

ILLINOIS SOCIETY OF MEDICAL ASSISTANTS

STANDING RULES

First Revision January 2009

Updated April 2009

Updated April 2010

Updated April 2013

Updated April 2014

Updated April 2015

Updated April 2016

Updated August 2019

Updated November 2020

STANDING RULES:

1. Standing Rules can be changed at any Executive Board meeting or General Assembly by majority vote
2. General Assembly / Conference rules:
 - a. All attendees shall be ISMA members and wear their badges to all sessions 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 ISMA membership.
 - c. Attendees to the General Assembly should be in their seats at least fifteen minutes before 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 desires the floor for the first time has spoken.
 - ii. Speakers shall be limited to two minutes at the microphone for each time she/he is be acknowledged by the chair
 - e. All main 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 Bylaw 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 written notice by unanimous vote.
 - h. The Conference SURPLUS FUNDS are to be equally divided with the Illinois Society and the hosting component 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 other meetings other than General Assembly**. Note: Bylaws cannot be changed except at the General Assembly.
 - i. Without prior written notice – 2/3 vote is needed
 - ii. With prior written notice – majority vote is needed.
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 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. The Fall Executive Board Meeting shall be held in conjunction with the Symposium.

8. Component Chapter Presidents and any members may attend Executive Board meetings at their own expense.
9. Officers and committee chairs must obtain permission from the Executive Board before spending over \$25.00 of the approved budgeted amount approved at the General Assembly.
10. The Annual Symposium's SURPLUS FUNDS are to be equally divided with the state society and the hosting component chapter(s). Money made from a raffle at a Symposium shall be kept by the hosting component chapter(s).
11. Illinois Society delegates attending the AAMA Annual Meeting are to receive monies as outlined in the Policy Manual.
12. The name, address and phone number of each officer is to be forwarded to Registered Agent, by the incoming ISMA President as well as any updates received through her/his Presidential term.
 - a. Effective 2021 the ISMA Treasurer will be assigned as the ISMA registered agent.
13. The Minutes Editing Committee will be responsible for the taking of minutes at the business session of the General Assembly.
14. Membership can be based on where you live or where you work. Any member can contact the AAMA to change their chapter affiliation.
15. Conference registration fees for members can be up to \$100-\$125 and symposium registration fees up to \$50-\$75 as to be determined by the hosting chapter. Non-Member fees to be determined by the hosting chapter.
16. Any member who receives word of illness or death of an ISMA member or ISMA member's family may notify the President. The President should notify the ISMA officers and other members as deemed necessary.
17. The ISMA will donate \$100.00 annually to the Maxine Williams Scholarship Fund in memory of deceased ISMA members and their deceased loved one, if Funds available.
18. The ISMA will donate \$100.00 annually to the AAMA Education Fund, if funds are available.
19. 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.