

Linn Chapter of Medical Assistants Bylaws

**Affiliated with the Iowa Society of Medical Assistants, Inc.
and American Association of Medical Assistants**

2014

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70 **CODE OF ETHICS**

71 The Code of Ethics of the Linn Chapter of Medical Assistants shall set forth the
72 principles of ethical and moral conduct as they relate to the medical profession and the
73 particular practice of medical assisting.

74
75 Members of the Linn Chapter of Medical Assistants are dedicated to the conscientious
76 pursuit of their profession, and thus desiring to merit the high regard of the entire medical
77 profession and the respect of the general public which they serve, do pledge themselves
78 to strive always to:

- 79 1. render service with full respect for the dignity of humanity
- 80 2. respect confidential information obtained through employment unless legally
81 authorized or required by responsible performance of duty to divulge such
82 information
- 83 3. uphold the honor and high principles of the profession and accept its disciplines
- 84 4. seek to continually improve the knowledge and skills of medical assistants for the
85 benefit of patients and professional colleagues
- 86 5. Participate in additional service activities aimed toward improving the health and
87 well-being of the community.

88 **CREED**

89 I believe in the principles and purpose of the profession of medical assisting.

90 I endeavor to be more effective.

91 I aspire to render greater service.

92 I protect the confidence entrusted to me.

93 I am dedicated to the care and well-being of all people.

94 I am loyal to my employer.

95 I am true to the ethics of my profession.

96 I am strengthened by compassion, courage and faith.

97

98 **DEFINITION OF THE PROFESSION**

99 Medical assisting is an allied health profession whose practitioner's function as members
100 of the health care delivery team and performs administrative and clinical procedures.

101

102 **ARTICLE I – NAME**

103 The name of this organization shall be Linn Chapter of Medical Assistants. This
104 component chapter also know as Linn Chapter, is affiliated with the tri-level associations
105 Iowa Society of Medical Assistants, Inc., also known as ISMA which is affiliated with
106 the American Association of Medical Assistants also know as the AAMA. This
107 component chapter shall operate in conformity with the bylaws of these associations.
108

109 **ARTICLE II – PURPOSE**

110 The purpose of the Linn Chapter of Medical Assistants is to enable medical assisting
111 professionals to enhance and demonstrate the knowledge, skills and professionalism
112 required by employers and patients; protect medical assistants’ right to practice; and
113 promote effective, efficient health care delivery through optimal use of multi-skilled
114 Certified Medical Assistants referred to as CMA (AAMA).
115

116 **ARTICLE III – ORGANIZATIONAL POLICY**

117 Linn Chapter of Medical Assistants is hereby declared to be nonprofit. It is not nor shall
118 it ever become a trade union or collective bargaining agency. No person otherwise
119 qualified for membership in the organization will be denied membership. No person who
120 participates in the activities of organizations whose purpose is to overthrow the
121 government of the United States shall be a member of this corporation.
122

123 **ARTICLE IV – MEMBERSHIP**

124 **Section 1. Classes**

125 There shall be eight classes of membership: active, life, sustaining, associate, student,
126 affiliate, honorary, and international. Membership in a component (local) chapter, ISMA
127 and AAMA shall be required for all classes except international and honorary. A
128 member residing in a state or other American territory or insular possession in which
129 there is no constituent society shall be considered a “national member at large,” and may
130 belong to the AAMA without belonging to a constituent society.
131

132 **Section 2. Qualifications**

133 **A. Active Member** shall be one of the following:

- 134 1. A CMA (AAMA) holding current credential status and whose CMA (AAMA)
135 credential has not been revoked as provided by the AAMA Certifying Board
136 Disciplinary Standards and Procedures for CMA (AAMA)
- 137 2. Anyone who was an active member on December 31, 1987, who has never been a
138 CMA (AAMA) and who maintains continuous active membership. Continuous
139 active membership shall be defined as having dues postmarked or submitted
140 electronically to the AAMA Executive Office by December 31 (the controlling
141 time is that of sending not that of receiving). They shall pay full dues.
142

143 **B. Life Member:**

- 144 1. A Life member shall be an active member who has life membership conferred by
145 the Linn Chapter Executive Board for having an outstanding contribution to the
146 Linn Chapter.
147 2. The name of the candidates for life membership and a statement outlining their
148 contribution shall be submitted to the Linn Chapter Executive Board and
149 presented to the membership and two-thirds vote of all members present will be
150 required. Life member will not pay chapter dues but will enjoy all of the rights
151 and privileges of active membership. Life membership is also awarded at state
152 and national levels. AAMA Executive offices must be notified of all Life
153 members.
154

155 **C. Sustaining Member:**

156 Anyone who has been an active or associate member for at least two years, who
157 retired from medical assisting, is eligible for sustaining membership. This
158 membership shall be forfeited if not renewed annually. They shall pay half dues.
159

160 **D. Associate Member:**

- 161 1. An associate member shall be a medical assistant who is not yet a CMA (AAMA)
162 and who does not fall under any other category.
163 2. An associate member shall pay full dues and may vote, hold office, chair a
164 committee, but may not serve as an ISMA delegate to the AAMA National
165 Conference.
166

167 **E. Student Member:**

- 168 1. A student member shall be enrolled in a medical assisting program accredited by
169 either the Commission on Accreditation of allied Health Education Programs or
170 the Accrediting Board of Health Education schools
171 2. A Student member shall be limited to a one-time enrollment, selecting either a
172 one-year or a two-year membership term.
173 3. May not hold office, chair a committee, or vote.
174

175 **F. Affiliate Member:**

176 Is not eligible for another category or membership but who is interested in the
177 profession of medical assisting. They must pay full dues but have no rights to vote or
178 hold office.
179

180 **G. Honorary Member:**

- 181 1. An honorary member is not eligible for active membership.
182 2. Shall be one who has had honorary membership conferred for having made an
183 outstanding contribution to the advancement of medical assisting or to Linn
184 Chapter of Medical Assistants.
185 3. The name of the candidate for honorary membership, together with a statement
186 about their contributions shall be presented to the ISMA Executive Board at least
187 sixty days prior to the ISMA Annual conference at the ISMA House of Delegates
188 Conferral of honorary membership shall require a two-third (2/3) vote by ballot of

189 the ISMA House of Delegates. There shall be no more than two honorary
190 memberships conferred in one year. An honorary member shall not pay dues,
191 vote, hold office or chair a committee.
192

193 **H International Member:**

194 An international member shall be one who is employed in medical assisting but
195 resides and works outside of the United States of America and its territories.
196

197 **I. Associate Retiree:**

198 A retiree is a retired member who wants to stay active only in the component
199 chapter, may pay dues of \$5.00 per year to the component chapter, and attend all
200 chapter meetings. They will not receive CEU's for meeting. They may vote but not
201 hold office. They may be a member of a committee but not chairperson.
202

203 **Section 3. Revocation of Membership**

204 Any member who has had their CMA (AAMA) credential revoked by the Certifying
205 Board as provided by the AAMA Certifying Board Disciplinary Standards and
206 Procedures for CMA (AAMA) will immediately lose their membership and all privileges
207 attached thereto and shall not be allowed reinstatement, unless the revocation of the
208 credential is rescinded by the Certifying Board. No refund of any dues amount paid will
209 be made.
210

211 **Section 4. Privileges**

212 Active and life members who are CMAs (AAMA) holding current status are eligible to
213 serve as officers, delegates, and alternate delegates and committee chairs.
214

215 **ARTICLE V – DUES**

216
217 **Section 1.**

218 The dues for membership in the Linn Chapter of Medical Assistants shall be \$9.50 per
219 year, plus annual dues for the ISMA and the AAMA. Dues shall become due and payable
220 November 1 and shall be delinquent if not postmarked or submitted electronically to the
221 AAMA Executive Office by December 31 (the controlling time is that of sending, not
222 that of receiving).
223

224 A. Full dues will be assessed for active, associate, and affiliate members.
225

226 B. One-half dues will be assessed for sustaining members.
227

228 C. Dues will be assessed for international members.
229

230 D. Student dues will be for AAMA only they are exempt for ISMA or chapter dues.
231

232 E. Life and honorary members are not required to pay dues.
233

234 **Section 2.** Dues for new members joining after September 1 shall be credited to the
235 following year.

236
237 **Section 3.** Component chapters shall offer reciprocity to members transferring
238 membership from another component chapter. The transferring member shall
239 present proof of current AAMA membership status
240

241 **Section 4.** To serve as an ISMA delegate, alternate delegate or chapter officer dues must
242 not be delinquent and must be postmarked or submitted electronically to the
243 AAMA by December 31 (the controlling time is that of sending, not that of
244 receiving).
245

246 **Section 5.** Membership belongs to the individual and shall be non-refundable and non-
247 transferable.

248
249 Officers must maintain current membership during their term of office.
250

251 **ARTICLE VI – OFFICERS**

252
253 **Section 1.** The officers of Linn Chapter of Medical Assistants shall be

- 254 1. President
- 255 2. Vice President
- 256 3. Recording Secretary
- 257 4. Treasurer and
- 258 5. Immediate Past President.

259
260 **Section 2.** They shall hold offices for one year or until successors are elected.
261

262 **ARTICLE VII – DUTIES OF OFFICERS**

263
264 The regular term of all officers shall commence at the May meeting of the Linn Chapter
265 of Medical Assistants at which time they are elected and installed. The Executive Board
266 shall approve a member to fill any remaining term of office other than President. The
267 duties of the officers shall be such as implied by their respective office and consistent
268 with standard parliamentary procedure.
269

270 **Section 1. The Chapter President shall:**

271 A. Preside at all meetings of the Linn Chapter of Medical Assistants.

272
273 B. Appoint with the approval of the Linn Chapter Executive Board all committee
274 Chairpersons.

275
276 C. Be an ex officio member of all standing committees EXCEPT the nominating
277 Committee.

- 278
279 D. Perform no act which changes policy without the approval of the Linn Chapter
280 Executive Board or between meetings.
281
282 E. Appoint the Parliamentarian and Historian.
283
284 F. Appoint a three-member auditing committee with the approval of the Executive Board
285 at term end to audit the Treasurer's records.
286
287 G. Appoint a three-member committee to determine the recipient of the chapter's
288 scholarships.
289
290 H. Perform such other duties as usually pertain to this office.
291
292 **Section 2. The Chapter Vice-President shall:**
293 A. assist the president throughout the year
294
295 B. assume the duties of the President in the President's absence
296
297 C. succeed to the office of President in the event of a vacancy in that office:
298
299 D. chair the Education committee
300
301 E. automatically succeed to the office of President at the end of the term as vice-
302 president.
303
304 **Section 3. The Chapter Recording Secretary shall:**
305 A. record resolutions and proceedings of all meetings of the Linn Chapter, Executive
306 Board and Executive Council:
307
308 B. within 10 days of such meetings shall submit a copy of the minutes to the:
309 President
310 Vice President
311 Treasurer
312
313 C. Have charge of all Chapter records.
314
315 **Section 4. The Chapter Treasurer shall:**
316 A. collect all monies due Linn Chapter of Medical Assistants
317
318 B. pay out money only on original bills and vouchers signed by the President
319
320 C. prepare a monthly and annual financial statement
321
322 D. submit all accounts and financial records to an auditing committee at the May
323 meeting

324
325 E. Maintain a roster of the members of the Linn Chapter.
326

327 **Section 5. The Immediate Past President shall:**

328 A. serve on the Executive Board

329

330 B. Serve as Chair of the Nominating and assist the Treasurer with the Membership
331 Committee.

332

333 **Section 6. Files and Records**

334 Immediately following the May meeting, each retiring officer shall turn over to her
335 successor all files and records of the Linn Chapter of Medical Assistants in his/her
336 possession. Any officer vacating her/his office before the expiration of his/her term shall
337 immediately turn over to her successor the records of the office.

338

339 **Section 7. Removal from Office**

340 Any officer of the Linn Chapter of Medical Assistants who for any reason, is unable to
341 perform the duties of his/her office for a period of ninety (90) days shall submit his/her
342 resignation to the Linn Chapter Executive Board

343

344 **ARTICLE VIII – EXECUTIVE BOARD**

345

346 **Section 1. Executive Board**

347 The Executive Board shall consist of President, Vice-President, Recording Secretary,
348 Treasurer and Immediate Past President. These members have the right to vote.
349 Parliamentarian shall be a member of the Executive Board without the right to vote and
350 shall not be included in the requirement for a quorum.

351

352 **Section 2. Appointments by the President**

353 The Executive Board approves appointments made by the President, Audit Committee,
354 and fills vacancy for the unexpired terms of officers other than the President.

355

356 **Section 3. Removal from Office**

357 The Executive Board shall remove from office any officer or committee chairperson or
358 member who fails to perform the required duties of office or for a good cause.

359

360 **Section 4. Quorum**

361 A majority of the members of the Executive Board present shall constitute a quorum.

362

363 **ARTICLE IX – HOUSE OF DELEGATES**

364

365 **Section 1. Delegates**

366 Linn Chapter of Medical Assistants shall send two delegates as voting representatives in
367 the ISMA House of Delegates at the ISMA Annual Conference. These shall be the

368 President and Vice President.
369 The chapter shall elect two alternate delegates to serve in the event the delegates are
370 unable to fulfill their duties.
371 Names of delegates and alternates must be submitted by the Linn Chapter President to the
372 ISMA President and ISMA Credentials Chairperson prior to the ISMA Annual
373 Conference. These delegates must be active or AAMA life members whose membership
374 has not been revoked.

375

376 **Section 2.**

377 Linn Chapter shall pay the registration, room and mileage for the delegates.

378

379 **ARTICLE X – ELIGIBILITY, NOMINATION AND ELECTION OF**
380 **OFFICERS**

381

382 **Section 1. Eligibility**

383 All officers shall be active members. No retiring President may be re-elected to the office
384 of Vice President until a lapse of three years. The Secretary and Treasurer may be elected
385 to a consecutive term. The Vice-President shall assume the Presidency immediately
386 following installation.

387

388 **Section 2. Nomination**

389 The Nomination Committee shall present at the April Meeting a slate in full, consisting
390 of one and not more than three candidates for each of the following offices: Vice-
391 President, Recording Secretary and Treasurer. Upon receiving the report of the
392 Nomination Committee, additional nominations may be made from the floor by a
393 member of the Linn Chapter. The Nominating Chair must have the consent of the
394 candidate when the name is placed in nomination.

395

396 **Section 3. Election**

397 Election shall be by a majority of the voting members necessary to elect all officers.

398

399 **Section 4. Full Slate of Officers**

400 If after nominations from the floor, a slate of officers consists of only one candidate for
401 each of the following offices:

402

- 403 1. Vice-President
- 404 2. Recording Secretary
- 405 3. Treasurer

406

407 Then the Recording Secretary shall cast a unanimous ballot to accept the slate of officers
408 as presented.

409

409 **ARTICLE XI – MEETINGS**

410 This Society shall hold eight (8) monthly meetings – February, March, April, May,

411 September, October, November and December, on the second Wednesday of each month
412 at the place to be announced.

413 **ARTICLE XII – STANDING COMMITTEES**

414

415 **Section 1. Appointment**

416 The incoming President shall appoint, subject to ratification by the Executive Board, the
417 Chair and members of all standing committees. The President will notify all members of
418 their automatic appointment to ISMA committees if the chairing of a Linn Chapter of
419 Medical Assistants committee qualifies them as a member of an ISMA Committee.

420

421 **Section 2. The specific duties of the standing committees shall be as follows:**

422 **A. Budget and Finance Committee:**

- 423 1. Shall be responsible for preparing a proposed budget for the following year to be
424 presented at each April chapter Meeting
- 425 2. Chair shall be the elected Linn Chapter Treasurer
- 426 3. Shall be responsible for fund-raising projects.

427

428 **B. Bylaws:**

- 429 1. Chair shall be the Parliamentarian
- 430 2. Shall be responsible for having amendments to the bylaws and new or revised
431 standing rules, which are passed by the membership distributed to membership as
432 soon as possible but no longer than three months later
- 433 3. Shall be responsible for reprinting bylaws and standing rules as needed
- 434 4. Shall be responsible for furnishing a copy of newly revised bylaws to
- 435 5. ISMA Parliamentarian/Bylaws chair
- 436 6. Chairperson shall be a member of ISMA bylaws committee.

437

438 **C. Annual Conference: committee will be convened as necessary.**

439

440 **D. Credentials:**

- 441 1. President of the Linn Chapter is responsible for completion of ISMA delegate
- 442 2. cards for the Linn Chapter delegates
- 443 3. Cards will be submitted by the Recording Secretary to the Credentials

444

445 **E. Education Committee:**

- 446 1. Chair shall be the elected Vice-President
- 447 2. Chair will be a committee member on the ISMA Education Committee
- 448 3. Shall be responsible for setting up the monthly meeting and obtaining CEU
449 approval from AAMA.

450

451 **F. Membership Committee;**

- 452 1. Elected Treasurer and Immediate Past President if necessary shall be designated
453 by the President as chair
- 454 2. Shall have the responsibility of maintaining and increasing membership of this
455 Chapter

456 3. Chair shall be a committee member on the ISMA Membership Committee.

457

458 **G. Nominating Committee:**

459 1. Chair will be the Immediate Past President

460 2. A slate of officers consisting of at least one nominee for each office shall be
461 presented at the Linn Chapter meeting.

462

463 **H. Historian**

464 1. Shall maintain the Linn Chapter scrapbooks and/or posters.

465 2. Shall gather photos, articles and memorabilia commemorating Linn

466 3. Chapter medical assistants and activities.

467

468 **I. Strategic Planning Committee:**

469 Parliamentary shall be a member if the ISMA Strategic Planning Committee.

470

471 **J. Communications Committee**

472 1. Chairperson and committee shall notify all members of meetings either by phone,
473 mail, fax or e-mail

474 2. Shall make-up a list of activities and times and send to all officers that have
475 prospective members

476 3. Shall work in cooperation with membership committee.

477

478 **Section 4. Term of office**

479 Each committee chairperson and committee member shall serve for one term (May to
480 May) unless re-elected or reappointed.

481

482 **ARTICLE XIII – QUORUM**

483

484 At any regular or special meetings of Linn Chapter, two-thirds (2/3) of the voting
485 members authorized to transact any business duly present shall constitute a quorum.

486

487 **ARTICLE XIV – PARLIAMENTARY AUTHORITY**

488

489 The rules contained in Roberts Rules of Order Newly Revised, most current edition, shall
490 govern Linn Chapter of Medical Assistants in cases to which they are applicable and in
491 which they are not inconsistent with the Bylaws or any policies, procedures, and practices
492 adopted and implemented by AAMA.

493

494 **ARTICLE XV – AMENDMENTS**

495

496 These bylaws may be amended at any monthly meeting by a two-thirds vote of the voting
497 members. The proposed amendment must be approved by the Linn Chapter Executive

498 Board prior to a vote of the membership. Any amendment shall become effective upon its
499 adoption.
500

501 **ARTICLE XVI – DISSOLUTION**

502
503 If a need should arise that Linn Chapter should dissolve, a written notice setting forth the
504 proposed plan shall be given each member entitled to vote at such time and place as
505 provided by such a meeting for this purpose and governed under the Iowa Non-Profit
506 Corporation Act of 1965. Such plan for dissolution shall be adopted upon receiving a
507 two-third vote of the Active Members present at such meeting or represented by proxy
508 written or oral statement.
509

510 In the event of dissolution of Linn Chapter of Medical Assistants, the Linn Chapter
511 Executive Board shall, after payment of all liabilities, distribute any remaining assets to
512 medical or charitable institutions or projects designated by a majority of the members at a
513 meeting called for the purpose of dissolution. The charter shall be turned over to the
514 ISMA.
515 -----

516 **STANDING RULES**

517

518 **STANDING RULE # 1 (Revised 1986)**

519 Expenses for delegates (or alternates if a delegate is unable to attend) to ISMA Annual
520 Conference will be:

- 521 1. Registration fee
- 522 2. One hotel room for both delegates and the cost of one room split between the
523 two delegates.
- 524 3. Travel mileage for one car at mileage rate as ISMA uses. (Mileage as per
525 current IRS business travel allowance as of the beginning of the present year.)
526 (Revised April 2015.)
527

528 **STANDING RULE # 2 (Revised May 2000)**

529 Annual dues of this Chapter shall be \$9.50 per year for full membership and students are
530 exempt from dues.

531

532 Amend to read students enrolled in a medical assisting program will be granted
533 membership without payment of Linn Chapter dues.
534

535 **STANDING RULE # 3 (May 1970)**

536 All bills incurred by a committee should be presented for payment within thirty days
537 after expenses incurred, or by the date of the next meeting, whichever is later. If this is
538 not possible, it is important that notification of pending expense be made to the President
539 so that payment may be considered in due course.
540

541 **STANDING RULE # 4 (May 2000) (Revised 2006)**

542 The fiscal year of this chapter shall be May 1 to April 30.

543

544 **STANDING RULE # 5 (Sept 2002)**

545 In order to encourage participation in the running of Linn Chapter, dues will be paid for
546 officers as follows:

547 1. President: full AAMA yearly dues for the term of office

548 2. Vice President, Secretary and Treasurer: half AAMA yearly dues for the term of
549 office.

550 A check for the appropriate amount will be given to the officers at the end of their term
551 year of office.