

Illinois Society of Medical Assistants

# Bylaws

1	TABLE OF CONTENTS	
2		
3	Mission Statement .....	3
4	CMA (AAMA) Core Values .....	3
5	Article I – Name .....	4
6	Article II – Objectives/Purpose .....	4
7	Article III – Organizational Policy .....	4
8	Article IV – Membership .....	4
9	Article V – Dues .....	6
10	Article VI – Executive Board .....	6
11	Article VII – Officers .....	7
12	Article VIII – Committees .....	8
13	Article IX – Board of Trustees .....	8
14	Article X – General Assembly .....	9
15	Article XI – Nominations and Elections .....	9
16	Article XII – Component Chapters .....	10
17	Article XIII – AAMA House of Delegates .....	10
18	Article XIV – Authority .....	10
19	Article XV – Amendments .....	10
20	Article XVI – Dissolution .....	11
21	Appendix A	
22	Code of Ethics .....	12
23	Creed .....	12
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43

**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 and continue to serve as an officer, trustee, or as an AAMA Delegate or  
17 Alternate Delegate at the annual meeting of the AAMA, dues must be postmarked or submitted  
18 electronically to the AAMA Executive Office by December 31 for each year in office (the controlling  
19 time is that of sending, not that of receiving.) Delegates, Alternate Delegates, Officers and trustees must  
20 maintain current membership during their terms of office.

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

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

26  
27 **ARTICLE VI – EXECUTIVE BOARD**

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

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

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

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

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

41  
42 **Section 3.** The President shall act as Chair of the Executive Board. Meetings shall be held in the  
43 first quarter and fourth quarter of each year can be called at any time by the chair or any ten (10) voting

1 members of the board. (Quarters are designated as follows: first: January-March; second: April-June;  
2 third: July-September; fourth: October-December.) All members must be notified of such meeting. Any  
3 meeting called shall not conflict with the AAMA Annual Meeting.

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

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

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

## 14 **ARTICLE VII – OFFICERS**

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

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

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

### 23 **Section 4. Qualifications and Eligibility**

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

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

33  
34 B. To be a candidate for a state elected officer, the member shall:

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

42 C. No member may run for an elected office if dues are not considered current by the Executive  
43 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 F. An elected or appointed officer who fails to perform the required duties shall be requested to  
15 resign by a two-thirds vote of the Executive Board.  
16 G. An elected or appointed officer who does not pay dues by December 31<sup>st</sup> for each year in office  
17 shall be deemed to have resigned from office.  
18

19 **Section 6. Duties of Officers**

- 20 A. Officers shall perform such duties as are implied by their respective offices consistent with  
21 standard parliamentary procedures and/or as required by law.  
22 B. Specific duties are enumerated in the Policy Manual.  
23

24 **ARTICLE VIII – COMMITTEES**

25 **Section 1.** There shall be the following committees: Standing and Special.  
26

27 **Section 2.** Standing Committees shall be: Archives, Audit, Bylaws, Conference, Finance,  
28 Membership, Minutes Editing, Nominating, Policy Manual, Public Affairs, Strategic Planning,  
29 Symposium, Way & Means, Website & Marketing. Refer to the Policy Manual for specific duties.  
30

31 **Section 3.** Special Committees are appointed by the President for a special function or task and will  
32 remain active until their function is complete and/or they are dissolved upon the completion of their  
33 responsibility.  
34

35 **ARTICLE IX – BOARD OF TRUSTEES**

36 **Section 1.** The Board of Trustees shall consist of any past President whose dues are paid as of  
37 December 31 of the previous year and the current President of this Society. The current President of this  
38 Society can attend and have a voice but no vote, unless has served as a Past ISMA President.  
39

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

42 **Section 3.** The duties of the Board shall be as delineated in the Policy Manual.  
43



1 **ARTICLE X – GENERAL ASSEMBLY**

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

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

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

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

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

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

26  
27 **ARTICLE XI – NOMINATIONS AND ELECTIONS**

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

30  
31 **Section 2.** Nominations may be made from the floor. These nominations shall be placed on the  
32 ballot if;

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

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

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

1 **Section 5.** Election of AAMA Delegate(s) shall be in ballot form. The candidate’s election will be  
2 based on vote count; the candidates will be elected based on the highest vote count. The exception to a  
3 ballot form shall be when the number of candidates is equal to the number needed based on the AAMA  
4 count.

5  
6 **Section 6.** The regular term of office shall commence upon the adjournment of the General  
7 Assembly, with the exception of the Treasurer, which will have up to a thirty (30) day transition period.  
8

9 **ARTICLE XII – COMPONENT CHAPTERS**

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

14  
15 **Section 2.** Organization of a Component Chapter shall be as delineated in the Policy Manual.  
16

17 **ARTICLE XIII – AAMA HOUSE OF DELEGATES**

18 **Section 1.**

19 A. *Delegates shall be active or AAMA National Life members whose membership has not been*  
20 *revoked, as delineated in Article VI, Section 4 of the AAMA Bylaws.*

21 B. *The number of delegates shall be determined by the constituent society’s total active and*  
22 *associate membership of the membership year prior to the date on which names of delegates*  
23 *shall be submitted to the Speaker of the House.*

24 C. *Delegates shall be elected to serve from the opening of the House of Delegates for the year*  
25 *elected until the next convening of the House of Delegates.*

26 D. *The names of delegates shall be submitted to the Executive Director, the Speaker of the House of*  
27 *Delegates, and the Vice Speaker of the House of Delegates at least 90 days prior to the Annual*  
28 *Meeting of the House of Delegates.*  
29

30 **ARTICLE XIV – AUTHORITY**

31 **Section 1.** The Bylaws of the AAMA shall supersede the Bylaws of this Society. In the event of  
32 conflict, the Bylaws of AAMA shall take precedence.  
33

34 **Section 2.** The rules contained in *Robert’s Rules of Order, Newly Revised*, most current edition shall  
35 govern this Society in all cases to which they are applicable.  
36

37 **ARTICLE XV – AMENDMENTS**

38 **Section 1.** These Bylaws may be amended by a two-thirds (2/3) vote at any Annual Meeting of the  
39 General Assembly provided that the proposed amendments shall have been submitted in writing or  
40 available in electronic format to all ISMA members, no later than fifteen (15) days prior to the meeting  
41 at which they will be considered.  
42

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

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

#### 14 **ARTICLE XVI – DISSOLUTION**

15 **Section 1.** In the event of the dissolution of this Society, none of the assets shall be distributed to  
16 any member. Assets will be transferred to a medical or charitable institution or project which has been  
17 approved and designated by the majority of the members attending a special meeting called for the  
18 purpose of dissolution.  
19

20  
21 **Section 2.** The President shall notify the AAMA Executive Office of its dissolution within ten (10)  
22 days of the meeting at which dissolution is approved by this Society’s membership. In the event the  
23 President is unable to fulfill these duties, the Vice President will assume the duties.

24  
25 **Section 3.** It shall be the responsibility of the President and the Treasurer to complete all necessary  
26 federal and state forms upon dissolution. Copies of those forms will be sent to the AAMA Executive  
27 Office. No funds are to be distributed to any member or office of the Illinois Society of Medical  
28 Assistants. After all liabilities are paid, any remaining funds are to be donated to a charitable  
29 organization.  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

## 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.