

# MICHIGAN SOCIETY OF MEDICAL ASSISTANTS



## BYLAWS

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AFFILIATE OF AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

# **BYLAWS**

## **MICHIGAN SOCIETY OF MEDICAL ASSISTANTS**

### **CODE OF ETHICS**

The code of ethics of AAMA shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of AAMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the 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 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 well being 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 to 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.

### **DEFINITION OF THE PROFESSION**

Medical assisting is an allied health profession whose practitioners function as members of the health care delivery team and perform administrative and clinical procedures.

### **ARTICLE I – NAME**

The name of this organization shall be the Michigan Society of Medical Assistants (MSMA). It is a constituent society affiliated with the American Association of Medical Assistants, hereinafter known as AAMA.

### **ARTICLE II – PURPOSE**

The purpose of the Michigan Society of Medical Assistants 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**

The Society is hereby declared to be nonprofit. It is not nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in this Society shall be denied membership because of race, religion, sex, national origin or political affiliation. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of this Society.

## **ARTICLE IV – COMPONENT CHAPTERS**

**Section 1:** Component Chapters are those chapters of Medical Assistants contained within the Michigan Society of Medical Assistants.

**Section 2:** A component Chapter may become a member of AAMA, MSMA by submitting a letter of application for membership to the President. Five copies of its Bylaws and the written permission of its county or district medical society, where feasible, shall be submitted with the letter of application.

**Section 3:** The Bylaws must be approved by the Board of Directors after recommendation by the Bylaws Committee. Following a majority approval of the Board of Directors, the component Chapter shall be notified of its affiliation with MSMA and AAMA by the MSMA President.

**Section 4:** The Bylaws of a component Chapter shall not be in conflict with the Bylaws of AAMA or the Bylaws of MSMA.

**Section 5:** Dues and application for membership must be submitted to the State Membership Chairman no later than thirty (30) days following approval and notification of affiliation.

**Section 6:** Component Chapters which have been approved at least ninety (90) days prior to the annual meeting shall be entitled to representation in the House of Delegates.

**Section 7:** A minimum of six members is required to form a component Chapter.

**Section 8:** All component Chapter's minutes and/or publications should be sent to the State President.

**Section 9:** A component Chapter found guilty of conduct or action in violation of the Code of Ethics or the Bylaws of this Society, or otherwise contrary to the best interest of this Society, shall be subject to revocation of its Charter. A two-thirds vote of the Board of Directors shall be necessary for revocation.

## **ARTICLE V – MEMBERSHIP**

**Section 1:** Classes

- A. There shall be seven classes of membership on the Chapter and Society level: active, sustaining, associate, student, honorary, life and affiliate.
- B. Membership in a component (local) Chapter, a constituent (state) Society and AAMA shall be required for all classes except honorary unless there is no component Chapter in the area.
- C. No other membership or quasi-membership classes shall be permitted by a component chapter of our society.

**Section 2:** Qualifications

- A. **Active.** An active member shall be one of the following:
  1. An AAMA Certified Medical Assistant (CMA) whose CMA credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see [www.aama-ntl.org](http://www.aama-ntl.org))
  2. Anyone who was an active member on December 31, 1987, and who maintains continuous active membership.
- B. **Sustaining.** Anyone who has been an active or associate member for at least two years, who has retired from medical assisting, and who has not entered into another field 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 shall:
  1. be enrolled in a medical assisting program.
  2. carry a minimum of six (6) contact hours per week per term.
  3. Student membership may be retained for one additional dues year after graduation if active or associate membership is not chosen and shall be limited to a maximum of three (3) years.
- E. **MSMA 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 the Society. Honorary membership is conferred by a two-thirds vote of the House of Delegates after recommendation by the Board of Directors. Names of candidates for honorary membership shall be presented to the Board of Directors at least sixty (60) days prior to the House of Delegates.
- F. **Life.** A life member shall be an active member who has made outstanding contributions to the advancement of medical assisting and/or the Society. Nominations, with supporting documentation, must be received by the

President no later than Jan 1. Life membership will be conferred by a 2/3 vote of the Board of Directors and announced at the Annual Meeting.

- G. **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.
- H. **Member-at-Large.** A member-at-large is one who meets all the qualifications of active, life, sustaining, associate, student, honorary or affiliate except that a component chapter does not exist in the area of residence.
- I. Those previously conferred with the designation Honorary, active, must be redefined within the classes of membership now listed.

### **Section 3:** Privileges

- A. **Active.** All rights and privileges of membership of this Society shall be given to Active members, with the exception that only members who are CMAs holding current status may be candidates of Society office.
- B. **Sustaining.** Sustaining members shall not vote, hold office, chair a committee or serve as delegates.
- C. **Associate.** Associate members may vote, chair a committee and serve as delegates and alternates to the State Society's House of Delegates.
- D. **Student.** Student members shall not vote, hold office, chair a committee or serve as delegates.
- E. **MSMA Honorary.** Honorary members shall not hold office, hold committee appointments nor have the right to vote.
- F. **Life.** All privileges of active members are accorded to life members who are CMAs. Only life members who are CMAs may hold office. Life members who are not CMAs may vote, chair a committee and serve as a delegate.
- G. **Affiliate.** Affiliate members shall not vote, hold office, chair a committee or serve as a delegate.
- H. Privileges on a chapter level will be determined by that entity as long as they are not in conflict with privileges or lack of privileges on the Society level.

### **Section 4:** Revocation

Any member who has had their CMA revoked by the Certifying Board, as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see [www.aama-ntl.org](http://www.aama-ntl.org)), will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

## **ARTICLE VI – DUES**

**Section 1:** Annual dues for all classes of members shall be fixed by the House of Delegates upon recommendation of the Board of Directors. Dues shall become due and payable November 1 and shall be delinquent if not postmarked by December 31.

- A. Full dues will be assessed for active, associate and affiliate members.
- B. Half dues will be assessed for sustaining members.
- C. Student members shall be assessed on half dues for state.
- D. MSMA Honorary members shall not be required to pay dues.
- E. Life members shall not be required to pay dues.
- F. Members-at-large shall only pay state and national dues in their appropriate classification.

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

**Section 3:** To serve as a delegate or alternate, a member's dues shall be postmarked to the Executive Office as determined by AAMA.

**Section 4:** Membership belongs to the individual and dues shall be nonrefundable and nontransferable.

**Section 5:** All categories of membership must pay dues on the national level except honorary and life membership if those honors were conferred at the national level. Honorary members do not pay dues on the level on which such honors were bestowed, nor do life members.

**Section 6:** Constituent societies and component chapters shall offer reciprocity to members transferring membership from a constituent society and/or component chapter. The transferring member shall present proof of current AAMA membership status.

## **ARTICLE VII – BOARD OF DIRECTORS**

**Section 1:** The Board of Directors shall consist of the elected officers, the Immediate Past President, the Nominating Chairman and the Chairmen of Standing and Special Committees. The parliamentarian shall be an ex-officio member without the right to vote.

**Section 2:** The Board of Directors shall have full authority and power to transact the business of this Society between annual meetings, but shall take no action contrary to any general policy which shall have been adopted at the annual meeting and is still in effect.

**Section 3:** The Board of Directors:

- A. shall have charge of the property and financial affairs of this Society.
- B. shall perform all acts and transact all business for/on behalf of the Society.
- C. shall manage the property and conduct the affairs, work and activities of the Society.
- D. shall seek the advice of the Advisory Board.
- E. shall be empowered to employ secretarial assistance at such time as is deemed advisable and financially sound.
- F. shall submit a report of its activities through the President to the House of Delegates at its annual meeting.
- G. May remove from office an officer or committee member who fails to perform the duties of his/her office as required.
- H. shall be allowed to vote in the event of administrative emergency as defined by the Executive Committee by mail/facsimile/electronic mail between meetings with a majority vote ruling. Mail must be sent First Class and instructions shall allow ample time, not less than seven (7) days, for reply via either first class mail, facsimile or electronic mail, should one be available.
- I. shall submit names of Advisors to the Michigan State Medical Society.
- J. shall approve the candidacy of members for AAMA office.
- K. shall approve the dates, locations, agenda, and registration fees for all conferences/conventions upon presentation by the Conference Liaison Committee.

**Section 4:** A quorum shall consist of a majority of the Board of Directors.

**Section 5:** The Board of Directors shall hold a minimum of two meetings each year at a time and place specified by the President.

**Section 6:** Special meetings of the Board of Directors may be called at the request of the President or three (3) members of the Board of Directors. The purpose of the meeting shall be stated in the call. Except in cases of emergency (as defined by our parliamentary authority), at least ten (10) days' notice shall be given. Transportation expense (mileage) shall be paid by MSMA to special meetings not held in conjunction with a MSMA conference or convention at a rate determined by the Board of Directors. Mileage will be paid for the following: Officers/Executive Committee, standing and special committee chairmen, the administrative assistant and parliamentary advisor. In the instance of two members (or more) of the Board of Directors riding together, the mileage will be paid only to the driver.

**Section 7:** Should the Board of Directors decide to meet between the Winter Conference and the annual Spring convention not in correlation with any other conference, transportation expense (mileage) may be paid by MSMA at a rate to be determined by the board of directors at the meeting prior, the rate not to exceed the IRS guidelines in effect at that time. Mileage may be paid for the Board of Directors members, the administrative assistant, and the parliamentary advisor. In the instance of two or more members riding together, mileage will be paid only to the driver.

**Section 8:** The Board of Directors shall have the authority, shall it become necessary, to appoint a Judicial Review Board consisting of five past presidents and the Parliamentary Advisor, who shall be an ex-officio member without the right to vote. Specific procedures for this Board are defined in the MSMA Policy and Procedure Manual.

## **ARTICLE VIII – EXECUTIVE COMMITTEE**

**Section 1:** There shall be an Executive Committee composed of eight (8) persons: President, Vice-President, President Elect, Recording Secretary, Treasurer, Speaker of the House, Vice-Speaker of the House and Immediate Past President. The President shall be Chairman of the Executive Committee. The Parliamentary Advisor shall be an ex-officio member without the right to vote.

**Section 2:** The Executive Committee shall, by a majority vote of its members, have full authority to act for and in behalf of the Board of Directors whenever the business of the Society demands prompt action between meetings of the Board of Directors.

**Section 3:** The Chairman or any four members of the Executive Committee may call a meeting and all members must be notified of said meeting.

**Section 4:** Five members of the Executive Committee shall constitute a quorum.

**Section 5:** In the event of a vacancy in the Nominating Committee and/or any office not provided for elsewhere in these Bylaws, the Executive Committee shall appoint a member to serve the unexpired term. This member shall meet the qualifications prescribed.

## **ARTICLE IX – HOUSE OF DELEGATES**

**Section 1:** The governing body of this Society shall be the House of Delegates 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, conduct the election of officers and delegates and alternate delegates to the AAMA House of Delegates. The Annual Meeting of the House of Delegates shall be held during the Annual Meeting of the Michigan Society of Medical Assistants.

**Section 2:** Members of the Board of Directors and the Past Presidents shall be ex-officio members of the House of Delegates without the right to vote, unless serving as an elected delegate.

**Section 3:** Each component chapter shall be entitled to three (3) delegates for the first twenty-five (25) active and/or associate members or fraction thereof, plus one (1) delegate for each additional twenty-five (25) active and/or associate members or fraction thereof. Delegates and alternates shall be active, associate or life members in good standing of this society.

**Section 4:** The determination for the number of delegates shall be the total active and/or associate membership as established on August 31 prior to the annual meeting.

**Section 5:** In the event any component chapter is unable to be represented by the full complement of delegates to which it is entitled, it may assign proxy votes to another delegate from that chapter which may be cast in voting on election of officers, voting on proposed amendments to the Bylaws and other business of the House of Delegates. Such proxies shall be submitted in writing and signed by the chapter President and another elected chapter officer. A delegate shall hold no more than two (2) proxy votes.

**Section 6:** A majority of the delegates registered as attending shall constitute a quorum.

**Section 7:** The Speaker of the House shall appoint such committees as are necessary to perform the business of the House. Reference committees of the House shall consist of the members of the House. These committees shall include as many reference committees as may be required to consider the items of business before the House.

**Section 8:** The Minutes Review Committee shall consist of a chair appointed by the Speaker of the House, the Speaker, Vice Speaker, incoming and outgoing Presidents and the HOD Parliamentarian.

**Section 9:** The names of delegates and alternates shall be submitted to the President, the Speaker of the House, the Vice-Speaker and to the Credentials Chairman at least sixty (60) days prior to annual meeting of the House of Delegates.

**Section 10:** The annual meeting of the House of Delegates shall be held during the Annual Meeting of the Michigan Society of Medical Assistants.

**Section 11:** All business, except prescribed elsewhere in these Bylaws, conducted during and by the House of Delegates shall become effective upon completion of the annual meeting unless otherwise so determined.

**Section 12:** Delegates and alternate delegates shall be elected by the chapter membership to serve for one year from the opening of the House of Delegates for the year elected until the opening of the House of Delegates the following year.

## **ARTICLE X – OFFICERS**

**Section 1:** The President

- A. shall preside at all meetings of this Society except meetings of the House of Delegates
- B. shall be Chairman of the Board of Directors and the Executive Committee.
- C. shall address the opening of the House of Delegates.
- D. shall be an ex-officio member of all committees except the Nominating Committee and Judicial Review.
- E. shall have power to fill vacancies in committees occurring during the year with approval of the Board of Directors.
- F. shall appoint ex-officio members of the Board of Directors.

1. Administrative Assistant. Shall perform duties as determined by the President for the President's term of office.
  2. Parliamentary Advisor. Shall serve for the President's term of office except the House of Delegates.
- G. shall be bonded as is the Treasurer in insurance company deems it necessary.
- H. shall be authorized to sign checks in the absence of the Treasurer.
- I. shall keep the members informed on AAMA action and events that are not delegated to other committees.

**Section 2:** The President-Elect

- A. shall assist the President throughout the year.
- B. shall assume the duties of the President in the latter's absence and shall succeed to the office of President in case of vacancy, in a pro-tem capacity, and shall be eligible to assume the office of President at the next annual meeting.
- C. shall select the Chairman of all Standing and Special Committees, except the Nominating Committee, by the time of her/his installation as President, having secured the individual's consent to serve and the approval of the newly elected Executive Committee.
- D. shall succeed to the office of President at the end of the term as President-Elect.

**Section 3:** The Vice President

- A. shall assist the President and President-Elect throughout the year.
- B. shall assume the duties of the President in the absence of both the President and President-Elect.
- C. shall assume the duties of the President in a pro-tem capacity in the vacancy of the offices of both President and President-Elect, and shall be eligible to assume the office of President at the next annual meeting.
- D. shall be Chairman in presenting leadership training guidelines.

**Section 4:** The Recording Secretary

- A. shall be responsible for all minutes of this Society and all minutes of the Executive Committee meetings.
- B. shall be responsible for recording the minutes of the annual meeting of the House of Delegates and shall provide a draft copy to the incoming and outgoing President, Speaker of the House and Minutes Review Chairman within 45 days following the meeting and shall provide a signed copy to the following: President, Vice President, President-Elect, Recording Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, Immediate Past President, Parliamentarian, and Chairman of the Bylaws Committee.
- C. shall be responsible for transcribing the minutes of all MSMA meetings and submit a draft copy to the Minutes Review Committee within fourteen (14) days following the meeting. Once the final draft is completed, shall submit that copy to the administrative assistant for distribution.

**Section 5:** Treasurer

- A. shall be custodian of all monies and securities of the Society. In the absence of the Treasurer, the President shall be authorized to write checks for such disbursements as are deemed necessary.
- B. shall pay out money only upon receipt of original bills and vouchers signed by the President.
- C. shall keep a detailed account of the receipts and disbursements and make reports to the Board of Directors.
- D. shall present an annual report to the House of Delegates.
- E. shall be under a surety bond in an amount fixed by the Board of Directors and paid by the Society.
- F. shall be Chairman of the Budget and Finance Committee.
- G. shall close the books of the MSMA treasury no later than May 31 and shall have the account reviewed by an outside accountant twice a year. The transfer of the account(s) and all financial records to the new Treasurer shall be completed by no later than July 1.
- H. shall file yearly tax-exempt form 990 and yearly State of Michigan Non-Profit Corporation Annual Report prior to required deadlines.

**Section 6:** The Speaker of the House

- A. shall preside at all meetings of the House of Delegates.
- B. shall perform such duties as customary and parliamentary usage require.
- C. shall attend all meetings of the Board of Directors with the right to vote.
- D. shall appoint the following committees of the House of Delegates:
  1. Credentials
  2. Parliamentarian
  3. Minutes Review Chair
- E. shall collect annual reports.
- F. shall distribute Delegate packets thirty (30) days prior to the annual meeting of the House of Delegates.
- G. shall appoint reference committees to consider the items of business before the House of Delegates as the need arises.
- H. shall submit to the Recording Secretary the completed Teller's report for inclusion in the House of Delegates minutes.

**Section 7:** The Vice Speaker of the House

- A. shall officiate for the Speaker in the latter's absence or as requested.
- B. shall succeed to the office of Speaker in case of a vacancy.
- C. shall attend all meetings of the Board of Directors with the right to vote.
- D. shall appoint the following committees of the House of Delegates:
  1. Pages
  2. Tellers
  3. Timekeeper

**Section 8:** The Immediate Past President

- A. shall serve in an advisory capacity.
- B. shall assist the officers and other members of the Executive Board in an orderly transition of the administration.
- C. shall assist the Vice President in presenting leadership training guidelines.
- D. shall serve as a member of the nominating committee.

**Section 9:** Transfer of Files

- A. Immediately following an annual meeting, retiring Officers and Chairmen of Standing and Special Committees shall transfer files and records in their possession to their successors.
- B. An Officer or Chairman vacating an office before expiration of that office shall immediately transfer to their successor all records.

**Section 10:** Vacancy

- A. In case of a vacancy in the office of President-Elect, the office shall remain vacant until the next annual meeting when a President shall be elected.
- B. In case of a vacancy in the office of Vice President, the office shall remain vacant until the next annual meeting.
- C. In the event of any other vacancy not provided for elsewhere in these Bylaws, refer to Article VIII, Section 5.

**ARTICLE XI – ELIGIBILITY**

**Section 1:** A candidate for office must:

- be an active member in good standing;
  - be a Certified Medical Assistant (CMA) holding current status;
  - have attended at least one previous annual meeting of this Society in the capacity of a delegate;
  - have served on a MSMA Board of Directors within the last four (4) fiscal years;
  - have served as an elected officer of a component chapter for no less than the entire term;
  - have the written endorsement of the component chapter of which she/he is a member.
- A. A candidate for President-elect shall have been an elected officer of the MSMA for two years, including one year as Vice President and/or Speaker of the House, and must have served as President of a component chapter for no less than an entire term. No retiring President shall be elected to the office of President-Elect until after three (3) years have elapsed.
  - B. In addition to the above, a candidate for Vice-President shall have been an elected officer of MSMA for no less than one full term and have served as President of a component chapter. No member shall be eligible to serve for more than two consecutive terms in the office of Vice-President.
  - C. In addition to the above, a candidate for Secretary shall have served as secretary of a component chapter for no less than an entire term.
  - D. In addition to the above, a candidate for Treasurer shall have served as Treasurer of a component chapter for no less than an entire term and a member of the MSMA Ways and Means or Budget and Finance Committee. The candidate may be elected to serve a consecutive term. Following this, a three (3) year interval must elapse before he/she may be elected to the same office.
  - E. In addition to the above, a candidate for Speaker of the House must have previously served as Vice Speaker and/or President of a component chapter for no less than an entire term.
  - F. In addition to the above, a candidate for Vice Speaker of the House must have previously served as President of a component chapter for no less than an entire term.

**Section 2:** A Chairman of a Standing or Special Committee on the Board of Directors shall have attended at least one previous annual meeting in the capacity of a delegate and/or served as an officer of her/his chapter.

**ARTICLE XII – NOMINATIONS**

**Section 1:** In order to be considered by the Nominating Committee, nominations documenting the qualifications of the nominee with their written consent to serve and the written endorsement of any two officers of his/her chapter,

shall be submitted by the component chapters to the Chairman of the Nominating Committee *postmarked* no later than ninety (90) days prior to the annual meeting.

**Section 2:** The Nominating Committee shall examine the qualifications and determine eligibility of such members for office.

**Section 3:** The names and qualifications of candidates meeting eligibility requirements shall be printed in the pre-convention issue of the official publication of this Society.

**Section 4:** Additional nominations may be made from the floor provided:

- A. Nominees comply with the eligibility requirements in Article XI, Section 1 and Section 2.
- B. Documentation of the qualifications of the nominee with their written consent to serve and the written endorsement of any two officers of his/her chapter has been received by the Nominating Committee Chairman not later than seven (7) days prior to the House of Delegates.

## **ARTICLE XIII – ELECTIONS**

**Section 1:** Election of officers shall be held during the session of the House of Delegates at the annual meeting.

**Section 2:** Elections shall be by written ballot on those names presented by the Nominating Committee or by nominations from the floor. A majority vote of the total voting power of the House of Delegates shall elect. Where a clear majority is not evident, the balloting will be repeated on the two candidates receiving the highest number of votes.

- A. The Chairman of the Tellers shall submit to the Speaker of the House a detailed report of the election results including vote counts, upon completion of the House of Delegates.

**Section 3:** All officers shall serve for a term of one year or until their successors are elected/appointed.

**Section 4:** The regular term of office shall commence upon the adjournment of the annual meeting of the House of Delegates.

**Section 5:** Delegates/Alternates to the AAMA House of Delegates:

- A. Delegates and Alternates shall be active or AAMA life members in good standing in AAMA.
- 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 and alternates shall be submitted to the Speaker of the House.
- C. Two (2) delegates for the 100 active and associate members or fraction thereof, plus one (1) delegate for each additional 400 active and associate members or fraction thereof. AAMA Delegates and Alternates shall be elected by the MSMA House of Delegates and shall include the President and President Elect. All elected Delegates/Alternates shall have attended at least one AAMA House of Delegates either as a participant or as an observer. Delegates/Alternates shall have served on the MSMA Board of Directors within the last two (2) fiscal years.
- D. Delegates/Alternates shall be elected by plurality vote to serve for one year from the opening of the AAMA House that year until the opening of the House the following year.
- E. Delegates/Alternates must submit a written expense report to the Treasurer (of the Society) within thirty (30) days following the AAMA House if expenses are allocated.
- F. The names of the Delegates and Alternates shall be submitted to the Executive Office, at least ninety (90) days prior to the Annual Meeting of the AAMA House of Delegates by the President of the Society.

## **ARTICLE XIV – COMMITTEES**

**Section 1:** There shall be the following committees:

- A. Standing
- B. Special
- C. Nominating
- D. Committees of the House of Delegates

**Section 2:** The chairman and members of each standing committee shall be appointed for the period of one year.

**Section 3:** Chairman of Standing and Special committees shall inform the President in writing of all committee activities. They shall serve on the Board of Directors and have the right to vote.

**Section 4:** At least sixty (60) days prior to the annual meeting, the Chairman of each Standing and Special committee shall submit to the Speaker of the House an annual report, in writing, unless requested at an earlier date by the Speaker.

**Section 5:** All conference/convention chairmen shall serve on the Board of Directors for the MSMA year during which their conference/convention occurs. Any business related to their conference/convention to be presented to the Board of Directors outside of this year shall be presented by the Chairman of the Conference Liaison Committee.

**Section 6:** The Standing Committees and their duties shall include:

- A. **Annual Spring Convention Committee** shall work with the President and President-Elect in making arrangements for the annual meeting under the guidance of the Conference Liaison Committee. Shall coordinate efforts with other committees as necessary.
- B. **Awards Committee** shall be responsible for the annual membership and publication contests and recognition of new CMAs and revalidated CMAs.
- C. **Budget and Finance Committee** shall submit a budget and recommendation to the House of Delegates. The proposed budget is to be presented to the Board of Directors at its first meeting in the calendar year prior to the annual meeting of the House of Delegates. The Treasurer shall serve as Chairman of this Committee assisted by the President and President-Elect as well as other MSMA members.
- D. **Bylaws Committee** shall review MSMA Bylaws and Standing Rules and prepare amendments as necessary. It shall review component Chapter Bylaws for conflict with MSMA and AAMA Bylaws. The Speaker of the House, Vice Speaker of the House and Parliamentary Advisor shall be members of this Committee. A copy of the current MSMA Bylaws and Standing Rules shall be submitted to each member of the Board of Directors.
- E. **Education Committee** shall be responsible to review CEU program topics to eliminate repetition. Shall maintain a list of CEU topics and descriptions presented at MSMA functions for five years.
- F. **Educators Committee** shall be responsible for the needs of medical assisting student enrolled in post-secondary institutions and the post-secondary educational programs. The Chairman should act as a liaison between the Board, the students and the institutions. The Chairman will maintain a list of post-secondary institutions in the State of Michigan, distinguishing which institutions are AAMA-AMA CAAHEP accredited programs. Shall keep MSMA informed of current requirements/revisions in medical assisting programs.
- G. **Fall Conference Committee** shall organize, facilitate and coordinate the conference under the guidance of the Conference Liaison Committee. Shall coordinate efforts with the President and Education and other committees as necessary.
- H. **Journal Committee** shall be responsible for the format of the official Publication of MSMA. Shall collect photos and other materials for inclusion in the Journal. Shall also be responsible for keeping and recording the history of MSMA. These items may then be added to the history notebooks as well as a copy of the Journal issues for each year.
- I. **Membership** shall advise, assist and guide new chapter formation, recruit new members while supporting established chapters. Shall encourage continuing membership to non-renewing members. Shall maintain membership lists and maintain a list of newly certified medical assistants.
- J. **Past Presidents Committee** shall receive and review resolutions, and present these resolutions to the House of Delegates for action. Shall be responsible for yearly updating of the MSMA Policies and Procedures document(s). Shall provide their expertise to the working of MSMA as required. Shall consist of at least three past presidents, including the immediate past president.
- K. **Public Affairs Committee** shall keep membership informed on proposed legislation and court decisions pertaining to medicine and its allied professions.
- L. **Public Relations Committee** shall promote the medical assisting profession and MSMA through the development of written and oral communication with the media, community and paramedical professions.
- M. **Ways and Means Committee** shall facilitate fund raising events to help support MSMA.
- N. **Winter Conference Committee** shall organize, facilitate and coordinate the conference under the guidance of the Conference Liaison Committee. Shall coordinate efforts with the President and Education and other committees as necessary.
- O. **Conference Liaison Committee** shall serve as liaison to mentor and guide all MSMA Conference committees and to coordinate with other MSMA committees. This committee shall solicit and accept bids, and in conjunction with the conference committees, establish dates, locations, agenda, and registration fees for all conferences/conventions for presentation to and approval by the Board of Directors.
- P. **Insurance Advisory Committee** shall keep members apprised of changes in health care insurance.
- Q. **Minutes Review Committee** shall consist of three members of the Board of Directors including the Parliamentary Advisor. They shall be responsible for reviewing and approving the minutes of all Board of Directors meetings prior to distribution.
- R. **Strategic Plan Committee** shall create and monitor the strategic plan. A proposed strategic plan shall be created every three (3) years and shall be presented to the Board of Directors at its first meeting in the calendar year prior to the annual meeting of the House of Delegates at which time it will be considered for adoption.

**Section 6:** The Committees of the House of Delegates shall be appointed in accordance with Article IX, Section 7 and Article X, Section 6 of these Bylaws.

**Section 7:** The President, Executive Committee, House of Delegates and/or Board of Directors may create Special committees for special purposes. The number of the members, manner of appointment and the formation of these committees shall be in accordance with the authorization of their appointments and duly reflected in the minutes of the meeting in which they were initially formed. At the time of their appointment, the purpose and/or intent should be defined and the estimated completion time frame defined. Upon completion of the task, a final report of the findings and/or recommendations shall be submitted.

**Section 8: The Nominating Committee** shall consist of the Immediate Past President and three (3) members elected as follows:

- A. Three members shall be elected by a ballot by the House of Delegates at its annual meeting following nominations from the floor, with a plurality vote electing.
  1. No two members of this Committee shall be from the same component chapter. If more than one member from a component chapter receives sufficient votes to be elected, the one receiving the largest number of votes shall serve.
  2. If there is a tie between the candidates receiving the third highest number of votes, another ballot shall be taken to determine the successful candidate.
- B. The three (3) elected members of the Committee shall appoint their own Chair. This Chairman then shall serve as the representative on the Board of Directors and shall have the right to vote. The Immediate Past President is not eligible to serve as Chairman.
- C. This Committee shall be responsible for soliciting, screening and presenting a slate of nominees for office in accordance with Article XI and Article XII of these Bylaws.

## **ARTICLE XV – ADVISORY BOARD**

**Section 1:** The Advisory Board may be composed of physicians, professionals or paraprofessionals who are interested in supporting the purpose of the Society.

**Section 2:** Component Chapters may submit names of prospective candidates to the President for appointment to the Advisory Board by December 15<sup>th</sup>, after having secured the candidate's written consent to serve. The names of these prospective candidates, their qualification and written consent to serve shall be forwarded by the Chapter President to the State President. A majority vote of the Board of Directors shall serve to formally appoint members to the Advisory Board.

**Section 3:** The members of the Advisory Board shall select their Chairman. This Chairman shall be the official representative on the Board of Directors at all meetings without the right to vote.

**Section 4:** The members of the Advisory Board shall provide guidance to MSMA in their field of expertise.

## **ARTICLE XVI – MEETINGS**

**Section 1:** There shall be an annual meeting of this Society in April or May of each year at a place to be approved by the Board of Directors. The time and place may be changed in an emergency by the Board of Directors

**Section 2:** Special meetings of the House of Delegates may be held at the call of the Board of Directors having given written notice to the address of each member of the House of Delegates at least thirty (30) days in advance of proposed meeting.

- A. In the event of an administrative emergency, as declared by the Executive Board by not less than two-thirds vote, the House of Delegates may vote by certified mail versus reconvening the House of Delegates. Ballots shall be distributed by the Chairman of the Tellers Committee.

## **ARTICLE XVII – PUBLICATION**

**Section 1:** There shall be an official publication of the Michigan Society of Medical Assistants, the Michigan Medical Assistant Journal, published quarterly in the format of a professional journal.

## **ARTICLE XVIII – FISCAL YEAR**

The fiscal year of the Michigan Society of Medical Assistants shall be from July 1 through June 30.

## **ARTICLE XIX – REPRESENTATION**

The President shall be the official representative of MSMA at any event to which the organization is obligated. In the event of the inability of the President to attend any such event, refer to Article X, Sections 2 and 3.

## **ARTICLE XX – AUTHORITY**

**Section 1:** The Bylaws of the American Association of Medical Assistants shall supersede the Bylaws of this Society. In event of conflict, the Bylaws of AAMA shall take precedence.

**Section 2:** The rules contained in the most current edition of **Robert's Rules of Order Newly Revised** shall govern this Society in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or the Standing Rules of this Society.

## **ARTICLE XXI – AMENDMENTS**

**Section 1:** These bylaws may be amended at any annual meeting of the House of Delegates, by a two-thirds vote, provided that the amendment:

- A. has been submitted to the Bylaws Committee by the MSMA Board of Directors, a standing committee or special committee, or an MSMA chapter with a copy of the minutes from the meeting at which it was approved for proposal;
- B. if originated by other than the Bylaws Committee, has been submitted to that committee at least 90 days prior to the meeting upon which they will be acted;
- C. has been submitted in writing to the elected delegates no later than thirty (30) days prior to the meeting upon which they will be acted.

**Section 2:** These bylaws may be amended at any annual meeting of the House of Delegates without previous notice by the unanimous vote of the voting body present.

**Section 3:** In the event any provision in these bylaws is in conflict with the bylaws of AAMA, then that provision, which is in conflict, shall be amended automatically to comply with the AAMA Bylaws. Such amendments shall be reported to MSMA members in the Michigan Medical Assistant Journal following notification of the adoption of such amendments by AAMA.

**Section 4:** Any amendment thereto shall become effective immediately upon its adoption.

## **ARTICLE XXII – DISSOLUTION**

**Section 1:** In the event of the dissolution of this Society, the Board of Directors shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the delegates at a meeting called for the purpose of dissolution. Notification shall be sent to the AAMA Executive Office by the MSMA President no later than ten (10) days after meeting for the purpose of voting on dissolution.

**Section 2:** In the event of dissolution, a financial accounting shall be due in the AAMA Headquarters no later than ninety (90) days after the Society is dissolved.