



# **State Bylaws**

## **2020 – 2023**

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### Legend:

AAMA: American Association of Medical Assistants

Society: Minnesota Society of Medical Assistants

HOD: House of Delegates

## Medical Assisting Creed

The Medical Assisting Creed of the AAMA sets forth medical assisting statements of belief:

- 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 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.

## AAMA Code of Ethics for Medical Assistants

The AAMA Code of Ethics for medical assistants sets forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of the AAMA 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:

- A. Render service with full respect for the dignity of humanity.
- B. Respect confidential information obtained through employment unless legally authorized 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 well-being of the community.

## AAMA Mission Statement

The mission of the American Association of Medical Assistants® is to provide the medical assistant professional with education, certification, credential acknowledgment, networking opportunities, scope-of-practice protection, and advocacy for quality patient-centered health care.

## CMA (AAMA) Core Values

Actively participate in the delivery of quality health care.

*Promote patient safety and well-being.*

Contribute to a positive health care experience for patients.

*Demonstrate integrity and respect and protect patient confidentiality.*

Advocate the essential value of certification and continuing education.

*Embrace change, growth, and learning.*

## AAMA Bylaws ARTICLE IV—CONSTITUENT SOCIETIES

Constituent Societies are those medical assistant associations of states, territories, or insular possessions of the United States of America which are, or may be, incorporated to form the AAMA.

**SECTION 1.** Such an association may become a Constituent Society of the AAMA when its Bylaws are approved by the Board of Trustees of the AAMA.

**SECTION 2.** When applying for affiliation, a society shall submit five copies of its Bylaws to the Chair of the Board of Trustees.

**SECTION 3.** Following approval of the Bylaws, the Chair of the Board of Trustees shall notify the association of its affiliation with the AAMA as a Constituent Society.

**SECTION 4.** Constituent Societies' Bylaws shall not be in conflict with the AAMA Bylaws. The AAMA Bylaws shall supersede those of a Constituent Society.

**SECTION 5.** Constituent Societies which have been approved by the Board of Trustees at least 90 days prior to an annual conference shall be entitled to representation in the House of Delegates (HOD) at that meeting as provided in Article XV, Section 2C.

**SECTION 6.** A Constituent Society found guilty of any conduct or action deemed in violation of the Code of Ethics or the AAMA Bylaws shall be subject to revocation of its charter by a three-fourths vote of the Board of Trustees.

**SECTION 7.** Constituent Society Bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Organizational Policy, 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 the AAMA within 30 days of notification. Any action taken by a State Society that is inconsistent with such mandated language shall be immediately null and void and of no effect. Constituent Societies not in conformity with the mandated sections of the AAMA Bylaws 30 days prior to the opening of the AAMA House of Delegates shall not be allowed Delegate representation at the AAMA House of Delegates. Constituent Societies not in conformity with the mandated sections of the AAMA Bylaws shall be notified of the nonconformity 90 days prior to the opening of the House of Delegates. Notification of the potential loss of Delegate representation shall be sent to the State Society's President, President-Elect, and Secretary-Treasurer (certified mail, return receipt requested). For those State Societies that do not come into compliance at least 30 days prior to the opening of the AAMA HOD, notification of the loss of Delegate representation shall be sent to the State Society's President, President-Elect, and Secretary-Treasurer (certified mail, return receipt requested), and the AAMA President, Speaker of the House, Vice Speaker of the House, and the AAMA Chief Executive Officer by the Chair of the AAMA Bylaws Committee within five business days after the designated deadline.

**SECTION 8.** In the event of dissolution of a Constituent Society, a final accounting of finances shall be due in the AAMA Executive Office no later than 90 days after said state is dissolved.

## ARTICLE I: NAME

The name of the organization shall be Minnesota Society of Medical Assistants (MSMA), hereinafter referred to as the Society. It is a constituent society affiliated with the American Association of Medical Assistants (AAMA), hereinafter known as AAMA, and made up of component chapters.

## ARTICLE II: 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 multiskilled CMAs (AAMA).

## ARTICLE III: ORGANIZATIONAL POLICY

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

## ARTICLE IV: COMPONENT (LOCAL) CHAPTERS

Component chapters are those chapters of medical assistants within the geographical limits of a constituent society and they shall be under the jurisdiction of the constituent society.

- A. All component chapters are governed by these state bylaws.
- B. If in any locality there are five (5) or more persons eligible for active membership, they may organize a local group and become a component chapter of the Society.
- C. When applying for affiliation, the local group shall submit to the State President: geographic boundaries of the local chapter, name of the chapter, chapter officers, list of current members that should be changed to the new chapter.
- D. A component chapter found guilty of any conduct or action deemed in violation of the Code of Ethics or the bylaws of the Society, shall be subject to the revocation of its chapter by a three-fourths (3/4) vote of the Executive Board of the Society (see page 14 for Executive Board explanation).

## ARTICLE V: MEMBERSHIP

### *Section I: Membership Classes*

There shall be seven (7) classes of membership: Active, Affiliate, Sustaining, Associate, Student, Honorary, and Life.

- A. Membership in a component chapter, a constituent society, and AAMA shall be required for all classes, except honorary, unless there is no constituent society and/or component chapter in the area. A member residing in an area in which there is no component chapter, shall be considered a member-at-large.
- B. No other membership or quasi-membership classes shall be permitted by a component chapter or constituent society.

### *Section II: Qualifications*

- A. **ACTIVE:** an active member shall be one of the following:
  - 1. A CMA (AAMA) holding current credential status whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board of Disciplinary Standards and Procedures for the CMA (AAMA). (see [www.aama-ntl.org](http://www.aama-ntl.org)).
  - 2. Anyone who was an active member on December 31, 1987, 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).
  - 3. Eligible to vote, to hold office, chair a committee, or serve as a delegate.
- B. **AFFILIATE:** an affiliate member shall be one who is not eligible for another category of membership but who is interested in the profession of Medical Assisting.
- C. **SUSTAINING:** a sustaining member shall be anyone who has been an active or associate member for at least two (2) years and who has retired from medical assisting is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- D. **ASSOCIATE:** an associate member shall be any medical assistant who is not yet a CMA (AAMA) and who does not fall under any other category.

E. **STUDENT:** a student member:

1. Shall be enrolled in a medical assisting program.
2. May choose a two-year student membership term or a one-year student membership term.
  - a) After a two-year student membership term, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
  - b) After a one-year student membership term, the member is eligible for a second year of student membership as long as the member renews during the member's one-year student membership term. After the second-year of student membership, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
  - c) No member is eligible for more than a total of two consecutive years of student membership.

F. **HONORARY:** an honorary member shall be one who is not eligible for active membership but has made an outstanding contribution to this Society. Conferral of honorary membership shall require a quorum vote (see page 20) by ballot of the voting membership at the Society annual meeting. The name of a candidate, together with a statement outlining his/her contribution shall be submitted to the Executive Committee at least sixty (60) days prior to the annual meeting.

G. **LIFE:** a life member shall be an active member who has had life membership conferred by a quorum vote of the voting membership at the Society annual meeting ~~conference~~ for outstanding service to the Society. Only one life membership may be conferred in any year. Nominations, including a letter of recommendation, shall be submitted to the Executive Committee thirty (30) days prior to the Society annual meeting.

*SECTION III: Privileges*

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

*SECTION IV: Revocation*

Any member who has had their CMA credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standard and Procedures for CMAs (see [www.aama-ntl.org](http://www.aama-ntl.org)), 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. No refund of any dues amount paid will be made.

## ARTICLE VI: DUES

### *Section I: General Information*

Dues for all classes of Society membership shall be as fixed by the membership upon recommendation of Executive Committee, plus the designated AAMA dues. Dues shall become due and payable on 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).

Membership belongs to the individual and shall be nontransferable.

- A. Full dues will be assessed for active, associate, and affiliate members.
- B. One-half dues will be assessed for sustaining members.
- C. Student members' dues will be assessed as determined by the AAMA.
- D. Life and honorary members are not required to pay dues.

### *Section II: New Members*

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

### *Section III: Delegate Eligibility*

To serve as a Delegate, an Alternate, an Officer, or a Trustee, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

Officers and Trustees must maintain current membership during their terms of office.

### *Section IV: Reciprocity*

The Society and its component chapters shall offer reciprocity to members transferring membership from one constituent society and/or component chapter. The transferring member shall present proof of current AAMA membership status.

## ARTICLE VII: OFFICER QUALIFICATIONS

### *Section I: Officers*

- A. The elected officers of this Society shall be as follows: President, President-Elect, Secretary, Treasurer

*Section II: Qualifications*

A candidate for office shall be a CMA(AAMA) holding current status and shall:

- A. be an Active or Life member whose membership has not been revoked, as delineated in Article VI, Section 4;
- B. submit qualifications for office and written consent to serve to the Chair of the Nominating Committee, postmarked by the designated deadline, except for nominations from the floor.

*Section III: Additional Qualifications and Requirements for Specific Offices*

- A. A candidate for President-Elect shall have served as President, President-Elect, or Vice President of a component chapter.
- B. A candidate for Secretary or Treasurer shall have served as a Secretary or Treasurer of a component chapter. Treasurer must be bond eligible.
- C. The candidate for President-Elect and President must attend the National Conference as delegates, if elected (see page 12 for more information).

## ARTICLE VIII: NOMINATIONS, ELECTIONS, AND VOTING

*Section I: Nominations*

- A. The Immediate Past President shall serve as Nominating Chair.
- B. The Nominating Chair shall be responsible for soliciting, screening, and presenting a slate of nominees for office in accordance with Article VII of these bylaws.
- C. In order to be considered by the Nominating Chair, the names and qualifications of proposed members for elective office and delegates shall be submitted by the component chapters to the Nominating Chair sixty (60) days prior to the Society annual meeting.
- D. The Nominating Chair shall examine the qualifications, determine the eligibility of such members for office, and provide the membership with this slate of candidates thirty (30) days prior to the annual meeting.

*Section II: Elections*

- A. Officers shall be elected by ballot and a majority vote of the total voting power of the members shall elect.
- B. Additional nominations may be made from the floor provided nominees comply with the eligibility requirements.
- C. If a state of emergency precludes the holding of a Society annual meeting, the Executive Board shall supervise and conduct an election by mail.
- D. In case of a tie, a revote shall be taken on those tied for the office, with a majority vote required to elect the officer.

*Section III: Voting*

All voting members are eligible to cast a vote at the Society annual meeting. Members have the opportunity to vote by an absentee ballot. An absentee ballot must be requested in writing thirty (30) days prior to the annual meeting to the Nominating Chair and must be postmarked for return within ten (10) days of the Society annual meeting. See the guidelines written by the Nominating Chair for further details.

## ARTICLE IX: OFFICERS, TERMS OF OFFICE, VACANCY, AND REMOVAL FROM OFFICE

*Section I: Term of Office*

- A. The term of office for President, President-Elect, and Immediate Past President shall be a two (2) year term, or until their successors are elected.
- B. The Secretary and Treasurer shall be a two (2) year term with alternating election years, or until their successors are elected.
- C. Officers shall assume office at the close of the Society annual meeting at which they are elected.

*Section II: Vacancies in Office*

- A. In the event of a vacancy in office of President-Elect, the office shall remain vacant until the next Society annual meeting when a President shall be elected.

- B. In the event of a vacancy in any other office not provided elsewhere in these Bylaws, the Executive Committee may appoint a member to serve the unexpired term. This member shall meet the qualifications described in Article IX.

*Section III: Removal from Office*

- A. An officer who fails to perform the required duties, or gives just cause for removal from office, shall be removed from office by the Executive Board.

## ARTICLE X: NATIONAL DELEGATES

Delegates and alternate representation of this Society to the AAMA House of Delegates (HOD) shall be elected at the Society annual meeting. Delegate candidates must submit a letter of intent to the Nominating Chair to run for this position.

Delegates are mandated to attend the complete House of Delegates.

Representation of this Society in the AAMA HOD shall be in accordance with the Bylaws of the AAMA as follows:

- A. Delegates and alternates shall be active or AAMA life members whose membership has not been revoked, as delineated in the AAMA Bylaws.
- 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 HOD for the elected year until the opening of the HOD the following year.
- D. The names of delegates and alternates shall be submitted to the AAMA Executive Office at least 90 days prior to the AAMA Annual Meeting of the House of Delegates.

## ARTICLE XI: DUTIES OF OFFICERS

*Section I: General Information*

In addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedures.

*Section II: President*

- A. Preside at all Executive Board, Executive Committee, and Society meetings.
- B. Serve ex-officio on all committees, except the Nominating Committee.
- C. Attend the AAMA National Conference as a delegate.
- D. Appoint the standing committee chairs and secure their consent to service, subject to approval of the Executive Board by the time of the Society annual meeting.
- E. Appoint committee members to fill vacancies during their term.
- F. Mentor President-Elect with their duties throughout their term.
- G. Perform such other duties as usually pertain to this office.

*Section III: President-Elect*

- A. Attend all Executive Board, Executive Committee, and Society meetings.
- B. Assist the President and Executive Board in their duties throughout their term.
- C. Assume the duties of the President in the absence of the President.
- D. Attend the National Conference as a delegate.
- E. Automatically succeed to the office of President at the end of the term as President-Elect.

*Section IV: Immediate Past President*

- A. Attend all Executive Board, Executive Committee, and Society meetings.
- B. Assist the President and Executive Board in their duties throughout their term.
- C. Serve as Nominating Chair.

*Section V: Secretary*

- A. Attend all Executive Board, Executive Committee, and Society meetings.
- B. Record and retain the minutes of all Executive Board, Executive Committee, and Society meetings, and submit to the Society Publicity Chair within ten (10) days of the meetings.
- C. Conduct all correspondence relating to the Society, including notices of all meetings.
- D. Present at Society meetings, or earlier if requested by the Executive Board, a detailed report of all meeting minutes.

*Section VI: Treasurer*

- A. Treasurer must be bond eligible.
- B. Attend all Executive Board, Executive Committee, and Society meetings.
- C. Be custodian of all monies, securities, and valuable papers of the Society.
- D. Keep detailed account of the receipts and disbursements of the Society and make periodic reports to the Society.
- E. Pay monies out of the treasury only upon receipt of bills, vouchers, and signed expense forms of the Society.
- F. Have the accounts of the Treasury complete for audit and provide to the Executive Board no later than thirty (30) days prior to the Society annual meeting.
- G. Present at Society meetings, or earlier if requested by the Executive Board, a detailed report of all transactions.
- H. Chair the Budget and Finance Committee.
- I. Audit the component chapter financial accounts at all Society meetings.

*Section VII: Executive Board*

- A. Consists of the President, President-Elect, Secretary, Treasurer, and Immediate Past President.
- B. Shall approve appointments of the Chairs of standing or special committees.

- C. Transact necessary business of the Society between meetings of the Executive Committee.

*Section VIII: Executive Committee*

- A. Consists of members of the Executive Board, the President or designee of component chapters, and Chair of any standing or special committees.
- B. Each of these shall be voting members of the Executive Committee.
- C. Transact necessary business of the Society between Society annual meetings.
- D. Shall approve vacancies in any office.
- E. The Executive Committee shall meet a minimum of twice a year.
- F. Be responsible for creating and updating committee chair duties, executive board member duties, and delegate responsibilities and expectations documents.

## ARTICLE XIII: COMMITTEES

*Section I: Classes of Committees*

- A. There shall be standing committees.
- B. The Executive Board shall confirm the Chair of these committees.

*Section II: The Standing Committees*

- A. The standing committees shall be as follows:
  - 1. Membership/Certification
  - 2. Bylaws
  - 3. Website/Social Media
  - 4. Budget and Finance
  - 5. Nominating
  - 6. Legislature
  - 7. Scholarship
  - 8. Historian/Parliamentarian
- B. All Committee Chairs must be members in good standing.

- C. At the Society annual meeting, or earlier if requested by the Executive Board, the Chair of each committee shall report to the membership a summary of the activities of that committee.
- D. Standing committees shall be proposed by the Executive Committee.

Specific duties of standing committees have been established as follows:

1. Membership/Certification
  - a. Maintain a current roster of Society members-
  - b. Recruit new members.
  - c. Educate all new CMAs regarding the benefits of AAMA membership.
  - d. Connect with program directors regarding Society involvement and AAMA membership.
2. Bylaws
  - a. Review bylaws and make recommendations at the Society annual meeting.
  - b. Update bylaws after notification by the AAMA of mandated bylaws changes.
  - c. Following the Society annual meeting, submit for review three (3) copies of any amendments adopted to the AAMA Board of Trustees.
3. Website/Social Media
  - a. Shall be responsible for communicating with website developer.
  - b. Works in conjunction with website developer to maintain Society website.
  - c. Maintains Society's Facebook page.
  - d. Chair will post updates and information they receive from the Executive Board, Executive Committee, and chapter presidents regarding meeting minutes, delegate reports, upcoming meetings, and officer information.
    - i. Chapter presidents are responsible for submitting to the Chair information regarding any chapter happenings, such as meetings, conferences the chapter is hosting, etc.
    - ii. The Executive Board is responsible for submitting to the Chair information regarding meeting minutes, upcoming meetings, bylaws, delegate information, officer information, etc.

- e. Chair is able to post other information on the Society website and Facebook page that they feel is in alignment with the Society values. Examples are job postings, CEU opportunities, educational opportunities, etc.
4. Budget and Finance
    - a. Submit a budget to the Executive Committee and an annual report to the Society membership biyearly.
    - b. Shall audit the component chapter's financial accounts annually.
    - c. Be responsible to set the guidelines for reimbursement of the delegates of the AAMA National Conference. Suggestions or changes to these guidelines must be presented to the Executive Board for approval.
  5. Nominating
    - a. Be responsible for soliciting, screening, and presenting a slate of nominees for elective (open) positions.
  6. Legislative
    - a. Monitor Minnesota legislative issues that may impact the medical assistant's right to practice or have an impact on our profession.
  7. Scholarship Committee
    - a. Shall consist of a Scholarship Chair along with two other Society members.
    - b. This committee is responsible for sending scholarship applications, along with instructions, to medical assisting program directors. Once the applications are received, this committee shall review the scholarship applications using a point system. They will review all applications fairly.
    - c. The Chair is responsible for contacting the Treasurer and other appropriate officers within the Society to inform them of the three scholarship recipients.
  8. Historian/Parliamentarian
    - a. The Historian is responsible for compiling a history book of the Society and keeping the history book up-to-date.
    - b. Shall display the history book at Society conferences.
    - c. The Parliamentarian is responsible for knowing the rules of order and proper procedures for the conduct of Society meetings.

*Section III: Conclusion of Officer and Committee Chair Duties*

- A. Outgoing Committee Chairs and Officers shall, within thirty (30) days, deliver to their successors the materials pertaining to their respective committees and offices.
- B. Outgoing Committee Chairs and Officers shall be mentors to their successors.

## ARTICLE XIII: MEETINGS

*Section I: Society Annual Meetings*

- A. Shall be set at such time and place as scheduled by the hosting chapter.
- B. At least thirty (30) days' notice of the Society annual meeting shall be given to all members.
- C. The Society annual meeting shall be open to all guests.
- D. The President shall preside at the meeting and appoint committees as deemed necessary for the organization and operation of each session of the general assembly.
  - 1. The Nominating Chair shall verify credentials and establish that a quorum is present.
  - 2. The voting members shall approve changes to the bylaws, elect officers, and act upon other business as may come before the assembly.
- E. A summary report of activities shall be presented by each Committee Chair.

*Section II: Executive Board Meetings*

- A. Shall meet at the call of the President or President-Elect to transact necessary business between Executive Committee meetings.
- B. Shall meet a minimum of two (2) times a year.
- C. Shall set the time and place of the Executive Committee meetings.

*Section III: Executive Committee*

- A. Shall meet a minimum of two (2) times per year.
- B. At least thirty (30) days' notice of these meetings shall be given to each member.

## ARTICLE XIV: QUORUM

At any meeting of the Society, two-thirds (2/3) of the voting members registered shall constitute a quorum authorized to transact any business duly presented. At any meeting of the Executive Committee or Executive Board, a majority of such Executive Committee or Executive Board members shall constitute a quorum.

## ARTICLE XV: DISSOLUTION

In the event of dissolution of the Society, affiliated with AAMA, the Executive Committee shall, after payment of all liabilities, distribute any remaining asset to nonprofit medical or charitable institutions. Notification shall be sent to the AAMA Executive Office, by the President, no later than ten (10) days after the meeting.

## ARTICLE XVI: PARLIMENTARY AUTHORITY

All parliamentary procedures and all matters not covered in the bylaws shall be subject to the “Robert’s Rules of Order, New-Revised”.

## ARTICLE XVII: AMENDMENTS

These bylaws may be amended or revised at any Society annual meeting by two-thirds (2/3) of the voting members registered. The proposed amendment shall have been submitted in writing to all active members of the Society at least thirty (30) days prior to the date of the Society annual meeting. Any amendments hereto shall become effective immediately following its adoption.