

Illinois Society of Medical Assistants

Bylaws

1	Table of Contents	
2		
3	MISSION STATEMENT.....	3
4	CMA (AAMA) CORE VALUES:.....	3
5	ARTICLE I - NAME:	4
6	ARTICLE II – OBJECTIVES/PURPOSE:	4
7	ARTICLE III - ORGANIZATIONAL POLICY:	4
8	ARTICLE IV - MEMBERSHIP:	4
9	ARTICLE V – DUES:	5
10	ARTICLE VI – EXECUTIVE BOARD:	6
11	ARTICLE VII - OFFICERS:	6
12	ARTICLE VIII - COMMITTEES:	7
13	ARTICLE IX – BOARD OF TRUSTEES:	7
14	ARTICLE X – GENERAL ASSEMBLY:	8
15	ARTICLE XI – NOMINATIONS AND ELECTIONS:	8
16	ARTICLE XII – COMPONENT CHAPTERS.....	9
17	ARTICLE XIII – AAMA HOUSE OF DELEGATES:	9
18	ARTICLE XIV - AUTHORITY:	9
19	ARTICLE XV - AMENDMENTS:	9
20	ARTICLE XVI - DISSOLUTION:	10
21	APPENDIX A.....	11
22	CODE OF ETHICS AND CREED.....	11
23	CREED	11
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34	Approved: April 2013 ISMA House of Delegates	

1 Amended: April 22, 2016

2 **ISMA Mission Statement**

3
4 The mission of the Illinois Society of Medical Assistants is to unite into one society the medical assistants
5 in the State of Illinois for the purpose of maintaining the current standard of the CMA (AAMA) credential
6 through educational programs. In addition to advance the profession by giving honest, loyal and effi-
7 cient service to the public and continue to work within the medical community to demonstrate the
8 knowledge and professionalism of the CMA (AAMA).
9

10
11
12
13
14
15
16
17
18
19
20
21
22
23 **CMA (AAMA) Core Values**

24
25 Actively participate in the delivery of quality health care.
26 Promote patient safety and wellbeing.
27

28
29 Contribute to a positive health care experience for patients.
30 Demonstrate integrity and respect, and protect patient confidentiality.
31

32 Advocate the essential value of certification and continuing education.
33 Embrace change, growth and learning.
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

ARTICLE I - NAME

The name of this organization shall be Illinois Society of Medical Assistants, hereafter referred to as the Society (ISMA). It is a constituent society affiliated with the American Association of Medical Assistants and hereafter known as AAMA.

ARTICLE II -OBJECTIVES/PURPOSE

The purpose of the Society 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 Certified Medical Assistants (CMAs).

ARTICLE III - ORGANIZATIONAL POLICY

This society 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 this Society will be denied membership. No person who attends or participates in the activities of organizations whose purpose is to overthrow the Government of the United States by force or violence may become a member of this Society.

ARTICLE IV- MEMBERSHIP

Section 1. Classes

There shall be eight classes of membership on the society level: active, sustaining, associate, student, affiliate, member at large, honorary and life.

- A. Membership in a component chapter, a constituent society and AAMA shall be required (except for honorary members) unless there is no component chapter in the area.
- B. No other membership or quasi-membership classes shall be permitted by this Society or a component chapter of this Society.
- C. An individual, other than a life or honorary member, may not belong to a component chapter without also belonging to this Society and AAMA.

Section 2. Qualifications

- A. Active- An active member shall be one of the following:
 - 1. A CMA (AAMA) holding a current credential status and whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board and Disciplinary Standards and Procedures for the CMA (AAMA).
 - 2. Anyone who was an active member on December 31, 1987, and who has never been a CMA (AAMA) 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. Sustaining- Anyone who has been an active or associate member for at least two years who has retired from medical assisting is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- C. Associate-An associate member shall be a medical assistant who is not yet an AAMA-Certified Medical Assistant (CMA) and who does not fall under any other category.
- D. Student- A student member:

- 1 1. shall be enrolled in a medical assisting program accredited by either the Commission on
2 Accreditation of Allied Health Education Programs or the Accrediting Bureau of Health
3 Education Schools;
- 4 2. Shall be limited to a one-time enrollment, selecting either a one-year or a two-year
5 membership term.
- 6 E. Affiliate - An affiliate member shall be one who is not eligible for another category of member-
7 ship but who is interested in the profession of medical assisting.
- 8 F. Honorary- An honorary member shall be one who is not eligible for active membership but has
9 made outstanding contributions to the advancement of medical assisting and/or the Society.
10 Honorary memberships are designated by the Board of Trustees as outlined in the Policy Man-
11 ual. Honorary membership in a constituent Society does not transfer to the National level.
- 12 G. Life- A life member shall be an active member who has had life membership designated by the
13 Board of Trustees as outlined in the Policy Manual. Life membership in a constituent Society
14 does not transfer to the National level. To maintain active life member with full privileges as
15 listed in Section 3. A, AAMA membership dues must remain current. If AAMA dues are not cur-
16 rent, the Life member will lost the status of active and voting privileges at ISMA meetings.
- 17 H. Member-at-large- A member at large is one who meets all the qualifications of active, life, sus-
18 taining, associate, student, honorary and affiliate except that a component chapter does not ex-
19 ist in the area of residence. Such a member shall pay only state and national dues.

20
21 Additionally, to submit a nomination for national honorary or national life membership, a Society will
22 submit the nomination with the supporting documentation to the AAMA Board of Trustees in accord-
23 ance with the AAMA Bylaws Article VI Membership Section 2 Qualifications B Life, or G Honorary.

24 **Section 3. Privileges**

- 25 A. Active, life, sustaining, associate and member-at-large members are able to serve as an officer,
26 committee chair and has a right to vote at the General Assembly, with the following exception:
27 a. Only ACTIVE or AAMA LIFE members may serve as AAMA Delegates to the AAMA House
28 of Delegates.
- 29 B. Student members may not vote, hold office or chair a committee.
- 30 C. Honorary members may not vote, hold office or chair a committee.
- 31 D. Affiliate members may not vote, or hold office or chair a committee.

32 **ARTICLE V - DUES**

33
34 **Section I.** Annual State dues for all classes of members shall be fixed by the General Assembly upon rec-
35 ommendation by the Executive Board. Dues shall become due and payable November 1 and shall be de-
36 linquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31.
37 (the controlling time is that of sending, not that of receiving).

- 38 A. Full dues will be assessed for active, associate, and affiliate members.
- 39 B. One-half dues will be assessed for sustaining members.
- 40 C. Dues will be assessed for student members.
- 41 D. Life and honorary members shall not be required to pay state dues.

42
43
44 **Section 2.** Dues for a new member joining on or after September 1 shall be credited to the follow-
45 ing year.

46
47 **Section 3.** To serve as an officer, trustee, or as an AAMA Delegate at the annual meeting of the
48 AAMA, dues must be postmarked t or submitted electronically to the AAMA Executive Office by Decem-
49 ber 31 (the controlling time is that of sending, not that of receiving). Officers and trustee must maintain
50 current membership during their terms of office.

1
2 **Section 4.** Constituent societies shall offer reciprocity to members transferring from another state.
3 The transferring member shall present proof of AAMA membership.

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

6 **ARTICLE VI-EXECUTIVE BOARD**

7 **Section 1.** There shall be an Executive Board composed of the ISMA elected officers (see Article
8 VII), Immediate Past President, Corresponding Secretary, one (1) chapter representative from each com-
9 ponent chapter (appointed by the chapter), Board of Trustee (BOT) Chair, chaplain, and the parliamen-
10 tary advisor. All have the right to ballot and voice vote with the exception of the chaplain (unless also
11 holds a position with voting power) and the parliamentary advisor. All have the right to ballot and voice
12 vote with the exception of:

- 13 a. The Parliamentary Advisor who only has a ballot vote;
- 14 b. The chaplain who does not have a vote, unless also holds another position on the board
15 with voting power.
- 16 c. Any chapter representative or the BOT Chair who serves in ISMA officer position on the
17 board shall be entitled to two (2) votes.
18

19 **Section 2.** The Executive Board shall, by majority vote of its members, have full authority to act for
20 and in behalf of the General Assembly whenever the business of the Society demands prompt action be-
21 tween Annual Meetings.
22

23 **Section 3.** The President shall act as Chair of the Executive Board. Meetings shall be held in the
24 Fall, Winter and can be called at any time by the chair or any 10 voting members of the board. All mem-
25 bers must be notified of such a meeting. Any meeting called shall not conflict with the AAMA Annual
26 Meeting.
27

28 **Section 4.** Quorum of the Executive Board will be met if a minimum of nine (9) ballot votes can be
29 cast. There shall be no proxy voting.
30

31 **Section 5.** An alternate chapter representative will be recognized by the board as designated in the
32 policy manual.
33

34 **Section 6.** In the event of a vacancy in any office not provided for elsewhere in these Bylaws, the
35 Executive Board shall appoint a member to serve the unexpired term. The member shall meet the quali-
36 fications prescribed.
37

38 **ARTICLE VII-OFFICERS**

39 **Section 1.** Elected officers shall be as follows: Vice President, Speaker of the General Assembly,
40 Vice Speaker of the General Assembly, Recording Secretary and Treasurer.
41

42 **Section 2.** Non-Elected Officers: President, Immediate Past President and the Corresponding Secre-
43 tary. The President will be elected only if the Vice President relinquishes her/his right to assume the
44 Presidency at the time of election of officers.
45

46 **Section 3.** Corresponding Secretary, Parliamentary Advisor and Chaplain will be appointed the
47 President.
48

49 **Section 4.** Qualifications and Eligibility

- 50 A. To be a candidate for Vice President, the member shall;

- i. Be an active, sustaining, associate or active ISMA life member.
 - ii. Have attended at least two (2) out of three (3) business meetings as a voting member prior to nomination.
 - iii. Have served as a chapter president or elected state officer for two (2) years.
 - iv. Have served as chair on a state committee or served as an appointed chapter representative to the Executive Board.
 - v. Be active in their local chapter.
- B. To be a candidate for a state elected officer, the member shall:
- i. Be an active, sustaining, associate or active ISMA life member.
 - ii. Have attended at least one (1) business meeting as a voting member prior to nomination.
 - iii. Have served as a chapter officer and currently active in their chapter.
 - iv. Have served on a state committee or served as an appointed chapter representative to the Executive Board.
- C. No member may run for an elected office if dues are not considered current by the Executive Office of the AAMA. (See example in Article X, Section II)

Section 5. Term and vacancy in office:

- A. The term of office for all elected and appointed officers shall be for two (2) years or until their successors are elected and/or appointed and have assumed office.
- B. Vacancy in the office of President shall be filled by the Vice President.
- C. In the event of vacancy in the office of Vice President, the office shall remain vacant until the next annual meeting when a Vice President shall be elected by the General Assembly.
- D. When a Vice President assumes the office of President under the conditions of a vacancy, she/he will remain in the president's position for the remaining unfulfilled term. She/He will remain as president for her/his full term after completing the unfulfilled term of the vacancy, unless she/her requests a replacement.
- E. A vacancy in an appointed office shall be filled by the President appointing a successor. A vacancy in an elected office shall be filled by the Executive Board within sixty (60) days.

Section 6. Duties of Officers

- A. Officers shall perform such duties as are implied by their respective offices consistent with standard parliamentary procedures and/or as required by law.
- B. Specific duties are enumerated in the Policy Manual.

ARTICLE VIII- COMMITTEES

Section 1. There shall be the following committees: Standing and special.

Section 2. Standing committees shall be: Archives, Audit, Bylaws, Conference, Finance, Membership, Minutes Editing, Nominating, Policy Manual, Public Affairs, Strategic Planning, Symposium, Ways and Means, Website and Marketing. Refer to the Policy Manual for specific duties.

Section 3. Special committees are appointed by the President for a special function or task and will remain active until their function is completed and/or they are dissolved upon the completion of their responsibility.

ARTICLE IX - BOARD OF TRUSTEES

Section 1: The Board of Trustees shall consist of any past Presidents whose dues are paid as of December 31 of the previous year and the current President of this Society. The current President of this society can attend and have a voice but no vote.

1
2 **Section 2:** The Chair of the BOT will be elected by the members of the BOT at the Annual Meeting
3 in April.

4 **Section 3:** The duties of the board shall be as delineated in the policy manual.

5
6 **ARTICLE X- GENERAL ASSEMBLY**

7 **Section 1.** The governing body of this society shall be the General Assembly which shall have the
8 authority to: determine the policies of this society, the power to amend the bylaws, act upon such busi-
9 ness as may be presented, and conduct the election of ISMA officers and delegates to the AAMA House
10 of Delegates.

11
12 **Section 2.** The voting body of the General Assembly shall be the ACTIVE, ASSOCIATE, SUSTAINING
13 and LIFE members of the Society, with exception of the active parliamentary advisor. The parliamentary
14 advisor is eligible to vote in all ballot votes only. No member may vote if dues have not been paid by
15 12/31, to the Executive Office of the AAMA, the year prior to the General Assembly. (Example: For the
16 General Assembly for 2014, dues must be paid by 12/31/2013.)

17
18 **Section 3.** The attendance of twenty (20) voting members of the General Assembly, which shall
19 include 4 officers, shall constitute a quorum.

20
21 **Section 4.** The General Assembly shall be held during the Annual Meeting of the Society, which is
22 held in the month of April.

23
24 **Section 5.** The Speaker of the General Assembly and the Vice Speaker of the General Assembly
25 shall preside over the General Assembly.

26
27 **Section 6.** The Speaker of the General Assembly shall appoint such General Assembly committees
28 as are necessary to conduct the business of the General Assembly. Refer to the Policy Manual under
29 General Assembly regarding appointments of reference committees, timekeeper, minute’s review, cre-
30 dentials chair, and pages.

31
32 **ARTICLE XI- NOMINATIONS AND ELECTIONS**

33 **Section 1.** Nominations for elected officers with their qualifications and written consent to serve
34 shall be submitted to the chair of the Nominating Committee.

35
36 **Section 2.** Nominations may be made from the floor. These nominations shall be placed on the bal-
37 lot if;

- 38 1. The candidate(s) have met the qualifications of the office/position nominated for, as set
39 forth in these Bylaws, with approval of the Nominating Committee.
- 40 2. The candidate(s) has agreed to the nomination and signed a written consent to serve.

41
42 **Section 3.** Election of officers shall be held during the session of the General Assembly at the an-
43 nual meeting.

44
45 **Section 4.** Officer elections shall be in ballot form with the exception where there is only one can-
46 didate per office; in such cases a voice vote may be taken. When a written ballot is necessary, the candi-
47 date receiving a majority of votes cast for each office will be elected.

48

1 **Section 5.** Election of AAMA Delegate(s) shall be in ballot form. The candidate's election will be
2 based on vote count; the candidates will be elected based on the highest vote count. The exception to a
3 ballot form shall be when the number of candidates is equal to the number needed based on the AAMA
4 count.

5 **Section 6.** The regular term of office shall commence upon the adjournment of the General Assembly,
6 with the exception of the Treasurer, which will have up to a thirty (30) day transition period.
7

8 **ARTICLE XII - COMPONENT CHAPTERS**

9 **Section 1:** Any Illinois area may organize local medical assistant groups, called component
10 chapters, if they comprise and maintain membership of not less than three active/associate members
11 and are approved by the Executive Board of this Society. New charters will be presented at the Annual
12 Meeting.

13 **Section 2:** Organization of a Component Chapter shall be as delineated in the policy manual.
14

15 **ARTICLE XIII- AAMA HOUSE OF DELEGATES**

16 **Section 1.**

- 17 A. *Delegates shall be active or AAMA Life members whose membership has not been revoked, as*
18 *delineated in Article VI, Section 4 of the AAMA Bylaws.*
19 B. *The number of delegates shall be determined by the constituent society's total active and associ-*
20 *ate membership of the membership year prior to the date on which names of delegates shall be*
21 *submitted to the Speaker of the House.*
22 C. *Delegates shall be elected to serve for one year from the opening of the House of Delegates for*
23 *the year elected until the opening of the House of Delegates the following year.*
24 D. *The names of delegates shall be submitted to the Executive Director, the Speaker of the House of*
25 *Delegates, and the Vice Speaker of the House at least 90 days prior to the Annual Meeting of the*
26 *House of Delegates.*
27

28 **ARTICLE XIV- AUTHORITY**

29 **Section 1.** The Bylaws of the AAMA shall supersede the Bylaws of this Society. In the event of con-
30 flict, the Bylaws of AAMA shall take precedence.
31

32 **Section 2.** The rules contained in Robert's Rules of Order, Newly Revised, most current edition
33 shall govern this Society in all cases to which they are applicable.
34

35 **ARTICLE XV- AMENDMENTS**

36 **Section 1.** These Bylaws may be amended by a two-thirds (2/3) vote at any annual meeting of the
37 General Assembly provided that the proposed amendments shall have been submitted in writing or
38 available in electronic format to all ISMA members, no later than fifteen (15) days prior to the meeting
39 at which they will be considered.
40

41 **Section 2.** These Bylaws may be amended at the annual meeting of the General Assembly without
42 previous notice by the unanimous vote of the voting body.
43

44 **Section 3.** Constituent society bylaws must be in strict conformity with the mandated sections of
45 the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Dele-
46 gates/Alternates representation to the AAMA House of Delegates, Dissolution. It will be the responsibil-
47 ity of the AAMA to notify constituent societies of any changes in those mandated bylaws. It will be the
48 responsibility of the constituent societies to make the mandated changes with copies of the

1 revised bylaws returned to AAMA within 30 days of notification. Any action taken by a state society that
2 is inconsistent with such mandated language shall immediately be null and void and of no effect.
3
4

5 **ARTICLE XVI- DISSOLUTION**

6 **Section 1.** In the event of the dissolution of the Society, none of the assets shall be distributed to
7 any member. Assets will be transferred to a medical or charitable institution or project which has been
8 approved and designated by the majority of the members attending a special meeting called for the pur-
9 pose of dissolution.
10

11 **Section 2.** The President shall notify the AAMA Executive Office of its dissolution within ten (10)
12 days of the meeting at which dissolution is approved by the society membership. In the event the Presi-
13 dent in unable to fulfill these duties the Vice President will assume the duties.
14

15 **Section 3.** It shall be the responsibility of the President and the Treasurer to complete all necessary
16 federal and state forms upon dissolution. Copies of those forms will be sent to the AAMA Executive Of-
17 fice. No funds are to be distributed to any member or officer of the Illinois Society of Medical Assistants.
18 After all liabilities are paid, any remaining funds are to be donated to a charitable organization.
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

APPENDIX A

CODE OF ETHICS

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

Members of the AAMA and ISMA dedicated to the conscientious pursuit of their profession, and 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:

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

CREED

- I believe in the principles and purposes of the profession of medical assisting.
- I endeavor to be more effective.
- I aspire to render greater service.
- I protect the confidence entrusted in 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.