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# **ILLINOIS SOCIETY OF MEDICAL ASSISTANTS**

## **STANDING RULES**

First Revision January 2009

Updated April 2009

Updated April 2010

Updated April 2013

Updated April 2014

Updated April 2015

Updated April 2016

48 STANDING RULES:  
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- 50 1. Standing Rules can be changed at any Executive Board meeting or General Assembly by majority vote.  
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52 2. Conference rules:  
53  
54 a. All attendees shall be ISMA members, wear their badges to all sessions and be seated in the  
55 section reserved for them (if applicable).  
56 b. The voting body of the General Assembly shall be all active, life, sustaining, associate and  
57 members-at-large of the ISMA membership.  
58 c. Attendees to the General Assembly should be in their seats at least fifteen minutes before  
59 scheduled time.  
60 d. A member wishing to speak shall rise, go to the microphone, address the chair and give her/his  
61 name and chapter.  
62 i. Credentials need to be given only the first time a member speaks.  
63 ii. No attendee shall speak more than twice on a question. The second being granted only  
64 after every other attendee who desires the floor for the first time has spoken.  
65 iii. Speakers are limited to two (2) minutes at the microphone for each time she/he is  
66 acknowledged by the chair.  
67 e. All main motions should be written, signed by the mover and given to the Speaker of the General  
68 Assembly before the close of the session at which they are made.  
69 f. For a motion to pass (per Robert's Rules of Order); with exception of Bylaw amendments;  
70 i. Without prior written notice – two-thirds (2/3) vote is needed.  
71 ii. With prior written notice – majority vote is needed.  
72 g. For Bylaws amendment motion to pass (per Robert's Rules of Order)  
73 i. With prior written notice – two-thirds (2/3) vote is needed.  
74 h. The Conference SURPLUS FUND are to be equally divided with the Illinois Society and the hosting  
75 component chapter(s). These SURPLUS FUNDS are to be placed in the General Fund.  
76  
77 3. For a motion to pass (per Robert's Rules of Order) at all other meetings other than General Assembly;  
78 a. Without prior written notice – two-thirds (2/3) vote is needed  
79 b. With prior written notice – majority vote is needed.  
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82 4. All state officers shall keep the President advised of their activities by sending copies of all correspondence.  
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84 5. A meeting between outgoing and incoming officers and committee chairs shall be held prior to the end of  
85 conference to exchange reference materials.  
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87 6. An Expense Report and Reimbursement Request must be completed and submitted with receipts to the  
88 Treasurer before ANY reimbursements can be made. These will be kept by the Treasurer for audit  
89 purposes.  
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91 a. A separate request is needed for each office or committee for which a member is submitting a  
92 request for reimbursement.  
93 b. All requests should be turned in within sixty (60) days following the use of the funds, if possible.  
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95 7. The Fall Executive Board Meeting shall be held in the area hosting the symposium conjunction with the  
96 Symposium.  
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98 8. Component Chapter Presidents and any members may attend Executive Board meetings at their own  
99 expense.  
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101 9. Officers and committee chairs may not exceed their approved budget by greater than \$25 without  
102 permission of the Executive Board.  
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105 10. The Annual Symposium's SURPLUS FUNDS are to be equally divided with the state society and the  
106 hosting component chapter(s). Money made from a raffle at a Symposium shall be kept by the hosting  
107 component chapter(s).  
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109 11. Illinois Society delegates attending the AAMA Annual Meeting are to receive monies as outlined in the  
110 Policy Manual.  
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12. The name, address and phone number of each officer is to be forwarded to Registered Agent, by the incoming ISMA President as well as any updates received through her/his Presidential term.
  13. The Minutes Editing Committee will be responsible for the taking of minutes at the business session of the General Assembly.
  14. Any ISMA member who attends an AAMA Board of Trustees meeting will be reimbursed for parking and gas upon submission of proper receipts and a completed Expense Report and Reimbursement Request to the Treasurer.
  15. Membership can be based on where you live or where you work. Any member can contact the AAMA to change their chapter affiliation.
  16. Conference registration fees for members can be up to \$100-\$125 and symposium registration fees up to \$50-\$75 as to be determined by the hosting chapter. Non-Member fees to be determined by the hosting chapter.
  17. The Treasurer shall bring the ISMA laptop and printer to every meeting.
  18. Any member who receives word of illness or death of an ISMA member or ISMA member's family may notify the President. The President should notify the ISMA officers and other members as deemed necessary.
  19. The ISMA will donate \$100.00 annually to the Maxine Williams Scholarship Fund in memory of deceased ISMA members and their deceased loved one, if Funds available.
  20. The ISMA will donate \$100.00 annually to the AAMA Education Fund, if funds are available.
  21. Life Members who pay ISMA state dues to AAMA can request reimbursement from ISMA. A Reimbursement Request Form and proof of payment must be submitted to the Treasurer.