

24 **CODE OF ETHICS**

25

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

29

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

- 33 1. render service with full respect for the dignity of humanity
34 2. respect confidential information obtained through employment unless legally authorized or
35 required by responsible performance of duty to divulge such information
36 3. uphold the honor and high principles of the profession and accept its disciplines
37 4. seek to continually improve the knowledge and skills of medical assistants for the benefit of
38 patients and professional colleagues
39 5. participate in additional service activities aimed toward improving the health and well-being
40 of the community.

41

42

43 **CREED**

44

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

46 I endeavor to be more effective.

47 I aspire to render greater service.

48 I protect the confidence entrusted to me.

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

50 I am loyal to my employer.

51 I am true to the ethics of my profession.

52 I am strengthened by compassion, courage and faith.

53

54

55 **DEFINITION OF THE PROFESSION**

56

57 Medical Assistants are multiskilled members of the health care team who perform administrative
58 and clinical procedures under the supervision of licensed health care providers.

59 **ARTICLE I – NAME**

60

61 The name of this organization shall be Linn Chapter of Medical Assistants. This a component
62 chapter also known as Linn Chapter, is a tri-level association affiliated with the Iowa Society of
63 Medical Assistants, Inc., also known as IaSMA which is affiliated with the American
64 Association of Medical Assistants also known as the AAMA. This component chapter shall
65 operate in conformity with the bylaws of these associations.

66

67

68 **ARTICLE II – PURPOSE**

69

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

75

76

77 **ARTICLE III – ORGANIZATIONAL POLICY**

78

79 Linn Chapter of Medical Assistants is hereby declared to be nonprofit. It is not nor shall it ever
80 become a trade union or collective bargaining agency. No person otherwise qualified for
81 membership in the organization will be denied membership. No person who participates in the
82 activities of organizations whose purpose is to overthrow the government of the United States
83 shall be a member of the AAMA.

84

85

86 **ARTICLE IV- COMPONENT CHAPTERS**

87

88 **Section 1.** The Component Chapter's bylaws shall not conflict with those of the Iowa Society of
89 Medical Assistants, Inc. or those of AAMA. Bylaws must be in strict conformity with the
90 mandated sections of the IaSMA and AAMA bylaws. Name and Affiliation, Purpose,
91 Organizational Policy, Membership, Dues, Reciprocity of Membership, Delegate/Alternates
92 representation to the House of Delegates, Dissolution. It will be the responsibility of the IaSMA
93 Parliamentarian to notify Component Chapters of any changes in those AAMA mandated
94 bylaws. It will be the responsibility of the Component Chapters to make the mandated changes
95 with copies of revised bylaws returned to the IaSMA within 30 days of notification.

96 Any action taken by a Component Chapter that is inconsistent with such mandated language
97 shall be immediately null and void and of no effect. For those Component Chapters that do not
98 come into compliance at least 30 days prior to the opening of the IaSMA HOD, notification of
99 the loss of Delegate representation shall be sent to the Component Chapter’s President, Vice-
100 President, and Secretary-Treasurer (certified mail, return receipt requested), and the IaSMA
101 Executive Board, by the Chair of the IaSMA Bylaws Committee within five business days after
102 the designated deadline.

103

104 **Section 2.** Bylaws of component chapters must be submitted to the IaSMA Parliamentarian for

105 review and recommended revisions upon request.

106

107 **Section 3.** A Component Chapter found guilty of any conduct or action deemed in violation of
108 the Code of Ethics of the IaSMA or AAMA Bylaws shall be subject to revocation of its charter
109 by three-fourths vote of the IaSMA Executive Board

110

111

112 **ARTICLE V – MEMBERSHIP**

113

114 **Section 1.** Classes

115

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

122

123 **Section 2.** Qualifications

124

125 A. Active Member shall be one of the following:

126

127 1. A credentialed medical assistant holding current status through a National Commission
128 for Certifying Agencies (NCCA)-accredited certification program and whose credential
has not been revoked as provided by the credentialing body.

129

130 2. Anyone who was an active member on December 31, 1987, who has never been a
131 CMA (AAMA) and who maintains continuous active membership. Continuous
132 active membership shall be defined as having dues postmarked or submitted
133 electronically to the AAMA Executive Office by December 31 (the controlling time is
134 that of sending not that of receiving). They shall pay full dues.

134

135 B. Life Member:

136

137 1. A Life member shall be an active member who has life membership conferred by
138 the Linn Chapter Executive Board for having an outstanding contribution to the Linn
Chapter.

139

140 2. The name of the candidate for life membership and a statement outlining their
141 contribution shall be submitted to the Linn Chapter Executive Board and
142 presented to the membership and two-thirds vote of all members present will be
143 required. Life member will not pay chapter dues but will enjoy all of the rights
144 and privileges of active membership. Life membership is also awarded at state and
145 national levels. AAMA Executive offices must be notified of all Life members.

145

146 C. Sustaining Member:

147

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

150

- 151 D. Associate Member:
152 1. An associate member shall be a medical assistant who is not yet a CMA (AAMA)
153 and who does not fall under any other category.
154 2. An associate member shall pay full dues and may vote, hold office, chair a
155 committee, but may not serve as an IaSMA delegate to the AAMA National
156 Conference.
157
- 158 E. Student Member:
159 1. A student member shall be enrolled in a medical assisting program.
160 2. May choose a two-year student membership term or a one-year student
161 membership term.
162 a. After a two-year student membership term, the member is then eligible only
163 for either associate membership or active membership (if the member meets
164 the active membership requirements).
165 b. After one-year student membership term, the member is eligible for a second
166 year of student membership as long as the member renew during the member's
167 one-year student membership term. After the second year of student
168 membership, the member is then eligible only for either associate membership
169 or active membership (if the member meets the active membership
170 requirements).
171 c. No Member is eligible for more than a total of two consecutive years of
172 student membership.
173 3. May not hold office, chair a committee, or vote.
174
- 175 F. Affiliate Member:
176 Is not eligible for another category or membership but who is interested in the
177 profession of medical assisting. They must pay full dues but have no rights to vote or
178 hold office.
179
- 180 G. Honorary Member:
181 1. An honorary member is not eligible for active membership.
182 2. Shall be one who has had honorary membership conferred for having made an
183 outstanding contribution to the advancement of medical assisting or to Linn Chapter of
184 Medical Assistants.
185 3. The name of the candidate for honorary membership, together with a statement
186 about their contributions shall be presented to the IaSMA Executive Board at least sixty
187 days prior to the ISMA Annual conference at the IaSMA House of Delegates. Conferral
188 of honorary membership shall require a two-third (2/3) vote by ballot of the IaSMA
189 House of Delegates. There shall be no more than two honorary memberships conferred in
190 one year. An honorary member shall not pay dues, vote, hold office or chair a committee.
191
- 192 H International Member:
193 An international member shall be one who is employed in medical assisting but
194 resides and works outside of the United States of America and its territories. It is not
195 applicable at the chapter level.
196

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

203 **Section 3. Revocation Of Membership**
204

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

211 **Section 4. Privileges**
212

213 Active and life members who are CMAs (AAMA) holding current status are eligible to serve as
214 officers, delegates, and alternate delegates and committee chairs.
215

216
217 **ARTICLE VI – DUES**
218

219 **Section 1.** The dues for membership in the Linn Chapter of Medical Assistants shall be
220 determined by the IaSMA, plus annual dues for the IaSMA and the AAMA. Dues
221 shall become due and payable November 1 and shall be delinquent if not postmarked
222 or submitted electronically to the AAMA Executive Office by December 31 for each
223 year of office. (the controlling time is that of sending, not that of receiving).
224

225 A. Full dues will be assessed for active, associate, and affiliate members.
226

227 B. One-half dues will be assessed for sustaining members.
228

229 C. Dues will be assessed for international members.
230

231 D. Student dues will be for AAMA only they are exempt for IaSMA or chapter dues.
232

233 E. Life and honorary members are not required to pay chapter dues.
234

235 **Section 2.** Dues for new members joining after September 1 shall be credited to the
236 following year.
237

238 **Section 3.** Component chapters shall offer reciprocity to members transferring
239 membership from another component chapter. The transferring member shall
240 present proof of current AAMA membership status
241

242 **Section 4.** To serve as an IaSMA delegate, alternate delegate or chapter officer dues must

243 not be delinquent and must be postmarked or submitted electronically to the
244 AAMA by December 31 (the controlling time is that of sending, not that of
245 receiving).

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

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

251

252

253 **ARTICLE VII – OFFICERS**

254

255 **Section 1.** The officers of Linn Chapter of Medical Assistants shall be:
256 President, Vice President, Recording Secretary, Treasurer, and Immediate
257 Past President.

258

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

260

261 **Section 3.** A Candidate for office shall be a CMA (AAMA) holding current status and shall:
262 be an AAMA Active or Life Member whose membership has not been revoked, as
263 delineated in Article VI Section 4 of the IaSMA bylaws.

264

265

266

267 **ARTICLE VIII – DUTIES OF OFFICERS**

268

269 The regular term of all officers who have been elected at the April meeting, shall commence at
270 the May meeting of the Linn Chapter of Medical Assistants at which time they are installed.
271 The Executive Board shall approve a member to fill any remaining term of office other than
272 President. The duties of the officers shall be as implied by their respective office and consistent
273 with standard parliamentary procedure. All elected officers are required to attend no less than
274 75% (six out of eight) meetings and 100% of in-person meetings.

275

276 **Section 1.** The Linn Chapter President shall:

277

278 A. preside at all meetings of the Linn Chapter of Medical Assistants

279

280 B. appoint with the approval of the Linn Chapter Executive Board all committee
281 chairpersons

282 C. be an ex officio member of all standing committees EXCEPT the nominating
283 committee

284

285 D. perform no act which changes policy without the approval of the Linn Chapter
286 Executive Board or between meetings

287

288 E. appoint the Parliamentarian and Historian

- 289
290 F. appoint a three-member auditing committee with the approval of the Executive Board
291 at term end to audit the Treasurer's records
292
293 G. appoint a three-member committee to determine the recipient of the chapters
294 scholarships
295
296 H. perform such other duties as usually pertain to this office.
297

298 **Section 2.** The Vice-President shall:
299

- 300 A. assist the president throughout the year
301
302 B. assume the duties of the President in the President's absence
303
304 C. succeed to the office of President in the event of a vacancy in that office:
305
306 D. chair the Education committee
307
308 E. automatically succeed to the office of President at the end of the term as vice-
309 president.
310

311 **Section 3.** The Recording Secretary shall:
312

- 313 A. record resolutions and proceedings of all meetings of the Linn Chapter, Executive
314 Board and Executive Council:
315
316 B. within 10 days of such meetings shall submit a copy of the minutes to the:
317 President
318 Vice President
319 Treasurer
320
321 C. have charge of all Linn Chapter records.
322

323 **Section 4.** The Treasurer shall:
324

- 325 A. collect all monies due Linn Chapter of Medical Assistants
326
327 B. pay out money only on original bills and vouchers signed by the President
328 C. prepare a monthly and annual financial statement
329
330 D. submit all accounts and financial records to an auditing committee at the May
331 meeting
332
333 E. maintain a roster of the members of the Linn Chapter.
334

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

336

337 A. serve on the Executive Board

338

339 3. serve as Chair of the Nominating and assist the Treasurer with the Membership
340 Committee.

341

342 **Section 6.** Files and Records

343

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

348

349 **Section 7.** Removal from Office

350

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

354

355

356 **ARTICLE IX – EXECUTIVE BOARD**

357

358 **Section 1.** The Executive Board shall consist of President, Vice-President, Recording Secretary,
359 Treasurer and Immediate Past President. These members have the right to vote. Parliamentarian
360 shall be a member of the Executive Board without the right to vote and shall not be included in
361 the requirement for a quorum.

362

363 **Section 2.** The Executive Board approves appointments made by the President, Audit
364 Committee, and fills vacancy for the unexpired terms of officers other than the President.

365

366 **Section 3.** The Executive Board shall remove from office any officer or committee
367 chairperson or member who fails to perform the required duties of office or
368 for a good cause.

369

370 **Section 4.** A majority of the members of the Executive Board present shall constitute a
371 quorum.

372

373 **ARTICLE X – DELEGATES to the IaSMA HOUSE OF DELEGATES**

374

375 **Section 1.** Linn Chapter of Medical Assistants shall send two delegates as voting representatives
376 in the IaSMA House of Delegates at the IaSMA Annual Conference. These shall be the President
377 and Vice President. The chapter shall elect two alternate delegates to serve in the event the
378 delegates are unable to fulfill their duties. Names of delegates and alternates must be submitted
379 by the Linn Chapter President to the IaSMA President and IaSMA Credentials Chairperson prior
380 to the IaSMA Annual Conference. These delegates must be active or AAMA National life

381 members whose membership has not been revoked. Delegates and Alternates shall be elected
382 until the next convening of the House of Delegates.

383
384 **Section 2.** Linn Chapter shall pay the registration, room and mileage for the delegates.

385
386 **Section 3.** Delegates and Alternates shall be elected to serve from the opening of the IaSMA
387 House of Delegates for the year elected until the next convening of the IaSMA House of
388 Delegates.

389
390 **Section 4.** They shall attend all meetings as called by the IaSMA President.

391
392 **Section 5.** If an elected Delegate is unable to perform the duties necessary, the Alternate
393 Delegate will therefore assume the duties and obligations of the Delegate to complete the duties
394 as a Delegate for the rest of the term. The former Delegate is then released from all further duties
395 for the term.

396
397 **Section 6.** Voting is possible for those delegates in person only. Delegates present by Zoom are
398 view only and are not able to participate in discussion or vote. Proxy vote must be sent for voting
399 of these Delegates.

400
401
402 **ARTICLE XI – ELIGIBILITY, NOMINATION AND ELECTION OF OFFICERS**

403
404 **Section 1.** Eligibility

405
406 All officers shall be active members. No retiring President may be re-elected to the office of
407 Vice President until a lapse of three years. The Secretary and Treasurer may be elected to a
408 consecutive term. The Vice-President shall assume the Presidency immediately following
409 installation.

410
411 **Section 2.** Nomination

412
413 The Nomination Committee shall present at the April Meeting a slate in full, consisting of one
414 and not more than three candidates for each of the following offices: Vice-President, Recording
415 Secretary and Treasurer. Upon receiving the report of the Nomination Committee, additional
416 nominations may be made from the floor by a member of the Linn Chapter. The Nominating
417 Chair must have the consent of the candidate when the name is placed in nomination.

418
419 **Section 3.** Election

420
421 Election shall be by a majority of the voting members necessary to elect all officers.

422
423 **Section 4.** Full Slate of Officers

424
425 If after nominations from the floor, a slate of officers consists of only one candidate for each of
426 the following offices: Vice-President, Recording Secretary and Treasurer; then the Recording

427 Secretary shall cast a unanimous ballot to accept the slate of officers as presented.

428

429

430 **ARTICLE XII – MEETINGS**

431 This Component Chapter shall hold eight (8) monthly meetings - February March, April May,
432 September, October, November and December, on the second Wednesday of each month at the
433 place to be announced.

434

435

436 **ARTICLE XIII – STANDING COMMITTEES**

437

438 **Section 1.** Appointment

439

440 The incoming President shall appoint, subject to ratification by the Executive Board, the Chair
441 and members of all standing committees. The President will notify all members of their
442 automatic appointment to IaSMA committees if the chairing of a Linn Chapter of Medical
443 Assistants committee qualifies them as a member of a IaSMA Committee.

444

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

446

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

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

452

453 **B.** Bylaws:

- 454 1. Chair shall be the Parliamentarian
- 455 2. Shall be responsible for having amendments to the bylaws and new or revised
456 standing rules, which are passed by the membership distributed to membership as
457 soon as possible but no longer than three months later
- 458 3. Shall be responsible for reprinting bylaws and standing rules as needed
- 459 4. Shall be responsible for furnishing a copy of newly revised bylaws to
460 IaSMA Parliamentarian/Bylaws chair
- 461 5. Chairperson shall be a member of IaSMA bylaws committee.

462

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

464

465 **D.** Credentials:

- 466 1. President of the Linn Chapter is responsible for completion of IaSMA delegate
467 cards for the Linn Chapter delegates
- 468 2. Cards will be submitted by the Recording Secretary to the Credentials

469

470 **E.** Education Committee:

- 471 1. Chair shall be the elected Vice-President
- 472 2. Chair will be a committee member on the IaSMA Education Committee

473 3. Shall be responsible for setting up the monthly meeting and obtaining CEU
474 approval from AAMA.
475

476 F. Membership Committee;

- 477 1. Elected Treasurer and Immediate Past President if necessary, shall be designated
478 by the President as chair
479 2. Shall have the responsibility of maintaining and increasing membership of this
480 Chapter
481 3. Chair shall be a committee member on the IaSMA Membership Committee.
482

483 G. Nominating Committee:

- 484 1. Chair will be the Immediate Past President
485 2. A slate of officers consisting of at least one nominee for each office shall be
486 presented at the Linn Chapter meeting.
487

488 H. Historian

- 489 1. Shall maintain the Linn Chapter scrapbooks and/or posters.
490 2. Shall gather photos, articles and memorabilia commemorating Linn
491 Chapter medical assistants and activities.
492

493 I. Strategic Planning Committee: Parliamentarian shall be a member if the IaSMA
494 Strategic Planning Committee.
495

496 J. Communications Committee

- 497 1. Chairperson and committee shall notify all members of meetings either by phone,
498 mail, fax or e-mail
499 2. Shall make-up a list of activities and times and send to all officers that have
500 prospective members
501 3. Shall work in cooperation with membership committee.
502

503 **Section 4. Term of office**

504
505 Each committee chairperson and committee member shall serve for one term (May to May)
506 unless re-elected or reappointed.
507

508
509 **ARTICLE XIV – QUORUM**
510

511 At any regular or special meetings of Linn Chapter, two-thirds (2/3) of the voting members
512 authorized to transact any business duly present shall constitute a quorum.
513

514
515 **ARTICLE XV – PARLIAMENTARY AUTHORITY**
516

517 The rules contained in Roberts Rules of Order Newly Revised, most current edition, shall govern
518 Linn Chapter of Medical Assistants in cases to which they are applicable and in which they are

519 not inconsistent with the Bylaws or any policies, procedures, and practices adopted and
520 implemented by AAMA.

521
522 **ARTICLE XVI – AMENDMENTS**

523
524 These bylaws may be amended at any monthly meeting by a two-thirds vote of the voting
525 members. The proposed amendment must be approved by the Linn Chapter Executive Board prior
526 to a vote of the membership. Any amendment shall become effective upon its adoption.

527
528
529 **ARTICLE XVII – DISSOLUTION**

530
531 If a need should arise that Linn Chapter should dissolve, a written notice setting forth the
532 proposed plan shall be given each member entitled to vote at such time and place as provided by
533 such a meeting for this purpose and governed under the Iowa Non-Profit Corporation Act of
534 1965. Such plan for dissolution shall be adopted upon receiving a two-third vote of the Active
535 Members present at such meeting or represented by proxy written or oral statement.

536
537 In the event of dissolution of Linn Chapter of Medical Assistants, the Linn Chapter Executive
538 Board shall, after payment of all liabilities, distribute any remaining assets to medical or
539 charitable institutions or projects designated by a majority of the members at a meeting called for
540 the purpose of dissolution. The charter shall be turned over to the IaSMA.

541
542
543
544 **STANDING RULES**

545
546 **STANDING RULE # 1 (1986)**

547
548 Expenses for delegates (or alternates if a delegate is unable to attend) to IaSMA Annual
549 Conference will be:

- 550 1. Registration fee
551 2. One hotel room for both delegates or the cost of one room split between the two delegates.
552 3. Travel mileage for one car at mileage rate as IaSMA uses. (Mileage as per current IRS
553 business travel allowance as of the beginning of the present year.) (Revised April 2015)

554
555 **STANDING RULE # 2 (2002)**

556
557 Annual dues of this Component Chapter shall be \$9.50 per year unless redetermined and voted
558 by the IaSMA for full membership. Students enrolled in a medical assisting program will be
559 granted membership without payment of Linn Chapter dues. (Revised 2024)

560
561 **STANDING RULE # 3 (May 1970)**

562
563 All bills incurred by a committee should be presented for payment within thirty days after
564 expenses incurred, or by the date of the next meeting, whichever is later. If this is not possible, it

565 is important that notification of pending expense be made to the President so that payment may
566 be considered in due course.

567

568

569 **STANDING RULE # 4** (May 2000)

570

571 The fiscal year of this chapter shall be May 1 to April 30. (Revised 2006)

572

573

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

575

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

578 President: full AAMA yearly dues for the term of office

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

580 A check for the appropriate amount will be given to the officers at the end of their term year of

581 office. Failure to comply with attendance as stated in Article VII Duties of the Officers will

582 result in withholding of repayment of dues at the end of the year. (Revised 2024)

583

584