



IOWA SOCIETY OF MEDICAL ASSISTANTS, INC.

BYLAWS

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Affiliated with the American Association of Medical Assistants

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STANDING RULES

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CODE OF ETHICS

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

Members of Iowa Society of Medical Assistants, Inc. dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

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

CREED

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

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

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

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

DEFINITION OF THE PROFESSION

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

ARTICLE I -- NAME

The name of this organization shall be Iowa Society of Medical Assistants, Inc., also known as ISMA. It is a corporation of component chapters, affiliated with the American Association of Medical Assistants, also known as AAMA. This association shall operate in conformity with the bylaws of the American Association of Medical Assistants.

ARTICLE II -- PURPOSE

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

ARTICLE III -- ORGANIZATIONAL POLICY

The Iowa Society of Medical Assistants Inc., is hereby declared to be nonprofit. It is not nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in the Iowa Society of Medical Assistants, Inc. will be denied membership. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of this corporation.

ARTICLE IV -- COMPONENT CHAPTERS

Component (local) chapters are those chapters of medical assistants located within the state of Iowa which are, or which hereafter may be, affiliated with the Iowa Society of Medical Assistants, Inc.

Section 1. If in any locality, the number of persons eligible for membership is sufficient to fill all offices, they may organize a local group called a component chapter, and shall apply to the ISMA Executive Board sixty days in advance of the ISMA Annual Conference for a charter. This charter shall not be granted unless approved at the ISMA Annual Conference by the ISMA House of Delegates.

Section 2. The component chapter's bylaws shall not be in conflict with those of the Iowa Society of Medical Assistants, Inc. or those of AAMA.

Section 3. Bylaws of component chapters must be submitted to the ISMA Parliamentarian for review and recommended revisions.

ARTICLE V -- MEMBERSHIP

Section 1. Classes.

There shall be eight classes of membership: active, life, sustaining, associate, international, student, honorary, and affiliate.

- A. Membership in the Iowa Society of Medical Assistants, Inc. and AAMA shall be required for all classes except international and honorary. A member residing in a state or other American territory or insular possession in which there is no constituent society shall be considered a “national member at large,” and may belong to the AAMA without belonging to a constituent society.
- B. Membership in a component chapter shall be required.

Section 2. Qualifications

- A. **Active** -- An Active member shall be one of the following:
 - 1. A CMA (AAMA) holding current credential status and whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA);
 - 2. Anyone who was an active member on December 31, 1987 and who has maintained continuous active membership. Continuous active membership shall be defined as having dues postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending not that of receiving).
- B. **Life** – An ISMA Life Member:
 - 1. shall be an active member who has had life membership conferred by the ISMA Executive Board for having made an outstanding contribution to the Iowa Society of Medical Assistants, Inc;
 - 2. The names of the candidates for life membership and a statement outlining their contribution shall be submitted to the ISMA Executive Board for consideration at least sixty days prior to the ISMA Spring Board Meeting. Conferral of life membership requires a two-third (2/3) vote by the ISMA Executive Board;
 - 3. There may only be one life membership per year. They will not pay ISMA dues but continue to enjoy all the rights and privileges of active membership.
- C. **Sustaining** – A Sustaining Member:

shall be anyone who has been an active or associate member for at least two years, who retired from medical assisting, is eligible for sustaining membership. This membership shall be forfeited if not renewed annually. They shall pay half dues.
- D. **Associate** – An Associate Member:
 - 1. shall be a medical assistant who is not yet a CMA (AAMA) and who does not fall under any other category;
 - 2. shall pay full dues and may vote, hold office, chair a committee but may not serve as an ISMA delegate to the AAMA National Conference.
- E. **International Member** – An International Member:

shall be one who is employed in medical assisting but resides and works outside of the United States of America and its territories.
- F. **Student** – A Student Member:
 - 1. shall be enrolled in a medical assisting program accredited by either the Commission on Accreditation of Allied Health Education Programs or the Accrediting Board of Health Education Schools;

2. shall be limited to a one-time enrollment, selecting either a one-year or a two-year membership term.

G. Honorary – An Honorary Member:

1. shall not be eligible for active membership;
2. shall be one who has had honorary membership conferred for having made an outstanding contribution to the advancement of medical assisting and or the ISMA.
3. The name of the candidate for honorary membership, together with a statement outlining their contribution shall be submitted to the ISMA Executive Board at least sixty days prior to ISMA Annual Conference at the ISMA House of Delegates. Conferral of honorary membership shall require a two-third (2/3) vote by ballot of the ISMA House of Delegates. There shall be no more than two honorary memberships conferred in one year. An honorary member shall not pay dues, vote, hold office or chair a committee

H. Affiliate – An Affiliate Member:

shall be a person who is not eligible for another category of membership but who is interested in the profession of medical assisting. They must pay full dues but have no rights to vote or hold office.

Section 3. Revocation Of Membership

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

Section 4. Privileges

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

ARTICLE VI -- DUES

Section 1. The dues for membership in the Iowa Society of Medical Assistants, Inc., shall be \$9.50 per year, plus annual dues for the AAMA and the component chapter. Dues shall become due and payable November 1 and shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

- A. Full dues will be assessed for active, associate, and affiliate members.
- B. One-half dues will be assessed for sustaining members.
- C. Dues will be assessed for international members.
- D. AAMA dues will be assessed for student members. (no student dues for ISMA membership.)

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

Section 2. Dues for new members joining on or after September 1st shall be credited to the following year.

Section 3. The Iowa Society of Medical Assistants, Inc., and component chapters shall offer reciprocity to members transferring membership from a constituent society and or component chapter. The transferring member shall present proof of current AAMA membership status.

Section 4. To serve as an ISMA delegate, alternate delegate, or officer, a member's dues must be postmarked or submitted electronically to AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

Section 5. Membership belongs to the individual and shall be nonrefundable and is nontransferable.

Officers must maintain current membership during their term of office.

ARTICLE VII -- OFFICERS

Section 1. The officers of the Iowa Society of Medical Assistants, Inc., shall be: President, Vice President, Secretary, Treasurer, and Immediate Past President.

Section 2. They shall hold offices for one year or until successors are elected.

ARTICLE VIII -- DUTIES OF OFFICERS

The regular term of all officers shall commence at the ISMA House of Delegates at which time they are elected. The ISMA Executive Board shall approve a member to fill any remaining term of office other than ISMA President. The duties of the officers shall be such as implied by their respective office and consistent with standard parliamentary procedure.

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.

Section 2. The ISMA Vice-President shall:

- A.** be an ex officio member of the Membership Committee.
- B.** assist the ISMA President throughout the year.
- C.** assume the duties of the ISMA President in the ISMA President's absence.
- D.** succeed to the office of ISMA President in the event of a vacancy in that office.
- E.** automatically succeed to the office of ISMA President at the end of the term ISMA Vice President.

Section 3. The ISMA Secretary shall:

- A.** be an ex officio member of the Electronic Communications and Professional Development Committees.
- B.** record resolutions and proceedings of all meeting of the ISMA, Executive Board and ISMA Executive Council.
- C.** within 10 days of such meetings shall submit a copy of the minutes to each member of ISMA Executive Council.
- D.** have charge of all ISMA records of business.

Section 4. The ISMA Treasurer shall:

- A.** be Chair of the Budget and Finance Committee.
- B.** be an ex officio member of the Marketing Committee.
- C.** collect all monies due the society.
- D.** pay out money only on original or scanned original bills and vouchers signed by the ISMA President. ISMA President's vouchers must be signed by an executive officer.
- E.** prepare an annual financial statement

- F. submit all accounts and financial records to the auditing committee at the ISMA Annual Conference.
- G. submit a proposed budget for the following year at each ISMA House of Delegates.
- H. at each ISMA Executive meeting the treasurer will review with the ISMA Executive Council the status of the ISMA financial checking account.
- I. the level of the available funds will be reviewed by the ISMA Executive Council to determine the possibility of moving funds to the appropriate accounts.
- J. inform component chapter treasurers of their membership on the Budget and Finance Committee.

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.

Section 6. Items Pertaining To ISMA Officer Or Committee.

- A. 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.
- B. Any officer vacating their office before the expiration of their term shall immediately turn over to their successor the items pertaining to their 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.

Section 7. Resignation Of ISMA Officer

Any officer of the Iowa Society of Medical Assistants, Inc., who for any reason, is unable to perform the duties of their office for a period of ninety (90) days shall submit their resignation to the ISMA Executive Board.

ARTICLE IX -- ISMA EXECUTIVE BOARD

Section 1. The ISMA Executive Board Shall Consist Of:

- A. President, Vice-President, Secretary, Treasurer and Immediate Past President. These members have the right to vote.
- 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.

Section 2. The ISMA Executive Board Approves:

- A. Appointments made by the ISMA President, the Audit Committee;
- B. Fills vacancies for remaining term of resigning officers other than the ISMA President.

Section 3. Removal From Office

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

Section 4. Quorum

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

ARTICLE X -- ISMA EXECUTIVE COUNCIL

Section 1. The ISMA Executive Council shall consist of:

The ISMA Executive Board, chairs of all committees, Presidents and Vice Presidents of component chapters, or a proxy for the component chapter President and Vice Presidents (chosen by and certified by the component chapter.)

Section 2. ISMA Executive Council Duty

It shall be the policymaking organization with power to conduct the business of the Iowa Society of Medical Assistants Inc., between ISMA Annual Conferences and shall meet when called by the ISMA President or when petitioned by three of its members.

Section 3. Quorum

A majority of the number of the members of the ISMA Executive Council present shall constitute a quorum.

ARTICLE XI -- ISMA HOUSE OF DELEGATES

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

Section 2. Composition Of the House of Delegates shall be as follows:

- A. Executive Board of the ISMA
- B. Each component chapter shall elect two delegates as voting representatives in the ISMA House of Delegates.
- C. Each component chapter shall elect two alternate delegates to serve for delegates who are

unable to attend the ISMA House of Delegates.

- D.** Delegates and alternates shall be active or ISMA life members whose membership has not been revoked, as delineated in Article V, Section 3.
- E.** Component chapter presidents will submit the names of delegates and alternates to the Credentials Chair at least 30 days prior to the ISMA Annual Conference.
- F.** The Credentials Chair will submit the names of the delegates and alternates to the ISMA President two weeks prior to the ISMA Annual Conference.

Section 3. Quorum for voting

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

Section 4. Members of the ISMA Executive Board and ISMA Past Presidents shall be ex officio members of the ISMA House of Delegates, without the right to vote (unless serving as an elected delegate). The ISMA President shall vote when vote is by secret ballot, which will only be used in case of tie vote.

ARTICLE XII -- ELIGIBILITY, NOMINATION AND ELECTIONS

Section 1. Eligibility

- A.** All officers shall be active members with dues current by December 31st to the AAMA, and shall have held office at the component chapter level.
- B.** The ISMA Secretary and ISMA Treasurer may be elected to a consecutive term.
- C.** The ISMA Vice-President shall assume the Presidency immediately following installation.

Section 2. Nomination

- A.** The Nomination Committee shall present at the ISMA Annual Conference a slate in full, consisting of one and not more than three candidates for each of the following offices: Vice-President, Secretary and Treasurer.
- B.** Upon receiving the report of the Nomination Committee, additional nominations may be made from the floor by a member of the ISMA House of Delegates. The Nominating Chair must have the written consent of the candidate and the written endorsement of the nominee's component chapter before the name is placed in nomination.

Section 3. Election

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

ARTICLE XIII -- MEETINGS/CONFERENCE

Section 1. ISMA Annual Conference

- A.** The ISMA Annual Conference will be held in April, at which time the ISMA House of Delegates shall convene.
- B.** The ISMA Executive Board must approve the conference being held any other month.
- C.** The city and date shall be announced at the ISMA House of Delegates at least one year in advance.

Section 2. Meetings

Spring and Fall ISMA Executive Council meetings to be determined by the ISMA President.

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.

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.

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.

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.

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.

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.

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
4. information received.
5. Shall be responsible for contributing ideas for ISMA and component chapter participation on marketing tactics.
6. Shall be responsible for sharing concerns from Iowa Society of Medical Assistants, Inc., to AAMA marketing representative.

Public Relations and Publicity

7. 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.
8. Provide the component chapters with assistance and other means of attracting people to the field medical assisting.
9. Inspire local Public Relation Chair to help achieve the afore mentioned goals.

Ways and Means

10. 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.

H. Membership Committee

1. Ex officio member is ISMA Vice President

Credentials

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

the ISMA House of Delegates.

4. 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.

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.

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

Section 4. Term of Office

Each committee Chair and committee member shall serve for one term ISMA Annual Conference to ISMA Annual Conference unless re-elected or reappointed.

ARTICLE XV-- ADVISORY BOARD

The Advisory Board shall be composed of three providers appointed by the ISMA President, Immediate Past President, and Vice President.

ARTICLE XVI -- DELEGATES TO THE AAMA HOUSE OF DELGATES

Section 1.

Representation of the Iowa Society of Medical Assistants, Inc., in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV Section 2C 1-4) as follows:

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

Section 2.

- A.** Delegates to the AAMA House of Delegates (if five are required) shall be the ISMA President, Vice President, Secretary, Treasurer, and an elected member from the delegates or alternate delegates and ISMA Executive Board present at the ISMA House of Delegates.
- B.** All additional delegates shall be elected by the ISMA House of Delegates from the delegates or alternate delegates and ISMA Executive Board present at the ISMA House of Delegates. Those receiving the most votes shall be the duly elected delegates.
- C.** Two alternates shall be elected by the ISMA House of Delegates from the delegates or alternate delegates and ISMA Executive Board present at ISMA House of Delegates. The number of votes received shall determine first alternate delegate, second alternate delegate in descending order.

ARTICLE XVII -- PARLIAMENTARY AUTHORITY

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

ARTICLE XVIII -- AMENDMENTS

These bylaws may be amended at any ISMA House of Delegates by a two-thirds (2/3) vote provided that the proposed amendment has been approved by the ISMA Executive Board and submitted in writing to all component chapters at least fifteen (15) days prior to the meeting. Any amendment shall become effective upon its adoption.

ARTICLE XIX -- DISSOLUTION

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

In the event of dissolution of Iowa Society of Medical Assistants, Inc., the ISMA Executive Board shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the delegates at a meeting called for the purpose of dissolution. The ISMA President shall send notification to the AAMA Executive Office no later than ten (10) days after meeting for the purpose of voting on dissolution.

STANDING RULES

Standing Rule #1 (Revised 1996, 2008, 2012, 2013)

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

- 1. Registration fee:** ISMA Treasurer will pay for the registrations prior to the AAMA deadline.
- 2. Lodging:** Room rate reimbursed at single occupancy for the day prior to AAMA Conference through the dates of conference. (Attach a copy of hotel bill to the Travel Expense Voucher.) Additional time spent at the meeting site (for personal reasons) is not reimbursable.
- 3. Per diem:** Up to \$50 per day of AAMA Conference including the travel day prior to and travel day after the conference will be reimbursed for actual meal expenses (including tips). Itemized receipts (not credit card statements) must be included. ISMA will not reimburse purchases of alcoholic beverages.
Tips connected directly with traveling on official business will be reimbursed (e.g., porters, hotel attendants, or special service). These must be itemized and receipts attached to travel expense voucher.
- 4. Travel expense of**
 - a. Air Travel:** Coach Class, direct round trip is reimbursable. A copy of the plane ticket voucher must be submitted with travel expense voucher. First-class travel is not reimbursable. If you choose to fly first class or by private plane, or alter your itinerary, you will be expected to pay the difference between direct round-trip coach fare and the alterations you have made.
 - b. Automobile:** ISMA mileage as per current IRS business travel allowance as of the beginning of the present year. Number of miles driven must be listed on travel expense voucher. Toll fees and parking charges are reimbursable. Attach all receipts to travel expense voucher.
 - c. Train or Bus:** Train or shuttle bus fares are reimbursable. Cost of airport shuttle bus or other surface transportation to and from the airport is reimbursable. Taxi fares are permissible only if an airport shuttle is not available or time element is critical. Always ask driver for a receipt. Attach receipt to travel expense voucher.

d. Luggage: One piece of luggage is reimbursable.

Standing Rule #2 (Revised April 2003)

Annual dues of the Iowa Society of Medical Assistants, Inc., will be \$9.50 (nine dollars and fifty cents).

Standing Rule #3 May 1969 (Revised April 2001)

ISMA President will purchase an Iowa gift to be presented to the outgoing AAMA President at the AAMA Conference each year.

Standing Rule #4 (Revised 1991)

Should the hosting component chapter have need of financial assistance prior to ISMA Annual Conference, a "loan" could be obtained for this purpose, this loan to be repaid within thirty (30) days following the conference.

One-half of the profit derived from the ISMA Annual Conference will be presented to the ISMA Treasurer within sixty (60) days following the conference. Component chapters hosting the conference for the first time will keep 100% of the profits.

Standing Rule #5 May 1970

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

Standing Rule #6 (DEACTIVATED MARCH 1997-see below)

Standing Rule #7 (Revised 2000)

Expenses for the ISMA Annual Conference will include AAMA National Representative's lodging, registration, and incidental meals for the conference. Meals for any attending guests or speakers (and their spouses or significant other) when invited by the ISMA Executive Board or ISMA Conference Committee shall be paid by the ISMA.

Standing Rule #8 (Revised April 1998)

Cost of reception at the ISMA Annual Conference for newly installed president will be paid by Iowa Society of Medical Assistants, Inc. The component chapter hosting the ISMA Annual Conference will be responsible for all arrangements for the reception. The newly installed president's component chapter will have no responsibility for cost of the reception. The net profits after conference expenses have been deducted will be split between the hosting component chapter and the Iowa Society of Medical Assistants, Inc., evenly.

Standing Rule #9 (Revised 1986)

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

Standing Rule #10 (Revised April 2003, 2008, 2013)

Budget would provide for expenses of ISMA officers to ISMA Annual Conference, (i.e. President, Vice President, Secretary, Treasurer, Immediate Past President, and Parliamentarian)

or person who is appointed by current ISMA Executive Board who fulfills the duties of said office for the entire conference. Fees, if not otherwise provided will be as follows:

1. Transportation round trip. Mileage as per current IRS business travel allowance as of the beginning of the present year.
2. Registration fee
3. Thirty dollars (\$30.00) per diem x 2 days.
4. Fees could be granted to an officer or their appointed representative as directed by the ISMA Executive Board.
5. If requested, a registration/travel/per diem advance for the ISMA Annual Conference can be granted. All reimbursements in excess of actual expenses, including travel, must be returned to ISMA within 30 days following the event.

Standing Rule #11 April 1978

The fiscal year of the Iowa Society of Medical Assistants Inc., shall be January 1-December 31.

Standing Rule #12 (Revised April 2003, 2013)

Mileage paid as per current IRS business travel allowance as of the beginning of the present year. Number of miles driven must be listed on travel voucher for one car per chapter to attend the ISMA Executive Board or ISMA Executive Council Meeting.

Standing Rule #13 (Revised April 1996)

ISMA Annual Conference registration fees shall be determined by the hosting component chapter with the approval of the president. There shall be a reduced fee for students. There shall be a reduced fee for those who wish to attend only education sessions. A ten dollar (\$10.00) additional fee for all registrations not received more than twenty (20) days prior to the date of the meeting will be charged all members and nonmembers. The fee for nonmembers shall be at least ten dollars (\$10.00) more than for members in all instances plus they must pay the current rate for CEU registration by the AAMA.

Standing Rule #14 (Revised April 2003)

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

1. Room rate as negotiated by AAMA.
2. Transportation round-trip to Chicago.
3. To present receipts per diem not to exceed fifty dollars (\$50.00) up to three days.

Standing Rule #15 *

Newly established component chapters may apply to the Iowa Society of Medical Assistants, Inc., for a loan of up to \$500 to be paid back in full to the Iowa Society of Medical Assistants, Inc., within two years from the date of the loan.

Standing Rule # 16 *

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

Standing Rule #17 April 2004 (**DEACTIVATED April 2011**-see below)

Standing Rule #18 (Established August 2008)

Upon notification of the passing of an ISMA member or family member, a card of sympathy will be sent by the current ISMA President.

DEACTIVATED STANDING RULES:

Standing Rule #6 May 1970 (**DEACTIVATED MARCH 1997**)

There will be a special student registration fee (less in amount) for the Annual Conference each year.

Standing Rule #17 April 2004 (**DEACTIVATED April 2011**)

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

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