

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.
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 31st 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
66 **F. HONORARY**

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

71
72
73 ***G. AFFILIATE**

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

78
79
80 **Section 3. Privileges:**

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

91 **B.** Each chapter shall determine the
92 chapter privileges of its members
93 according to its needs.

94
95
96 **Section 4. Revocation:**

97 Any member who has had their CMA (AAMA)
98 credential revoked by the Certifying Board as
99 provided by the Certifying Board Disciplinary
100 Standards and Procedures for CMAs (see
www.aama-ntl.org) will immediately lose their
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**

7
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 31st of
14 each year.

- 15
- 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 1st 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*.

35
36 **Section 3.** Membership belongs to the
37 individual and shall be non-transferable.

38
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.

45
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.

50

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.

60
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.

70
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.

75
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*.

82 **ARTICLE VII - OFFICERS**

83 *and their QUALIFICATIONS*

84
85
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**.

95
96 **Section 2.** A candidate for office shall be an
97 *AAMA Certified Medical Assistant (CMA)* and
98 shall:

99

- 1 A: be an active or life member in good
- 2 standing;
- 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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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
2 1st of the election year.
3

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

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

18
19 *(Omitting F completely. A candidate for office*
20 *for the AAMA Board of Trustees does not need*
21 *the endorsement of their state. It used to be a*
22 *necessity.)*
23

24 **Section 2. Elections:**

- 25
26 A. Officers shall be elected by ballot
27 and a majority vote shall elect. A
28 nominee need not be present to be
29 elected.
30
31 B. Delegates and Alternates to the
32 *American Association of Medical*
33 *Assistants House of Delegates* shall
34 be nominated from the floor and
35 elected by secret ballot at the *New*
36 *York State Society of Medical*
37 *Assistants General Assembly*. The
38 election shall be by plurality vote.
39 The order of the voting results shall
40 determine the order of the delegates
41 and alternates. The incoming
42 president and vice president shall be
43 first and second delegates
44 respectively. The president shall be
45 chairman of the delegation.
46
47

48 **ARTICLE IX – OFFICERS** 49 **TERMS OF OFFICE,** 50 **VACANCY AND REMOVAL**

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 B. The term of office for the secretary
66 and the treasurer shall be for one
67 administrative year or until the close
68 of the annual *General Assembly*
69 following the assumption of office.
70 These officers may be re-elected to
71 the respective office.
72
73 C. The term of office for the Speaker
74 and Vice Speaker of the *General*
75 *Assembly* shall be for *one*
76 administrative year or at the close
77 of the *General Assembly* following
78 their year in office.
79
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 office of speaker, the vice speaker shall succeed to the office of 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.

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

6
7 **Section 5.** The treasurer shall:

- 8
9 A. Be responsible for all monies,
10 securities, and valuable papers of
11 the *New York State Society of*
12 *Medical Assistants*.
13
14 B. Pay all the obligations of the *New*
15 *York State Society of Medical*
16 *Assistants* as authorized by the
17 *General Assembly* or the Executive
18 Board.
19
20 C. Keep a detailed account of receipts
21 and disbursements.
22
23 D. File information returns as may be
24 required by government
25 authorities.
26
27 E. Have available all pertinent
28 information and account books
29 for an annual audit.

30 **Section 6.** The speaker of the *General*
31 *Assembly* shall:

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

51 **Section 7.** The vice speaker of the *General*
52 *Assembly* shall:

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

67
68 **Section 8.** The immediate past president
69 Shall:

- 70
71 A. Assist the president and other
72 officers of the Executive Board.
73
74 B. Be available for consultation when
75 necessary.
76

77 **Section 9.** Officers resigning from office or
78 members resigning from committee
79 chairmanships shall submit their written
80 resignation to the president and the secretary.
81 The duties of the position must not be
82 relinquished until a written resignation has been
83 approved by the Executive Board and becomes
84 effective.
85

86 **ARTICLE XI – Executive**
87 **Board**

88
89 **Section 1.** The **Executive Board** shall consist
90 of the elected officers of the *New York State*
91 *Society of Medical Assistants* and any *New*
92 *York State Society of Medical Assistants*
93 member serving on the *American Association of*
94 *Medical Assistants Board of Trustees*. The
95 parliamentary advisor shall be an ex-officio
96 member without vote. The president shall be the
97 chairman.
98
99

1 **Section 2.** The **Executive Board** shall:
 2
 3 A. Conduct the affairs, work, and
 4 activities of the *New York State*
 5 *Society of Medical Assistants*
 6 Between meetings of the *General*
 7 *Assembly*.
 8
 9 B. Recommend dues to the *General*
 10 *Assembly*.
 11
 12 C. Authorize warrants on the Treasury.
 13
 14 D. Approve the appointments by the
 15 President of the *Standing and*
 16 *Special Committees Chairmen* and
 17 members, and the *Parliamentary*
 18 *Advisor*.
 19 E. Approve appointments to the
 20 *Judicial Board*.
 21
 22 F. Approve the appointment of the
 23 Editor of the official *New York*
 24 *State Society of Medical*
 25 *Assistants'* publication.
 26
 27 G. Fill any vacancy on the Executive
 28 Board with the exception of the
 29 President and the Speaker.
 30
 31 H. Approve applications of prospective
 32 component chapters applying for
 33 affiliation with the *New York State*
 34 *Society of Medical Assistant*.
 35
 36 I. Fill any vacancy of committee
 37 chairmanship or committee member.
 38
 39 **Section 3.** The **Executive Board** may remove
 40 from office any officer or committee chairman
 41 and/or committee member who fails to perform
 42 duties of the position as required. All
 43 disciplinary powers shall reside with the
 44 **Executive Board**. A two-thirds vote of the
 45 **Executive Board** shall be necessary to effect
 46 any disciplinary action.
 47
 48 **Section 4.** The **Executive Board** shall suspend
 49 the charter of a component chapter if it does not
 50 meet the minimum membership requirement.

51 The **Executive Board** may revoke the charter of
 52 a component chapter if the chapter is found
 53 guilty of conduct deemed in violation of these
 54 bylaws.
 55

56 **Section 5.** The **Executive Board** shall meet in
 57 June, September or October and January or
 58 February following the meeting of the *General*
 59 *Assembly* of the *New York State Society of*
 60 *Medical Assistants*. A special meeting of the
 61 **Executive Board** may be called by the
 62 president, or upon the written request of four
 63 members of the **Executive Board**.
 64

65 **Section 6.** The **Executive Board** shall be
 66 allowed to vote by teleconference, by e-mail, or
 67 by mail ballot for non-policy issues between
 68 meetings of the **Executive Board** with a
 69 majority vote ruling. Mail must be sent first
 70 class and instructions shall allow ample time,
 71 not less than 14 days, for reply.
 72

73 **Section 7.** A quorum shall consist of the
 74 majority of the members of the **Executive**
 75 **Board**.
 76

77 **ARTICLE XII – JUDICIAL** 78 **BOARD**

79
 80 **Section 1.** The **Judicial Board** shall consist of
 81 five past presidents of the *New York State*
 82 *Society of Medical Assistants* in good standing
 83 and the *Parliamentary Advisor* who shall be ex-
 84 officio member without vote.
 85

- 86 A. Each year the president shall
 87 appoint, with the approval of the
 88 **Executive Board**, one member to
 89 serve a five year term.
 90
- 91 B. No member shall serve more than
 92 two terms, but a member appointed
 93 to serve an un-expired term shall
 94 not be regarded as having served a
 95 term unless serving three or more
 96 years.
 97

98 **Section 2.** The judicial power of the *New York*
 99 *State Society of Medical Assistants* shall be

1 vested in the **Judicial Board**. Its decisions may
 2 be appealed to the **Judicial Council** of the
 3 *American Association of Medical Assistants*.

4
 5 **Section 3.** The **Judicial Board** shall have
 6 jurisdiction in all questions involving
 7 interpretation of these bylaws.

8
 9 **Section 4.** The **Judicial Board** shall:

- 10
 11 A. Meet during the annual meeting of
 12 the *General Assembly* to elect a
 13 chairman and Vice-Chairman, and
 14 to consider any other business.
 15
 16 B. Meet or consult upon the call of the
 17 chairman. This consultation may be
 18 by mail, e-mail, or teleconference
 19 as long as the rights of the appellant
 20 are not prejudiced.
 21
 22 C. Submit an annual report to the
 23 *General Assembly*.
 24
 25 D. Publish in the official publication of
 26 the *New York State Society of*
 27 *Medical Assistants*, as soon as
 28 practicable, a summary of the
 29 questions and decisions of the
 30 **Judicial Board**, when applicable to
 31 the general membership.
 32

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

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

48
 49 **Section 7.** Three voting members of the
 50 **Judicial Board** shall constitute a quorum.

51 **ARTICLE XIII –** 52 **COMMITTEES**

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

58
 59 **Section 2.** The **Standing Committees** and
 60 their duties:

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

- 1 D. The **Education Committee** shall 52 the medical assistant and/or
2 provide educational services for 53 *health care professions*.
3 the members of the *New York* 54
4 *State Society of Medical* 55
5 *Assistants*, and assist component 56
6 chapters, when asked, to produce 57
7 workshops and seminars. 58
8
9 E. The **Strategic Plan Committee** 60
10 shall: 61
11
12 1. Research and develop long 62
13 and short term goals to 63
14 further the growth and 64
15 ideals of the *New York* 65
16 *State Society of Medical* 66
17 *Assistants*. 67
18 68
19 2. Review recommendations 69
20 received from component 70
21 chapters. 71
22 72
23 3. Anticipate problems and 73
24 work on methods to solve 74
25 them. 75
26 76
27 4. The **Executive Board** 77
28 shall constitute the 78
29 committee. 79
30 80
31 F. The **Membership Committee** shall: 81
32 82
33 1. Have the responsibility of 83
34 maintaining and increasing 84
35 the membership of the *New* 85
36 *York State Society of* 86
37 *Medical Assistants*. 87
38 88
39 2. Work with the **Executive** 89
40 **Board** to encourage and 90
41 Develop new chapters. 91
42 92
43 G. The **Public Affairs Committee** 93
44 Shall: 94
45 95
46 1. Keep the members of the 96
47 *New York State Society of* 97
48 *Medical Assistants* 98
49 informed of proposed 99
50 state and federal legislation 100
51 that might affect the career of 101
102
- H. The **Marketing Committee** shall:
1. Stimulate a feeling of fellowship and cooperation within the *New York State Society of Medical Assistants*.
 2. Act as liaison between the Editors of the *New York State Society of Medical Assistants* and the *American Association of Medical Assistants*' publications.
 3. Enhance the relations between medical assistants and the community.
 4. *Enhance relations between medical assistants and other health care professions.*
 5. *Work closely with all other committees to market all aspects of the medical assisting profession and the New York State Society of Medical Assistants.*
- I. The **Resolutions Committee** shall receive and review resolutions presented by component chapters, *individuals*, and/or the **Executive Board**, and prepare those resolutions to be submitted to the *General Assembly*. The Parliamentary Advisor shall be an ex-officio member of this committee.
- J. The **Ways and Means Committee** shall:
1. Make recommendations for augmenting the funds of the *New York State Society of Medical Assistants*.

- 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 31st 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 A. Special meetings of the *General*
72 *Assembly* may be held at the call of
73 the Executive Board by written
74 notice to all qualified voting
75 members of the *New York State*
76 *Society of Medical Assistants* at
77 least 30 days in advance of the
78 meeting.
79

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
97

1 ARTICLE XV – MEETINGS

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

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

12 13 ARTICLE XVI – 14 PUBLICATION

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

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

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

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

38 39 ARTICLE XVII – 40 REPRESENTATION TO THE 41 AMERICAN ASSOCIATION 42 OF MEDICAL ASSISTANTS 43 HOUSE OF DELEGATES

44
45 **Section 1.** The *New York State Society of*
46 *Medical Assistants* shall be represented to the
47 *American Association of Medical Assitants*
48 *House of Delegates* as outlined by their bylaws.

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

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

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

69 70 ARTICLE XVIII – 71 PARLIAMENTARY 72 AUTHORITY

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

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83
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91
A. There shall be a **Parliamentary**
Advisor appointed by the president
with the approval of the Executive
Board.

1	ARTICLE XIX –	47
2	<i>DISSOLUTION</i>	48
3		49
4	Section 1. In the event of dissolution of the <i>New</i>	50
5	<i>York State Society of Medical Assistants</i> , none	51
6	of the assets shall be distributed to any member,	52
7	but shall be transferred to a medical or charitable	53
8	institution or projects designated by a majority	54
9	<i>of the eligible voting members</i> at a meeting	55
10	called for the purpose of dissolution. The	56
11	president shall notify the Executive Office of the	57
12	<i>American Association of Medical Assistants</i> no	58
13	later than 10 days <i>after the meeting in which</i>	59
14	<i>dissolution was voted.</i>	59
15		
16	Section 2. In the event of the dissolution of the	60
17	<i>New York State Society of Medical Assistants</i> , a	61
18	financial accounting of the finances shall be due	62
19	in the Executive Office of the <i>American</i>	63
20	<i>Association of Medical Assistants</i> , no later than	64
21	ninety (90) days after this society is dissolved.	65
22		
23	ARTICLE XX –	
24	<i>AMENDMENTS OR</i>	
25	<i>SUSPENSIONS</i>	
26		
27	Section 1. These bylaws may be amended, or	
28	sections may be suspended, by a two-thirds vote	
29	of the <i>General Assembly</i> of the <i>New York State</i>	
30	<i>Society of Medical Assistants.</i>	
31		
32	Section 2. All proposed amendments and/or	
33	proposed suspensions of these bylaws must be	
34	published to the eligible voting members of this	
35	society at least 30 days before the meeting they	
36	are to be voted upon.	
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