

# **BYLAWS**

## **NEW YORK STATE SOCIETY OF MEDICAL ASSISTANTS**

**An affiliate of the  
American Association of Medical Assistants**

**REVISED APRIL 2010**

## TABLE OF CONTENTS

<b>Article I – Name</b>	<b>Page</b>	<b>3</b>
<b>Article II – Purpose</b>	<b>Page</b>	<b>3</b>
<b>Article III – Organizational Policy</b>	<b>Page</b>	<b>3</b>
<b>Article IV – Component Chapters</b>	<b>Page</b>	<b>3</b>
<b>Article V – Membership</b>	<b>Pages</b>	<b>3-5</b>
<b>Article VI – Finances</b>	<b>Pages</b>	<b>5-6</b>
<b>Article VII – Officers and Their Qualifications</b>	<b>Page</b>	<b>5-6</b>
<b>Article VIII – Nominations &amp; Elections</b>	<b>Pages</b>	<b>6-7</b>
<b>Article IX – Officers Terms of Office</b>		
<b>Vacancies and Removal</b>	<b>Pages</b>	<b>7-8</b>
<b>Article X – Duties of Officers</b>	<b>Pages</b>	<b>8-9</b>
<b>Article XI – Executive Board</b>	<b>Page</b>	<b>9-10</b>
<b>Article XII – Judicial Board</b>	<b>Page</b>	<b>10-11</b>
<b>Article XIII – Committees</b>	<b>Pages</b>	<b>11-13</b>
<b>Article XIV – General Assembly</b>	<b>Pages</b>	<b>13</b>
<b>Article XV – Meetings</b>	<b>Page</b>	<b>14</b>
<b>Article XVI – Publication</b>	<b>Page</b>	<b>14</b>
<b>Article XVII –Representation to AAMA</b>	<b>Page</b>	<b>14</b>
<b>Article XVIII – Parliamentary Authority</b>	<b>Page</b>	<b>14</b>
<b>Article XIX – Dissolution</b>	<b>Page</b>	<b>14-15</b>
<b>Article XX – Amendments/Suspensions</b>	<b>Page</b>	<b>15</b>

## 1 **ARTICLE I – NAME**

2 The name of this organization shall be the *New*  
3 *York State Society of Medical Assistants*. It is a  
4 constituent society affiliated with the *American*  
5 *Association of Medical Assistants*, hereafter  
6 known as AAMA.  
7

## 8 **ARTICLE II – PURPOSE**

9 **Section 1.** The purpose of the *New York State*  
10 *Society of Medical Assistants* is to enable  
11 medical assisting professionals to enhance and  
12 demonstrate the knowledge, skills and  
13 professionalism required by employers and  
14 patients; protect medical assistants' right to  
15 practice; and promote effective, efficient health  
16 care delivery through optimal use of multi-  
17 skilled *Certified Medical Assistants (CMAs)*.  
18

19 **Section 2.** Other objectives shall be:

20  
21 A. To stimulate a feeling of fellowship  
22 and cooperation among component  
23 chapters;  
24

25 B. To seek to continually improve the  
26 knowledge and skills of medical  
27 assistants for the benefit of patients and  
28 professional colleagues.  
29

## 30 **ARTICLE III -**

### 31 **ORGANIZATIONAL POLICY**

32 This society is hereby declared to be non-profit.  
33 It is not nor shall it ever become a trade union or  
34 collective bargaining agency. No person  
35 otherwise qualified for membership shall be  
36 denied membership because of race, religion,  
37 sex, national origin, or political affiliation. No  
38 person who participates in the activities of  
39 organizations whose purpose is to overthrow the  
40 government of the United States shall be a  
41 member.  
42

## 43 **ARTICLE IV –**

### 44 **COMPONENT CHAPTERS**

45 Component chapters are those county or district  
46 associations of medical assistants contained  
47 within the State of New York.

48 **Section 1.** An association may become a  
49 component chapter of the *New York State*  
50 *Society of Medical Assistants* by applying for  
51 membership to the Executive Board and  
52 submitting three copies of its bylaws. Following  
53 approval of the Executive Board, the component  
54 chapter shall be notified of its affiliation with the  
55 *New York State Society of Medical Assistants*  
56 by the president.  
57

58 **Section 2.** The bylaws of a component chapter  
59 shall not be in conflict with those of the *New*  
60 *York State Society of Medical Assistants* or  
61 those of the *American Association of Medical*  
62 *Assistants*. These bylaws supersede those of a  
63 component chapter.  
64

65 **Section 3.** Members of component chapters  
66 which have been approved by the Executive  
67 Board at least sixty (60) days prior to an annual  
68 meeting shall be able to vote in the General  
69 Assembly as provided in *ARTICLE XV, Section*  
70 *2*.  
71

72 **Section 4.** Component chapters shall consist of  
73 eight or more active/associate members. The  
74 charter of a component chapter may be  
75 suspended by a majority vote of the Executive  
76 Board if the minimum membership is not met at  
77 the time of the annual meeting. A charter shall  
78 be automatically revoked if suspended for two  
79 consecutive years.  
80

81 **Section 5.** The charter of a component chapter  
82 may be revoked by a three-fourths vote of the  
83 Executive Board if it is found guilty of conduct  
84 deemed in violation of the bylaws of the *New*  
85 *York State Society of Medical Assistants*.  
86

## 87 **ARTICLE V – MEMBERSHIP**

88  
89 **Section 1.** There shall be seven classes of  
90 membership: active, associate, student,  
91 sustaining, life, honorary and affiliate. Tri-level  
92 membership of the same classification is  
93 required for all except life and honorary  
94 membership. No other membership or quasi-  
95 membership classes shall be permitted by a  
96 component chapter or the *New York State*  
97 *Society of Medical Assistants*.

1 Section 2. The qualifications for active,  
 2 associate, student and affiliate membership  
 3 shall be the same as the bylaws of the  
 4 American Association of Medical Assistants.\*

5  
 6 **\*A. ACTIVE:**

7 1. An active Certified Medical  
 8 Assistant (CMA)(AAMA)  
 9 whose credential has  
 10 not been revoked as provided  
 11 by the AAMA Certifying  
 12 Board Disciplinary  
 13 Standards and Procedures  
 14 for CMAs (AAMA).

15  
 16 2. Anyone who was an active  
 17 member on December 31,  
 18 1987, and who maintains  
 19 continuous active  
 20 membership. (Continuous  
 21 active membership shall be  
 22 defined as having dues  
 23 postmarked to the AAMA  
 24 Executive Office by  
 25 December 31<sup>st</sup> of each year.

26  
 27 **\*B. ASSOCIATE:**

28 An associate member shall be a medical  
 29 assistant who is not yet an AAMA  
 30 Certified Medical Assistant (CMA) and  
 31 who does not fall under any other  
 32 category of membership.

33  
 34 **\*C. SUSTAINING:**

35 Anyone who has been as active or  
 36 associate member for at least two years,  
 37 who has retired from medical assisting,  
 38 and who has not entered into another  
 39 field is eligible for sustaining  
 40 membership. This membership shall be  
 41 forfeited if not renewed annually.

42  
 43 **\*D. STUDENT**

44 A student member:

- 45 1. Shall be enrolled in a  
 46 medical assisting program.  
 47 2. Shall carry a minimum of 6  
 48 contact hours per week.  
 49 3. May retain membership for one  
 50 additional year after graduation if

51 active or associate membership is not  
 52 chosen.

- 53 4. Shall be limited to a maximum of  
 54 three (3) years as a student member.

55  
 56 **E. LIFE**

57 A life member shall be an active member  
 58 who has had life membership conferred  
 59 by a two-thirds vote of the Executive  
 60 Board for outstanding service to the  
 61 Society. There shall be no more than  
 62 two life memberships conferred in a five  
 63 (5) year period.

64  
 65 **F. HONORARY**

66 An honorary member shall be one who  
 67 has aided in furthering the objectives of  
 68 this society and shall be elected by a  
 69 two-thirds vote of the Executive Board.

70  
 71 **\*G. AFFILIATE**

72 An affiliate member shall be one who is  
 73 not eligible for another category of  
 74 membership but who is interested in the  
 75 profession of medical assisting.

76 **Section 3. Privileges:**

77  
 78 **A. Active and Life** members are  
 79 eligible to serve as officers,  
 80 committee chairmen, **voting**  
 81 **members of the General Assembly**  
 82 and delegates and alternates to the  
 83 AAMA House of Delegates.  
 84 **Associate and Sustaining** members  
 85 are eligible to serve as committee  
 86 chairmen **and voting members of**  
 87 **the General Assembly.**

88  
 89 **B.** Each chapter shall determine the  
 90 chapter privileges of its members  
 91 according to its needs.

92  
 93 **Section 4. Revocation:**

94  
 95 Any member who has had their CMA (AAMA)  
 96 credential revoked by the Certifying Board as  
 97 provided by the Certifying Board Disciplinary  
 98 Standards and Procedures for CMAs (see  
 99 [www.aama-ntl.org](http://www.aama-ntl.org)) will immediately lose their  
 100 membership and all privileges attached thereto,

1 and shall not be allowed reinstatement unless the  
2 revocation of the credential is rescinded by the  
3 Certifying Board. No refund of any dues  
4 amount paid will be made.

## 6 **ARTICLE VI –FINANCES**

8 **Section 1.** The annual dues of the *New York*  
9 *State Society of Medical Assistants* shall be set  
10 by the *General Assembly* upon the  
11 recommendation of the Executive Board and  
12 shall be delinquent if not postmarked to the  
13 *AAMA Executive Office* by December 31<sup>st</sup> of  
14 each year.

- 16 A. Full dues will be assessed for active,  
17 associate and affiliate members.
- 18
- 19 B. Half dues will be assessed for  
20 sustaining and student members.
- 21
- 22 C. Life and honorary members are not  
23 required to pay dues.
- 24
- 25 D. New members joining on or after  
26 September 1<sup>st</sup> shall pay dues for the  
27 appropriate category, which shall be  
28 credited to the following year.
- 29

30 **Section 2.** The *New York State Society of*  
31 *Medical Assistants* will offer reciprocity to  
32 *AAMA* members transferring membership from  
33 another constituent society and/or component  
34 chapter of the *AAMA*.

36 **Section 3.** Membership belongs to the  
37 individual and shall be non-transferable.

39 **Section 4.** To ensure the financial stability of  
40 the *New York State Society of Medical*  
41 *Assistants*, special emergency assessments may  
42 be made on the membership and must be  
43 authorized by a two-thirds vote of the Executive  
44 Board.

46 **Section 5.** All monies received as donations or  
47 grants shall be placed in the general operating  
48 fund unless the condition of the donation or  
49 grant should stipulate other disposition.

51 **Section 6.** The *Budget & Finance Committee*  
52 shall prepare a proposed balanced budget for the  
53 ensuing year for the approval of the Executive  
54 Board. Upon approval of the Executive Board  
55 the proposed balanced budget shall be presented  
56 to the *General Assembly* for final approval. The  
57 proposed balanced budget may not depend on  
58 grants or donations to pay fixed operating  
59 expenses.

61 **Section 7.** Upon approval of the budget, the  
62 treasurer is authorized to make disbursements  
63 with the approval of the president on accounts  
64 and expenses provided for in the budget without  
65 additional approval of the Executive Board.  
66 Disbursements shall be by check.

67 **Section 8.** The fiscal year shall be from the  
68 first day of January through the last day of  
69 December.

71 **Section 9.** The accounts of the *New York State*  
72 *Society of Medical Assistants* shall be audited  
73 annually by persons authorized by the Executive  
74 Board.

76 **Section 10.** The treasurer and such other  
77 officers as the Executive Board shall designate  
78 shall be bonded by a sufficient fidelity bond in  
79 an amount set by the Executive Board and paid  
80 by the *New York State Society of Medical*  
81 *Assistants*.

## 83 **ARTICLE VII - OFFICERS** 84 *and their QUALIFICATIONS*

86 **Section 1.** The officers of the *New York State*  
87 *Society of Medical Assistants* shall be president,  
88 vice president, secretary, treasurer, speaker of  
89 the general assembly, vice speaker of the general  
90 assembly, immediate past president, and any  
91 *New York State Society of Medical Assistants*  
92 member who is currently serving on the  
93 **American Association of Medical Assistants**  
94 **Board of Trustees.**

96 **Section 2.** A candidate for office shall be an  
97 *AAMA Certified Medical Assistant (CMA)* and  
98 shall:

- 1 A: be an active or life member in good standing;
- 2
- 3
- 4 B. submit qualifications for office and
- 5 written consent to serve to the
- 6 chairman of the *Nominating*
- 7 *Committee*, postmarked by the
- 8 designated deadline, except for
- 9 nominations from the floor.

10  
11 **Section 3.** Additional qualifications for  
12 specific offices:

- 13
- 14 A. A candidate for **Vice President**
- 15 shall:
- 16
- 17 1. Have served as a member of
- 18 the Executive Board, or as
- 19 president of a component
- 20 Chapter, or served as
- 21 chairman of a Standing
- 22 Committee for two years.
- 23
- 24 2. Have attended at least two
- 25 previous annual meetings of
- 26 the *New York State Society*
- 27 *of Medical Assistants* .
- 28
- 29 B. A candidate for **Secretary** shall:
- 30 1. Be proficient in recording and
- 31 transcribing minutes.
- 32
- 33 2. Have attended at least two
- 34 previous annual meetings of
- 35 the *New York State Society*
- 36 *of Medical Assistants*.
- 37
- 38 C. A candidate for **Treasurer** shall:
- 39 1. Be dept in bookkeeping
- 40 methods.
- 41
- 42 2. Have attended at least two
- 43 previous annual meetings of
- 44 the *New York State Society*
- 45 *of Medical Assistants*.
- 46
- 47 D. A candidate for Speaker of the
- 48 General Assembly or Vice Speaker
- 49 of the General Assembly shall:
- 50 1. Have attended at least two
- 51 previous annual meetings of

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100

the *New York State Society of Medical Assistants*.

- 2. Have an adequate knowledge of Parliamentary Procedures and be thoroughly familiar with the bylaws of the *New York State Society of Medical Assistants* and the current edition of *Robert's Rules of Order ( Newly Revised.)*

**ARTICLE VIII –  
NOMINATIONS AND  
ELECTIONS**

**Section 1. Nominations:**

- A. There shall be a *Nominating Committee* composed of three (3) active or associate members elected as follows:
  - 1. The Immediate Past President shall be the chairman.
  - 2. Two members shall be elected by secret ballot following nominations from the floor of the General Assembly with a plurality vote electing. If there is a tie between two candidates another ballot shall be taken to determine the successful candidate.
  - 3. No two members of the committee shall be from the same component chapter.
- B. The *Nominating Committee* 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 Committee*, the names and qualifications of proposed members for elected office shall be submitted to the chairman of the

1 *Nominating Committee* by February 50  
2 1<sup>st</sup> of the election year. 51

3  
4 D. The names and the qualifications of 52  
5 the candidates meeting eligibility 53  
6 requirements shall be published in 54  
7 the *NYSSMA Today*. 55

8  
9 E. Additional nominations may be 56  
10 made from the floor provided that 57  
11 the nominees comply with the 58  
12 eligibility requirements of 59  
13 **ARTICLE VII.** Documentation of 60  
14 the qualifications must be submitted 61  
15 to the Speaker of the *General* 62  
16 *Assembly* prior to any nominations 63  
17 from the floor. 64

18  
19 *(Omitting F completely. A candidate for office* 65  
20 *for the AAMA Board of Trustees does not need* 66  
21 *the endorsement of their state. It used to be a* 67  
22 *necessity.)* 68

23  
24 **Section 2. Elections:** 69

25  
26 A. Officers shall be elected by ballot 70  
27 and a majority vote shall elect. A 71  
28 nominee need not be present to be 72  
29 elected. 73

30  
31 B. Delegates and Alternates to the 74  
32 *American Association of Medical* 75  
33 *Assistants House of Delegates* shall 76  
34 be nominated from the floor and 77  
35 elected by secret ballot at the *New* 78  
36 *York State Society of Medical* 79  
37 *Assistants General Assembly*. The 80  
38 election shall be by plurality vote. 81  
39 The order of the voting results shall 82  
40 determine the order of the delegates 83  
41 and alternates. The incoming 84  
42 president and vice president shall be 85  
43 first and second delegates 86  
44 respectively. The president shall be 87  
45 chairman of the delegation. 88  
46 89

47 **ARTICLE IX – OFFICERS**  
48 **TERMS OF OFFICE,**  
49 **VACANCY AND REMOVAL**

50  
51 **Section 1. Term of Office:**

52  
53 A. The term of office for the president,  
54 vice president and immediate past  
55 president shall be for on  
56 administrative year or until the close  
57 of the annual meeting of the  
58 *General Assembly* following the  
59 election to office. The  
60 administrative year runs from the  
61 close of the annual *General*  
62 *Assembly* until the close of the next  
63 annual *General Assembly*. 64

65  
66 B. The term of office for the secretary  
67 and the treasurer shall be for one  
68 administrative year or until the close  
69 of the annual *General Assembly*  
70 following the assumption of office.  
71 These officers may be re-elected to  
72 the respective office.

73  
74 C. The term of office for the Speaker  
75 and Vice Speaker of the *General*  
76 *Assembly* shall be for *one*  
77 administrative year or at the close  
78 of the *General Assembly* following  
79 their year in office.

80 These officers may be re-elected to  
81 the respective office.

82  
83 D. All officers shall assume office at  
84 the close of the *General Assembly* at  
85 which they were elected. 86

87 **Section 2. Vacancies in Office:**

88  
89 A. In the event of a vacancy in the  
90 office of the president, the vice  
91 president shall succeed to the  
92 office of president. 93

94  
95 B. In the event of a vacancy in the  
96 office of speaker, the vice speaker  
97 shall succeed to the office of  
98 speaker.

C. In the event of a vacancy in any other office, not provided elsewhere in these bylaws, the Executive Board shall appoint a person who shall meet the qualifications prescribed in **ARTICLE VII** to serve until the next the next meeting of the *General Assembly* of the *New York State Society of Medical Assistants*.

### **Section 3. Removal from Office**

An officer who fails to perform the required duties or gives just cause for removal from office shall, by two-thirds vote of the Executive Board, be relieved of her/his duties.

## **ARTICLE X – DUTIES OF OFFICERS**

**Section 1.** 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 procedure. They shall each present a written report to the *General Assembly* of the *New York State Society of Medical Assistants*.

**Section 2.** The president shall:

A. Preside at all meeting of the *New York State Society of Medical Assistants*, except the *General Assembly*.

B. be an ex-officio member of all committees except the *Nominating Committee*.

C. Appoint, subject to approval by the Executive Board, all committee chairmen, the Parliamentary Advisor, and a past president to serve on the Judicial Board.

D. Be first delegate and chairman of the *New York State Society of Medical Assistants* delegation to The *American Association of Medical Assistants* House of Delegates.

E. Authorize warrants on the treasury and sign warrants during the unavailability of the treasurer.

F. Appoint Executive Board members as liaison to component chapters.

**Section 3.** The vice president shall:

A. Assist the president throughout the year.

B. Assume the duties of the president in the absence of the president.

C. Succeed to the office of president in event of a vacancy.

D. Automatically succeed to the office of president at the end of the term as vice president.

E. Be second delegate to the *American Association of Medical Assistants* House of Delegates.

**Section 4.** The secretary shall:

A. Keep the minutes of all meetings of the *New York State Society of Medical Assistants – General Assembly* and Executive Board meetings.

B. Be prepared to research minutes for historical information of motions passed at all meetings of the *New York State Society of Medical Assistants*.

**Section 5.** The treasurer shall:

- 1
- 2 A. Be responsible for all monies,
- 3 securities, and valuable papers of
- 4 the *New York State Society of*
- 5 *Medical Assistants*.
- 6
- 7 B. Pay all the obligations of the *New*
- 8 *York State Society of Medical*
- 9 *Assistants* as authorized by the
- 10 *General Assembly* or the Executive
- 11 Board.
- 12
- 13
- 14 C. Keep a detailed account of receipts
- 15 and disbursements.
- 16
- 17 D. File information returns as may be
- 18 required by government
- 19 authorities.
- 20 E. Have available all pertinent
- 21 information and account books
- 22 for an annual audit.

23

24 **Section 6.** The speaker of the *General*

25 *Assembly* shall:

- 26
- 27 A. Preside at the annual meetings
- 28 of the *General Assembly* of the
- 29 *New York State Society of*
- 30 *Medical Assistants*.
- 31
- 32 B. Appoint members of the
- 33 *Credentials Committee, Tellers*
- 34 *Pages*, and such other persons as
- 35 may be necessary for the functions
- 36 of the *General Assembly*.
- 37
- 38 C. Prepare a summary of the *General*
- 39 *Assembly* for publication in the
- 40 the official publication of the *New*
- 41 *York State Society of Medical*
- 42 *Assistants* and for inclusion in the
- 43 packet for the next *General*
- 44 *Assembly*.

45

46 **Section 7.** The vice speaker of the *General*

47 *Assembly* shall:

- 48
- 49 A. Preside at the meetings of the
- 50 *General Assembly* in the absence

- 51 of or on the request of the speaker.
- 52
- 53 B. Assist the speaker in the
- 54 appointment of the *Credentials*
- 55 *Committee, Tellers, Pages*. and
- 56 persons necessary for the functions
- 57 of the *General Assembly*.
- 58
- 59 C. Succeed to the office of speaker
- 60 in the event of a vacancy in that
- 61 office.
- 62
- 63

64 **Section 8.** The immediate past president

65 Shall:

- 66
- 67 A. Assist the president and other
- 68 officers of the Executive Board.
- 69
- 70 B. Be available for consultation when
- 71 necessary.
- 72

73 **Section 9.** Officers resigning from office or

74 members resigning from committee

75 chairmanships shall submit their written

76 resignation to the president and the secretary.

77 The duties of the position must not be

78 relinquished until a written resignation has been

79 approved by the Executive Board and becomes

80 effective.

81

82 **ARTICLE XI – Executive**

83 **Board**

84

85 **Section 1.** The Executive Board shall consist

86 of the elected officers of the *New York State*

87 *Society of Medical Assistants* and any *New*

88 *York State Society of Medical Assistants*

89 member serving on the *American Association of*

90 *Medical Assistants Board of Trustees*. The

91 parliamentary advisor shall be an ex-officio

92 member without vote. The president shall be the

93 chairman.

94

95 **Section 2.** The Executive Board shall:

- 96
- 97 A. Conduct the affairs, work, and
- 98 activities of the *New York State*
- 99 *Society of Medical Assistants*

1 Between meetings of the *General*  
2 *Assembly*.

3  
4 B. Recommend dues to the *General*  
5 *Assembly*.

6  
7 C. Authorize warrants on the Treasury.  
8

9 D. Approve the appointments by the  
10 President of the *Standing and*  
11 *Special Committees Chairmen* and  
12 members, and the *Parliamentary*  
13 *Advisor*.

14 E. Approve appointments to the  
15 *Judicial Board*.

16  
17 F. Approve the appointment of the  
18 Editor of the official *New York*  
19 *State Society of Medical*  
20 *Assistants'* publication.

21  
22 G. Fill any vacancy on the Executive  
23 Board with the exception of the  
24 President and the Speaker.  
25

26 H. Approve applications of prospective  
27 component chapters applying for  
28 affiliation with the *New York State*  
29 *Society of Medical Assistant*.  
30

31 I. Fill any vacancy of committee  
32 chairmanship or committee member.  
33

34 **Section 3.** The **Executive Board** may remove  
35 from office any officer or committee chairman  
36 and/or committee member who fails to perform  
37 duties of the position as required. All  
38 disciplinary powers shall reside with the  
39 **Executive Board**. A two-thirds vote of the  
40 **Executive Board** shall be necessary to effect  
41 any disciplinary action.  
42

43 **Section 4.** The **Executive Board** shall suspend  
44 the charter of a component chapter if it does not  
45 meet the minimum membership requirement.  
46 The **Executive Board** may revoke the charter of  
47 a component chapter if the chapter is found  
48 guilty of conduct deemed in violation of these  
49 bylaws.  
50

51 **Section 5.** The **Executive Board** shall meet in  
52 June, September or October and January or  
53 February following the meeting of the *General*  
54 *Assembly* of the *New York State Society of*  
55 *Medical Assistants*. A special meeting of the  
56 **Executive Board** may be called by the  
57 president, or upon the written request of four  
58 members of the **Executive Board**.

59 **Section 6.** The **Executive Board** shall be  
60 allowed to vote by teleconference, by e-mail, or  
61 by mail ballot for non-policy issues between  
62 meetings of the **Executive Board** with a  
63 majority vote ruling. Mail must be sent first  
64 class and instructions shall allow ample time,  
65 not less than 14 days, for reply.  
66

67 **Section 7.** A quorum shall consist of the  
68 majority of the members of the **Executive**  
69 **Board**.  
70

## 71 **ARTICLE XII – JUDICIAL** 72 **BOARD**

73  
74 **Section 1.** The **Judicial Board** shall consist of  
75 five past presidents of the *New York State*  
76 *Society of Medical Assistants* in good standing  
77 and the *Parliamentary Advisor* who shall be ex-  
78 officio member without vote.  
79

80 A. Each year the president shall  
81 appoint, with the approval of the  
82 **Executive Board**, one member to  
83 serve a five year term.  
84

85 B. No member shall serve more than  
86 two terms, but a member appointed  
87 to serve an un-expired term shall  
88 not be regarded as having served a  
89 term unless serving three or more  
90 years.  
91

92 **Section 2.** The judicial power of the *New York*  
93 *State Society of Medical Assistants* shall be  
94 vested in the **Judicial Board**. Its decisions may  
95 be appealed to the **Judicial Council** of the  
96 *American Association of Medical Assistants*.  
97

1 **Section 3.** The **Judicial Board** shall have  
2 jurisdiction in all questions involving  
3 interpretation of these bylaws.

4  
5 **Section 4.** The **Judicial Board** shall:

- 6  
7 A. Meet during the annual meeting of  
8 the *General Assembly* to elect a  
9 chairman and Vice-Chairman, and  
10 to consider any other business.  
11  
12 B. Meet or consult upon the call of the  
13 chairman. This consultation may be  
14 by mail, e-mail, or teleconference  
15 as long as the rights of the appellant  
16 are not prejudiced.  
17  
18 C. Submit an annual report to the  
19 *General Assembly*.  
20  
21 D. Publish in the official publication of  
22 the *New York State Society of*  
23 *Medical Assistants*, as soon as  
24 practicable, a summary of the  
25 questions and decisions of the  
26 **Judicial Board**, when applicable to  
27 the general membership.  
28

29 **Section 5.** A request for judicial action shall be  
30 directed to the chairman and may be made by  
31 the *General Assembly* of the *New York State*  
32 *Society of Medical Assistants*, the president, or  
33 the president of a component chapter or its  
34 executive board. Where known, the persons  
35 directly involved shall be notified of any matters  
36 coming before the **Judicial Board** and be  
37 permitted to present any material deemed  
38 pertinent to the matter under consideration.  
39

40 **Section 6.** A vacancy occurring on the  
41 **Judicial Board** shall be filled by the *New York*  
42 *State Society of Medical Assistants* president  
43 with the approval of the **Executive Board**.  
44

45 **Section 7.** Three voting members of the  
46 **Judicial Board** shall constitute a quorum.  
47

48 **ARTICLE XIII –**  
49 **COMMITTEES**

50 **Section 1.** There shall be **Standing and**  
51 **Special Committees** whose chairmen shall be  
52 appointed by the *New York State Society of*  
53 *Medical Assistants* president with the approval  
54 of the **Executive Board**.  
55

56 **Section 2.** The **Standing Committees** and  
57 their duties:

- 58  
59  
60 A. The **Budget & Finance Committee**  
61 shall submit a balanced budget to  
62 the *General Assembly* of the *New*  
63 *York State Society of Medical*  
64 *Assistants*. The treasurer shall be a  
65 member of this committee.  
66  
67 B. The **Bylaws Committee** shall:  
68  
69 1. Study the bylaws and maker  
70 recommendations for  
71 desirable changes.  
72 2. Review recommendations  
73 made by component chapters  
74 and/or the Executive Board,  
75 *and make proposed changes*  
76 *to the General Assembly*  
77 *when necessary*.  
78  
79 3. Review bylaws of the  
80 component chapters to be  
81 sure they are in compliance  
82 with the bylaws of the *New*  
83 *York State Society of*  
84 *Medical Assistants* and the  
85 *American Association of*  
86 *Medical Assistants*, and to  
87 make recommendations  
88 where pertinent.  
89  
90 4. Have the Parliamentary  
91 Advisor as an ex-officio  
92 member.  
93  
94 C. The **Convention Committee** shall  
95 work with the *New York State*  
96 *Society of Medical Assistants*  
97 president in making arrangements  
98 and planning the meeting.  
99  
100 D. The **Education Committee** shall  
provide educational services for

1	the members of the <i>New York</i>	51	the medical assistant and/or
2	<i>State Society of Medical</i>	52	<i>health care professions.</i>
3	<i>Assistants</i> , and assist component	53	
4	chapters, when asked, to produce	54	H. The <b>Marketing Committee</b> shall:
5	workshops and seminars.	55	
6		56	1. Stimulate a feeling of
7	E. The <b>Strategic Plan Committee</b>	57	fellowship and cooperation
8	shall:	58	within the <i>New York State</i>
9		59	<i>Society of Medical</i>
10		60	<i>Assistants.</i>
11	1. Research and develop long	61	
12	and short term goals to	62	2. Act as liaison between the
13	further the growth and	63	Editors of the <i>New York</i>
14	ideals of the <i>New York</i>	64	<i>State Society of Medical</i>
15	<i>State Society of Medical</i>	65	<i>Assistants</i> and the <i>American</i>
16	<i>Assistants.</i>	66	<i>Association of Medical</i>
17		67	<i>Assistants'</i> publications.
18	2. Review recommendations	68	
19	received from component	69	3. Enhance the relations
20	chapters.	70	between medical assistants
21		71	and the community.
22	3. Anticipate problems and	72	
23	work on methods to solve	73	4. <i>Enhance relations between</i>
24	them.	74	<i>medical assistants and other</i>
25		75	<i>health care professions.</i>
26	4. The <b>Executive Board</b>	76	
27	shall constitute the	77	5. <i>Work closely with all other</i>
28	committee.	78	<i>committees to market all</i>
29		79	<i>aspects of the medical</i>
30	F. The <b>Membership Committee</b> shall:	80	<i>assisting profession and the</i>
31		81	<i>New York State Society of</i>
32	1. Have the responsibility of	82	<i>Medical Assistants.</i>
33	maintaining and increasing	83	
34	the membership of the <i>New</i>	84	I. The <b>Resolutions Committee</b> shall
35	<i>York State Society of</i>	85	receive and review resolutions
36	<i>Medical Assistants.</i>	86	presented by component chapters,
37		87	<i>individuals</i> , and/or the <b>Executive</b>
38	2. Work with the <b>Executive</b>	88	<b>Board</b> , and prepare those resolutions
39	<b>Board</b> to encourage and	89	to be submitted to the <i>General</i>
40	Develop new chapters.	90	<i>Assembly</i> . The Parliamentary
41		91	Advisor shall be an ex-officio
42	G. The <b>Public Affairs Committee</b>	92	member of this committee.
43	Shall:	93	
44		94	J. The <b>Ways and Means Committee</b>
45	1. Keep the members of the	95	shall:
46	<i>New York State Society of</i>	96	
47	<i>Medical Assistants</i>	97	1. Make recommendations for
48	informed of proposed	98	augmenting the funds of the
49	state and federal legislation	99	<i>New York State Society of</i>
50	that might affect the career of	100	<i>Medical Assistants.</i>
		101	

- 1                   2. Supervise the fund raising  
2                   activities that have been  
3                   Approved by the Executive  
4                   Board.

5  
6 **Section 3.** At least 60 days before the annual  
7 meeting of the *General Assembly* of the *New*  
8 *York State Society of Medical Assistants*, or  
9 earlier if requested by the speaker, the chairman  
10 of each committee shall submit to the Speaker of  
11 the *General Assembly* a written report of the  
12 charge to the committee and the activities and  
13 actions taken by the committee during the year,  
14 and any recommendations it wishes to present to  
15 the *General Assembly*.

16  
17 **Section 4. Special Committees** may be  
18 created by the president, Executive Board,  
19 and/or the *General Assembly* when deemed  
20 necessary to carry on the work of the *New York*  
21 *State Society of Medical Assistants*. Their  
22 composition and functions shall be in  
23 accordance with the authorization of their  
24 appointment. The president shall appoint  
25 chairmen and members with the approval of the  
26 Executive Board and shall be an ex-officio  
27 member of all committees.

## 28 29 **ARTICLE XIV –** 30 **GENERAL ASSEMBLY**

31  
32 **Section 1.** The governing body of the *New*  
33 *York State Society of Medical Assistants* shall  
34 be the *General Assembly*, which shall have the  
35 authority to determine its policies and the power  
36 to amend bylaws, set dues and act upon such  
37 business as may be presented.

38  
39 **Section 2.** The composition of the *General*  
40 *Assembly* shall be all active, associate, and  
41 sustaining members whose dues were paid by  
42 December 31<sup>st</sup> and life members who are in  
43 good standing of the *New York State Society of*  
44 *Medical Assistants*.

45  
46 **Section 3.** The **Speaker of the General**  
47 **Assembly** shall appoint the **Credentials**  
48 **Committee, Teller, Pages,** and such other  
49 committees as necessary for the organization

50 and operation of the *General Assembly*, and  
51 shall report the presence of a quorum.

52  
53                   A. The **Credentials Committee** shall  
54 verify the legal voting status of  
55 the members attending the *General*  
56 *Assembly*. The committee shall  
57 determine the total legal votes,  
58 the number of a majority vote, and  
59 the number for a two-thirds vote.

60  
61                   B. Any emergency resolutions shall be  
62 Submitted to the Speaker of the  
63 *General Assembly* by 8 pm on  
64 the day preceding the opening of  
65 *The General Assembly*.

66  
67 **Section 4.** The annual meeting of the *General*  
68 *Assembly* shall be held during the annual  
69 meeting of the *New York State Society of*  
70 *Medical Assistants*.

71  
72                   A. Special meetings of the *General*  
73 *Assembly* may be held at the call of  
74 the Executive Board by written  
75 notice to all qualified voting  
76 members of the *New York State*  
77 *Society of Medical Assistants* at  
78 least 30 days in advance of the  
79 meeting.

80  
81 **Section 5.** In the event of an administrative  
82 emergency, declared by the Executive Board,  
83 the Executive Board may take a vote of all  
84 qualified voting members by mail instead of  
85 calling a special meeting of the *General*  
86 *Assembly*. Ballots shall be sent *First Class* mail  
87 by the Speaker and returned to the chairman of  
88 the Tellers. The ballots shall be sent in ample  
89 time, not less than 14 days, for reply from the  
90 voting member.

91  
92 **Section 6.** At all meetings of the *General*  
93 *Assembly*, a quorum shall be the majority of  
94 the members present and voting.

## 95 96 **ARTICLE XV – MEETINGS**

97

1 **Section 1.** There shall be an annual meeting  
2 of the *New York State Society of Medical*  
3 *Assistants* at a place and time approved by  
4 the Executive Board.

5  
6 **Section 2.** Special meetings of the *General*  
7 *Assembly* shall be held at the call of the  
8 Executive Board as outlined in **Article XIV,**  
9 **Section 4, A.**

10

11

## 12 **ARTICLE XVI –** 13 **PUBLICATION**

14

15 **Section 1.** There shall be an official  
16 publication of the *New York State Society of*  
17 *Medical Assistants* and the Executive Board  
18 shall establish its editorial policies.

19 **Section 2.** The editor shall be appointed by the  
20 president with the approval of the Executive  
21 Board. The official responsibilities of the editor  
22 shall begin at the close of the annual meeting of  
23 the *General Assembly* of the *New York State*  
24 *Society of Medical Assistants.*

25

26 **Section 3.** The editorial staff shall be  
27 appointed by the president with the approval of  
28 the Executive Board.

29

30 **Section 4.** The publication shall present  
31 educational articles and organizational  
32 information, and shall serve as the official  
33 history of the *New York State Society of*  
34 *Medical Assistants.* A historian may be  
35 appointed by the president with the approval of  
36 the Executive Board.

37

## 38 **ARTICLE XVII –**

### 39 **REPRESENTATION TO THE** 40 **AMERICAN ASSOCIATION** 41 **OF MEDICAL ASSISTANTS** 42 **HOUSE OF DELEGATES**

43

44 **Section 1.** The *New York State Society of*  
45 *Medical Assistants* shall be represented to the

46 *American Association of Medical Assistants*  
47 *House of Delegates* as outlined by their bylaws.

48 **Section 2.** The *New York State Society of*  
49 *Medical Assistants* president and vice president  
50 shall be the first and second delegates to the  
51 *American Association of Medical Assistants*  
52 *House of Delegates.* Delegates and alternate  
53 delegates must be active or life members in good  
54 standing of the *American Association of*  
55 *Medical Assistants.*

56

57 **Section 3.** Delegates and alternate delegates  
58 shall be elected to serve for one year from the  
59 opening of the *American Association of*  
60 *Medical Assistants House of Delegates* to the  
61 next opening of the *American Association of*  
62 *Medical Assistants House of Delegates.*

63

64 **Section 4.** The names of the delegates and  
65 alternate delegates shall be submitted to the  
66 *American Association of Medical Assistants* as  
67 outlined in their bylaws.

68

## 69 **ARTICLE XVIII –** 70 **PARLIAMENTARY** 71 **AUTHORITY**

72

73 **Section 1.** *The Bylaws of the New York State*  
74 *Society of Medical Assistants and/or the Bylaws*  
75 *of the American Association of Medical*  
76 *Assistants shall govern all meetings of the*  
77 *society and the Executive Board. In cases where*  
78 *the bylaws of either organization do not cover*  
79 *an issue, the current edition of Robert's Rules*  
80 *of Order (Newly Revised) shall be used.*

81

82 A. *There shall be a Parliamentary*  
83 *Advisor appointed by the president*  
84 *with the approval of the Executive*  
85 *Board.*

86

## 87 **ARTICLE XIX –** 88 **DISSOLUTION**

89

90 **Section 1.** In the event of dissolution of the *New*  
91 *York State Society of Medical Assistants,* none  
92 of the assets shall be distributed to any member,  
93 but shall be transferred to a medical or charitable

1 institution or projects designated by a majority 48  
 2 *of the eligible voting members* at a meeting 49  
 3 called for the purpose of dissolution. The 50  
 4 president shall notify the Executive Office of the  
 5 *American Association of Medical Assistants* no 51  
 6 later than 10 days *after the meeting in which* 52  
 7 *dissolution was voted.* 53  
 8  
 9 **Section 2.** In the event of the dissolution of the 54  
 10 *New York State Society of Medical Assistants*, a 55  
 11 financial accounting of the finances shall be due 56  
 12 in the Executive Office of the *American* 57  
 13 *Association of Medical Assistants*, no later than 58  
 14 ninety (90) days after this society is dissolved.

15

16 **ARTICLE XX –**  
 17 ***AMENDMENTS OR***  
 18 ***SUSPENSIONS***

19

20 **Section 1.** These bylaws may be amended, or  
 21 sections may be suspended, by a two-thirds vote  
 22 of the *General Assembly* of the *New York State*  
 23 *Society of Medical Assistants.*

24

25 **Section 2.** *All proposed amendments and/or*  
 26 *proposed suspensions of these bylaws must be*  
 27 *published to the eligible voting members of this*  
 28 *society at least 30 days before the meeting they*  
 29 *are to be voted upon.*

30

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