



**IOWA SOCIETY OF MEDICAL ASSISTANTS, INC.**

**Affiliated with the American Association of Medical Assistants**

# **ISMA Policies Guidelines**

**March 2016**

Approved by the ISMA Executive Board on \_\_\_\_\_.

Updates approved by the ISMA Executive Board on \_\_\_\_\_.

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## **ISMA Policies Guidelines**

These guidelines are intended to offer assistance and guidance to the officers and committee members. Requests for additions and/or clarifications and suggestions for changes are welcomed by this committee. Thank you for helping to keep ISMA a strong and vital organization.

### **GENERAL INSTRUCTIONS**

#### **A. OFFICERS AND CHAIRS:**

- Study the policies of the Society and help carry them out. Familiarize yourself with the basic principles of parliamentary law and the Bylaws of the Society.
- Each officer and committee chair should be available as a mentor to your replacement.
- All officer and chair appointments will be for 1 year.

#### **B. COMMITTEE CHAIRS:**

- As a chair of a committee, work together with your committee, as a unified group. You, as a chair, are responsible for the accomplishments and the goals of that committee, being receptive to the opinions of the committee members and making certain that the committee members understand the scope of the work to be undertaken. You lead the committee by taking action from motions or recommendations of the committee members, remembering to give recognition to the members for the committee's accomplishments.
- Shall submit in writing to the House of Delegates through the ISMA President, a bi-yearly report of activities of the committee for the current year. The report should be prepared and sent by the DEADLINE DATES.
- The chair of each standing committee shall be appointed for a one year term.

#### **C. FILES, CURRENT:**

- Keep the officer/committee files current; keeping file copies of all correspondence, Executive Committee and annual reports, memos, sample forms and sample letters.

#### **D. COMMUNICATIONS:**

- Answer or direct an answer, to all communications promptly.
- Keep the ISMA President and ISMA Vice-President properly informed on all organizational procedures and actions.

#### **E. DEADLINES:**

- Be prompt and aware of deadlines.

#### **F. EXPENDITURES:**

- Keep an accurate account of expenses incurred. Itemized receipts for all advances from the treasury should be turned in for permanent records following the use of the funds.
- Copies of all expenses shall be included as part of the permanent record of all officers and committee chairs.

- Each officer and appropriate committee chair should refer to the most recent budget report from the Finance Committee passed at the House of Delegates for their allowed amount for expenses.
- Only those expenses included in the budget for allowable expenditures will be approved for payment. Any expenditures or possible expenditures should be presented to the Executive Council for approval. Be aware if purchases are made without prior approval, the ISMA may not cover these expenses.

#### **G. BI-ANNUAL REPORTS:**

- Each officer, committee chair and Chapter President shall prepare a written report in the fall and spring of all activities to be included in the House of Delegates packet which is presented at the Annual Meeting. Attempt to offer constructive recommendations to your successor at the conclusion of your report. Include in the annual report an accurate expense sheet to advise the finance committee of expenses in preparing future budgets. All reports are to be line numbered.

#### **H. PERMANENT RECORDS:**

- All important business correspondence pertaining to a particular office or committee as well as, a current bylaws and policy manual, should be kept for a period of five years and then turned over to the Archives committee.
- Personal correspondence need not be passed on to the succeeding officer or committee chair at the end of one's term of office.
- Announcements of meetings and agenda for the same can be destroyed after receiving the approved minutes.
- Correspondence should be kept for five years and anything prior to this time of a historical nature should be given to the historian.
- Officers and committee chairs shall have their files and materials in order and ready to turn over to their successor at the annual meeting.

#### **I. REPORTS AT EXECUTIVE COUNCIL MEETINGS:**

- Officers, elected and appointed, committee chairs, standing and special, and councilors shall prepare a written report that is line numbered, to be presented at the Executive Council meetings.

#### **J. MEMBERSHIP LIST:**

- A state membership roster shall be obtained from AAMA.
- Chair, other officers and committee chairs, and chapter presidents, upon request.

#### **K. POLICY MANUAL:**

- Copies of the Policy Manual will be available to all officers, committee chairs, physician advisors, chapter presidents, and chapter councilors. (It will be each chapter's responsibility to print enough copies for each of their members.) The Policy Manual is also on the ISMA website and can be downloaded, copied and distributed.

- Each Executive Board member periodically should review her respective section, as well as, the general instructions of the policy manual, and using their past experience, provide an update on any procedure in their section that is not current or workable at that time. This information should be given to the Executive Board for further consideration.

**L. BANK ACCOUNTS:**

- When an officer or committee establishes a bank account for Society Funds, the bank signature card should bear two signatures; one primary signature and one alternate signature.

**M. STATIONERY – LOGO FOR PRINTING:**

- The ISMA logo templates for printing Iowa Society letterhead and envelopes are on file at the AAMA office in Chicago. All requests for Iowa Society stationery and envelopes must be made to the President of the Iowa Society.
- The logo use policy is available on line at [www.aama-ntl.org](http://www.aama-ntl.org).

## **ISMA President**

**Name:** ISMA President

**Purpose:** To preside at all meetings of the ISMA Executive Council and ISMA House of Delegates.

ISMA Delegate to AAMA House of Delegates

**Qualifications:** Active member in AAMA with leadership ability. The President must maintain current membership during term of office. The regular term of office shall commence after at the ISMA House of Delegates.

Prerequisite: have served prior year as ISMA Vice President.

**Reports to:** ISMA Executive Council and all members of ISMA.

Ex-Official Officer to:

1. Annual Conference Committee
  2. All standing committees (except the Nominating Committee)
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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE VIII**

**Section 1.** The ISMA President shall

- A. Be an ex officio Chair of the ISMA Annual Conference Committee and an ex officio member of all standing committees EXCEPT the Nominating Committee.
  - B. Preside at all meetings of the Iowa Society of Medical Assistants, Inc.
  - C. Be responsible for notifying in writing all members at least 10 days prior to the ISMA Executive Council or ISMA Executive Board meetings.
  - D. Appoint, with the approval of the ISMA Executive Board, all committee chairs.
  - E. Perform no act, which changes policy without the approval of the ISMA Executive Board or ISMA Executive Council between meetings.
  - F. Appoint the ISMA Parliamentarian.
  - G. Appoint a three-member auditing committee with the approval of the ISMA Executive Board at each ISMA House of Delegates, to audit the ISMA Treasurer's records.
  - H. The ISMA President or appointed representative may attend three (3) AAMA Board of Trustees meetings but should attend two (2) meetings including one at AAMA National Conference.
  - I. Perform such other duties as usually pertain to this office.
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### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Be familiar with
  - a. Parliamentary Procedure
  - b. ISMA Bylaws
  - c. ISMA Policy and Procedures
  - d. Guideline manual
3. Preside at all ISMA Executive Council Meetings.
4. Appoint Physician Liaison

5. Shall be the ex-official officer to all committees
6. Shall be the first ISA delegate to the AAMA annual Conference and prepare a delegate's report for the ISMA annual conference
7. Notification to the ISMA Executive Council (consisting of the ISMA officers, component chapter presidents and vice presidents, committee chairs) at least thirty (30) days in advance of the ISMA Executive Council meeting with information concerning the meeting and requesting written reports from all ISMA Executive Council members and Physician Liaison
8. Receive reports from ISMA Executive Council members two weeks prior to the meeting for duplication and distribution at the respective meeting
9. Prepare and distribute copies of a detailed agenda for all members of the ISMA Executive Council and have available extra copies for ISMA members present at the meeting
10. Ascertain that the ISMA Vice President is fully informed of all issues during the year in the event the ISMA President may be absent or unavailable
11. While presiding, remain neutral on controversial issues in order to allow all sides of the issue to be heard by the ISMA officers, component chapter representatives, committee chairpersons and members
12. Provide information to the component chapters not represented at the meetings, and send materials that were distributed at the meeting within 15 days post meeting
13. Set goals and objectives for the term year and direct activities of the organization toward their achievement
14. Encourage all officers and committees to function to the best of their abilities
15. Promote adherence to time frames and deadlines
16. Compile and maintain in good order, a complete electronic file of activities of the ISMA President on the ISMA President's laptop. Such as copies of pertinent correspondence sent and received, flyers regarding events and notifications or letters received from AAMA and others institutions or individuals
17. Provide copy of correspondence to ISMA Secretary to place on file
18. Communicate with the ISMA Vice President and other members of the ISMA Executive Council as appropriate, regarding all organizational procedures and actions
19. Educate component chapter presidents of the need and participation of component chapter members to support ISMA standing committees as per ISMA bylaws
  - a. Give objectives and goals with direction to each committee. Ensure completion within deadlines
  - b. Monitor committee activities to ensure activities are congruent with AAMA and ISMA policies and strategic plan
20. Ensure committees carry out the goals, objectives and business of the organization
21. Provide for communication within the ISMA organization
  - a. Convey news and information to all members regarding the organization
  - b. Provide news, events, dates, awards, and Presidents message to Electronic Communication and Directory Chair by the established deadlines
22. Request a list of newly elected component chapter officers and committee members, including current e-mail, addresses and telephone numbers from the component chapter presidents
23. Ascertain if any members wish to place their name on the ballot for an AAMA national office or trustee



24. Represent ISMA by speaking to medical assisting students, ISMA component chapters and other organizations, as time and distance allows. A representative may be designated as appropriate.
25. AAMA correspondence. Provide requested information to AAMA. Forms and correspondence from AAMA are sent to the outgoing ISMA outgoing president and should be shared with the incoming ISMA president.
  - a. Share and direct AAMA correspondence with appropriate ISMA officers and committee chairpersons.
  - b. After the ISMA annual conference, send a complete list of ISMA Executive Council board members and component chapter officers with addresses, e-mail and telephone numbers to the AAMA office by the deadline of June 1.
  - c. Notify AAMA with ISMA annual conference dates and locations as soon as finalized.
  - d. Send to the AAMA office the names and addresses of Delegates and Alternates from ISMA immediately following the elections at the ISMA House of Delegates.
  - e. Reply to all inquiries from AAMA regarding the ISMA within the specified deadlines.
  - f. Forward ISMA recommendations for AAMA By-law changes or new resolutions to AAMA.
26. Adherence to the ISMA budget to ensure financial responsibility. Ensure that the ISMA Treasurer has prepared and submitted the necessary tax forms. ISMA President should also receive a copy of said forms submitted by the ISMA Treasurer.
  - a. Federal IRS 990 form – submitted yearly for non-profit organization.
  - b. Biannual State IRS form
27. Assist the ISMA Conference Committee for the current year in carrying out their responsibilities
28. Request a representative from the AAMA Speaker's Bureau for the next ISMA Annual conference by the deadline. Confer with ISMA Vice President
29. Confer with ISMA Vice President to submit purposed president's budget for the next year to the Treasurer by January 1
  - a. Plan and implement activities within the ISMA budget
  - b. Approve and submit receipts for reimbursement. See Standing Rule #5. The ISMA President receipts are approved by the ISMA Vice President
  - c. Present over-budget items to the ISMA Executive Council for approval.
30. Complete and submit reports
  - a. Submit a ISMA President's report (see template in appendix)
    - i. Fall ISMA Executive Council meeting
    - ii. Spring ISMA Executive Council meeting
31. Provide for a smooth transition for the incoming ISMA President
  - a. Meet and communicate with the incoming President
  - b. Turn over all of the ISMA President's files/items after the installation
    - i. Files
    - ii. Laptop and bag
    - iii. Gavel
    - iv. Incoming President pins

32. Serve on the ISMA Executive Board within the Executive Council as ISMA Immediate Past President
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### **CONFERENCE DUTIES for the ISMA President:**

#### **First day prior to the ISMA annual conference**

1. Prepare for presiding over the House of Delegates
  - a. ISMA Delegate/alternate packet
  - b. Agendas
    - i. ISMA Pre-conference Executive Council meeting
    - ii. ISMA House of Delegates
  - c. Provide membership list from AAMA to the ISMA Credentials Chairperson
  - d. House of Delegates script (see appendix)
2. Assign duties for
  - a. Time keeper (1)
  - b. Tellers (2)
  - c. Pages (3-4)
  - d. Scribe (1) to list nominated names for candidates to be voted on
3. Assign the audit committee (ISMA Treasurer plus 3 component chapter treasurers)
4. Review ISMA Conference program with ISMA Conference chair for any changes or errors
5. Meet with the AAMA National Representative
6. Preside at Pre-Conference ISMA Executive Council meeting
7. Attend the Mock House orientation meeting of the delegates, alternates, pages, and tellers conducted by the ISMA Parliamentarian

#### **Second day/Saturday of the ISMA annual conference**

##### **House of Delegates**

1. Preside over the House of Delegates
2. Welcome attendees and introduce the following
  - a. head table
  - b. AAMA National Rep
  - c. special guests
  - d. ISMA Conference Chair
3. Announce the following
  - a. Color Guard for presentation of the flag
  - b. Pledge of Allegiance
  - c. Singing of the National Anthem
4. Invocation
5. Ask the AAMA representative to address the audience.
6. Welcome the keynote speaker who will speak to the attendees (may be welcomed by ISMA conference chair)
7. Preside over the ISMA House of Delegates. Call ISMA meeting to order.

#### Luncheon or Banquet

1. Open and welcome everyone to the CMA luncheon/banquet
2. Introduce the head table
3. Attend ISMA installation of officers ceremony

#### Post-conference ISMA Executive Council meeting

1. Arrive at the meeting before hand to assist the new ISMA President
2. Turn over all of the ISMA President's files/items after the installation

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### **DATE/TIME TABLE**

#### **APRIL**

- Prepare the agenda for the Post conference serving as President.
- Distribute prepared packets with the agenda to the new ISMA Executive Council members.
- Preside at the meeting and make announcements.
- Send the list of Delegates and Alternates to National Conference to AAMA immediately after the close of the Annual conference.
- Remind members of the deadline of June 1, to apply for Excel Awards each year at AAMA National Conference
- Remind members to submit their information to ISMA Directory Chair and AAMA National office by June 1
- Remind members to submit info to AAMA National office if they have an interest in volunteering for a committee at the national Level
- Receive all ISMA president files/items from outgoing ISMA president

#### **APRIL-MAY**

- Preside over the ISMA House of Delegates
- Preside over the ISMA post-conference meeting

#### **MAY**

- Submit Biennial report to State of Iowa every year with update of officers' names.
- Roster Directory contract with Gemini due (contact Directory Chair)

#### **JUNE-JULY**

- Attend or delegate someone to attend June AAMA Board of Trustees meeting
- Focus on the ISMA goals set and contact the ISMA Executive Council members to offer support and encouragement.
- Send reminder of Fall ISMA Executive Council meeting and request for all reports.
- Prepare the agenda and make/send electronically copies for all in attendance.
- Submit registration for AAMA conference to the ISMA President/Treasurer

#### **AUGUST**

- Preside over ISMA Executive Council meeting.
- Discuss issues that will be presented at the AAMA National House of Delegates

- Schedule Spring ISMA Executive Council meeting for March

### **SEPTEMBER-OCTOBER**

- Attend the AAMA House of Delegates
- Give assignments to AAMA Delegates and/or alternates for reporting to the ISMA Executive Council with details regarding Conference activities such as AAMA Board of Trustees meetings and special meetings of AAMA
- Submit Delegate report to the ISMA Executive Council with details regarding conference activities such as AAMA Board of Trustees meetings and special meetings of AAMA
- Apply to AAMA Speaker's Bureau for a representative for the ISMA annual conference by October 31

### **OCTOBER**

- Acknowledge Medical Assistant Week

### **JANUARY**

- submit purposed president's budget for the next year to the Treasurer by January 1

### **FEBRUARY**

- Attend the AAMA BOARD OF TRUSTEES
- Send reminder for the Spring ISMA Executive Council meeting
- Receive reports from component chapter presidents and committee chairs
- Disperse agenda and reports for upcoming Spring ISMA Executive Council meeting

### **MARCH**

- Preside over Spring ISMA Executive Council meeting (should be held at least 30 days prior HOD)
- Prepare delegate packets
- Inform the Conference Chair of the number of extra meal tickets (guests) needed for the installation of officers ceremony
- Send reminder for the pre-conference ISMA Executive Council meeting
- Prepare the pre-conference ISMA executive council meeting agenda and provide copies for all in attendance

### **APRIL**

- Communicate with the ISMA Conference Chair to finalize preparations for the ISMA Annual Conference.
- Present ISMA President's pin to the incoming president at the installation of officers ceremony.
- Approve and sign all expense vouchers by the end of the ISMA conference. ISMA President's vouchers signed by ISMA Vice President
- Attend ISMA post-conference Executive Council meeting as ISMA Immediate Past President

- Complete and mail the following forms to the AAMA no later than May 15th following the ISMA annual conference.
  - a. AAMA Delegate and Alternate Delegates to the AAMA National Conference.
  - b. ISMA Officer Notification Form
  - c. Component chapter Officer Notification Forms

## **ISMA Vice President**

**Name:** ISMA Vice President

**Purpose:** To attend at all meetings of the ISMA Executive Council. Preside over meetings in absence of ISMA president. ISMA Delegate to AAMA House of Delegates

**Qualifications:** Active member in AAMA with leadership ability. The Vice President must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** Executive Council and all members of ISMA.

Ex Official Officer to:

1. Membership Committee
  - a. Credentials
  - b. Directory
  - c. Membership (Chair)

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE VIII**

**Section 2.** The Vice-President shall

- A. Assist the President throughout the year.
- B. Assume the duties of the President in the President's absence.
- C. Succeed to the office of President in the event of a vacancy in that office.
- D. Chair either the Education or Membership committee.
- E. Automatically succeed to the office of President at the end of the term Vice President.

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### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Be familiar with
  - e. Parliamentary Procedure
  - f. ISMA Bylaws
  - g. ISMA Policy and Procedures
  - h. Guideline manual
3. Assume the duties of the ISMA President in the absence of the President.
4. Submit Vice President's budget to the Treasurer by January 1 of the year in office
  - i. Plan and implement activities within the ISMA budget.
  - j. Submit receipts for reimbursement. See Standing Rule #5.
  - k. The ISMA Vice President approves the ISMA President receipts.
  - l. Present over-budget items to the ISMA Executive Council for approval.
5. Complete and submit a report to the President (see appendix for report template)
  - m. Fall ISMA Executive Council meeting
  - n. Spring ISMA Executive Council meeting
6. Assume the office of the ISMA President at the close of the ISMA installation of officers

7. The ISMA Vice President shall provide assistance and support to the ISMA President as well as learn the functions of the ISMA President and be prepared to assume the duties if it becomes necessary.
8. For the budgetary allowance, refer to the current year's budget approved at the ISMA House of Delegates.
9. Shall serve as Chair of the membership committee.
10. Shall be the second ISMA delegate to the AAMA Annual Conference and prepare a delegate's report for the ISMA annual conference
11. Assist the President with the AAMA Representative.
12. Prepare acceptance speech following installation ceremony.
13. Prepare agenda for the Post conference ISMA Executive Committee Meeting.
14. Prepare and distribute a roster that includes elected and appointed officers, committee chairs, and physician advisor at the post-conference executive council meeting. (refer to previous year's roster for guidance)
15. Provide for a smooth transition for the incoming Vice President.
  - o. Meet and communicate with the incoming Vice President.
  - p. Transfer all vice president files/items to successor with 30 days of the conference.
    1. Files
    2. Laptop and bag
16. At the ISMA Post Conference executive council meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
17. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
18. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

#### **CONFERENCE DUTIES for the ISMA Vice President:**

##### **First day prior to the ISMA annual conference**

- Meet with the AAMA National Representative
- Attend Pre-conference ISMA Executive Council meeting
- Attend the Mock House orientation meeting of the delegates, alternates, pages, and tellers conducted by the ISMA Parliamentarian

##### **Second day/Saturday of the ISMA annual conference**

- Attend the ISMA House of Delegates
- Attend the installation of officers ceremony
- Present your acceptance speech

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#### **DATE/TIMETABLE**

##### **MARCH-APRIL**

- Attend post-conference ISMA Executive Council meeting
- Receive all ISMA vice president files/items from outgoing ISMA vice president

## **JULY**

- Send officer report to ISMA President for the Fall ISMA Executive Council meeting (see appendix for template)
- Submit registration for AAMA national conference to the ISMA President/Treasurer

## **AUGUST**

- Attend ISMA Executive Council meeting.

## **SEPTEMBER-OCTOBER**

- Serve as second delegate to the AAMA House of Delegates.
- Attend the AAMA House of Delegates. During the conference assist the President and use the opportunity to learn as much as possible.
- Submit Delegate report to the ISMA Executive Council with details regarding conference activities such as AAMA Board of Trustees meetings and special meetings of AAMA.
- Confer with the President in selections for an AAMA representative for the ISMA annual conference by October 31.

## **OCTOBER**

- Medical Assistant Week

## **JANUARY**

- submit purposed vice president's budget for the next year to the ISMA Treasurer by January 1

## **FEBRUARY**

- Send officer report to ISMA President for the Spring ISMA Executive Council meeting (see appendix for template)

## **MARCH**

- Attend Spring ISMA Executive Council meeting

## **APRIL**

- Prior to the ISMA Spring Executive Council meeting, begin to determine but no later than two weeks prior to the ISMA Annual Conference
  1. Appoint members to serve as chairs of the
    - a. ISMA parliamentarian
    - b. ISMA standing committees
  2. Select the dates for the upcoming ISMA Executive Council meetings
  3. Arrange for a meeting place for the selected ISMA Executive Council meeting dates
- Attend pre-conference ISMA Executive council meeting
- Attend ISMA House of Delegates
- Have the privilege of selecting the installing officer and planning the installation service
- Prepare acceptance speech.
- Transfer all ISMA Vice President files/items to successor



## **ISMA Secretary**

**Name:** ISMA Secretary

**Purpose:** To record all meetings of the ISMA Executive Council and ISMA House of Delegates.  
ISMA Delegate to AAMA House of Delegates

**Qualifications:** Active member in AAMA. The Secretary must maintain current membership during term of office. The regular term of office shall commence after at the ISMA House of Delegates.

**Reports to:** Executive Council and all members of ISMA.

Ex Official Officer to:

2. Electronic Communication Committee
3. Historian/Archiving Committee
4. Professional Development Committee
  - a. Past Presidents Committee
  - b. Professional Achievement

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## **Iowa Society of Medical Assistants Bylaws**

**ARTICLE VIII** Section 3. The Recording Secretary shall

- A. Record resolutions and proceedings of all meeting of the Society, Executive Board and Executive Council.
- B. Within 10 days of such meetings shall submit a copy of the minutes to the following:
  1. Advisory Board
  2. Each member of the Executive Board
  3. Each member of the Executive Council.
- C. Keep a roster of the members of the Society.
- D. Have charge of all Society ledgers, and records of business conducted by this organization.
- E. Be responsible for notifying in writing all members of the Executive Council or Executive Board of any called meeting at least 10 days prior to such meeting.

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### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Be familiar with
  - a. Parliamentary Procedures
  - b. ISMA Bylaws
  - c. ISMA Policy and Procedures
  - d. Guideline manual
3. Have available the following materials at all ISMA meetings for references
  - a. Previous ISMA minutes
  - b. Roster of ISMA Executive Council members for roll call
  - c. ISMA Secretary laptop for minutes
4. Attend at all ISMA Executive Council Meetings
5. Bring the ISMA laptop and printer to every meeting

6. Take the roll call at ISMA meetings to determine if a quorum is present. (Quorum consists of a majority of all members present)
7. Include the following in the content of the minutes:
  - a. Name or Organization
  - b. Type of Meeting (Executive Council, etc.)
  - c. Date, time and place of meeting
  - d. Name of person making the main motion
  - e. Show the motion was seconded (no name required)
  - f. Show action taken on motions
  - g. Executive Council reports
  - h. Committee Reports
  - i. Unfinished Business
  - j. New Business
  - k. AAMA Business
  - l. Announcements
  - m. Time of adjournment
  - n. Signature, credential, and title only
8. Record the activities at all ISMA meetings including:
  - a. Transcribe the minutes in the specified format (see appendix for template)
  - b. Attach reports to the minutes as indicated
  - c. Distribute minutes of each meeting within 10 days of the meeting to all ISMA Executive Council members
  - d. Read the minutes at the subsequent meeting, as directed by the ISMA President and make corrections as indicated
9. Keep in mind that minutes are legal records. Minutes contain a report of actions taken plus a record of pertinent discussions are formal and do not reflect personal opinion. Important points should be reported and should be done objectively  
Corrections and/or additions to the minutes are made using ~~striketrough~~ and notation of correction. Minutes are not retyped after corrections. Minutes should be kept permanently in the laptop computer.  
Copy of ISMA Delegates Packet and the House of Delegates minutes should also be kept permanently in a file on the laptop computer
10. Minutes should be typed and line numbered (see appendix for template)
11. Send a copy of ISMA Executive Council meeting minutes no later than ten (10) days following the meetings to all ISMA Executive Council members
12. Record the proceedings of all meetings of ISMA meetings. All individuals must give you a copy of their report at ISMA Executive Council meetings, ISMA Executive Board meetings and special meetings
13. Also all motions from the floor are to be written on a motion form and turned in to the ISMA secretary at the end of each meeting. (See appendix)
14. Be responsible for all general correspondence as directed by the President
15. Work within the ISMA Budget. For budgetary allowance, refer to the current year's budget from the approved at the ISMA House of Delegates
  - a. Submit secretary's budget to the ISMA Treasurer by January 1 of the year in office
  - b. Plan and implement activities within the ISMA budget

- c. Submit receipts for reimbursement. See Standing Rule #5.
  - d. Present over-budget items to the ISMA Executive Council for approval
  - 16. Complete and submit reports
  - 17. Provide for a smooth transition for the incoming ISMA Secretary
    - a. Meet and communicate with the incoming ISMA Secretary
    - b. Turn over all of the ISMA Secretary's files/items after the installation within ten days of annual conference
      - i. Files
      - ii. Laptop and bag
      - iii. Printer
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### **DATE/TIMETABLE**

#### **APRIL**

- Attend ISMA House of Delegates

#### **APRIL-MAY**

- Attend post-conference ISMA Executive Council meeting
- Distribute minutes of the pre-conference ISMA Executive Council meeting, ISMA House of Delegate and post-conference ISMA Executive Council meeting minutes within 10 days of meeting

#### **JULY**

- Submit registration for AAMA national conference to the ISMA President/Treasurer

#### **AUGUST**

- Attend Fall ISMA Executive Council meeting
- Distribute minutes of the Fall ISMA Executive Council meeting within 10 days of meeting

#### **SEPTEMBER-OCTOBER**

- Serve as third delegate to the AAMA House of Delegates.
- Attend the AAMA House of Delegates
- Submit Delegate report to the ISMA Executive Council with details regarding conference activities such as AAMA Board of Trustees meetings and special meetings of AAMA.

#### **OCTOBER**

- Medical Assistant Week

#### **JANUARY**

- submit purposed secretary's budget for the next year to the ISMA Treasurer by January 1

#### **MARCH**

- Attend ISMA Spring Executive Council meeting

- Distribute minutes of the Spring ISMA Executive Council meeting

#### **APRIL**

- Attend ISMA State Conference
- Attend Pre-conference ISMA Executive Council meeting. Minutes will need to be printed and distributed at the ISMA House of Delegates.
- Attend ISMA House of Delegates. Minutes will need to be done prior to the ISMA Post-conference meeting to be read.
- Transfer all ISMA Secretary files/items to successor

## **ISMA Treasurer**

**Name:** ISMA Treasurer

**Purpose:** To attend all meetings of the ISMA Executive Council.

ISMA Delegate to AAMA House of Delegates

**Qualifications:** Active member in AAMA with accounting ability. The Treasurer must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** Executive Council and all members of ISMA.

Ex Official Officer to:

1. Budget & Finance Committee
2. Marketing Committee
  - a. Public Relations & Publicity
  - b. Ways and Means

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## **Iowa Society of Medical Assistants Bylaws**

**ARTICLE VIII** Section 4. The Treasurer shall

- A. Collect all monies due the society.
- B. Pay out money only on original bills and vouchers signed by the President.
- C. Prepare an annual financial statement.
- D. DELETED 09/01/2010 -- Be bonded to cover the amounts entrusted to his/her care with the premium paid by the Iowa Society of Medical Assistants, Inc.
- E. Submit all accounts and financial records to an auditing committee at the Annual Meeting.
- F. Be chairperson of the Budget and Finance Committee.
- G. Submit a proposed budget for the following year at each Annual House of Delegates.
- H. ADDED 9-1-2010 -- At each ISMA executive meeting the treasurer will review with the executive council the status of our financial checking account.
  1. The level of the available funds will be reviewed by the executive council to determine the possibility of moving funds to the appropriate accounts.

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## **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Be familiar with
  - a. Parliamentary Procedure
  - b. ISMA Bylaws
  - c. ISMA Policy and Procedures
  - d. Guideline manual
3. Submit Treasury budget by January 1 of the year in office
  - a. Plan and implement activities within the ISMA budget.
  - b. Submit receipts for reimbursement. See Standing Rule #5.
  - c. Present over-budget items to the Executive Council for approval.
4. Complete and submit a report to the President. (see appendix for report template)
  - a. Fall ISMA Executive Council meeting

- i. Check register
      - ii. Cash flow summary
      - iii. Budget comparison
      - iv. Reconciliation summaries
    - b. Spring ISMA Executive Council meeting
      - i. Check register
      - ii. Cash flow summary
      - iii. Budget comparison
      - iv. Reconciliation summaries
  5. Shall serve as Chairperson of the Budget Committee.
  6. Prepare for and attend annual audit. Bring laptop to review treasury.
    - a. Print check register
    - b. Provide expense voucher receipts
    - c. Provide deposits
    - d. Provide bank statements
  7. Shall be the fourth Delegate to the AAMA Annual Conference and prepare a delegate report for the ISMA Annual Meeting.
  8. Prepare an annual report for the Delegate's packet
    - a. Purposed Budget
  9. For the budgetary allowance, refer to the current year's budget as approved at the House of Delegates.
  10. Provide for a smooth transition for the incoming Treasurer.
    - a. Meet and communicate with the incoming Treasurer.
  11. Transfer all treasurer files/items to successor within 30 days of the annual meeting.
  12. Turn over all of the Treasurer's files/items after the installation within ten days of the annual meeting. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.
    - a. Checkbook
    - b. Files
    - c. Banking documents
    - d. Tax documents
    - e. Checks and deposit slips
    - f. Laptop and bag
    - g. Printer
- 

## **CONFERENCE DUTIES for the Treasurer:**

### **First day prior to the ISMA annual meeting**

8. Attend ISMA Pre-Conference Executive Council meeting
9. Disburse checks for the 6 officers' per diem, mileage, etc. for conference attendance
10. Meet with Audit Committee to review prior to House of Delegates
  - a. ISMA treasury books for the past year

- b. ISMA State Conference treasury books from previous year

**Second day/Saturday - ISMA conference**

1. Attend the ISMA House of Delegates

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**DATE/TIMETABLE**

**APRIL-MAY**

- Attend ISMA House of Delegates
- Become familiar with the accounting program and how the treasury books are organized and where information is located in the computer files.
- Verify that all bills to do with Annual Conference should have been paid by the previous ISMA treasurer.
- Both outgoing and incoming treasurers need to go to US Bank to update the signature cards. The bank will need the following
  - a. ISMA House of Delegates minutes showing election results of the Treasurer
  - b. Photo ID

**JULY**

- Submit treasury reports to president for the Fall ISMA Executive council meeting
- Reserve hotel rooms for the AAMA Delegates for AAMA National Conference
- Submit delegate registrations for National Conference with a check prior to due date

**AUGUST**

- Attend the Fall ISMA Executive Council meeting
- Pay all submitted and approved expense vouchers

**SEPTEMBER**

- Serve as fourth delegate to the AAMA House of Delegates.
- Attend the AAMA House of Delegates
- Report to the ISMA Executive Council with details regarding AAMA National conference activities such as AAMA Board of Trustees meetings and special meetings of AAMA.
- Send the annual contribution to the Maxine Williams Scholarship Fund (\$200) in honor of the outgoing AAMA President per standing rule #9.

**OCTOBER**

- Reimburse AAMA Delegates to National Conference for airfare/mileage and per diem. See the standing rule #1. Complete summary sheet for amounts with expense voucher and receipts.
- Medical Assistant Week

**JANUARY**

- Check if any of the life members have renewed their membership. A list is in the front of the annual directory. If so, reimburse them for the State dues.

## **FEBRUARY**

- Prepare the proposed ISMA budget for the next year.
- Submit treasury reports to president for the Spring ISMA Executive council meeting

## **MARCH**

- Attend the Spring ISMA Executive Council meeting
- Pay all submitted and approved expense vouchers
- Collect and submit payment for ISMA Conference registration with check to cover cost of the registrations for
  - a. ISMA President
  - b. ISMA Vice President
  - c. ISMA Immediate Past President
  - d. ISMA Secretary
  - e. ISMA Treasurer
  - f. ISMA Parliamentarian
  - g. AAMA National Representative

## **APRIL**

- Attend ISMA pre-conference meeting and House of Delegates.
- Reimburse outgoing ISMA Executive Board members (6) in attendance of ISMA Conference. See standing rule #10.
  - a. Mileage
  - b. per diem
- Pay for AAMA National Rep's lodging and incidental meals. See standing rule #7.
- Attend ISMA Audit, bring all items needed
- Insure that all expenses are paid before the end of the ISMA Conference.
- Provide for a smooth transition for the incoming Treasurer
  - a. Meet and communicate with the incoming Treasurer.
  - b. Turn over all of the Treasurer's files/items after the installation
  - c. Arrange to sign bank cards with incoming Treasurer.



## **ISMA Parliamentarian**

**Name:** ISMA Parliamentarian

**Purpose:** To attend at all meetings of the ISMA Executive Council. Parliamentarian shall be an advisor of the ISMA Executive Board without the right to vote at the Executive Board, (but is able to vote at ISMA Executive Council meetings). They shall not be included in the requirement for a quorum for the ISMA Executive Board meeting.

**Qualifications:** Active member in AAMA with leadership ability. They must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** Executive Council and all members of ISMA.

Ex Official Officer to:

3. Bylaws/Strategic Planning committee Chair
  - a. Bylaws
  - b. Reference Committee
  - c. Strategic Planning

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE IX -- ISMA EXECUTIVE BOARD**

#### **Section 1. The ISMA Executive Board Shall Consist Of:**

- B.** Parliamentarian shall be an advisor of the ISMA Executive Board without the right to vote at the Executive Board, (but is able to vote at ISMA Executive Council meetings). They shall not be included in the requirement for a quorum for the ISMA Executive Board meeting.

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#### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Parliamentarian is appointed by the ISMA President each year.
3. Parliamentarian is Chair of Bylaws and Strategic Planning Committees.
4. Be familiar with
  - a. ISMA Bylaws
  - b. ISMA Policy and Procedures
  - c. Guideline manual
5. Parliamentarian should be knowledgeable in the procedures of Robert's Rules of Order.
6. Preside at all meetings of the ISMA Executive Council, and at the ISMA House of Delegates at Annual Conference.
7. Parliamentarian is responsible for instruction of all members of the ISMA in parliamentary procedures during all meetings of the ISMA.
8. They must preside over instruction of the delegates at the Mock House of Delegates at the ISMA Annual Conference. (see outline)
9. They are responsible for all updates of the ISMA bylaws, either mandated by the AAMA, or by revision by the delegates at the ISMA House of Delegates.

10. They shall be responsible for informing all component chapter presidents of AAMA mandated revisions to bylaws, and review component chapter bylaws per schedule.
11. They are responsible for keeping and distribution of the most current ISMA bylaws to Officers, Delegates, and members of the ISMA Executive Council.
12. They are responsible for updating the Strategic Plan.
13. \*As a courtesy, send most recent mileage for current year according to IRS to current treasurer prior ISMA Annual Conference. (or prior to first Executive Council meeting if mileage is being given.)

### **CONFERENCE DUTIES for the ISMA Parliamentarian:**

#### **First day prior to the ISMA annual conference**

- Attend pre-conference ISMA Executive Council meeting
- Conduct the Mock House orientation meeting of the delegates, alternates, pages, and tellers

#### **Second day/Saturday of the ISMA annual conference**

##### **Duties at the ISMA House of Delegates:**

- Preside over the House of Delegates giving instruction on parliamentary procedures to the president and delegates according to Robert's Rules of Order so it runs smoothly.
- Reading of the Rules of the ISMA House of Delegates. (make copy-do not remove from notebook)
- Responsible for giving Timekeeper templates for 1-2 minute warning, etc. (make copies or ask for templates back)
- Responsible for all motions to be written down. (make copies from templates)
- Responsible for ballots for election of officers and election of alternate delegates to AAMA Conference. (If only one officer is running for each office no ballot is needed for election of officers. Make copies of templates for alternate delegates)
- Attend post-conference ISMA Executive Council meeting

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### **DATE/TIMETABLE**

#### **MARCH-APRIL**

- Attend post-conference ISMA Executive Council meeting
- Receive all ISMA parliamentary files/items from outgoing ISMA parliamentarian

#### **JULY**

- Send officer report to ISMA President for the Fall ISMA Executive Council meeting (see appendix for template)

#### **AUGUST**

- Attend ISMA Executive Council meeting.

#### **OCTOBER**

- Medical Assistant Week

## **JANUARY**

- submit purposed parliamentary budget for the next year to the ISMA Treasurer by January 1

## **FEBRUARY**

- Send officer report to ISMA President for the Spring ISMA Executive Council meeting (see appendix for template)

## **MARCH**

- Attend Spring ISMA Executive Council meeting

## **APRIL**

- Attend pre-conference ISMA Executive council meeting
- Attend ISMA House of Delegates
- Transfer all ISMA parliamentary files/items to successor

## **ISMA Immediate Past President**

**Name:** ISMA Immediate Past President

**Purpose:** Attend all meetings of the ISMA Executive Council. Assist the ISMA president. Assist any group of medical assistants to organize as a component chapter.

**Qualifications:** Active member in AAMA with leadership ability. The Immediate Past President must maintain current membership during term of office. The regular term of office shall commence after the annual meeting of the ISMA House of Delegates.

**Reports to:** Executive Council and all members of ISMA.

Ex Official Officer to:

4. Legislative Committee
  - a. Legislative
  - b. Insurance
  - c. Safety
5. Nominating/Mentoring Committee
  - a. Nominating (chair)
  - b. Mentoring

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## **Iowa Society of Medical Assistants Bylaws**

**ARTICLE VIII Section 5.** The ISMA Immediate Past President shall:

- A.** Be Chair of the Nominating Committee.
- B.** Be an ex officio member of the Legislative Committee.
- C.** Assist any group of medical assistants qualified to organize as a component chapter.

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### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. The Immediate Past President shall understand and have knowledge of
  - d. Parliamentary Procedure
  - e. ISMA Bylaws
  - f. ISMA Policy and Procedures
3. Assist the ISMA President
4. Submit Immediate Past President's budget to the Treasurer by January 1 of the year in office
  - a. Plan and implement activities within the ISMA budget.
  - b. Submit receipts for reimbursement. See Standing Rule #5.
  - c. Present over-budget items to the ISMA Executive Council for approval.
5. Complete and submit a report to the ISMA President (see appendix for report template)
  - a. Fall ISMA Executive Council meeting
  - b. Spring ISMA Executive Council meeting
6. The ISMA Immediate Past President shall provide assistance and support to the ISMA President
7. For the budgetary allowance, refer to the current year's budget approved at the ISMA House of Delegates

8. Shall serve as Chair of the ISMA Nominating Committee
9. Provide for a smooth transition for the incoming ISMA Immediate Past President
  - a. Meet and communicate with the incoming ISMA Immediate Past President
  - b. Transfer all ISMA Immediate Past president files/items to successor with 30 days of the conference.
10. At the ISMA Post Conference executive council meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession
11. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee
12. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

**CONFERENCE DUTIES for the Immediate Past President:**

**First day prior to the ISMA annual meeting**

- Meet with the AAMA National Rep
- Attend Pre-conference ISMA Executive Council meeting
- Attend the Mock House of Delegates orientation meeting

**Second day/Saturday of the ISMA annual meeting**

- Attend the ISMA House of Delegates
- Attend the Installation of officers

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**DATE/TIMETABLE**

**MARCH-APRIL**

- Attend ISMA post-conference meeting

**JULY**

- Send officer report to ISMA President for the Fall ISMA Executive Council meeting (see appendix for template)

**AUGUST**

- Attend ISMA Fall Executive Council meeting

**OCTOBER**

- Medical Assistant Week

**FEBRUARY**

- Send officer report to ISMA President for the Spring ISMA Executive Council meeting (see appendix for template)

**MARCH**

- Attend Spring ISMA Executive Council meeting (should be held at least 30 days prior House of Delegates)

#### **APRIL**

- Attend ISMA Pre-conference Executive council meeting
- Attend ISMA House of Delegates
- Transfer all ISMA immediate past president files/items to successor

## Standing Committees:

### Budget and Finance – Audit Committee

**Name:** ISMA Budget and Finance – Audit Committee

**Ex-officio:** ISMA President

**Purpose:** To maintain the financial viability of the ISMA and plan for future budgetary years concerns for income, cost containment and support of strategic plan

**Qualifications:** Is an active member in AAMA. Members must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Number of Members:** Shall be comprised of the ISMA Treasurer as chair and 3 (three) component chapter treasurers appointed by the President.

**Reports to:** ISMA President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

- A. Budget and Finance Committee
  - 1. Chair shall be the elected ISMA Treasurer.
  - 2. Committee members shall be the component chapter Treasurers.

3. Shall be responsible for preparing a proposed budget for the following year to be presented at each ISMA Annual Conference.
  4. Participate in all audits.
- 

**Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. The Treasurer shall serve as Chairman of this Committee assisted by the President and President-Elect as well as other ISMA members.
3. The Finance Committee shall be comprised of:
  - a. ISMA Treasurer who is the Chair
  - b. Two (2) Component chapter treasurers
4. Prior to establishing the budget, the Treasurer needs to have input from all the officers and committee chairs regarding their budgetary needs for the following year.
5. The committee shall work with the Treasurer and the Executive Council in the preparation of the annual financial statement and the annual budget which shall be presented at the Spring Executive Council meeting for approval.
6. Review the Guidelines for Reimbursement of Expenses and make any recommendations for changes to the Board of Directors.
7. Review the submitted expense vouchers and propose any suggestions for cost containment to the ISMA Executive Board.
8. Meetings are to be called at the discretion of the chairman.
9. Prepare an oral report for each Executive Board meeting.
10. Using the previous year's budget as a guideline, each officer or category is evaluated as to expenditures and then a decision is made if the amount budgeted should be raised or lowered. Using the previous year's budget as a guideline, each officer or category is evaluated as to expenditures and then a decision is made if the amount budgeted should be raised or lowered. Review the submitted expense vouchers and propose any suggestions for cost containment to the NCSMA Board of Directors or House of Delegates
11. Meetings are to be called at the discretion of the chairman.
12. Notify all Executive Council members and Committee Chairs of the amount allocated in the budget to their respective office/committee.
13. Prepare a budget for the fiscal year beginning April 1 and ending March 30, and presenting it to the House of Delegates at the annual meeting for membership approval. Submit an annual budget for review by the Executive Committee and to the House of Delegates at the Annual Meeting.
14. Using the total receipts from dues, Ways and Means, and any profits from the State Conference, the money budgeted for each category should balance
15. Make recommendations to the Executive Committee for special assessments or fund raising, if necessary. Recommend cost containment policies supporting new projects to meet the goals of the Strategic plan.
16. All files shall be transferred to the successor within ten days of the annual meeting.
17. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates
18. Chair is a member of the Executive Council and shall attend



- a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
19. Complete and submit reports.
- a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Submit written report to the ISMA President for the Delegate packet.
    - Send a copy of the budget to the ISMA President for inclusion in the ISMA House of Delegates Reports for the members' information.
20. Provide for a smooth transition for the incoming committee chair.
- a. Meet and communicate with the incoming committee chair.
  - b. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
  - c. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.
  - d. Turn over all of the files/items within thirty (30) days of annual meeting

### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference

#### **JULY**

- Committee report submitted to ISA President

#### **AUGUST**

- Attend Fall Executive Council meeting

#### **OCTOBER**

- Medical Assistant Week

#### **FEBRUARY**

- Committee report submitted to ISMA President

#### **MARCH**

- Attend Spring Executive Council meeting

#### **APRIL/MAY**

- ISMA Annual Conference
- Attend Pre-conference Executive Council meeting

- Attend Post-conference Executive Council meeting
- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.

## **Budget and Finance Committee**

**Name:** ISMA Budget and Finance Committee

**Ex-officio:** ISMA President

**Purpose:** To maintain the financial viability of the ISMA and plan for future budgetary years concerns for income, cost containment and support of strategic plan

**Qualifications:** Consist of component chapter treasurers appointed by the President and shall include the Treasurer as chair. Active member in AAMA with leadership ability. Members must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Number of Members:** Component chapter treasurers

**Reports to:** ISMA President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- F. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- G. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- H. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- I. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- J. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **B. Budget and Finance Committee**

- 5. Chair shall be the elected ISMA Treasurer.
- 6. Committee members shall be the component chapter Treasurers.
- 7. Shall be responsible for preparing a proposed budget for the following year to be presented at each ISMA Annual Conference.
- 8. Participate in all audits.

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**Budget and Finance Responsibilities/Duties:**

21. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
22. The Treasurer shall serve as chairman of this committee assisted by the President and President-Elect as well as other ISMA members.
23. The Finance Committee shall be comprised of:
  - a. ISMA Treasurer who is the Chair
  - b. Two (2) Component chapter treasurers,
24. Prior to establishing the budget, the Treasurer needs to have input from all the officers and committee chairs regarding their budgetary needs for the following year.
25. The committee shall work with the Treasurer and the Executive Council in the preparation of the annual financial statement and the preliminary budget which shall be presented at the Spring Executive Council meeting for approval.
26. Review the Guidelines for Reimbursement of Expenses and make any recommendations for changes to the Board of Directors.
27. Review the submitted expense vouchers and propose any suggestions for cost containment to the ISMA Executive Board.
28. Additional meetings are to be called at the discretion of the chair.
29. Using the previous year's budget as a guideline, each officer or category is evaluated as to expenditures and then a decision is made if the amount budgeted should be raised or lowered.
30. Notify all Executive Council members and Committee Chairs of the amount allocated in the budget to their respective office/committee.
31. Prepare a budget for the fiscal year beginning April 1 and ending March 30, and presenting it to the House of Delegates at the annual conference for membership approval. (Using the total receipts from dues, Ways and Means, and any profits from the annual conference, minus the expenditures the money should budgeted for each category should balance.)
32. Make recommendations to the Executive Committee for special assessments or fund raising, if necessary. Recommend cost containment policies supporting new projects.
33. All files shall be transferred to the successor within thirty (30) days of the annual conference.
34. There is no budgetary allowance for the committee. Any expenses would be with Executive council approval.
35. Chair is a member of the Executive Council and shall attend the following.
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
36. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare a copy of the final budget to the ISMA President for inclusion in the ISMA House of Delegates reports to be voted on.

37. Provide for a smooth transition for the incoming committee chair.
- Meet and communicate with the incoming committee chair.
  - Turn over all of the files/items within thirty days of annual conference.

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### **DATE/TIME TABLE**

#### **JULY**

Committee report submitted to ISMA President

#### **AUGUST**

Attend Fall Executive Council meeting

#### **OCTOBER**

Medical Assistant Week

#### **FEBRUARY**

Committee report submitted to ISMA President

#### **MARCH**

Attend Spring Executive Council meeting

#### **APRIL/MAY**

- ISMA Annual Conference
  - Attend Pre-conference Executive Council meeting
  - Attend the House of Delegates
  - Attend Post-conference Executive Council meeting
- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## **Bylaws Committee**

**Name:** ISMA Bylaws

**Ex-officio:** ISMA President

**Chair:** ISMA Parliamentarian

**Purpose:** Shall be responsible for review and update ISMA and component chapter by-laws to be in compliance with AAMA.

**Number of members:** Three (3) - Shall be composed of the ISMA Parliamentarian as chair and at least two members.

**Qualifications:** Is an active member in AAMA. Members must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates. Members should have understanding/knowledge with the current by-laws and format.

**Reports to:** ISMA Vice President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- K. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- L. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- M. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- N. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- O. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **B. Bylaws/Strategic Planning Committee**

1. Chair shall be the ISMA Parliamentarian.

##### **Bylaws**

2. Outgoing ISMA Parliamentarian shall be responsible for having amendments to the Bylaws and new or revised standing rules, which are passed by the ISMA House of

Delegates, published, and distributed to the membership following each ISMA Annual Conference.

3. Shall be responsible for reprinting the ISMA Bylaws and Standing Rules as needed.
4. Shall be responsible for furnishing a copy of newly revised ISMA Bylaws to the Executive Offices of the American Association of Medical Assistants Inc. (AAMA) and to the Chair and Vice Chair of the AAMA Bylaw Committee.
5. Committee members shall be the Chair of Bylaws Committee of each component chapter.
6. Review component chapter bylaws per schedule.
7. Furnish AAMA copies of ISMA Bylaws to be reviewed per their schedule.
8. Constituent society bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution. It will be the responsibility of the AAMA to notify constituent societies of any changes in those mandated bylaws. It will be the responsibility of the constituent societies to make the mandated changes with copies of revised bylaws returned to AAMA within 30 days of notification. Any action taken by a state society that is inconsistent with such mandated language shall immediately be null and void and of no effect.

#### **Reference Committee**

9. Shall be appointed by the ISMA Parliamentarian to consider the items of business before the ISMA House of Delegates, if needed.

#### **Strategic Planning**

10. Shall identify the long-term vision and goals of the ISMA and determine how to fulfill them.

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### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Parliamentarian as the chair.
3. Study the National and State Bylaws for conformity and make recommendations for amendments.
4. Maintain a current copy of the ISMA and AAMA Bylaws and Policies on file.
5. Offer assistance to newly organized chapters in preparing their Bylaws.
6. Examine the Bylaws of the newly organized chapters to ascertain conformity to that of the Iowa Society. All Bylaws of a newly organized chapter must be approved by the Bylaws committee. Once approved, a copy of the Chapter's Bylaws with an approval letter is to be sent to the Chapter President and a copy to the ISMA President, by the Bylaws Chair.
7. Shall review newly organized chapter bylaws and established chapters to determine compliance with membership and dissolution articles of the ISMA. Shall provide assistance to chapters to meet these requirements.
8. Every three years as of last review, review the Bylaws of each Component Chapter. (Any necessary Bylaws changes will be sent to the component Chapter from the Bylaws Committee.)
9. Committee will review each proposed bylaws amendment for proper format and wording, check for budgetary impact, check for conflicts and accuracy of information with AAMA

Bylaws and/or Robert's Rules of Order Newly Revised. Check for impact to other sections of the ISMA Bylaws and redundancy.

10. The Parliamentarian shall send written notice of the call for proposed Bylaws changes to the ISMA President at least sixty (60) days prior to the Annual conference of the House of Delegates and to all Executive Council Members.
11. Chair and committee members will be available for questions at the vote in the House of Delegates.
12. Within thirty (30) days following the Annual conference, the revised Bylaws and Standing Rules and Policies adopted by the House of Delegates shall be distributed to the Executive Council, Component Chapter Presidents and Committee Chairs. A copy is sent to the AAMA National Office. Amended editions of the Bylaws are to bear the date of revisions and name of committee members.
13. Shall provide a current copy of the Bylaws to the ISMA President to be included in the House of Delegates Reports.
14. A copy of the revised ISMA Bylaws shall be given to
  - a. The ISMA Parliamentarian
  - b. ISMA Historian for the permanent record
  - c. A copy of the Bylaws and Policy/Procedure Manual shall be given to the ISMA electronic communication chair to be posted at the [www.iowasma.org](http://www.iowasma.org) website.
15. For budgetary allowance, refer to the current year's budget from the Parliamentarian approved at the House of Delegates. Costs exceeding the budget allowance require approval from the ISMA Executive Council.
16. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
17. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
18. Provide for a smooth transition for the incoming committee chair.
  - e. Meet and communicate with the incoming committee chair.
  - a. Turn over all of the files/items within thirty (30) days of annual conference.

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### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference

#### **JULY**

- Committee report submitted to ISMA President



## **AUGUST**

- Attend Fall Executive Council meeting

## **OCTOBER**

- Medical Assistant Week

## **FEBRUARY**

- Committee report submitted to ISMA President

## **MARCH**

- Attend Spring Executive Council meeting

## **APRIL/MAY**

- ISMA Annual Conference
- Attend Pre-conference Executive Council meeting
- Attend Post-conference Executive Council meeting
- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## **Bylaws – Strategic Planning Committee**

**Name:** ISMA Bylaws – Strategic Planning Committee

**Ex-officio:** ISMA Vice President

**Purpose:** 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.

**Qualifications:** Is an active member in AAMA. Members must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Number of Members:** Be comprised of the ISMA Parliamentarian as chair and three (3) members appointed by the President.

**Reports to:** ISMA Vice President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- P. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- Q. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- R. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- S. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- T. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **B. Bylaws/Strategic Planning Committee**

###### **11. Chair shall be the ISMA Parliamentarian.**

###### **Bylaws**

###### **12. Outgoing ISMA Parliamentarian shall be responsible for having amendments to the Bylaws and new or revised standing rules, which are passed by the ISMA House of**

Delegates, published, and distributed to the membership following each ISMA Annual Conference.

13. Shall be responsible for reprinting the ISMA Bylaws and Standing Rules as needed.
14. Shall be responsible for furnishing a copy of newly revised ISMA Bylaws to the Executive Offices of the American Association of Medical Assistants Inc. (AAMA) and to the Chair and Vice Chair of the AAMA Bylaw Committee.
15. Committee members shall be the Chair of Bylaws Committee of each component chapter.
16. Review component chapter bylaws per schedule.
17. Furnish AAMA copies of ISMA Bylaws to be reviewed per their schedule.
18. Constituent society bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution. It will be the responsibility of the AAMA to notify constituent societies of any changes in those mandated bylaws. It will be the responsibility of the constituent societies to make the mandated changes with copies of revised bylaws returned to AAMA within 30 days of notification. Any action taken by a state society that is inconsistent with such mandated language shall immediately be null and void and of no effect.

#### **Reference Committee**

19. Shall be appointed by the ISMA Parliamentarian to consider the items of business before the ISMA House of Delegates, if needed.

#### **Strategic Planning**

20. Shall identify the long-term vision and goals of the ISMA and determine how to fulfill them.

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#### **Responsibilities/Duties:**

The Strategic Planning Committee shall:

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. The Plan should cover Recruitment, Certification/Recertification, Marketing, Leadership, and Promotion of the CMA (AAMA).
3. Monitor any existing plan currently in existence to see if plan outline is being met. If goals are not being met, take action to achieve set goals.
4. Determine the needs of the members and ambitions for the future of the Society.
5. Make recommendations for improvement, if needed, in all aspects of the Society (including leadership, certification and membership.)
6. There is no budgetary allowance, refer to the current year's budget from the Parliamentarian as approved at the House of Delegates.
7. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
8. Complete and submit reports.

- a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
9. Provide for a smooth transition for the incoming committee chair.
- a. Meet and communicate with the incoming committee chair.
  - b. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
  - c. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.
  - d. Turn over all of the files/items within thirty (30) days of annual conference

### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference

#### **JULY**

- Committee report submitted to ISMA President

#### **AUGUST**

- Attend Fall Executive Council meeting

#### **OCTOBER**

- Medical Assistant Week

#### **FEBRUARY**

- Committee report submitted to ISMA President

#### **MARCH**

- Attend Spring Executive Council meeting

#### **APRIL/MAY**

- ISMA Annual Conference
- Attend Pre-conference Executive Council meeting
- Attend Post-conference Executive Council meeting
- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.

## Conference Committee

**Name:** ISMA Conference Committee

**Ex-officio:** ISMA President

**Purpose:** The committee shall be responsible for the organization of the State Conference.

**Number of Members:** Hosting component chapter

**Qualifications:** Active member in AAMA with leadership ability. Members must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** ISMA President and Executive Council

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## Iowa Society of Medical Assistants Bylaws

### ARTICLE XIV-- STANDING COMMITTEES

#### Section 1. Appointment

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### Section 2. All committees shall:

- U. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- V. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- W. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- X. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- Y. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### C. ISMA Annual Conference Committee

1. Ex officio member is ISMA President
2. Hosting component chapter President shall notify the ISMA President of ISMA Annual Conference Chair and committee members.
3. Hosting component chapter President and conference committee will keep ISMA Executive Board informed.
4. Provide financial records for audit.

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**Responsibilities/Duties:**

Refer to Conference Guidelines manual for detailed information

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. The hosting component chapter shall be in compliance with ISMA
3. The prior ISMA Conference chair shall be available to mentor the incoming ISMA Conference committee. A conference chair is to be appointed by the Hosting Component chapter.
4. The conference chair is to set up all committees needed for the conference and seek participation to complete the committee work, and be present at all ISMA Executive Council meetings.
5. Conference Chair and the Hosting Chapter(s) shall be responsible for securing the hotel and plan all meal functions, within a set budget.
6. Profit monies after expenses are met are to be divided equally between the hosting chapter(s) and ISMA. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
7. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
8. Provide for a smooth transition for the incoming committee chair.
  - b. Meet and communicate with the incoming committee chair.
  - c. Turn over all of the files/items within thirty (30) days of annual conference.

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**DATE/TIME TABLE**

**JULY**

Committee report submitted to ISMA President

**AUGUST**

Attend Fall Executive Council meeting

**OCTOBER**

Medical Assistant Week

**FEBRUARY**

Committee report submitted to ISMA President

## **MARCH**

Attend Spring Executive Council meeting

## **APRIL/MAY**

- ISMA Annual Conference
  - a. Attend Pre-conference Executive Council meeting
  - b. Attend the House of Delegates
  - c. Attend Post-conference Executive Council meeting
- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## **Electronic Communications**

**Name:** ISMA Electronic Communications

**Ex-officio:** ISMA Secretary

**Purpose:** Shall design, develop & distribute communication materials thru social media. This committee shall facilitate ways to keep the chapters and membership informed about ISMA events, etc. This committee shall also be responsible for the maintenance of the website and keep in contact with the website coordinator.

**Qualifications:** Active member in AAMA during term of office and must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Reports to:** ISMA Secretary and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

- D. Electronic Communication Committee
  - 1. Ex officio member is ISMA Secretary



2. Shall be responsible for gathering and uploading all information to be included on the ISMA website, with the authorization of the ISMA Executive Board.
3. Component chapters shall be responsible for submitting information to the chair in a timely manner.

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**Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY
2. Establish standards of design for written and web site communication.
3. Be the primary liaison contact between component chapters and web administrator (the company retained to manage the website.)
4. Review requests for updates to the website from component chapters, members, officers and committees.
5. Review the website regularly to insure updates have been made and suggest changes and improvements to the website.
6. Consult with the ISMA Secretary regarding any questions or concerns regarding requested updates to the website.
7. Assure web hosting/server and domain arrangements are current and registration/ fees paid for same.
8. Utilize the website as a resource for contact information of all officers, committee chairs and chapter representatives.
9. Include ISMA registration information on the website for all events when registration is necessary.
10. Obtain current information from component chapters for updating of their chapter's web page
11. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
12. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
13. Provide for a smooth transition for the incoming committee chair.
  - a. Meet and communicate with the incoming committee chair.
  - b. Turn over all of the files/items within thirty (30) days of annual conference.

=====

**DATE/TIME TABLE**

**JULY**

Committee report submitted to ISMA President

## **AUGUST**

Attend Fall Executive Council meeting

## **OCTOBER**

Medical Assistant Week

## **FEBRUARY**

Committee report submitted to ISMA President

## **MARCH**

Attend Spring Executive Council meeting

## **APRIL/MAY**

- ISMA Annual Conference
  - a. Attend Pre-conference Executive Council meeting
  - b. Attend the House of Delegates
  - c. Attend Post-conference Executive Council meeting
- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

### **Historian – Archiving Committee**

**Name:** ISMA Historian - Archiving

**Purpose:** To document the historical aspects of the ISMA

**Ex-officio:** ISMA Secretary

**Qualifications:** Active member in AAMA with leadership ability. Member must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Reports to:** ISMA Secretary and Executive Council

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### **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **E. Historian/Archiving Committee**

- 1. Ex officio member is ISMA Secretary
- 2. Shall archive the ISMA scrapbooks and electronic files.
- 3. Shall gather photos, articles and memorabilia from throughout the state commemorating medical assistants and activities.

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**Responsibilities/Duties:**

1. *READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.*
  2. Create and maintain a repository of historical documents and artifacts relevant to ISMA.
  3. Keeps the Historian Archive up to date by placing in it any items pertaining to the Iowa Society or any of its component chapters. Make sure that all pictures have the following information attached: occasion, date, place and name of people in the picture. Make sure that all items have the name and date of the paper in which it appeared. Collect executive memos, any chapter pictures or material given to you.
  4. Provide necessary data to the marketing, communications and public relations committee when needed
  5. Submit budget for anticipated expenses to the treasurer.
    - a. Replace hard drive periodically (every 5-7 years).
    - b. Submit receipts to Treasurer for reimbursement on a timely basis
  6. Have a display at the annual conference. Work with conference chair to establish a time and table to display archives.
  7. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates
  8. Chair is a member of the Executive Council and shall attend
    - a. Fall Executive Council meeting
    - b. Spring Executive Council meeting
    - c. Pre-conference Executive Council meeting
    - d. Post-conference Executive Council meeting
  9. Complete and submit reports.
    - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
    - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
    - c. Prepare an annual report for the Delegates packet.
  10. Provide for a smooth transition for the incoming committee chair.
    - d. Meet and communicate with the incoming committee chair.
    - e. Turn over all of the files/items within thirty (30) days of annual conference.
- 
- 

**DATE/TIME TABLE**

**JULY**

Committee report submitted to ISMA President

**AUGUST**

Attend Fall Executive Council meeting

**OCTOBER**

Medical Assistant Week

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## **MARCH**

Attend Spring Executive Council meeting

## **APRIL/MAY**

- ISMA Annual Conference
  - a. Attend Pre-conference Executive Council meeting
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- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## **Legislative – Insurance Committee**

**Name:** ISMA Legislative Committee - Insurance

**Ex-officio:** ISMA Immediate Past President

**Purpose:** To monitor legislation and changes in insurance practice that impacts our scope of practice.

**Qualifications:** Is an active member in AAMA. Members must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Reports to:** ISMA Immediate Past President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **F. Legislative Committee**

- 1. Ex officio member is ISMA Immediate Past President  
**Legislative**
- 2. Shall be responsible for studying all legislation proposed by the Iowa House and Senate pertaining to medical assisting in the state of Iowa.
- 3. Shall correspond with the Chair of AAMA Legislation or office of AAMA regarding all new state legislation being proposed.
- 4. Shall keep the ISMA Executive Board informed of proposed legislation

### **Insurance**

5. Shall provide liaison with the third-party payers, and other entities whose policies or operations may have a financial impact on the delivery of health care by medical assistants.
6. This committee shall monitor member needs for information and education on reimbursement issues and make recommendation to the ISMA Executive Board.
7. Shall be responsible for understanding and informing all members of the insurance programs offered to members through AAMA.
8. Committee members shall be the Insurance Chair of each component chapter.

### **Safety**

9. Shall be familiar with regulations such as the Occupational Safety and Health Act (OSHA) and Home Security, etc.
10. Keep members informed of new regulations.
11. Committee members will be Safety Chair of each component chapter.

### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Monitor legislature and insurance in Iowa and nationally.
3. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
4. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
5. Provide for a smooth transition for the incoming committee chair.
  - a. Meet and communicate with the incoming committee chair.
  - b. Turn over all of the files/items within ten days of annual meeting

### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference

#### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

## **OCTOBER**

Medical Assistant Week

## **MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

## **APRIL/MAY**

- ISMA State Conference
- Attend Pre-conference Executive Council meeting
- Attend Post-conference Executive Council meeting
- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.



## Legislative Committee

**Name:** ISMA Legislative – Legislative Committee

**Ex-officio:** ISMA Immediate Past President

**Purpose:** shall keep membership informed on proposed legislation and court decisions pertaining to medicine and its allied professions.

**Qualifications:** Active member in AAMA with leadership ability. Members must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Reports to:** ISMA Immediate Past President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **F. Legislative Committee**

**12.** Ex officio member is ISMA Immediate Past President

##### **Legislative**

**13.** Shall be responsible for studying all legislation proposed by the Iowa House and Senate pertaining to medical assisting in the state of Iowa.

**14.** Shall correspond with the Chair of AAMA Legislation or office of AAMA regarding all new state legislation being proposed.

**15.** Shall keep the ISMA Executive Board informed of proposed legislation

### **Insurance**

16. Shall provide liaison with the third-party payers, and other entities whose policies or operations may have a financial impact on the delivery of health care by medical assistants.
17. This committee shall monitor member needs for information and education on reimbursement issues and make recommendation to the ISMA Executive Board.
18. Shall be responsible for understanding and informing all members of the insurance programs offered to members through AAMA.
19. Committee members shall be the Insurance Chair of each component chapter.

### **Safety**

20. Shall be familiar with regulations such as the Occupational Safety and Health Act (OSHA) and Home Security, etc.
21. Keep members informed of new regulations.
22. Committee members will be Safety Chair of each component chapter.

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### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Monitor legislature
  - a. Monitor State and
  - b. National legislation
  - c. Offer the committee's assistance to the Medical Society (state and county) and the AAMA Executive Office either to help in educating the public on given issues or to indicate the Society's wishes on proposed legislation to the proper congressmen.
  - d. Keep the members informed on proposed legislation and court decisions pertaining to medicine and its allied professions.
  - e. Keep in contact with the following for pertinent legislation:
    - i. Medical Society - state and county
    - ii. AAMA Executive Office
3. Monitor insurance
  - a. Monitor State and
  - b. National legislation
  - c. CMS (Centers for Medicare and Medicaid Services)
4. Monitor safety
  - a. Occupational Safety and Health Act (OSHA )
  - b. Homeland Security
6. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
7. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting

- c. Prepare an annual report for the Delegates packet.
  8. Provide for a smooth transition for the incoming committee chair.
    - a. Meet and communicate with the incoming committee chair.
    - b. Turn over all of the files/items within ten days of annual meeting
- Files

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### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference

#### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

#### **OCTOBER**

- Medical Assistant Week

#### **MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

#### **APRIL**

- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## Legislative – Safety Committee

**Name:** ISMA Legislative-Safety Committee

**Ex-officio:** ISMA Immediate Past President

**Purpose:** To

**Qualifications:** Active member in AAMA. Member must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Reports to:** ISMA Vice President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **F. Legislative Committee**

- 1. Ex officio member is ISMA Immediate Past President  
**Legislative**
- 2. Shall be responsible for studying all legislation proposed by the Iowa House and Senate pertaining to medical assisting in the state of Iowa.
- 3. Shall correspond with the Chair of AAMA Legislation or office of AAMA regarding all new state legislation being proposed.
- 4. Shall keep the ISMA Executive Board informed of proposed legislation  
**Insurance**

5. Shall provide liaison with the third-party payers, and other entities whose policies or operations may have a financial impact on the delivery of health care by medical assistants.
6. This committee shall monitor member needs for information and education on reimbursement issues and make recommendation to the ISMA Executive Board.
7. Shall be responsible for understanding and informing all members of the insurance programs offered to members through AAMA.
8. Committee members shall be the Insurance Chair of each component chapter.

#### **Safety**

1. Shall be familiar with regulations such as the Occupational Safety and Health Act (OSHA) and Home Security, etc.
2. Keep members informed of new regulations.
3. Committee members will be Safety Chair of each component chapter.

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#### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
3. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
4. Provide for a smooth transition for the incoming committee chair.
  - a. Meet and communicate with the incoming committee chair.
  - b. Turn over all of the files/items within ten days of annual meeting

Files

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#### **DATE/TIME TABLE**

##### **MAY**

- ISMA State Conference

##### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

##### **OCTOBER**

Medical Assistant Week

## **MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

## **APRIL**

- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## Marketing Committee

**Name:** ISMA Marketing

**Ex-officio:** ISMA Treasurer

**Purpose:** To promote the CMA and ISMA, through the media, community and paramedical professions.

**Qualifications:** Active member in AAMA with leadership ability. must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Reports to:** ISMA Treasurer and Executive Council

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## Iowa Society of Medical Assistants Bylaws

### ARTICLE XIV-- STANDING COMMITTEES

#### Section 1. Appointment

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### Section 2. All committees shall:

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### G. Marketing Committee

1. Ex officio member is ISMA Treasurer
2. Shall be responsible for collecting/receiving all current information from the AAMA regarding marketing and the CMA credential.
3. Shall report to ISMA Executive Council and component chapter Presidents regarding information received.
4. Shall be responsible for contributing ideas for ISMA and component chapter participation on marketing tactics.

5. Shall be responsible for sharing concerns from Iowa Society of Medical Assistants, Inc., to AAMA marketing representative.

**Public Relations and Publicity**

6. Shall be responsible for contributing ideas and suggesting materials and procedures that will help to increase recognition of Iowa Society of Medical Assistants, Inc., as the spokesperson for the field of medical assisting.
7. Provide the component chapters with assistance and other means of attracting people to the field medical assisting.
8. Inspire local Public Relation Chair to help achieve the afore mentioned goals.

**Ways and Means**

9. Present ideas for fund raising for the ISMA. The proposed project or idea must meet the approval of, and be voted on by the ISMA Executive Council.

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**Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Stimulate fellowship and cooperation among members and the public through a pleasant approach, explanation of the works and procedures of the Society and a cooperative attitude toward their organizations.
3. Be in charge of all publicity and maintain the following areas of activities;
4. Press releases for current activities or accomplishments of the Society to be sent to editors of the State Medical Society Journal, AAMA, as well as the newspaper media.
5. Keep the Historian informed of current news articles and, if possible, send the Historian extra copies.
6. Be aware of deadlines. Deadlines for the various publications vary and these
7. Deadlines can be determined through communication with their editors. This is also a means by which you can make yourself known to the editors of the various publications. Meet the deadlines faithfully – materials received after the deadlines are usually discarded.
8. All contracts, reports and other information shall be approved by the President.
9. Remember, the news of the Society will reach the radio, television and newspaper only through this committee.
10. News releases should be given to all news media regardless of personal interest and preferences, maintain a neutral attitude.
11. Contributing ideas and suggesting materials and procedures that will help to increase recognition of AAMA as the spokesman for the field of Medical Assisting.
12. Providing the component Chapters with assistance for Career Day programs and other means of attracting people to the field of Medical Assisting.
13. Inspire the Chapters to help achieve the previously mentioned goals.
14. Promote the field of Medical Assisting in high schools throughout the state. Keep in touch with high schools in the state and request permission for Medical Assistants to appear on their annual “Career Day” programs. Obtain from AAMA Executive Office supply materials to assist such schools. Ask for the packet entitled “PLANNING EDUCATION COURSES FOR MEDICAL ASSISTANTS”.
15. Promote, encourage and support Medical Assistant and Health Career Programs in an effort to urge students to pursue the health field and in particular Medical Assisting.



16. Post events on Upcoming Events page at least 45 days prior to event. (Council Meetings, Symposium, Conference) (Rev 4/09)
17. Post basic times and location of events on main page with a complete agenda available for printing.
18. Post other meetings and events as informed by committee chairs or chapters.
19. Communicate the knowledge of ISMA philosophies/policies to media and other available resources.
20. Develop and maintain a list of:
  - a. Iowa Medical Societies.
  - b. Iowa state/local radio stations.
  - c. Iowa state/local TV cable stations.
  - d. Iowa state and community newspapers...
  - e. Iowa Congressional members.
  - f. Iowa accredited and non-accredited medical assisting programs.
  - g. Hiring agencies throughout Iowa.
21. Information will include listing of media source, address, phone, fax, e-mail direct contact name of person and title, meeting dates, times, publication deadlines and other valuable general information.
22. Provide the information to the Communications Chair in digital format for inclusion in the ISMA website
23. Remind Chapters of their ability to utilize the AAMA Marketing Video-at local medical societies and community groups by asking this committee to use the ISMA copy.
24. Distribute regular Public Service Announcements (PSA) to the media for publication and/or free advertising as requested deadline dates.
25. Market through your regular daily networking sources. Be consistent and do not get discouraged if every PSA is not published
26. Implement a time management system for PSA releases (follow the time requirements for each media source). Information to go out at least six weeks prior to any ISMA Event.
27. Follow specific format for PSA as required by the media source (spacing, font, length).
28. Promote state and local workshops and conferences through PSA's.
29. ISMA is a non-profit organization - this allows public service announcements to be free. (Information to include meeting dates and functions of ISMA and/or chapter functions)
30. Get prior approval from the Executive Council for any mass mailings.
31. Promote National Medical Assistants Week by: creative advertising, applying for declarations from government representatives and/or developing a state-wide activity. **(AAMA has Guideline packets).**
32. Be a resource to and inform ISMA chapters how they might market their chapter
33. Contact the program director of the local Medical Assisting Programs. Introduce yourself as a member of AAMA, ISMA and your component chapter and ask to speak to the class.
34. Invite the educators(s) and students to attend a component chapter meeting. If there is a program in the component chapter. **(The component chapter should be doing this).** If there is no component chapter an ISMA representative may contact the program director.
35. Offer to come and speak to the students regarding your experiences as a Certified Medical Assistant and as a member of ISMA. Talk about the benefits of joining AAMA.
36. Contact the AAMA Executive Office in Chicago for any literature to support your activities.

37. Packets of information are available on marketing and membership efforts, along with enrollment forms.
38. Work with all chapters regarding Medical Assistants Recognition Week. Send information to all local Medical Societies, accredited and non-accredited Medical Assistant Program Directors. (Component chapters can send to their own area). Information will need to be obtained from AAMA.
39. Work with chapters to provide community service projects. This will help market to the general public and patients. Work with chapters to become involved with their local Medical Society.
40. Use the list that will be provided by AAMA as to who are our largest hiring agencies and work with them to promote the CMA.
41. Market and promote the use of name tags to say Certified Medical Assistant.
42. Work within the ISMA Budget.
43. Submit receipts for reimbursement on a timely basis.
44. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.
45. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
46. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
47. Provide for a smooth transition for the incoming committee chair.
  - c. Meet and communicate with the incoming committee chair.
  - d. Turn over all of the files/items within ten days of annual meeting
    1. Files

**Footnotes:**

Be creative.

May meeting (post conference) meet with the new Chapter Presidents and set goals for the upcoming year. Provide a member list to the committee. If time is short have everyone work on goals you want for the year and turn them in by July 1 of that year. Have ideas and goals ready to be worked on by the September meeting.

Six weeks prior to the September, January and May meetings send out letters with meeting notices to all FSMA local Medical Societies. A registration form, program and speaker information should be included with this mailing. (Work with the Educators Board so duplicate work is not being done-such as sending information to all accredited and non-accredited Medical Assistant Program Directors information on our meetings).

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## **DATE/TIME TABLE**

### **MAY**

- ISMA State Conference

### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

### **OCTOBER**

- Medical Assistant Week

### **MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

### **APRIL**

- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
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## **Marketing – Public Relations and Publicity Committee**

**Name:** ISMA Marketing – Public Relations and Publicity Committee

**Ex-officio:** ISMA Treasurer

**Purpose:** To monitor legislation in the state

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Qualifications:** Active member in AAMA with leadership ability. must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** ISMA Vice President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **G. Marketing Committee**

1. Ex officio member is ISMA Treasurer
2. Shall be responsible for collecting/receiving all current information from the AAMA regarding marketing and the CMA credential.
3. Shall report to ISMA Executive Council and component chapter Presidents regarding information received.
4. Shall be responsible for contributing ideas for ISMA and component chapter participation on marketing tactics.

5. Shall be responsible for sharing concerns from Iowa Society of Medical Assistants, Inc., to AAMA marketing representative.

**Public Relations and Publicity**

6. Shall be responsible for contributing ideas and suggesting materials and procedures that will help to increase recognition of Iowa Society of Medical Assistants, Inc., as the spokesperson for the field of medical assisting.
7. Provide the component chapters with assistance and other means of attracting people to the field medical assisting.
8. Inspire local Public Relation Chair to help achieve the afore mentioned goals.

**Ways and Means**

9. Present ideas for fund raising for the ISMA. The proposed project or idea must meet the approval of, and be voted on by the ISMA Executive Council.

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**Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Be comprised of a Chair, Co-Chair, two members, the President, the Immediate Past-President
3. Endeavor to keep the members informed of proposed legislation and court decisions pertaining to medicine and its allied professions.
4. The committee shall monitor the Iowa Medical Practice Act, proposed legislation regarding medical assistants and allied health throughout the year and report and proposed changes to the ISMA.
5. Monitoring of legislation shall be but not limited to news, web sites, phone calls, and e-mails with concerns for the medical assistant.
6. Monitor the AAMA Public Policy for national tendencies.
7. Keep in contact with the following for information on pertinent legislation:
  - a. Medical Society – State and County
  - b. AAMA Executive Office
8. Offer assistance to the above either to help in educating the public on given issues or to indicate the Society's wishes on proposed legislation to the proper congressman.
9. Pass information on legislative matter to the membership either through:
  - a. Newsletter and/or bulletins to the President of the Component Chapters.
  - b. Executive memo.
  - c. Executive Council meetings.
10. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.
11. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
12. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting

- c. Pre-conference Executive Council meeting
- d. Post-conference Executive Council meeting
- 13. Provide for a smooth transition for the incoming committee chair.
  - e. Meet and communicate with the incoming committee chair.
  - f. Turn over all of the files/items within ten days of annual meeting
    - 1. Files

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### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference

#### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

#### **OCTOBER**

- Medical Assistant Week

#### **MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

#### **APRIL**

- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
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## **Marketing – Ways and Means Committee**

**Name:** ISMA Marketing - Ways and Means Committee

**Ex-officio:** ISMA Treasurer

**Purpose:** facilitate fund raising events to help support ISMA

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Qualifications:** Active member in AAMA with leadership ability. must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** ISMA Treasurer and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
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- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **G. Marketing Committee**

1. Ex officio member is ISMA Treasurer
2. Shall be responsible for collecting/receiving all current information from the AAMA regarding marketing and the CMA credential.
3. Shall report to ISMA Executive Council and component chapter Presidents regarding information received.
4. Shall be responsible for contributing ideas for ISMA and component chapter participation on marketing tactics.



5. Shall be responsible for sharing concerns from Iowa Society of Medical Assistants, Inc., to AAMA marketing representative.

#### **Public Relations and Publicity**

6. Shall be responsible for contributing ideas and suggesting materials and procedures that will help to increase recognition of Iowa Society of Medical Assistants, Inc., as the spokesperson for the field of medical assisting.
7. Provide the component chapters with assistance and other means of attracting people to the field medical assisting.
8. Inspire local Public Relation Chair to help achieve the afore mentioned goals.

#### **Ways and Means**

1. Present ideas for fund raising for the ISMA. The proposed project or idea must meet the Approval of, and be voted on by the ISMA Executive Council.
- 

#### **Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Coordinate and be responsible for fund raising projects with the approval of the Executive council
3. Be responsible for planning and carrying out projects to supplement the ISMA Treasury.
4. Research various methods of fund raising and share suggestion(s) with chapter members.
5. Approve project, submitted in writing, for consideration by the committee members during the current year. Review annual budgeted amount needed and propose projects to meet this expectation.
6. Purchase supplies as needed.
7. Assign specific tasks to members of committees.
8. Submit expenses and funds acquired and remit them to the treasurer as they are received.
9. Notify Conference Chair prior to meetings of needs for a display area such as tables.
10. Bring items to all ISMA meetings to display for purchase.
11. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.
12. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
13. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
14. Provide for a smooth transition for the incoming committee chair.
  - a. Meet and communicate with the incoming committee chair.
  - b. Turn over all of the files/items within ten days of annual meeting
    1. Files



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## **DATE/TIME TABLE**

### **MAY**

- ISMA State Conference

### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

### **OCTOBER**

Medical Assistant Week

### **MARCH**

- Committee report submitted to ISMA President
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### **APRIL**

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## **Membership – Credentials Committee**

**Name:** ISMA Membership – Credentials Committee

**Ex-officio:** ISMA Vice President

**Purpose:** To maintain a current roster of Certified Medical Assistants holding membership in ISMA.

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Qualifications:** Active member in AAMA during term of office. The regular term of office shall commence at the annual conference of the ISMA House of Delegates.

**Reports to:** ISMA Vice President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

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#### **Section 2. All committees shall:**

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- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **H. Membership Committee**

- 1. Ex officio member is ISMA Vice President**

##### **Credentials**

- 1. Chair shall be appointed by the ISMA President.
- 2. Chair is responsible for checking the credentials of all voting delegates or alternates in the ISMA House of Delegates.

3. Remind Delegate and Alternate Delegates to present AAMA membership card upon entry to the ISMA House of Delegates.

#### **Directory**

5. Shall ensure that the contract with the publisher is current and beneficial to the ISMA.
6. Shall collect information for the directory and maintain communication with the publisher.
7. Shall arrange distribution of the directory to component chapter Presidents.

#### **Membership**

8. Shall have the responsibility of reporting membership of the ISMA.
9. Committee members shall be the Membership Chairs of each component chapter.

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#### **Credentials Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Maintain list of component delegates for the year.
3. Check membership validity of ISMA Delegates
4. Maintain credentials desk prior to check in at House of Delegates
5. Oral report to the House of Delegates of Delegates' validity
6. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.
7. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
8. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
9. Provide for a smooth transition for the incoming committee chair.
  - a. Meet and communicate with the incoming committee chair.
  - b. Turn over all of the files/items within ten days of annual meeting
    1. Files

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#### **DATE/TIME TABLE**

##### **MAY**

- ISMA State Conference

##### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

## **OCTOBER**

- Medical Assistant Week

## **MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

## **APRIL**

- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## **Membership – Directory Committee**

**Name:** ISMA Membership - Directory committee

**Ex-officio:** ISMA Vice President

**Purpose:** Maintain information of members and the Iowa Society.

**Number of Members:** Chair and component chapter presidents

**Qualifications:** Active member in AAMA with leadership ability. The Secretary must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** ISMA Vice President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **H. Membership Committee**

- 1. Ex officio member is ISMA Vice President

##### **Credentials**

- 1. Chair shall be appointed by the ISMA President.
- 2. Chair is responsible for checking the credentials of all voting delegates or alternates in
- 3. the ISMA House of Delegates.
- 4. Remind Delegate and Alternate Delegates to present AAMA membership card upon
- 5. entry to the ISMA House of Delegates.

##### **Directory**

1. Shall ensure that the contract with the publisher is current and beneficial to the ISMA.
2. Shall collect information for the directory and maintain communication with the publisher.
3. Shall arrange distribution of the directory to component chapter Presidents.

#### **Membership**

1. Shall have the responsibility of reporting membership of the ISMA.
2. Committee members shall be the Membership Chairs of each component chapter.

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#### **Directory Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Shall ensure that the contract with the publisher is current and beneficial to the ISMA.
  - a. Contract with publisher – Gemini Concepts does the printing of the directories.
    - i. Email contacts – [info@geminiconcepts.com](mailto:info@geminiconcepts.com)  
Gemini Concepts, Inc.  
219 Main St, Suite 5  
Cedar Falls, IA 50613  
319-277-8373  
800-728-4101  
Fax: 319-277-8383
    - ii. Advertising is collected by Gemini
    - iii. Minimal amount of directories (600 directories in 2015)
    - iv. \$500 (2015)
  1. Provide copy of contract to ISMA President
  2. Shall gather information for the directory and maintain communication with the publisher.
    - a. Cover of directory
    - b. Select cover color
    - c. Cover design – obtain from the next year's hosting chapter
    - d. Lifetime members list updated
    - e. ISMA State Presidents list updated (note deceased)
    - f. National President name updated
    - g. Professional Achievement Award winner with member photo
    - h. Current list of members and contact information – obtain from ISMA President
    - i. State Officers
    - j. State Standing Committees
    - k. Local Chapter officers
    - l. ISMA National Delegates for AAMA
    - m. ISMA President
      - i. Photo
      - ii. Biography
      - iii. Letter / acceptance speech
      - iv. Extra information if there is room (ex: organization map, State chapter map, website info)
  5. Photo – current state officers – from conference

6. ISMA membership list – obtain from AAMA in excel format. Review list for updates or corrections.
7. Review 1<sup>st</sup> draft – return to Gemini with corrections
8. Review final draft – return to Gemini for printing
9. Shall arrange distribution of the directory to component chapter Presidents.  
Distribution mailing list – allotments will be shipped to chapter presidents
  1. list of local chapter presidents mailing addresses
  2. Allotted amount of directories per chapter
10. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.
11. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
12. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
13. Provide for a smooth transition for the incoming committee chair.
14. Meet and communicate with the incoming committee chair.
15. Turn over all of the files/items within ten days of annual meeting
  1. Files

---

### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference
- Gather information to be sent to publisher

#### **JUNE**

- Text deadline for Gemini

#### **AUGUST**

- Publication delivery
- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

#### **OCTOBER**

- Medical Assistant Week

#### **MARCH**


- Committee report submitted to ISMA President

- Attend Spring Executive Council meeting

## APRIL

- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## CONTRACT:



Dear Association Officers:

In accordance with the contract between the Iowa Society of Medical Assistants and Gemini Concepts, Inc., it is time once again to schedule your publication dates for the year 2015.

Using the previous publication schedule as a guideline, we have set the deadlines listed below. If any of the suggested dates are unacceptable, please notify Gemini Concepts immediately so we can adjust our sales and production schedules accordingly. Your signature in the space provided will acknowledge approval of the selected dates. Please sign and return one copy and retain one copy for your reference.

Please be reminded of the importance of meeting the specific text deadlines. We need your help to fulfill your desired delivery dates and to keep our commitments to our advertisers. If a problem arises in meeting the deadlines, please contact us.

Should you have any questions or concerns regarding our working relationships, please contact Gemini Concepts immediately. You have our pledge that every effort will made to assist you with providing a quality publication to your members.

**Phone: 319-277-8373 or 800-728-4101 Fax: 319-277-8383**  
**E-mail: [info@geminiconcepts.com](mailto:info@geminiconcepts.com)**

Association Name: Iowa Society of Medical Assistants

<b>Publication</b>	<b>Text Deadline</b>	<b>Publication Delivery</b>
Yearbook	June 25, 2015	August 11, 2015


Convention Date: April 15-16, 2016

Convention Location: (Hotel & City) The Plaza, Burlington, IA

The preceding dates are acceptable for the calendar year 2015.

Bonny K. Heisterkamp  
Owner

Date: \_\_\_\_\_

  
(representing Association)

Date: 05-01-15



## **Nominating/Mentoring - Mentoring Committee**

**Name:** ISMA Nominating/Mentoring - Mentoring Committee

**Ex-officio:** ISMA Immediate Past President

**Purpose:** Provide Leadership Opportunities and Instruction.

Be a facilitator and resource for anything needed.

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Qualifications:** Active member in AAMA during term of office. The regular term of office shall commence at the annual meeting of the ISMA House of Delegates. Mentor is a current member of the AAMA/ISMA who has served at the chapter and state levels in a leadership position.

**Reports to:** ISMA Immediate Past President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **I. Nominating/Mentoring Committee**

1. Chair shall be the ISMA Immediate Past President.  
**Nominating**
2. Committee members shall be Nominating Chairs of each component chapter if approved by the ISMA Executive Board.
3. Present a slate of officers consisting of at least one nominee for each office, at the spring ISMA Executive Council meeting.

##### **Mentoring Committee**

4. Shall encourage the growth and development of leadership qualities within the ISMA membership.
  5. Shall support experienced members in mentoring potential future leaders.
- 

**Responsibilities/Duties:**

READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.

10. The Chair and mentoring committee is made up of the component chapters preferably one person from each chapter.
  11. Encourage the progression of leadership development with mentors working alongside individuals desiring to increase their abilities and honing their skills.
  12. Provide leadership development. The committee is to prepare opportunities to develop and enhance the abilities of a group of Individuals who desire to commit to the short and long term goals of the ISMA. Provide Leadership education to members a minimum of once a year.
  13. The Chair would comprise a list of contacts along with the positions held at chapter, state and national levels of all mentors. This list would be available to all mentees. Mentors do not always have to be a member of the mentoring team just eligible and willing to serve.
  14. The Chair of the mentoring committee would check with mentors and mentees individually and see how they think it is working and make any adjustments.
  15. Refer all mentors and mentees to the ISMA website for additional information.
    - a. ISMA current Bylaws & Policy Manual
    - b. ISMA brochure and website information.
    - c. Organizational flow chart.
    - d. Mentor list.
  16. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.

All expenses shall be submitted to the Treasurer on the standard Expense voucher with receipts.
  17. Chair is a member of the Executive Council and shall attend
    - a. Fall Executive Council meeting
    - b. Spring Executive Council meeting
    - c. Pre-conference Executive Council meeting
    - d. Post-conference Executive Council meeting
  18. Complete and submit reports.
    - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
    - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
    - c. Prepare an annual report for the Delegates packet.
  19. Provide for a smooth transition for the incoming committee chair.
    - g. Meet and communicate with the incoming committee chair.
    - h. Turn over all of the files/items within ten days of annual meeting
    1. Files
-

### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference

#### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

#### **OCTOBER**

- Medical Assistant Week

#### **MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

#### **APRIL**

- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## **Nominating/Mentoring - Nominating Committee**

**Name:** ISMA Nominating/Mentoring - Nominating Committee

**Ex-officio:** ISMA Immediate Past President

**Purpose:** To prepare a slate of officers for nominations

**Number of Members** Three (3) - Shall be composed of the chair and a member from each component chapter

**Qualifications:** Active member in AAMA with leadership ability. must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** ISMA Vice President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **J. Nominating/Mentoring Committee**

1. Chair shall be the ISMA Immediate Past President.

##### **Nominating**

6. Committee members shall be Nominating Chairs of each component chapter if approved by the ISMA Executive Board.
7. Present a slate of officers consisting of at least one nominee for each office, at the spring ISMA Executive Council meeting.

##### **Mentoring Committee**

1. Shall encourage the growth and development of leadership qualities within the ISMA membership.
  2. Shall support experienced members in mentoring potential future leaders.
- 

### **Responsibilities/Duties:**

The Nominating Committee shall:

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
2. Be responsible for soliciting, screening and presenting a slate of nominees for office in accordance with the Bylaws.
3. Be observant throughout the year for possible nominees for office – which committee members have carried out their duties well, and in what fields do they show ability and willingness to serve. Make every effort to become acquainted with all Society members and know the duties of the offices for which nominees will be chosen.
4. Send letters to Chapters in September requesting nominees for all ISMA officers, ISMA committee chairs, AAMA delegates, and AAMA alternate delegate.
5. Submit rules and requests to the component Chapter Presidents for eligible nominees for State Officers, AAMA Delegate and Alternate AAMA Delegate.
6. Have a Nominating Committee meeting in October if possible.
7. Contact each nominee in advance of the election and obtain in writing their consent to serve if elected.
8. Slate of nominees and qualifications shall be sent to the component chapter Presidents at least sixty (60) days prior to the annual meeting .
9. Nominations from the floor require the written consent of candidates along with credentials. These nominees must be presented to the Nominating Committee prior to the convening of the House of Delegates.
10. Submit list of nominees to Credentials Chair for validation.
11. Prepare ballots for the voting delegates, providing a write-in space for nominations made from the floor at the time of balloting.
12. Prepare a tally sheet for the tellers.
13. Submit with the approval of the Executive Committee, a list of active and associate members recommended for election to each office. Nominations made by the Nominating Committee shall not preclude additional nominations being made from the floor. All members of this committee may submit names of nominees in addition to the names received from the component chapters. All submitted qualified nominees shall appear on the slate.
14. The Certification chairperson must verify that credentials have been checked and are in order. After the election, place the ballots in a sealed envelope and give to the current President for safe keeping. These ballots are not to be destroyed until authorized by the Council immediately following the Annual Meeting.
15. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.
16. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.
17. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting

- b. Spring Executive Council meeting
- c. Pre-conference Executive Council meeting
- d. Post-conference Executive Council meeting
- 18. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
- 19. Provide for a smooth transition for the incoming committee chair.
  - a. Meet and communicate with the incoming committee chair.
  - b. Turn over all of the files/items within ten days of annual meeting
    - 1. Files

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### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference

#### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

#### **OCTOBER**

Medical Assistant Week

#### **MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

#### **APRIL**

- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

## Professional Development - Past Presidents Committee

**Name:** ISMA Professional Development – Past Presidents

**Ex-officio:** ISMA Secretary

**Purpose:** Shall provide their expertise to the working of MSMA as required.

**Number of Members:** composed of all Past Presidents of the ISMA Society

**Qualifications:** Active member in AAMA with leadership ability. must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** ISMA Secretary and Executive Council

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### Iowa Society of Medical Assistants Bylaws

#### ARTICLE XIV-- STANDING COMMITTEES

##### Section 1. Appointment

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

##### Section 2. All committees shall:

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### J. Professional Development Committee.

1. Ex officio member is ISMA Secretary

##### **ISMA Past Presidents' Committee**

2. Shall be responsible for notifying and inviting Past Presidents of the ISMA during the ISMA Annual Conference.
3. Plan a function involving past presidents.

##### **Professional Achievement**

4. Make members aware of the application requirements.
5. Send a follow-up letter to component chapter Presidents.

6. After receiving the applications, review for completion.
7. Arrange for presentation at ISMA Annual Conference

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**Responsibilities/Duties:**

20. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
21. Assist the membership in an advisory capacity when needed.
22. Be responsible for an informal mentoring program.
23. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.
  - a. Fund raiser (ex: Past President baskets)
24. Chair is a member of the Executive Council and shall attend
  - a. Fall Executive Council meeting
  - b. Spring Executive Council meeting
  - c. Pre-conference Executive Council meeting
  - d. Post-conference Executive Council meeting
25. Complete and submit reports.
  - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
  - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
  - c. Prepare an annual report for the Delegates packet.
26. Provide for a smooth transition for the incoming committee chair.
  - a. Meet and communicate with the incoming committee chair.
  - b. Turn over all of the files/items within ten days of annual meeting
    1. Files

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**DATE/TIME TABLE**

**MAY**

- ISMA State Conference

**AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

**OCTOBER**

- Medical Assistant Week

**MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

**APRIL/MAY**



- ISMA State Conference
- Attend Pre-conference Executive Council meeting
- Attend Post-conference Executive Council meeting
- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.

## **Professional Development – Professional Achievement Committee**

**Name:** ISMA Professional Development – Professional Achievement Committee

**Ex-officio:** ISMA Secretary

**Purpose:** To promote the profession of Medical Assisting

**Number of Members** Three (3) - Shall be composed of the chair and at least two members.

**Qualifications:** Active member in AAMA with leadership ability. must maintain current membership during term of office. The regular term of office shall commence after the annual conference of the ISMA House of Delegates.

**Reports to:** ISMA Vice President and Executive Council

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## **Iowa Society of Medical Assistants Bylaws**

### **ARTICLE XIV-- STANDING COMMITTEES**

#### **Section 1. Appointment**

The incoming ISMA President shall appoint, subject to ratification by the ISMA Executive Board, the Chair and members of all standing committees.

#### **Section 2. All committees shall:**

- A. Keep a record of their proceedings and furnish a written report upon request to the ISMA President.
- B. Refer to Article VIII Section 6 (Items pertaining to the office or committee)
- C. At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
- D. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
- E. The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.

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

##### **K. Professional Development Committee.**

- 8. Ex officio member is ISMA Secretary

##### **ISMA Past Presidents' Committee**

- 9. Shall be responsible for notifying and inviting Past Presidents of the ISMA during the ISMA Annual Conference.
- 10. Plan a function involving past presidents.

##### **Professional Achievement**

- 11. Make members aware of the application requirements.
- 12. Send a follow-up letter to component chapter Presidents.

13. After receiving the applications, review for completion.

14. Arrange for presentation at ISMA Annual Conference

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**Responsibilities/Duties:**

1. READ THE GENERAL INSTRUCTIONS OF THIS MANUAL COMPLETELY.
  2. Be responsible for notifying each component chapter of the Awards deadline and providing guidelines for submitting awards yearly.
  3. Chairs will be responsible for requesting nominations for awards.
  4. After nominations are received, additional committee members will be appointed by each Awards chair.
  5. After receiving the applications, review for completion and send the application to the Committee members.
  6. Each committee will review nominations to verify if the nominated member is qualified for the award for which they were nominated
  7. Shall see that after the applicant's forms have been checked and the appropriate persons have signed the forms, the President of the ISMA will sign the certificate and send it back to the Chairperson of the Professional Achievement Committee.
  8. Shall have the certificate framed.
  9. Award presented to the recipient at the State Conference by the ISMA President. The Awards Committee chairman shall present the awards at the Luncheon at the annual conference.
  10. Consult with the Treasurer regarding the membership awards.
  11. For budgetary allowance, refer to the current year's budget from the Finance Committee approved at the House of Delegates.
  12. Chair is a member of the Executive Council and shall attend
    27. Fall Executive Council meeting
    28. Spring Executive Council meeting
    29. Pre-conference Executive Council meeting
    30. Post-conference Executive Council meeting
  13. Complete and submit reports.
    - a. Submit written report to the ISMA President three weeks prior to the Fall Executive Council meeting
    - b. Submit written report to the ISMA President three weeks prior to the Spring Executive Council meeting
    - c. Prepare an annual report for the Delegates packet.
  14. Provide for a smooth transition for the incoming committee chair.
    - a. Meet and communicate with the incoming committee chair.
    - b. Turn over all of the files/items within thirty days of annual meeting
1. Files
- 

**. Professional Achievement Award**

1. this is a State Award
2. Applications for this award shall include with submission the following:

- a. Documentation in Category 1 by copies of CEU confirmation cards or transcripts from AAMA
- b. Verification by Chapter Presidents in Category II
- c. State or chapter presidents or AAMA headquarters in Category III
- d. Applicant when possible in Category IV

### **State Life Membership Award**

1. This is a State Award
2. The member must be active on the state level.
3. A candidate's name should not be considered if he/she has previously received Life membership.
4. If available, send a resume with all chapter, state and national activities with the nomination.
5. Each Board member may submit one candidate's name along with a written explanation.
6. Component chapter presidents may also submit one candidate which their chapter has selected as a group along with written explanation of why the candidate should receive Life Membership.
7. Names and explanations will be forwarded to the Award Committee by December 1 of each year.
8. Finalists' names along with a copy of the nomination, in its entirety, as to the reason the candidate should receive the Life Member will be sent to all Executive Board members with a secret ballot. The ballot will be returned by the deadline dated to the Committee at which time the candidate receiving the most returned votes will receive the Life Membership Award.
9. In the event, a voting member does not wish to vote for any nominated candidate, the ballot shall still be returned by the deadline date. A notation of "I do not wish to vote" shall be checked or written on the ballot.
10. IT IS NOT NECESSARY TO GRANT A LIFE MEMBERSHIP EACH YEAR.

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### **DATE/TIME TABLE**

#### **MAY**

- ISMA State Conference

#### **AUGUST**

- Committee report submitted to ISMA President
- Attend Fall Executive Council meeting

#### **OCTOBER**

- Medical Assistant Week
- Send the initial letter to Chapter Presidents, the application requirements.

#### **JANUARY**

- Send a follow-up letter to Chapter Presidents.

## **MARCH**

- Committee report submitted to ISMA President
- Attend Spring Executive Council meeting

## **APRIL**

- At the ISMA Annual Post Conference board meeting, each retiring member of the ISMA Executive Council is required to turn over to their successor all items related to the Iowa Society of Medical Assistants, Inc. in their possession.
  - Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to the office or committee.
  - The retiring or vacating ISMA Executive Council member will bear any costs incurred if items of transfer are not transferred at the ISMA Annual Conference in a timely manner.
- 

Exhibit:  
ISMA Professional Achievement application

Copy of award template:

Copy of State Life Membership:




## **Exhibits:**


Minutes template

Professional Achievement application – posted on the ISMA webpage

## Report template:

	
1	
2	Iowa Society of Medical Assistants
3	(Name of officer or committee) Report
4	Executive Board Meeting
5	(Place of meeting)
6	(Date of meeting)
7	
8	
9	
10	(Your report goes here)
11	
12	
13	
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18	Submitted (date author submits this report)
19	(Officer or committee name, credential)
20	(Name of chapter office, i.e. President)
21	(Name of attached documents if needed for this report)

## Audit report:

	
	<b>ISMA Treasury Audit</b>
ISMA Accounts audited:	
\$ _____	General fund ending balance
\$ _____	Certificate of Deposit ending balance
Recommendations of the audit committee:	
1.	
2.	
3.	
_____	Audit Approved – all checks, deposits and vouchers match
<i>Dated</i>	
Audit Committee:	
_____	
_____	
_____	
_____	ISMA Treasurer
Copy provided to ISMA President on _____	

## Expense Report:

**IOWA** Society of Medical Assistants  
AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

**ISMA EXPENSE VOUCHER**

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chapter: \_\_\_\_\_  
 Check payable to: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City / State / Zip code: \_\_\_\_\_

**ITEMS FOR WHICH YOU ARE REQUESTING REIMBURSEMENT:**  
 Please be as specific as possible (see list of categories to choose from)

CATEGORY	DETAILS	AMOUNT
1		\$
2		\$
3		\$
4		\$
5		\$
PLEASE ATTACH RECEIPTS		TOTAL TO BE PAID \$

**OFFICE USE ONLY**  
 Date received: \_\_\_\_\_ Date of check: \_\_\_\_\_ Check # \_\_\_\_\_ Voucher # \_\_\_\_\_ Reconciled: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_

**CATEGORY DESCRIPTION**

**Board of Trustees Meetings:**  
 Standing Rule #1: 1. Room rate as registered by national  
 2. Transportation round trip to Chicago  
 3. Present receipts per diem not to exceed \$50.00 up to 3 days

**Committees:**  
 Annual Society Directory  
 Budget & Finance: Life member refunds \$19.00  
 Publicity  
 Electronic Communications  
 ISMA Board Meeting: Web page  
 National Convention: Standing Rule #10: 1. Mileage to & from nearest airport to conference site as of the beginning of the present year.  
 2. \$50 per diem including travel day prior and travel day after conference  
 3. Taxi or cab fare (if automobile mileage round trip as per current IRS business travel allowance as of the beginning of the present year. Toll fees and parking charges)

**President's expenses:**  
 Vice President's expenses  
 Secretary's expenses  
 Treasurer's expenses  
 Executive Committee: 1. Mileage to & from nearest airport to conference site as of the beginning of the present year.  
 2. \$50 per diem including travel day prior and travel day after conference  
 3. Taxi or cab fare (if automobile mileage round trip as per current IRS business travel allowance as of the beginning of the present year. Toll fees and parking charges)

## Travel Expense:

**IOWA** Society of Medical Assistants  
AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

**ISMA Travel Expense Voucher**  
 See reverse side for Travel Expense Policies

Return to: ISMA State President for approval then to ISMA Treasurer  
 Tip: When electronically filing this form out, use the above link to get from #40 to 401

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 The following expenses should be checked to name and location of activity:

**Note: List only reimbursable expenses, attach receipts, and submit within 14 days.**

Dates of Travel:	Day	Expense	Subtotal	This column for office use only
		Trip:		
		Airfare/Bus/Train		
		Auto Expenses		
		Gas (See reverse side 2)		
		Geographic		
		Tolls		
		Local taxi/bus fares		
		Telephone (Postage)		
		Tip (See reverse side 3)		
		Hotel/Motel		
		Per Diem (See reverse side 4)		
		Breakfast		
		Lunch		
		Dinner		
		Alcohol/Soft		
		Subtotal		
TOTAL (complete both subtotal sections before entering total)				\$

Total Expenses \$	VENDOR NO.
Less Travel Advance \$	ACCOUNT NO.
Less Per Diem Advance \$	AMOUNT \$
Amount Owed (attach check) \$	OK'D BY:
Expenses to be reimbursed \$	VOUCHER NO.
(Allow three weeks)	

**ISMA Policies and Procedures for Reimbursement of Expenses**

Travel expenses will be reimbursed within the limits established by the Internal Revenue Service and the ISMA. The Internal Revenue Service requires that any expense reimbursement of \$75 or more be substantiated by a paid receipt or other appropriate documentation attached to this voucher. Your cooperation will expedite payment.

**Travel Allowance**

- Air Travel:** Coach class is reimbursable. Whenever possible, tickets should be purchased at least one month in advance to take advantage of discount fares. First-class travel is not reimbursable. A copy of the plane ticket voucher (value copy) must be submitted with expense voucher. If you choose to fly first class or by private plane, or other your discretion, you will be expected to pay the difference between direct round-trip coach fare and the alternative you have made.
- Train or Bus:** Train or bus fares are reimbursable. Receipt required. Cost of airport bus or other surface transportation to and from the airport is reimbursable. Taxi fares are permissible only if a bus is not available or time element is critical. Always ride driver for a receipt.
- Automobile:** ISMA travel allowance is as per current IRS business travel allowance as of the beginning of the present year—no less expensive car—whichever is less. Be sure to list number of miles driven. Toll fees and parking charges are also reimbursable.
- Phone Calls:** Personal calls made to home or related to other personal business are not reimbursable.
- Tips:** Tips connected directly with traveling on official business will be reimbursed (e.g., porter, hotel attendant, or special service. These must be itemized).
- Hotel:** It is expected that representatives attending meetings will share a twin room whenever possible. (Attach a copy of hotel bill to the Travel Expense Voucher.) Additional time spent at the meeting site (for personal reasons) is not reimbursable.
- Meals:** Up to \$150 per day counting the day prior to conference and travel day after the conference will be reimbursed for actual meal expenses (including tip), or will be advanced upon request. Unshared meals (not credit card statements) must be included. All reimbursements in excess of actual payments must be returned. ISMA will not reimburse purchases of alcoholic beverages.
- Travel Advance:** An amount to cover exact cost of round-trip expenses and the meal per diem will be advanced by the ISMA upon request. If you request a travel advance per diem for a meeting, return any unused funds, including advance, to the ISMA within 30 days after the conclusion of the meeting. In the event of cancellation, if funds advance cannot be transferred to another approved event, they must be returned within 30 days.
- Expenses for one meeting ONLY may be recorded on each voucher. If more than one meeting is attended, separate vouchers must be submitted for each. Your voucher should be mailed to ISMA President for payment. Please allow three weeks for payment.**



Professional Achievement Award:



State Life membership award:

Chapter Charter:

