

BYLAWS

NEW YORK STATE SOCIETY OF MEDICAL ASSISTANTS

*An affiliate of the
American Association of Medical Assistants*

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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*.

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.

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.

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 *AAMA*. These bylaws supersede
62 those of a component chapter.

63
64 **Section 3.** Members of component chapters
65 which have been approved by the *Executive*
66 *Board* at least sixty (60) days prior to an annual
67 meeting shall be able to vote in the General
68 Assembly as provided in *ARTICLE XV, Section*
69 *2*.

70
71 **Section 4.** Component chapters shall consist of
72 eight or more active/associate members. The
73 charter of a component chapter may be
74 suspended by a majority vote of the *Executive*
75 *Board* if the minimum membership is not met at
76 the time of the annual meeting. A charter shall
77 be automatically revoked if suspended for two
78 consecutive years.

79
80 **Section 5.** The charter of a component chapter
81 may be revoked by a three-fourths vote of the
82 *Executive Board* if it is found guilty of conduct
83 deemed in violation of the bylaws of the *New*
84 *York State Society of Medical Assistants*.

85 86 **ARTICLE V – MEMBERSHIP**

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

96 **A.** Membership in a component chapter,
97 a constituent society, and *AAMA* shall be

1 required except for honorary members unless 52
 2 there is no component chapter in the area. A 53
 3 member at large is one who meets all the 54
 4 qualifications of active, associate, affiliate, life, 55
 5 sustaining, or student except that a component 56
 6 chapter does not exist in the area of residence. 57
 7 Such a member shall pay only state and national 58
 8 dues. 59

10 **Section 2.** The qualifications for active, 61
 11 associate, student and affiliate membership shall 62
 12 be the same as the bylaws of the *AAMA*. * 63

14 ***A. ACTIVE:** 65

- 15 1. An active Certified Medical 66
 16 Assistant (CMA) (AAMA) 67
 17 whose credential has 68
 18 not been revoked as provided 69
 19 by the AAMA Certifying 70
 20 Board Disciplinary 71
 21 Standards and Procedures 72
 22 for CMAs (AAMA). 73
 23
 24 2. Anyone who was an active 75
 25 member on December 31, 76
 26 1987, and who maintains 77
 27 continuous active 78
 28 membership. (Continuous 79
 29 active membership shall be 80
 30 defined as having dues 81
 31 postmarked to the AAMA 82
 32 Executive Office by 83
 33 December 31st of each year). 84

35 ***B. ASSOCIATE:** 86

36 An associate member shall be a medical 87
 37 assistant who is not yet an *AAMA* 88
 38 Certified Medical Assistant (CMA) and 89
 39 who does not fall under any other 90
 40 category of membership. 91

42 ***C. SUSTAINING:** 93

43 Anyone who has been as active or 94
 44 associate member for at least two years, 95
 45 who has retired from medical assisting, 96
 46 and who has not entered into another 97
 47 field is eligible for sustaining 98
 48 membership. This membership shall be 99
 49 forfeited if not renewed annually. 100
 50 101
 51 102

***D. STUDENT**

A student member:

1. Shall be enrolled in a 1
 medical assisting program.
2. Shall carry a minimum of 6 2
 contact hours per week.
- 3 May retain membership for 3
 one additional year after 4
 graduation if active 5
 or associate membership is 6
 not chosen.
4. Shall be limited to a 7
 maximum of three (3) years 8
 as a student member.

E. LIFE

A life member shall be an active 9
 member who has had life membership 10
 conferred by a two-thirds vote of the 11
Executive Board for outstanding service 12
 to the Society. There shall be no more 13
 than two life memberships conferred in 14
 a five (5) year period. 15

F. HONORARY

An honorary member shall be one who 16
 has aided in furthering the objectives of 17
 this society and shall be elected by a 18
 two-thirds vote of the *Executive Board*. 19

***G. AFFILIATE**

An affiliate member shall be one who 20
 is not eligible for another category of 21
 membership but who is interested in the 22
 profession of medical assisting. 23

Section 3. Privileges:

A. Active, life, and sustaining members 24
 are eligible to serve as officers, 25
 committee chairmen, and voting 26
 members of the *General Assembly*. 27

B. Associate members are eligible to 28
 serve as committee chairmen and 29
 voting members of the *General* 30
Assembly. 31

1 C. Active and life members are eligible
2 to serve as delegates and alternates
3 to the *AAMA House of Delegates*.

4
5 D. Each chapter shall determine the
6 chapter privileges of its members
7 according to its needs.

8
9 **Section 4.** Revocation:

10
11 Any member who has had their CMA (AAMA)
12 credential revoked by the Certifying Board as
13 provided by the Certifying Board Disciplinary
14 Standards and Procedures for CMAs (see
15 www.aama-ntl.org) will immediately lose their
16 membership and all privileges attached thereto,
17 and shall not be allowed reinstatement unless the
18 revocation of the credential is rescinded by the
19 Certifying Board. No refund of any dues
20 amount paid will be made.

21
22 **ARTICLE VI – FINANCES**

23 **Section 1.** The annual dues of the *New York*
24 *State Society of Medical Assistants* shall be set
25 by the *General Assembly* upon the
26 recommendation of the *Executive Board* and
27 shall be delinquent if not postmarked to the
28 *AAMA* Executive Office by December 31st of
29 each year.

30
31 A. Full dues will be assessed for active,
32 associate and affiliate members.

33
34 B. Half dues will be assessed for
35 sustaining and student members.

36
37 C. Life and honorary members are not
38 required to pay dues.

39
40 D. New members joining on or after
41 September 1st shall pay dues for the
42 appropriate category, which shall be
43 credited to the following year.

44
45 **Section 2.** The *New York State Society of*
46 *Medical Assistants* will offer reciprocity to
47 *AAMA* members transferring membership from
48 another constituent society and/or component
49 chapter of the *AAMA*.

51 **Section 3.** Membership belongs to the
52 individual and shall be non-transferable.

53
54 **Section 4.** To ensure the financial stability of
55 the *New York State Society of Medical*
56 *Assistants*, special emergency assessments may
57 be made on the membership and must be
58 authorized by a two-thirds vote of the Executive
59 Board.

60
61 **Section 5.** All monies received as donations or
62 grants shall be placed in the general operating
63 fund unless the condition of the donation or
64 grant should stipulate other disposition.

65
66 **Section 6.** The *Budget & Finance Committee*
67 shall prepare a proposed balanced budget for the
68 ensuing year for the approval of the *Executive*
69 *Board*. Upon approval of the *Executive Board*
70 the proposed balanced budget shall be presented
71 to the *General Assembly* for final approval. The
72 proposed balanced budget may not depend on
73 grants or donations to pay fixed operating
74 expenses.

75
76 **Section 7.** Upon approval of the budget, the
77 treasurer is authorized to make disbursements
78 with the approval of the president on accounts
79 and expenses provided for in the budget without
80 additional approval of the *Executive Board*.
81 Disbursements shall be by check.

82
83 **Section 8.** The fiscal year shall be from the first
84 day of January through the last day of
85 December.

86
87 **Section 9.** The accounts of the *New York State*
88 *Society of Medical Assistants* shall be audited
89 annually by persons authorized by the *Executive*
90 *Board*.

91
92 **Section 10.** The treasurer and such other
93 officers as the *Executive Board* shall designate
94 shall be bonded by a sufficient fidelity bond in
95 an amount set by the *Executive Board* and paid
96 by the *New York State Society of Medical*
97 *Assistants*.

ARTICLE VII — OFFICERS and their QUALIFICATIONS

Section 1. The officers of the *New York State Society of Medical Assistants* shall be president, vice president, secretary, treasurer and immediate past president, and any *New York State Society of Medical Assistants* member who is currently serving on the *AAMA Board of Trustees*.

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

A. be an active, life, or sustaining member in good standing; a sustaining member must have been an active member prior to sustaining membership to be eligible as a candidate for office.

B. submit qualifications for office and written consent to serve to the chairman of the *Nominating Committee*, postmarked by the designated deadline, except for nominations from the floor.

Section 3. Additional qualifications for specific offices:

A. A candidate for **Vice President** shall:

1. Have served as a member of the *Executive Board*, or as president of a component Chapter, or served as chairman of a Standing Committee for two years.

2. Have attended at least two previous annual meetings of the *New York State Society of Medical Assistants*.

B. A candidate for **Secretary** shall:

1. Be proficient in recording and transcribing minutes.

2. Have attended at least two previous annual meetings of the *New York State Society*

of Medical Assistants.

C. A candidate for **Treasurer** shall:

1. Be adept in bookkeeping methods.

2. Have attended at least two previous annual meetings of the *New York State Society of Medical Assistants*.

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 *Nominating Committee* by February 1st of the election year.

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D. The names and the qualifications of the candidates meeting eligibility requirements shall be published in the *NYSSMA Today*.

E. Additional nominations may be made from the floor provided that the nominees comply with the eligibility requirements of

ARTICLE VII. Documentation of the qualifications must be submitted to the *Nominating Committee* Chair prior to any nominations from the floor.

Section 2. Elections:

A. Officers shall be elected by ballot and a majority vote shall elect. A nominee need not be present to be elected.

B. Delegates and Alternates to the *AAMA House of Delegates* shall be nominated from the floor and elected by secret ballot at the *New York State Society of Medical Assistants General Assembly*. The election shall be by plurality vote. The order of the voting results shall determine the order of the delegates and alternates. The incoming president and vice president shall be first and second delegates respectively. The president shall be chairman of the delegation.

ARTICLE IX – OFFICERS’ TERMS OF OFFICE, VACANCY AND REMOVAL

Section 1. Term of Office:

A. The term of office for the president, vice president and immediate past president shall be for one administrative year or until the close of the annual meeting of the *General Assembly* following the election to office. The administrative year runs from the close of the annual *General*

Assembly until the close of the next annual *General Assembly*.

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

C. All officers shall assume office at the close of the *General Assembly* at which they were elected.

Section 2. Vacancies in Office:

A. In the event of a vacancy in the office of the president, the vice president shall succeed to the office of president.

B. 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*.

1 **Section 2.** The president shall:

2
3 A. Preside at all meetings of the *New York State Society of Medical Assistants*.
4
5

6 B. be an ex-officio member of all
7 committees except the
8 *Nominating Committee*.
9

10 C. Appoint, subject to approval by
11 the *Executive Board*, all committee
12 chairmen, the Parliamentary
13 Advisor, and a past president to
14 serve on the *Judicial Board*.
15

16 D. Be first delegate and chairman of the
17 *New York State Society of Medical Assistants* delegation to
18 the *AAMA House of Delegates*.
19

20 E. Authorize warrants on the
21 treasury and sign warrants during
22 the unavailability of the treasurer.
23
24

25 F. Appoint *Executive Board*
26 members as liaison to component
27 chapters.
28

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

30
31 A. Assist the president throughout the
32 year.
33

34 B. Assume the duties of the president in
35 the absence of the president.
36

37 C. Succeed to the office of president in
38 event of a vacancy.
39

40 D. Automatically succeed to the office
41 of president at the end of the term as
42 vice president.
43

44 E. Be second delegate to the *AAMA*
45 *House of Delegates*.
46

47 **Section 4.** The secretary shall:

48
49 A. Keep the minutes of all meetings of

51 the *New York State Society of*
52 *Medical Assistants* 6 *General*
53 *Assembly* and *Executive Board*
54 meetings.
55

56 B. Be prepared to research minutes for
57 historical information of motions
58 passed at all meetings of the *New*
59 *York State Society of Medical*
60 *Assistants*.
61

62 **Section 5.** The treasurer shall:

63
64 A. Be responsible for all monies,
65 securities, and valuable papers of the
66 *New York State Society of Medical*
67 *Assistants*.
68

69 B. Pay all the obligations of the *New*
70 *York State Society of Medical*
71 *Assistants* as authorized by the
72 *General Assembly* or the *Executive*
73 *Board*.
74

75 C. Keep a detailed account of receipts
76 and disbursements.
77

78 D. File information returns as may be
79 required by government authorities.
80

81 E. Have available all pertinent
82 information and account books for an
83 annual audit.
84

85 **Section 6.** The immediate past president
86 Shall:

87
88 A. Assist the president and other
89 officers of the *Executive Board*.
90

91 B. Be available for consultation when
92 necessary.
93

94 **Section 7.** Officers resigning from office or
95 members resigning from committee
96 chairmanships shall submit their written
97 resignation to the president and the secretary.
98 The duties of the position must not be
99 relinquished until a written resignation has been
100 approved by the *Executive Board* and becomes
101 effective.

1
2 **ARTICLE XI – Executive Board**

3 **Section 1.** The *Executive Board* shall consist of
4 the elected officers of the *New York State*
5 *Society of Medical Assistants* and any *New*
6 *York State Society of Medical Assistants*
7 member serving on the *AAMA Board of*
8 *Trustees*. The parliamentary advisor shall be an
9 ex-officio member without vote. The president
10 shall be the chairman.

11
12 **Section 2.** The **Executive Board** shall:

- 13
14 **A.** Conduct the affairs, work, and
15 activities of the *New York State*
16 *Society of Medical Assistants*
17 between meetings of the *General*
18 *Assembly*.
- 19
20 **B.** Recommend dues to the *General*
21 *Assembly*.
- 22
23 **C.** Authorize warrants on the Treasury.
- 24
25 **D.** Approve the appointments by the
26 President of the *Standing and*
27 *Special Committees Chairmen* and
28 members, and the *Parliamentary*
29 *Advisor*.
- 30
31 **E.** Approve appointments to the
32 *Judicial Board*.
- 33
34 **F.** Approve the appointment of the
35 Editor of the official *New York State*
36 *Society of Medical Assistants’*
37 publication.
- 38
39 **G.** Fill any vacancy on the *Executive*
40 *Board* with the exception of the
41 President.
- 42
43 **H.** Approve applications of prospective
44 component chapters applying for
45 affiliation with the *New York State*
46 *Society of Medical Assistant*.
- 47
48 **I.** Fill any vacancy of committee
49 chairmanship or committee member.
- 50

51 **Section 3.** The *Executive Board* may remove
52 from office any officer or committee chairman
53 and/or committee member who fails to perform
54 duties of the position as required. All
55 disciplinary powers shall reside with the
56 *Executive Board*. A two-thirds vote of the
57 *Executive Board* shall be necessary to effect any
58 disciplinary action.

59
60 **Section 4.** The *Executive Board* shall suspend
61 the charter of a component chapter if it does not
62 meet the minimum membership requirement.
63 The *Executive Board* may revoke the charter of
64 a component chapter if the chapter is found
65 guilty of conduct deemed in violation of these
66 bylaws.

67
68 **Section 5.** The *Executive Board* shall meet in
69 June, September or October and January or
70 February following the meeting of the *General*
71 *Assembly* of the *New York State Society of*
72 *Medical Assistants*. A special meeting of the
73 *Executive Board* may be called by the president,
74 or upon the written request of four members of
75 the *Executive Board*.

76
77 **Section 6.** The *Executive Board* shall be
78 allowed to vote by teleconference, by e-mail, or
79 by mail ballot for non-policy issues between
80 meetings of the *Executive Board* with a majority
81 vote ruling. Mail must be sent first class and
82 instructions shall allow ample time, not less than
83 14 days, for reply.

84
85 **Section 7.** A quorum shall consist of the
86 majority of the members of the *Executive Board*.

87
88 **ARTICLE XII – JUDICIAL**
89 **BOARD**

90 **Section 1.** The *Judicial Board* shall consist of
91 five past presidents of the *New York State*
92 *Society of Medical Assistants* in good standing
93 and the Parliamentary Advisor who shall be ex-
94 officio member without vote.

- 95
96 **A.** Each year the president shall
97 appoint, with the approval of the
98 *Executive Board*, one member to
99 serve a five year term.
- 100

1 **B.** No member shall serve more than
2 two terms, but a member appointed
3 to serve an unexpired term shall not be
4 regarded as having served unless serving
5 three or more years.

6
7 **Section 2.** The judicial power of the *New York*
8 *State Society of Medical Assistants* shall be
9 vested in the *Judicial Board*. Its decisions may
10 be appealed to the Judicial Council of the
11 *AAMA*.

12
13 **Section 3.** The *Judicial Board* shall have
14 jurisdiction in all questions involving
15 interpretation of these bylaws.

16
17 **Section 4.** The *Judicial Board* shall:

18
19 **A.** Meet during the annual meeting of
20 the *General Assembly* to elect a
21 chairman and Vice-Chairman, and
22 to consider any other business.

23
24 **B.** Meet or consult upon the call of the
25 chairman. This consultation may be
26 by mail, e-mail, or teleconference as
27 long as the rights of the appellant are not
28 prejudiced.

29
30 **C.** Submit an annual report to the
31 *General Assembly*.

32
33 **D.** Publish in the official publication of
34 the *New York State Society of*
35 *Medical Assistants*, as soon as
36 practicable, a summary of the questions
37 and decisions of the *Judicial Board*,
38 when applicable to the general
39 membership.

40
41 **Section 5.** A request for judicial action shall be
42 directed to the chairman and may be made by
43 the *General Assembly* of the *New York State*
44 *Society of Medical Assistants*, the president, or
45 the president of a component chapter or its
46 executive board. Where known, the persons
47 directly involved shall be notified of any matters
48 coming before the *Judicial Board* and be
49 permitted to present any material deemed
50 pertinent to the matter under consideration.

51
52 **Section 6.** A vacancy occurring on the **Judicial**
53 **Board** shall be filled by the *New York State*
54 *Society of Medical Assistants* president with the
55 approval of the *Executive Board*.

56
57 **Section 7.** Three voting members of the
58 *Judicial Board* shall constitute a quorum.

59 **ARTICLE XIII – COMMITTEES**

60 **Section 1.** There shall be *Standing and Special*
61 *Committees* whose chairmen shall be appointed
62 by the *New York State Society of Medical*
63 *Assistants* president with the approval of the
64 *Executive Board*.

65
66
67 **Section 2.** The **Standing Committees** and their
68 duties:

69
70 **A.** The *Budget & Finance Committee*
71 shall submit a balanced budget to
72 the *General Assembly* of the *New*
73 *York State Society of Medical*
74 *Assistants*. The treasurer shall be a
75 member of this committee.

76
77 **B.** The *Bylaws Committee* shall:

- 78 1. Study the bylaws and make
79 recommendations for
80 desirable changes.
- 81 2. Review recommendations
82 made by component chapters
83 and/or the *Executive Board*,
84 and make proposed changes
85 to the *General Assembly*
86 when necessary.
- 87 3. Review bylaws of the
88 component chapters to be
89 sure they are in compliance
90 with the bylaws of the *New*
91 *York State Society of*
92 *Medical Assistants* and the
93 *AAMA*, and to make
94 recommendations where
95 pertinent.
- 96 4. Have the Parliamentary
97 Advisor as an ex-officio
98 member.

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

1 **J. The Ways and Means Committee**
2 shall:

- 3
4 1. Make recommendations for
5 augmenting the funds of the
6 ***New York State Society of***
7 ***Medical Assistants.***
8
9 2. Supervise the fund raising
10 activities that have been
11 approved by the *Executive*
12 *Board.*
13

14 **Section 3.** At least 60 days before the annual
15 meeting of the *General Assembly* of the ***New***
16 ***York State Society of Medical Assistants,*** or
17 earlier if requested by the speaker, the chairman
18 of each committee shall submit to the NYSSMA
19 President a written report of the charge to the
20 committee and the activities and actions taken
21 by the committee during the year, and any
22 recommendations it wishes to present to the
23 *General Assembly.*
24

25 **Section 4.** Special Committees may be created
26 by the president, *Executive Board,* and/or the
27 *General Assembly* when deemed necessary to
28 carry on the work of the ***New York State Society***
29 ***of Medical Assistants.*** Their composition and
30 functions shall be in accordance with the
31 authorization of their appointment. The
32 president shall appoint chairmen and members
33 with the approval of the *Executive Board* and
34 shall be an ex-officio member of all committees.
35

36 **ARTICLE XIV – GENERAL**
37 **ASSEMBLY**

38 **Section 1.** The governing body of the ***New York***
39 ***State Society of Medical Assistants*** shall be the
40 *General Assembly,* which shall have the
41 authority to determine its policies and the power
42 to amend bylaws, set dues and act upon such
43 business as may be presented.
44

45 **Section 2.** The composition of the *General*
46 *Assembly* shall be all active, associate, and
47 sustaining members whose dues were paid by
48 December 31st and life members who are in
49 good standing of the ***New York State Society of***
50 ***Medical Assistants.***

51
52 **Section 3.** The NYSSMA President shall
53 appoint the *Credentials Committee,* tellers,
54 pages, and such other committees as necessary
55 for the organization and operation of the
56 *General Assembly,* and shall report the presence
57 of a quorum.
58

59 **A.** The *Credentials Committee* shall
60 verify the legal voting status of
61 the members attending the *General*
62 *Assembly.* The committee shall
63 determine the total legal votes, the
64 number of a majority vote, and the
65 number for a two-thirds vote.
66

67 **B.** Any emergency resolutions shall be
68 submitted to the NYSSMA President
69 *General Assembly* by 8 pm on the day
70 preceding the opening of the *General*
71 *Assembly.*
72

73 **Section 4.** The annual meeting of the *General*
74 *Assembly* shall be held during the annual
75 meeting of the ***New York State Society of***
76 ***Medical Assistants.***
77

78 **A.** Special meetings of the *General*
79 *Assembly* may be held at the call of
80 the *Executive Board* by written
81 notice to all qualified voting
82 members of the ***New York State***
83 ***Society of Medical Assistants*** at
84 least 30 days in advance of the
85 meeting.
86

87 **Section 5.** In the event of an administrative
88 emergency, declared by the *Executive Board,*
89 the *Executive Board* may take a vote of all
90 qualified voting members by mail instead of
91 calling a special meeting of the *General*
92 *Assembly.* Ballots shall be sent ***First Class*** mail
93 by the NYSSMA President and returned to the
94 chairman of the tellers. The ballots shall be sent
95 in ample time, not less than 14 days, for reply
96 from the voting member.
97

98 **Section 6.** At all meetings of the *General*
99 *Assembly,* a quorum shall be the majority of the
100 members present and voting.
101

1 **ARTICLE XV – MEETINGS**

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

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

10 **Section 4, A.**

11 **ARTICLE XVI – PUBLICATION**

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

16
17 **Section 2.** The editor shall be appointed by the
18 president with the approval of the *Executive*
19 *Board*. The official responsibilities of the editor
20 shall begin at the close of the annual meeting of
21 the *General Assembly* of the *New York State*
22 *Society of Medical Assistants*.

23
24 **Section 3.** The editorial staff shall be appointed
25 by the president with the approval of the
26 *Executive Board*.

27
28 **Section 4.** The publication shall present
29 educational articles and organizational
30 information, and shall serve as the official
31 history of the *New York State Society of*
32 *Medical Assistants*. A historian may be
33 appointed by the president with the approval of
34 the *Executive Board*.

35 **ARTICLE XVII –** 36 **REPRESENTATION TO THE** 37 **AMERICAN ASSOCIATION OF** 38 **MEDICAL ASSISTANTS HOUSE** 39 **OF DELEGATES**

40 **Section 1.** The *New York State Society of*
41 *Medical Assistants* shall be represented to the
42 *AAMA House of Delegates* as outlined by their
43 bylaws.

44
45 **Section 2.** The *New York State Society of*
46 *Medical Assistants* president and vice president
47 shall be the first and second delegates to the

48
49
50 *AAMA House of Delegates*. Delegates and
51 alternate delegates must be active or life
52 members in good standing of the *American*
53 *Association of Medical Assistants*.

54
55 **Section 3.** Delegates and alternate delegates
56 shall be elected to serve for one year from the
57 opening of the *AAMA House of Delegates* to the
58 next opening of the *AAMA House of Delegates*.

59
60 **Section 4.** The names of the delegates and
61 alternate delegates shall be submitted to the
62 *AAMA* as outlined in their bylaws.

63 **ARTICLE XVIII –** 64 **PARLIAMENTARY AUTHORITY**

65 **Section 1.** The Bylaws of the *New York State*
66 *Society of Medical Assistants* and/or the
67 *Bylaws* of the *AAMA* shall govern all meetings
68 of the society and the *Executive Board*. In cases
69 where the bylaws of either organization do not
70 cover an issue, the current edition of **Robert's**
71 **Rules of Order (Newly Revised)** shall be used.

72
73
74 A. There shall be a Parliamentary
75 Advisor appointed by the president
76 with the approval of the *Executive*
77 *Board*.

78 **ARTICLE XIX – DISSOLUTION**

79 **Section 1.** In the event of dissolution of the *New*
80 *York State Society of Medical Assistants*, none
81 of the assets shall be distributed to any member,
82 but shall be transferred to a medical or charitable
83 institution or projects designated by a majority
84 of the eligible voting members at a meeting
85 called for the purpose of dissolution. The
86 president shall notify the Executive Office of the
87 *AAMA* no later than 10 days after the meeting in
88 which dissolution was voted.

89
90 **Section 2.** In the event of the dissolution of the
91 *New York State Society of Medical Assistants*, a
92 financial accounting of the finances shall be due
93 in the Executive Office of the *AAMA* no later
94 than ninety (90) days after this society is
95 dissolved.

1 **ARTICLE XX – AMENDMENTS**
2 **OR SUSPENSIONS**

3 **Section 1.** These bylaws may be amended, or
4 sections may be suspended, by a two-thirds vote
5 of the *General Assembly* of the *New York State*
6 *Society of Medical Assistants*.

7
8 **Section 2.** All proposed amendments and/or
9 proposed suspensions of these bylaws must be
10 published to the eligible voting members of this
11 society at least 30 days before the meeting they
12 are to be voted upon.

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