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IOWA SOCIETY OF MEDICAL ASSISTANTS, INC.

**BYLAWS
2008**

**Affiliated with the American Association of Medical Assistants
Amended April 2008**

AAMA mandatory updates April 2008

STANDING RULES Amended August 2008

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CODE OF ETHICS

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

Members of Iowa Society of Medical Assistants, Inc. 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:

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

CREED

I believe in the principles and purpose 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.

59 **ARTICLE I: NAME**

60
61 The name of this organization shall be Iowa Society of Medical Assistants, Inc. It is a corporation
62 of component chapters, affiliated with the American Association of Medical Assistants. This
63 association shall operate in conformity with the Bylaws of the American Association of Medical
64 Assistants.

65
66 **ARTICLE II: PURPOSE**

67
68 The purpose of the Iowa Society of Medical Assistants, Inc. is to enable medical assisting
69 professionals to enhance and demonstrate the knowledge, skills and professionalism required by
70 employers and patients; protect medical assistants' right to practice; and promote effective,
71 efficient health care delivery through optimal use of multi-skilled CMAs (AAMA).

72
73 **ARTICLE III: ORGANIZATIONAL POLICY**

74
75 This Society is hereby declared to be nonprofit. It is not nor shall it ever become a trade union or
76 collective bargaining agency. No person otherwise qualified for membership in the Corporation
77 will be denied membership because of race, religion, sex, national origin, or political
78 affiliations. No person who participates in the activities of organizations whose purpose is to
79 overthrow the government of the United States shall be a member of this corporation.

80
81 **ARTICLE IV: COMPONENT CHAPTERS**

82
83 Component Chapters are those Chapters of Medical Assistants located within the State of Iowa
84 which are, or which hereafter may be, affiliated with the Iowa Society of Medical Assistants, Inc.

- 85
86 A. If in any locality, the number of persons eligible for membership is sufficient to fill all offices,
87 they may organize a local group called a Component Chapter, and shall apply to the
88 Executive Board sixty days in advance of the Annual Meeting for a charter. This charter
89 shall not be granted unless approved at the Annual Meeting by the House of Delegates.
90
91 B. The Chapter's Bylaws shall not be in conflict with those of the Iowa Society of Medical
92 Assistants, Inc. or those of AAMA.
93
94 C. Bylaws of component chapters must be submitted to the state parliamentarian for review and
95 recommended revisions.
96

97 **ARTICLE V: MEMBERSHIP**

98
99 Section 1. Classes

100 There shall be eight classes of membership: Active, Member at Large, Sustaining, Associate,
101 Student, Honorary, Life, and Affiliate. Membership in a component (local) chapter, and Iowa
102 Society of Medical Assistants, Inc. and American Association of Medical Assistant shall be
103 required for all classes except Member at Large, Honorary and Affiliate.
104

105 Section 2. Qualifications

106 A. An active member shall be one of the following:

- 107 1. An AAMA Certified Medical Assistant (CMA) whose CMA (AAMA) credential has not
108 been revoked as provided by the AAMA Certifying Board Disciplinary Standards and
109 Procedures for the CMA (AAMA) (see www.aama-ntl.org).
110 2. Anyone who was an active member on December 31, 1987 and who maintains
111 continuous active membership. Continuous active membership shall be defined as having
112 dues postmarked to the Executive Office by December 31. They shall pay full dues.

113

114 B. Member at Large

- 115 1. Shall be a person who meets all the qualifications for active or associate membership,
116 sustaining, student, honorary and affiliate, but does not have a component chapter in their
117 area. They pay dues to national and state society only. If a component chapter is organized
118 in the area, such a member cannot maintain Membership-at-Large status.

119

120 C. Sustaining Member

- 121 1. Anyone who has been an active or associate member for at least two years, who retired
122 from medical assisting, and who has not entered into another field is eligible for
123 sustaining membership. This membership shall be forfeited if not renewed annually.
124 They shall pay half dues.

125

126 D. Associate Member

- 127 1. An associate member shall be a medical assistant who is not yet a CMA (AAMA) and who
128 does not fall under any other category.
129 2. An associate member shall pay full dues and may vote, hold office, chair a committee but
130 may not serve as a state delegate to the AAMA national convention.

131

132 E. Student Member

- 133 1. Shall be enrolled in a medical assisting program.
134 2. Shall carry a minimum of six (6) contact hours per week per term.
135 3. May retain membership for one additional dues year after graduation if active or associate
136 membership is not chosen.
137 4. Shall be limited to a maximum of three (3) years as a student member.

138

139 F. Affiliate Member

- 140 1. Is a person who is not eligible for another category of membership but who is interested
141 in the profession of Medical Assisting. They must pay full dues but have no rights to
142 vote or hold office.

143

144 G. Honorary Member

- 145 1. Is not eligible for active membership.
146 2. One who has had honorary membership conferred for having made an outstanding
147 contribution to the advancement of medical assisting and or the Association.
148 3. The name of the candidate for honorary membership, together with a statement outlining
149 his/her contribution shall be submitted to the Executive Board at least sixty days prior to the
150 Annual Convention of the House of Delegates. Conferral of honorary membership shall

151 require a two-third (2/3) vote by ballot of the House of Delegates. There shall be no more than
152 two honorary memberships conferred in one year. An honorary member shall not pay dues,
153 vote, hold office or chair a committee.

154
155 H. Life Member

- 156 1. An active member who has had life membership conferred by the Executive Board of the
157 Iowa Society of Medical Assistants Inc. for having made an outstanding contribution to the
158 Society.
- 159 2. The name of the candidate for life membership and a statement outlining his/her
160 contribution shall be submitted to the Executive Board for approval at least sixty days
161 prior to the Annual Meeting of the House of Delegates of the Iowa Society. Conferral of
162 life membership requires a two-third (2/3) vote by the Executive Board.
- 163 3. 3. There shall only be one life membership a year. They shall not pay dues but
164 shall continue to enjoy all the rights and privileges of active membership.

165
166 Section 3 Revocation of membership

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

172
173 Section 4 Privileges

174 Active and life members who are CMAs (AAMA) holding current status are eligible to serve as
175 officers, delegates and alternate delegates and committee chairs.

176
177 **ARTICLE VI: DUES**

178
179 Section 1.

180 The dues for membership in the Iowa Society shall be \$9.50 per year, plus annual dues for the
181 National and the Local chapter. Dues shall become due and payable November 1 and shall be
182 delinquent if not postmarked to the AAMA Executive Office by December 31.

183
184 Section 2.

185 Dues for new members joining on or after September 1st shall be credited to the following year.

186
187 Section 3.

188 The Iowa Society of Medical Assistants and component chapters shall offer reciprocity to
189 members transferring membership from a constituent society and or component chapter. The
190 transferring member shall present proof of current AAMA membership status.

191
192 Section 4.

193 To serve as a delegate, alternate delegate or state officer, dues must not be delinquent and must
194 be postmarked to National, by December 31.

195
196 Section 5.

197 Membership belongs to the individual and shall be nontransferable.

198

199 **ARTICLE VII: OFFICERS**

200

201 Section 1.

202 The officers of this Society shall be: President, Vice President, Recording Secretary, Treasurer, and
203 Immediate Past President.

204

205 Section 2.

206 They shall hold office for one year or until successors are elected.

207

208 **ARTICLE VIII: DUTIES OF OFFICERS**

209

210 The regular term of all officers shall commence at the Annual meeting of the Iowa Society of
211 Medical Assistants Inc. at which time they are elected. The Executive Board shall approve a
212 member to fill any remaining term of office other than President. The duties of the officers
213 shall be such as implied by their respective office and consistent with standard parliamentary
214 procedure.

215

216 Section 1. The President shall

217 A. Preside at all meetings of this Society.

218 B. Appoint, with the approval of the Executive Board all committee chairpersons.

219 C. Be an ex officio member of all standing committees EXCEPT the nominating committee.

220 D. Perform no act which changes policy without the approval of the Executive Board or Executive
221 Council between meetings.

222 E. Appoint the corresponding secretary.

223 F. Appoint the Parliamentarian and Historian.

224 G. Designate either the Vice-president or Immediate Past President as chair of the Education or
225 Membership Committee

226 H. Appoint a three-member auditing committee with the approval of the Executive Board at
227 each Annual Meeting to audit the Treasurer's records.

228 I. Perform such other duties as usually pertain to this office.

229

230 Section 2. The Vice-President shall

231 A. Assist the President throughout the year.

232 B. Assume the duties of the President in the President's absence.

233 C. Succeed to the office of President in the event of a vacancy in that office.

234 D. Chair either the Education or Membership committee.

235 E. Automatically succeed to the office of President at the end of the term as Vice-President.

236

237 Section 3. The Recording Secretary shall

238 A. Record resolutions and proceedings of all meeting of the Society, Executive Board and Executive
239 Council.

240 B. Within 10 days of such meetings shall submit a copy of the minutes to the following:

241 1. Advisory Board

242 2. Each member of the Executive Board

- 243 3. Each member of the Executive Council.
244 C. Keep a roster of the members of the Society.
245 D. Have charge of all Society ledgers, and records of business conducted by this organization.
246 E. Be responsible for notifying in writing all members of the Executive Council or Executive
247 Board of any called meeting at least 10 days prior to such meeting.
248

249 Section 4. The Treasurer shall

- 250 A. Collect all monies due the society.
251 B. Pay out money only on original bills and vouchers signed by the President.
252 C. Prepare an annual financial statement.
253 D. Be bonded to cover the amounts entrusted to his/her care with the premium paid by the Iowa
254 Society of Medical Assistants, Inc.
255 E. Submit all accounts and financial records to an auditing committee at the Annual Meeting.
256 F. Be chairperson of the Budget and Finance Committee.
257 G. Submit a proposed budget for the following year at each Annual House of Delegates.
258

259 Section 5. The Immediate Past President shall

- 260 A. Serve on the Executive Board.
261 B. Assist any group of medical assistants qualified to organize as a component chapter.
262 C. Chair either the Education or Membership Committee.
263 D. Chair the Nominating Committee
264

265 Section 6. Files and Records

266 Immediately following the Annual Convention, each retiring officer shall turn over to his/her
267 successor all files and records of the Iowa Society of Medical Assistants, Inc. in his/her
268 possession. Any officer vacating his/her office before the expiration of his/her term shall
269 immediately turn over to his/her successor the records of the office.
270

271 Section 7. Remove from Office

272 Any officer of the Iowa Society of Medical Assistants Inc. who for any reason, is unable to perform
273 the duties of his/her office for a period of ninety (90) days shall submit his/her resignation to the
274 Executive Board.
275
276

277 **ARTICLE IX: EXECUTIVE BOARD**

278
279 Section 1. The Executive Board shall consist of:
280 President, Vice-President, Recording Secretary, Treasurer and Immediate Past President. These
281 members have the right to vote.
282 The Education Chair, Membership Chair, and Parliamentarian shall be members of the Executive
283 Board, without the right to vote at the Executive Board, (but are able to vote at the Executive
284 Council meeting). They shall not be included in the requirement for a quorum for the Executive
285 Board meeting.

286
287 Section 2.
288 The Executive Board approves appointments made by the President, the Audit Committee, and
289 fills vacancies for remaining term of officers other than the President.

290
291 Section 3.
292 The Executive Board shall remove from office any officer or committee chairperson or member
293 who fails to perform the required duties of office or for good cause.

294
295 Section 4.
296 A majority of the members of the Executive Board present shall constitute a quorum.

297
298 **ARTICLE X: EXECUTIVE COUNCIL**

299
300 The Executive Council shall consist of:
301 The Executive Board, Chairs of all committees, Presidents of component chapters, or a proxy for
302 the component chapter President (chosen by and certified by the local chapter.)
303 It shall be the policymaking organization with power to conduct the business of the Society
304 between Annual Meetings and shall meet when called by the President or when petitioned by
305 three of its members. A majority of members of the executive council present shall constitute
306 a quorum.

307
308 **ARTICLE XI: HOUSE OF DELEGATES**

309
310 Section 1.
311 The legislative body of the Iowa Society of Medical Assistants Inc. shall be the House of Delegates
312 which shall have the authority to determine policies of the Society and the power to amend the
313 Bylaws, act upon such business as may be presented, and conduct the annual election of officers.

314
315 Section 2.
316 Each component chapter shall elect two delegates as voting representatives in the House of
317 Delegates at the Annual Meeting. Each chapter shall elect two alternate delegates to serve for
318 delegates unable to attend the House of Delegates. Names of delegates and alternates must be
319 submitted by Chapter Presidents to the State President and Credentials Chairperson at least two
320 weeks prior to the Annual Meeting. Delegates and alternates shall be Active or AAMA Life
321 Members in good standing. A majority of elected delegates shall constitute a quorum.

322

323 Section 3.
324 Members at Large shall hold a caucus the first day of the Annual Convention and elect one (1)
325 delegate and one (1) alternate. Results of this election must be submitted to the President by
326 8:00 PM the first evening of the convention. These people shall represent the at-large membership
327 at the House of Delegates and the coming year's Executive Board meetings.

328 Section 4.

329 The President shall vote when vote is by ballot and in case of tie vote.
330 Members of the Executive Board and Past Presidents shall be ex officio members of the House of
331 Delegates, without the right to vote (unless serving as an elected delegate).

332
333 **ARTICLE XII: ELIGIBILITY, NOMINATION AND ELECTIONS**

334
335 Section 1. Eligibility.

336 All officers shall be active members in good standing (dues current at National) and shall have
337 held office on a local level.

338 The Secretary and Treasurer may be elected to a consecutive term. The Vice- President shall
339 assume the Presidency immediately following installation.

340
341 Section 2. Nomination.

342 The Nomination Committee shall present at the Annual Convention a slate in full, consisting of one
343 and not more than three candidates for each of the following offices: Vice-President, Recording
344 Secretary and Treasurer.

345 Upon receiving the report of the Nomination Committee, additional nomination may be made
346 from the floor by a member of the House of Delegates. The nominating Chairperson must have
347 the written consent of the candidate and the written endorsement of the nominee's local chapter
348 before the name is placed in nomination.

349
350 Section 3. Election.

351 Election shall be by written ballot and a majority of the voting delegates is necessary to elect.

352
353 Section 4. Full Slate of officers.

354 After a call for nominations from the floor of the House of Delegates, the slate of officers consists
355 of only one candidate for each of the following offices: Vice- President, Recording Secretary and
356 Treasurer; the current Recording Secretary shall cast a written ballot to accept the slate of
357 officers as presented.

358
359 **ARTICLE XIII: MEETINGS/CONVENTIONS**

360
361 This Society shall hold an Annual Meeting in April, at which time the House of Delegates shall
362 convene.

363 The city and date will be announced at the House of Delegates at least one year in advance.

364
365

366 **ARTICLE XIV: STANDING COMMITTEES**

367

368 Section 1. Appointment

369 The incoming President shall appoint, subject to ratification by the Executive Board, the
370 Chairperson and members of all standing committees. The President will notify all members of
371 their automatic appointment to state committees if their chairperson of a local committee
372 qualifies them as a member of a State Committee.

373

374 Section 2. All committees shall:

- 375 A. Furnish the President and Vice-President an outline of the committee's goals for the year.
376 B. Keep a record of their proceedings and furnish a written report to the President thirty days prior to
377 the Annual Convention, which will be presented to the Executive Council and House of
378 Delegates.
379 C. Place all records with the Executive Board at each Annual Convention to be made available to
380 the incoming committee chairpersons.

381

382 Section 3. The specific duties of the standing committees shall be as follows:

383

384 A. Budget and Finance Committee

- 385 1. Shall be responsible for preparing a proposed budget for the following year to be presented
386 at each Annual Meeting.
387 2. Chairperson shall be the elected State Treasurer.
388 3. Committee members shall be the Budget and Finance Chairperson of each component
389 chapter.

390

391 B. Bylaws

- 392 1. Chairperson shall be the Parliamentarian.
393 2. Shall be responsible for having amendments to the Bylaws and new or revised standing
394 rules, which are passed by the House of Delegates, published, and distributed to the
395 membership following each Annual convention.
396 3. Shall be responsible for reprinting the Bylaws and Standing Rules as needed.
397 4. Shall be responsible for furnishing a copy of newly revised Bylaws to the Executive
398 Offices of the American Association of Medical Assistants Inc. and to the Chair and Vice
399 Chair of the AAMA Bylaw Committee.
400 5. Committee members shall be chairpersons of Bylaws Committee of each component
401 chapter.
402 6. Review component chapter Bylaws per schedule.
403 7. Furnish National copies of our Bylaws to be reviewed per their schedule.
404 8. Constituent society bylaws must be in strict conformity with the mandated sections of
405 the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of
406 Membership, Delegates/Alternates representation to the House of Delegates,
407 Dissolution. It will be the responsibility of the AAMA to notify constituent societies of
408 any changes in those mandated bylaws. It will be the responsibility of the constituent
409 societies to make the mandated changes with copies of revised bylaws returned to AAMA
410 within 30 days of notification. Any action taken by a state society that is inconsistent
411 with such mandated language shall immediately be null and void and of no effect.

- 412
413 C. Convention Committee
414 1. Chairperson and committee members who are members of the hostess chapter shall be
415 appointed by the state President, as presented by chapter President.
416 2. Committee will work closely with the President, Vice-President and Convention Chairperson
417 in making arrangements for the Annual Convention.
418
- 419 D. Credentials Committee
420 1. Chairperson shall be appointed by the President.
421 2. Chairperson is responsible for checking the credentials of all voting delegates or alternates
422 in the House of Delegates.
423
- 424 E. Education Committee
425 1. Elected Vice-President or Past President shall be designated by the President as chairperson.
426 2. Committee members will be the chairpersons of the Education Committee of each
427 component chapter.
428 3. Shall be responsible for conducting at least one educational seminar each year for area
429 surrounding each local chapter. Educational seminar may be set in any part of the state at
430 the discretion of this committee and the Executive Board.
431 4. Shall be responsible for obtaining approval from the AAMA Continuing Education
432 Committee, CEU's to be earned by the members attending the seminars. Seminars are
433 open to all members and non-members who are active in the medical field.
434
- 435 F. Membership Committee
436 1. Elected Vice-President or Past President shall be designated by the President as chairperson.
437 2. Shall have the responsibility of maintaining and increasing membership of this Society.
438 3. Committee members shall be the membership chairpersons of each component chapter.
439
- 440 G. Nominating Committee
441 1. Chairperson shall be the Immediate Past President.
442 Committee members shall be Nominating chairpersons of each local chapter if approved by
443 the Executive Board.
444 2. A slate of officers consisting of at least one nominee for each office shall be presented at
445 the Spring Executive Council meeting.
446
- 447 H. Public Relations and Publicity
448 1. Shall be responsible for contributing ideas and suggesting materials and procedures that
449 will help to increase recognition of Iowa Society of Medical Assistants Inc. as the
450 spokesperson for the field of medical assisting.
451 2. Provide the local chapters with assistance and other means of attracting people to the field of
452 medical assisting.
453 3. Inspire local Public Relation Chairpersons to help achieve the aforementioned goals.
454 4. Shall be responsible for submitting news releases regarding activities of the Society to any
455 reputable news media.
456 5. Committee members shall be the Public Relations/Publicity Chairpersons of each local
457 chapter.

- 458
459 I. Reference Committee
460 1. Shall be appointed by the Parliamentarian to consider the items of business before the House
461 of Delegates, if needed.
462
463 J. Insurance Committee
464 1. Shall provide liaison with the third-party payers, and other entities whose policies or
465 operations may have a financial impact on the delivery of health care by medical assistants.
466 The committee shall monitor member needs for information and education on
467 reimbursement issues and make recommendation to the ISMA board.
468 2. Shall be responsible for understanding and assisting all members to be aware of the insurance
469 programs offered members through AAMA.
470 3. Committee members shall be the Insurance Chairperson of each local chapter.
471
472 K. Safety Committee
473 1. Committee members will be Safety Chairpersons of each local chapter.
474 2. Shall be familiar with regulation of the Occupational Safety and Health Act (OSHA) and
475 keep members informed of new regulations.
476
477 L. Certification Committee
478 1. Shall be responsible for all current information from National AAMA regarding
479 certification and revalidation being furnished to the President of each component chapter
480 2. Write each new CMA regarding membership in ISMA.
481
482 M. Legislative Committee
483 1. Shall be responsible for studying all legislation proposed by the Iowa House and Senate
484 pertaining to medical assisting in the state of Iowa.
485 2. Shall correspond with the chairperson of AAMA Legislation or National Office of AAMA
486 regarding all new state legislation being proposed.
487 3. Shall keep the Executive Board informed of proposed legislation.
488
489 N. Professional Achievement Committee
490 1. October —Send the initial letter to Chapter Presidents, the application requirements.
491 2. January-Send a follow-up letter to Chapter Presidents.
492 3. After receiving the applications, review for completion and send the application to the State
493 President and to the PAA Committee members.
494 4. Shall see that after the applicant's forms have been checked and the appropriate persons
495 have signed the forms, the President of the ISMA will sign the certificate and send it back
496 to the Chairperson of the Professional Achievement Committee.
497 5. Shall have the certificate framed. It will be presented to the recipient at the State
498 Convention by the ISMA President.
499
500 O. Electronic Communication Committee
501 1. Shall be responsible for gathering and processing all information to be included on the
502 ISMA website, with the authorization of the ISMA Board.
503 2. Shall delegate additional committee members, if necessary

- 504 3. Local chapters shall be responsible for submitting information to chair in a timely
505 manner.
506
- 507 P. Past Presidents' Committee
508 1. Shall be responsible for assembling past Presidents of the ISMA during the State
509 Convention. This may be done as a breakfast on Saturday morning, Saturday luncheon to
510 network with all Convention attendees, first-timers reception, or any other innovated ideas
511 they may have.
512
- 513 Q. Ways and Means Committee
514 1. Shall consists of one or more members to present an idea to raise money for the ISMA.
515 The proposed project or idea must meet the approval of, and be voted on by the Executive
516 Council.
517
- 518 R. Historian
519 1. Shall maintain the ISMA scrapbooks and/or posters.
520 2. Shall gather photos, articles and memorabilia from throughout the state commemorating
521 Medical Assistants and activities.
522
- 523 S. Mentoring Committee
524 1. Shall encourage the growth and development of leadership qualities within the membership.
525 2. Shall support experienced members in mentoring potential future leaders.
526
- 527 T. Annual Society Directory Committee
528 1. Shall ensure that the contract with the publisher is current and beneficial to the ISMA.
529 2. Shall collect information for the directory and maintain communication with the publisher.
530 3. Shall arrange distribution of the directory to chapter Presidents and Members-at-Large.
531
- 532 U. Strategic Planning
533 1. Shall identify the long-term vision and goals of the ISMA and determine how to fulfill
534 them.
535
- 536 V. Marketing Committee
537 1. Shall be responsible for collecting/receiving all current information from National
538 regarding marketing and CMA credential.
539 2. Shall report to executive Council and Chapter Presidents regarding information received.
540 3. Shall be responsible for contributing ideas for State and local Chapter participation on
541 marketing tactics.
542 4. Shall be responsible for sharing concerns from State Society to AAMA marketing
543 Representative.
544
- 545 Section 4. Term of Office
546 Each committee chairperson and committee member shall serve for one term annual meeting to
547 annual meeting unless re-elected or reappointed.
548
- 549 **ARTICLE XV: ADVISORY BOARD**

550
551 The Advisory Board shall be composed of three physicians appointed by the President, Immediate
552 Past President, and Vice President. They must be approved by the Iowa Medical Society.

553
554 **ARTICLE XVI: DELEGATES TO NATIONAL CONVENTION**

555
556 Section 1.
557 Representation of this society in the AAMA House of Delegates shall be in accordance with the
558 Bylaws of AAMA (Article XV Section 2C 1-4) as follows:

- 559
560 A. Delegates and alternates shall be active or AAMA life members in good standing in AAMA.
561 B. The number of delegates shall be determined by the constituent society's total active and
562 associate membership of the membership year prior to the date on which names of delegates
563 and alternates shall be submitted to the Speaker of the House.
564 C. Delegates and alternates shall be elected to serve one year from the opening of the House of
565 Delegates for the year elected until the opening of the House of Delegates the following year.
566 D. The names of Delegates and alternates shall be submitted to the Executive Office at least
567 ninety (90) days prior to the annual Meeting of the House of Delegates.

568
569 Section 2.

- 570 A. Delegates to the National AAMA House of Delegates (if three are required) shall be the
571 President, Vice President and the Immediate Past President.
572 B. All additional delegates shall be elected by the House of Delegates from the general membership.
573 Those receiving the most votes shall be the duly elected delegates.
574 C. Two alternates shall be elected by the House of Delegates from the general membership. The
575 number of votes received shall determine first alternate delegate, second alternate delegate in
576 descending order.

577
578 **ARTICLE XVII: QUORUM**

579
580 At any regular or special meetings of this Society, two-thirds (2/3) of the voting delegates
581 authorized to transact any business duly present shall constitute a quorum after each member
582 has been notified in writing at least ten (10) days prior to said meeting.

583
584 **ARTICLE XVIII: PARLIAMENTARY AUTHORITY**

585
586 The rules contained in Roberts Rules of Order Newly Revised, most current edition, shall govern
587 ISMA in cases to which they are applicable and in which they are not inconsistent with the Bylaws
588 or any policies, procedures, and practices adopted and implemented by AAMA.

589
590 **ARTICLE XIX: AMENDMENTS**

591
592 These Bylaws may be amended at any annual meeting of the House of Delegates by a two-thirds
593 (2/3) vote provide that the proposed amendment has been approved by the Executive Board and
594 **submitted in writing to all chapters at least fifteen (15) days prior to the meeting.** Any
595 amendment shall become effective upon its adoption.

596
597 **ARTICLE XX: DISSOLUTION**
598
599 If a need should arise that this Society should dissolve, a written notice setting forth the
600 proposed plan shall be given each member entitled to vote at such a time and place as provided by
601 such a meeting for this purpose and governed under the Iowa Non-Profit Corporation Act of
602 1965. Such plan for dissolution shall be adopted upon receiving a two-third vote of the Active
603 Members present at such meeting or represented by proxy written or oral statement.
604 In the event of dissolution of Iowa Society of Medical Assistants, Inc., the Executive Board
605 shall, after payment of all liabilities, distribute any remaining assets to medical or charitable
606 institutions or projects designated by a majority of the delegates at a meeting called for the
607 purpose of dissolution. The State President shall send notification to the AAMA Executive
608 Office no later than ten (10) days after meeting for the purpose of voting on dissolution. In the
609 event of dissolution of Constituent Societies, a financial accounting of finances shall be due in
610 the AAMA Headquarters no later than ninety (90) days after said state is dissolved.
611

612 **STANDING RULES**

613

614 **Standing rule # 1 (Revised 1996, 2008)**

615

616 Expenses for delegates (or alternates, if delegate is unable to attend) to National Conference will be:

- 617 1. Registration fee, minus any amount allowed in fee for lodging.
- 618 2. \$100.00 per diem up to six (6) days.
- 619 3. Travel expense of:
- 620 A. air coach fare of \$400.00 whichever is less
- 621 B. twenty five cents per mile when travel is by car, or \$400.00 whichever is less.
- 622 4. ISMA Treasurer will pay for the registrations prior to the AAMA deadline.
- 623 5. Delegates (or alternates, if delegate is unable to attend) may request a travel/per diem advance for the
- 624 Conference. All reimbursements in excess of actual expenses, including travel, must be returned to
- 625 ISMA within 30 days following the event.

626

627 **Standing Rule #2 (Revised April 2003)**

628

629 Annual dues of this association will be \$9.50 (nine dollars and fifty cents).

630

631 **Standing Rule #3 May 1969 (Revised April 2001)**

632

633 Iowa Society of Medical Assistants, Inc, President will purchase an Iowa gift to be presented to the

634 outgoing National AAMA President at the National Convention each year.

635

636 **Standing Rule #4(Revised 1991)**

637

638 Should the Hostess Chapter have need of financial assistance prior to Convention, a "loan" could

639 be obtained for this purpose, this loan to be repaid within thirty (30) days following the

640 convention.

641 One-half of the profit derived from the Annual State Convention, will be presented to the

642 Treasurer within sixty (60) days following the convention. Chapters hosting the convention for

643 the first time will keep 100% of the profits.

644

645 **Standing Rule #5 May 1970**

646

647 All bills incurred by a committee should be presented for payment within thirty days after

648 expenses incurred, or by the date of the Annual Convention, whichever is later. If this is not

649 possible, it is important that notification of a pending expense be made to the President so

650 that payment may be considered in due course.

651

652 **Standing Rule #6 May 1970**

653

654 There will be a special student registration fee (less in amount) for the Annual

655 Convention each year. **(DELETED MARCH 1997)**

656

657 **Standing Rule #7 (Revised 2000)**

658 Expenses for the Iowa Society of Medical Assistants' Annual Convention will include AAMA
659 National Representative's lodging, registration, and incidental meals for the convention. Meals for
660 any attending guests or speakers (and their spouses or significant other) when invited by the State
661 Executive Board or Convention Committee shall be paid by the ISMA.

662

663 **Standing Rule #8 (Revised April 1998)**

664

665 Cost of reception at the Annual Convention for newly installed President will be paid by Iowa
666 Society of Medical Assistants, Inc. The chapter hosting the Annual Convention will be responsible
667 for all arrangements for the reception. The newly installed President's local chapter will have no
668 responsibility for cost of the reception. The net profits after convention expenses have been
669 deducted will be split between the hosting chapter and the State Society evenly.

670

671 **Standing Rule #9 (Revised 1986)**

672

673 Two hundred dollars (\$200.00) will be donated annually to the Maxine Williams Scholarship Fund,
674 when funds are available.

675

676 **Standing rule # 10 (revised 2003, 2008)**

677

678 Budget would provide for expenses of State Officers to Annual Convention, (i.e. President,
679 Vice-President, Secretary, Treasurer, Immediate Past President, Parliamentarian) or person
680 who is appointed by current ISMA Executive Board who fulfills the duties of said office for the
681 entire convention. Fees, if not otherwise provided, will be as follows:

- 682 1. Transportation round trip at twenty-five (25) cents per mile.
- 683 2. Registration fee
- 684 3. Thirty dollars (\$30.00) per diem x 2 days.
- 685 4. Fees could be granted to an officer or his/her appointed representative as directed by the ISMA
686 Executive Board.
- 687 5. If requested, a registration/travel/per diem advance for the Annual Convention can be granted.
688 All reimbursements in excess of actual expenses, including travel, must be returned to ISMA
689 within 30 days following the event.

690

691 **Standing Rule #11 (April 1978)**

692

693 The fiscal year of this society shall be January 1-December 31.

694

695 **Standing Rule #12 (Revised April 2003)**

696

697 Mileage of twenty-five (25) cents per mile shall be paid for one car per chapter to attend the
698 Executive Board or Executive Council Meeting. Mileage will also be paid for the Member at
699 Large delegate. For the Spring and Fall meetings, not to the Pre-Convention meeting.

700

701 **Standing Rule #13 (Revised April 1996)**

702

703 Annual Convention registration fees shall be determined by the host chapter with the approval of

704 the president. There shall be a reduced fee for students. There shall be a reduced fee for those
705 who wish to attend only education sessions. A ten dollar (\$10.00) additional fee for all
706 registrations not received more than twenty (20) days prior to the date of the meeting will be
707 charged all members and nonmembers. The fee for nonmembers shall be at least ten dollars
708 (\$10.00) more than for members in all instances plus they must pay the current rate for CEU
709 registration by the AAMA.

710

711 **Standing Rule #14 (Revised April 2003)**

712

713 The President or appointed representative may attend three (3), but should attend two (2) Board
714 of Trustees Meetings, one at National Convention and any in Chicago. The President or
715 appointed representative will attend the Board of Trustee meeting at the National Convention.
716 Expenses for the Board of Trustee Meeting in Chicago will be provided as follows:

717

1. Room rate as negotiated by National.

718

2. Transportation round-trip to Chicago.

719

3. To present receipts per Diem not to exceed fifty dollars (\$50.00) up to three days.

720

721 **Standing Rule #15 ***

722

723 Newly established component chapters may apply to the State Society for a loan of up to \$500
724 to be paid back in full to the State Society within two years from the date of the loan.

725

726 **Standing Rule #16 ***

727

728 Mileage to be paid to President/Vice-President or appointed representative to accomplish
729 organizational business will be paid from the membership budget.

730

731 **Standing Rule #17 (Established April 2004)**

732

733 Convention registration cost and mileage of 25 cents to State Convention will be paid by the
734 ISMA to the Member at Large for being a delegate to the House of Delegates at the ISMA State
735 Convention.

736

737 **Standing Rule # 18 (Established August 2008)**

738

739 Upon notification of the death of a ISMA member or family member, a card of sympathy will be
740 sent by the current ISMA President.

741

742

743 * Standing Rule 15 and 16 has no recorded date as far back as 1986