section 3. A quorum shall be two percent (2%) of this Society's membership based on the membership numbers provided by the AAMA as of March 1st of the current year. The total number shall include at least four (4) Officers of this Society. The Credentials Chair should obtain the membership list.

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

Section 5. The Speaker of the General Assembly and the Vice Speaker of the General Assembly shall preside over the General Assembly.

Section 6. The Speaker of the General Assembly shall appoint such General Assembly committees as are necessary to conduct the business of the General Assembly. Refer to the Policy Manual under General Assembly regarding appointments for timekeeper, credentials chair, tellers and pages.

ARTICLE XI – NOMINATIONS AND ELECTIONS

Section 1. Nominations for elected officers with their qualification and written consent to serve shall be submitted to the Chair of the Nominating Committee.

Section 2. Nominations may be made from the floor if:

- i. The candidate has met the qualifications of the office/position as set forth in these Bylaws, with the approval of the Nominating Committee.
- ii. The candidate has agreed to the nomination, signed the Consent to Serve form, the Nominations form and submitted the forms to the Nominating Chair forty-eight (48) hours prior to the opening of the General Assembly, to verify credentials.

Section 3. Election of officers shall be held during the General Assembly at the Annual Meeting.

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

Section 5. Election of ISMA Delegate(s) to the AAMA House of Delegates shall be in ballot form. The candidate's election will be based on vote count; the candidates will be elected based on the highest vote count. The exception to a ballot form shall be when the number of candidates is equal to the number needed based on the AAMA count.

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

ARTICLE XII – COMPONENT CHAPTERS

Section 1. Any Illinois area may organize local medical assistant groups, called component Chapters, if they comprise and maintain membership of not less than three (3) active/associate members and are approved by the Executive Board of this Society. New Chapters will be presented at the Annual Meeting.

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

ARTICLE XIII – AAMA HOUSE OF DELEGATES

Section 1.

- A. *Delegates shall be active or AAMA National Life members whose membership has not been revoked, as delineated in Article VI, Section 4 of the AAMA Bylaws.*
- B. *The number of delegates shall be determined by the constituent society's total active and associate membership of the membership year prior to the date on which names of delegates shall be submitted to the Speaker of the House.*
- C. *Delegates shall be elected to serve from the opening of the House of Delegates for the year elected until the next convening of the House of Delegates.*
- D. *The names of delegates shall be submitted to the Executive Director, the Speaker of the House of Delegates, and the Vice Speaker of the House of Delegates at least ninety (90) days prior to the Annual Meeting of the House of Delegates.*

ARTICLE XIV – AUTHORITY

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

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

ARTICLE XV – AMENDMENTS

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

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

Section 3. Constituent Society Bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws. Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternate representation to the AAMA House of Delegates. It will be the responsibility of the AAMA to notify constituent societies of any changes in those mandated bylaws. It will be the responsibility of the constituent societies to make the mandated changes with copies of the revised bylaws returned to AAMA within thirty (30) days of notification. Constituent Societies not in conformity with the mandated sections of the AAMA Bylaws thirty (30) days prior to the AAMA House of Delegates shall not be allowed Delegates representation at the AAMA House of Delegates. Any action taken by a state society that is inconsistent with such mandated language shall immediately be null and void and of no effect.

ARTICLE XVI – DISSOLUTION

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

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

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

Standing Rules

1. Standing Rules can be changed at any Executive Board meeting or General Assembly by a majority vote.
2. General Assembly
 - a. All attendees shall wear their badges to all session and be seated in the section reserved for them.
 - b. The voting body of the General Assembly shall be all active, life, sustaining, associate and members-at-large of the Illinois Society of Medical Assistants.
 - c. Attendees to the General Assembly should be in their seats at least fifteen (15) minutes before the scheduled time.
 - d. A member wishing to speak shall rise, go to the microphone, address the Chair, and give her/his name and Chapter.
 - i. No attendee shall speak more than twice on a question. The second being granted only after every other attendee who desires the floor for the first time has spoken.
 - ii. Speakers shall be limited to two (2) minutes at the microphone for each time she/he is acknowledged by the Chair.
 - e. All motions should be written, signed by the mover, and given to the Speaker of the General Assembly before the close of the session at which they are made.
 - f. For a motion to pass (per Robert's Rules of Order); with exception of Bylaws amendments:
 - i. Without prior written notice – 2/3 vote is needed.
 - ii. With prior written notice – majority vote is needed.
 - g. For Bylaws amendment motion to pass (per Bylaws):
 - i. With prior written notice – 2/3 vote is needed.
 - ii. Without prior written notice – unanimous vote is needed.
 - h. The Conference SURPLUS FUNDS are to be equally divided between the Illinois Society and the hosting Chapter(s). These SURPLUS FUNDS are to be placed into the General Fund.
3. For a motion to pass (per Robert's Rules of Order) at all meetings other than the General Assembly. Note: Bylaws cannot be changed except at the General Assembly.
4. All state officers shall keep the President advised of their activities by sending copies of all correspondence.
5. A meeting between outgoing and incoming officers and committee chairs shall be held prior to the end of the conference to exchange reference materials.
6. An Expense Report and Reimbursement Request must be completed and submitted with receipts to the Treasurer before ANY reimbursements can be made. These will be kept by the Treasurer for audit purposes.
 - a. A separate request is needed for each office or committee for which a member is submitting a request for reimbursement.
 - b. All requests should be turned in within sixty (60) days following the use of the funds, if possible.
7. An Executive Board Meeting shall be held in conjunction with the Symposium.
8. Any member may attend Executive Board meetings at their own expense.
9. Officers and committee chairs must obtain permission from the Executive Board before exceeding the budgeted amount approved at the General Assembly.

10. The Annual Symposium's SURPLUS FUNDS are to be equally divided with the Illinois Society and the hosting chapter(s). Money made from a raffle at a Symposium shall be kept by the hosting chapter(s).
11. Illinois Society delegates attending the AAMA Annual Meeting are to receive monies as outlined in the Policy Manual under AAMA National Conference Delegates Guidelines.
12. The name, address and phone number of each officer is to be forwarded to the Treasurer, as the Registered Agent, by the incoming ISMA President as well as any updates received through her/his Presidential term.
13. Any member can contact the AAMA to change their Chapter affiliation.
14. Conference registration fees for members shall not exceed \$150 and Symposium registration fees shall not exceed \$100, to be determined by the hosting chapter. Non-Member fees to be determined by the hosting chapter.
15. Any member who receives word of illness or death of an ISMA member or ISMA member's loved one may notify the President. The President shall notify the ISMA Officers and other members as deemed necessary.
16. The ISMA will donate \$100 annually to the Maxine Williams Scholarship Fund in memory of deceased ISMA members and their deceased loved ones if funds are available.
17. The ISMA will donate \$100 annually to the AAMA Education Fund if funds are available.
18. Life Members who pay ISMA state dues to AAMA can request reimbursement from ISMA. A Reimbursement Request Form and proof of payment must be submitted to the Treasurer.