

BYLAWS

NEW YORK STATE SOCIETY OF MEDICAL ASSISTANTS

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

REVISED NOVEMBER 2007

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ARTICLE I – NAME

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

ARTICLE II – PURPOSE

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

Section 2. Other objectives shall be:

- A. To stimulate a feeling of fellowship and cooperation among component chapters;
- B. To seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.

ARTICLE III – ORGANIZATIONAL POLICY

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

ARTICLE IV – COMPONENT CHAPTERS

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

Section 1. An association may become a component chapter of the *New York State Society of Medical Assistants* by applying for membership to the Executive Board, submitting the endorsement of its county medical society, where feasible, and three copies of its bylaws. Following approval of the Executive Board, the component chapter shall be notified of its affiliation with the *New York State Society of Medical Assistants* by the President,

Section 2. The bylaws of a component chapter shall not be in conflict with those of the *New York State*

Society of Medical Assistants or those of the *American Association of Medical Assistants*. These bylaws supersede those of a component chapter.

Section 3. Component chapters which have been approved by the Executive Board at least sixty (60) days prior to an annual meeting shall be entitled to representation in the House of Delegates as provided in *ARTICLE XV, Section 2*.

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

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

Section 6. In the event of dissolution of this Constituent Society, a financial accounting of finances shall be due in the AAMA Headquarters no later than ninety (90) days after said state is dissolved.

ARTICLE V – MEMBERSHIP

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

Section 2. The qualifications for active, associate, student and affiliate membership shall be the same as the bylaws of the AAMA*

*A. **ACTIVE** - An active member shall be one of the following:

1. An AAMA Certified Medical Assistant (CMA) whose credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs.
2. Anyone who was an active member on December 31, 1987, and who maintains continuous active membership. (Continuous active

membership shall be defined as having dues postmarked to the AAMA Executive Office by (December 31.)

***B. ASSOCIATE** – *An associate member shall be a medical assistant who is not yet an AAMA Certified Medical Assistant (CMA) and who does not fall under any other category of membership.*

***C. SUSTAINING** – *Anyone who has been an active or associate member for at least two years, who has retired from medical assisting, and who has not entered into another field is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.*

***D. STUDENT** – *A student member:*

1. *shall be enrolled in a medical assisting program;*
2. *shall carry a minimum of 6 contact hours per week;*
3. *may retain membership for one additional year after graduation if active or associate membership is not chosen;*
4. *shall be limited to a maximum of 3 years as a student member.*

***E. LIFE** – *A life member shall be an active member who has had life membership conferred by a two-thirds vote of the Executive Board for outstanding service to the Society. There shall be no more than two life memberships conferred during a five year period.*

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

***G. AFFILIATE** – *An affiliate member shall be one who is not eligible for another category of membership but who is interested in the profession of medical assisting.*

Section 3. Privileges:

- A. *Active and life members are eligible to serve as officers, committee chairmen, delegates and alternates to the NYSSMA and AAMA Houses of Delegates. Associate and sustaining members are eligible to serve as committee chairmen and delegates and*

alternates to the NYSSMA House of Delegates. All members are eligible to serve as committee members.

- B. *Each chapter shall determine the chapter privileges of its members according to its needs.*

Section 4. *Revocation - Any member who has had their CMA credential revoked by the Certifying Board as provided by the Certifying Board Disciplinary Standards and Procedures for CMAs (see www.aama-ntl.org) will immediately lose their membership and all privileges attached thereto, and shall not be allowed reinstatement unless the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.*

ARTICLE VI – FINANCES

Section 1. *The annual dues of the NYSSMA shall be set by the House of Delegates upon recommendation of the Executive Board and shall be delinquent if not postmarked to AAMA Executive Office by December 31.*

- A. *Full dues will be assessed for active, associate and affiliate members.*
- B. *Half dues will be assessed for sustaining and student members.*
- C. *Life and honorary members are not required to pay dues.*
- D. *New members joining on or after September 1 shall pay dues for the appropriate category, which shall be credited to the following year.*
- E. *Membership belongs to the individual and shall be nontransferable.*

Section 2. *The NYSSMA will offer reciprocity to AAMA members transferring membership from another constituent society and/or component chapter of the AAMA. The transferring member shall present proof of current AAMA membership status.*

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

Section 4. *To ensure the financial stability of the NYSSMA, special emergency assessments may be made on the membership and must be authorized by a two-thirds vote of the Executive Board.*

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

Section 6. The *Budget Committee* shall prepare a proposed balanced budget for the ensuing year for the approval of the Executive Board. Upon approval of the Executive Board the proposed balanced budget shall be presented to the House of Delegates for final approval. The proposed balanced budget may not depend on grants or donations to pay fixed operating expenses.

Section 7. Upon approval of the budget, the treasurer is authorized to make disbursements with the approval of the president on accounts and expenses provided for in the budget without additional approval of the Executive Board. Disbursement shall be by check.

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

Section 9. The accounts of the *NYSSMA* shall be audited annually by persons authorized by the Executive Board.

Section 10. The treasurer and such other officers as the Executive Board shall designate shall be bonded by a sufficient fidelity bond in an amount set by the Executive Board and paid by the *NYSSMA*.

ARTICLE VII – OFFICERS and their QUALIFICATIONS

Section 1. The officers of the *NYSSMA* shall be president, vice president, secretary, treasurer, speaker of the house, vice speaker of the house, and immediate past president and any *NYSSMA* 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 or life member in good standing;
- 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 meetings of the *NYSSMA* House of Delegates as a delegate.

- B. A candidate for **secretary** shall be proficient in recording and transcribing minutes.
- C. A candidate for **treasurer** shall be adept in bookkeeping methods.
- D. A candidate for **speaker or vice speaker of the house** shall:

1. Have attended at least two previous *NYSSMA* House of Delegates meetings as a delegate or as a member of the Executive Board.
2. Have an adequate knowledge of parliamentary procedure and be familiar with 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 active or associate members elected as follows:

1. One member shall be elected by the Executive Board at its pre-convention meeting and shall be designated as chairman.
2. Two members shall be elected by ballot at the annual meeting of the House of Delegates following nominations from the floor with a plurality vote electing. If there is a tie between two candidates receiving the second highest number of votes, 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 the 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.
- D. The names and the qualifications of the candidates meeting eligibility requirements shall be sent to the delegates of each component chapter at least 30 days prior to the Annual Meeting of the House of Delegates and shall appear in the pre-convention issue of the official publication of the *NYSSMA*.
- 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 Speaker of the House prior to the nominations.
- F. Nominations for candidates for the *AAMA Board of Trustees* may be made by recommendation from the Executive Board or by nomination from the floor of the House of Delegates. The House of Delegates shall vote to endorse or withhold endorsement of these nominations by a majority vote.

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 ballot at the *NYSSMA* House of Delegates. The vote shall be by plurality. The order of the voting results shall determine the order of 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 the immediate past president shall be for one administrative year or until the close of the annual meeting of the House of Delegates following the assumption of office. An administrative year runs from the close of the annual

meeting of the House of Delegates until the close of the next annual meeting of the House of Delegates.

- B. The term of office for the secretary and the treasurer shall be for one administrative year or until the close of the annual meeting of the House of Delegates following the assumption of office. These officers may be re-elected to their respective offices.
- C. The term of office for the speaker and vice speaker of the House of Delegates shall be for two administrative years or after the close of the annual meeting of the House of Delegates following their second year in office. These officers may be re-elected but may not serve more than two consecutive terms in the same office.
- D. All officers shall assume office at the close of the annual meeting of the House of Delegates 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 the office of the 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 annual meeting of the House of Delegates.

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 House of Delegates.

Section 2. The **president** shall:

- A. Preside at all meeting of the *NYSSMA* except the House of Delegates;
- 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 delegation to the *AAMA 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 latter's absence;
- C. Succeed to the office of president in the event of a vacancy;
- D. Automatically succeed to the office of president at the end of the term of vice president;
- E. Be second delegate to the *AAMA House of Delegates*.

Section 4. The **secretary** shall:

- A. Keep the minutes of all meetings of the *NYSSMA – House of Delegates and Executive Board meetings*.
- B. Be prepared to research minutes for historical information of motions passed or not passed at all meetings of the *NYSSMA*.

Section 5. The **treasurer** shall:

- A. Be responsible for all monies, securities, and valuable papers of the *NYSSMA*;
- B. Pay all the obligations of the *NYSSMA* as authorized by the House of Delegates, the Executive Board, or the president;
- C. Keep a detailed account of receipts and disbursements;
- D. File information returns as may be required by governmental authorities;
- E. Have available all pertinent information and account books for the annual audit.

Section 6. The **speaker of the House of Delegates** shall;

- A. Preside at the meetings of the House of Delegates;
- B. Appoint members of the *Credentials and Reference Committees*, the *Tellers*, *Pages*, and such other persons as may become necessary for the functions of the House of Delegates;
- C. Prepare a summary of the annual meeting of the House of Delegates for publication

in the official publication of the *NYSSMA* and for inclusion in the delegates' packet for the next House of Delegates.

Section 7. The **vice speaker of the House of Delegates** shall:

- A. Preside at the meetings of the House of Delegates in the absence or on the request of the speaker;
- B. Assist the speaker in the appointment of committees for the House of Delegates;
- C. Succeed to the office of speaker in the event of a vacancy in that office.

Section 8. The **immediate past president** shall:

- A. Assist the president and other officers of the Executive Board;
- B. Be available for consultation when necessary.

Section 9. Officers resigning from office or members resigning from committee chairmanships shall submit their written resignation to the president and the secretary. The duties of the position must not be relinquished until a written resignation has been approved by the Executive Board and becomes effective.

ARTICLE XI – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers of the *NYSSMA*, and any *NYSSMA* member serving on the *AAMA Board of Trustees*. The parliamentary advisor shall be an ex-officio member without vote. The president shall be chairman.

Section 2. The **Executive Board** shall;

- A. Conduct the affairs, work, and activities of the *NYSSMA*;
- B. Recommend dues to the House of Delegates;
- C. Authorize warrants on the treasury;
- D. Approve the appointments, by the president, of the *Standing and Special Committee* chairmen, the *Parliamentary advisor*;
- E. Approve appointments to the *Judicial Board*;
- F. Approve appointment of the editor of the official *NYSSMA* publication;
- G. Fill any vacancy on the Executive Board with the exception of the president and the speaker of the House of Delegates;

- H. Approve applications of component chapters applying for affiliation with the *NYSSMA*;
- I. Fill any vacancy of committee chairmanship or committee member.

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

Section 4. The Executive Board shall suspend the charter of a component chapter if it does not meet the minimum membership requirement. The Executive Board may revoke the charter of a component chapter if the chapter is found guilty of conduct deemed in violation of these bylaws.

Section 5. The Executive Board shall meet immediately following the annual meeting of the House of Delegates, during the month of January or February, and immediately before the next meeting of the *NYSSMA* House of Delegates. A special meeting of the Executive Board may be called by the president, or upon the written request of four members of the Executive Board.

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

Section 7. A quorum shall consist of the majority of the members of the Executive Board.

ARTICLE XII – JUDICIAL BOARD

Section 1. The Judicial Board shall consist of five past presidents of the *NYSSMA* in good standing and the parliamentary advisor who shall be ex-officio member without vote.

- A. Each year the president shall appoint, with the approval of the Executive Board, one member to serve a five year term.
- B. No member shall serve more than two terms, but a member appointed to serve an un-expired term shall not be regarded as having served a term unless serving three or more years.

Section 2. The judicial power of the *NYSSMA* shall be vested in the Judicial Board. Its decisions may be appealed to the Judicial Council of the *AAMA*.

Section 3. The Judicial Board shall have jurisdiction in all questions involving interpretation of the bylaws.

Section 4. The Judicial Board shall:

- A. Meet during the annual meeting of the House of Delegates to elect a chairman and vice-chairman, and to consider any other business;
- B. Meet or consult upon the call of the chairman. This consultation may be by mail, e-mail, or by telephone as long as the rights of the appellant are not prejudiced;
- C. Submit an annual report to the House of Delegates;
- D. Publish in the official publication of the *NYSSMA*, as soon as practicable, a summary of the questions and decisions of the Judicial Board, when applicable to the general membership.

Section 5. A request for judicial action shall be directed to the chairman and may be made by the House of Delegates, the president, or the president of a component chapter or its Executive Board. Where known, the persons directly involved shall be notified of any matters coming before the Judicial Board and be permitted to present any material deemed pertinent to the matter under consideration.

Section 6. A vacancy occurring on the Judicial Board shall be filled by the *NYSSMA* president with the approval of the Executive Board.

Section 7. Three voting members of the Judicial Board shall constitute a quorum.

ARTICLE XIII – COMMITTEES

Section 1. There shall be **Standing** and **Special Committees** whose chairmen shall be appointed by the *NYSSMA* president with the approval of the Executive Board.

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

- A. The **Budget Committee** shall submit a balanced budget to the House of Delegates. The treasurer shall be a member of this committee.
- B. The **Bylaws Committee** shall:

1. Study the bylaws and make recommendations for desirable changes;
 2. Review recommendations made by component chapters;
 3. Review bylaws of the component chapters and make recommendations where pertinent;
 4. Have the parliamentary advisor as an ex-officio member.
- C. The **Convention Committee** shall work with the *NYSSMA* president in making arrangements for the annual meeting.
- D. The **Education Committee** shall provide educational services for the member of the *NYSSMA* and assist component chapters, when asked, to produce workshops and seminars.
- E. The **Strategic Plan Committee** shall:
1. Research and develop long and short term goals to further the growth and ideals of the *NYSSMA*;
 2. Review recommendations received from the Executive Board and component chapters;
 3. Anticipate problems and work on methods to solve them;
 4. Shall have a *NYSSMA* past president as a member.
- F. The **Membership Committee** shall:
1. Have the responsibility of maintaining and increasing membership of the *NYSSMA*;
 2. Work with the Executive Board to encourage and develop new chapters.
- G. The **Public Affairs Committee** shall keep the members of the *NYSSMA* informed of proposed state and federal legislation that might affect the career of the medical assistant and/or the medical profession.
- H. The **Marketing Committee** shall:
1. Stimulate a feeling of fellowship and cooperation within the *NYSSMA*;
 2. Act as liaison between the *NYSSMA* and the editors of *AAMA and NYSSMA* publications;
 3. Improve relations between medical assistants and the community.
- I. The **Resolutions Committee** shall receive and review resolutions presented by component chapters and/or the Executive Board, and prepare those resolutions to be submitted to the House of Delegates. 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 fund of the *NYSSMA*.
2. Supervise the fund raising activities that have been approved by the Executive Board.

Section 3. At least 60 days before the annual meeting of the House of Delegates, or earlier if requested by the speaker, the chairman of each committee shall submit to the Speaker of the House of Delegates a written report of the charge to the committee and the committee activities during the year to be included in the delegates' packet.

Section 4. Special Committees may be created by the president, Executive Board, and/or the House of Delegates when deemed necessary to carry on the work of the *NYSSMA*. Their composition and function shall be in accordance with the authorization of their appointment. The president shall appoint chairmen and members with the approval of the Executive Board and shall be an ex-officio member of all committees.

ARTICLE XIV – MEETINGS

Section 1. There shall be an annual meeting of the *NYSSMA* at a place to be approved by the House of Delegates. The Executive Board may change the date, time and place if necessary.

Section 2. Special meetings of the House of Delegates shall be held at the call of the Executive Board as outlined in **ARTICLE XVI, Section 4, A**

ARTICLE XV – HOUSE OF DELEGATES

Section 1. The governing body of the *NYSSMA* shall be the House of Delegates, which shall have the authority to determine its policies and the power to amend bylaws and act upon such business as may be presented.

Section 2. The composition of the House of Delegates shall be:

- A. Members of the Executive Board;
- B. Past presidents of the *NYSSMA*, unless serving as a delegate or alternate of a component chapter, shall be ex-officio members without vote;
- C. Each component chapter shall be entitled to three delegates for the first 25 members or

fraction thereof, plus one delegate for each subsequent 25 members or fraction thereof;

1. Delegates and alternates shall be active, associate, life or sustaining members in good standing. The dues of each delegate and alternate must be received by the *AAMA* postmarked no later than December 31.
2. The number of delegates shall be determined by the number of members of the component chapter as of August 31 of the preceding year;
3. The names of delegates and alternates shall be submitted to the speaker and vice speaker of the House of Delegates at least 60 days prior to the annual meeting of the House of Delegates.

Section 3. The speaker shall appoint the **Credentials Committee, Reference Committees, Tellers, Pages,** and such other committees as necessary for the organization and operation of each session of the House of Delegates.

- A. The **Credentials Committee** shall verify credentials and establish from the total number of legal delegates the number for two-thirds vote and for majority vote of the House of Delegates, and shall report the presence of a quorum.
- B. The **Reference Committees** shall be composed of members of the House of Delegates. They shall hold hearings to consider all reports, resolutions and/or bylaws amendments that are reported to the House of Delegates and then report to the House of Delegates with recommendations based on the opinions expressed, and for the good of all members of the *NYSSMA*. Any emergency resolutions shall be submitted to the Speaker of the House of Delegates by 8 pm on the day preceding the opening of the House of Delegates.

Section 4. The annual meeting of the House of Delegates shall be held during the annual meeting of the *NYSSMA*.

- A. Special meetings of the House of Delegates may be held at the call of the Executive Board by written notice to each delegate of the House of Delegates at least 30 days in advance of the meeting.

- B. In the event a component chapter is unable to be represented by the full complement of delegates to which it is entitled, it may assign proxy votes to a delegate from that chapter. Such proxies shall be submitted in writing to the Speaker and shall be signed by the chapter president or secretary.

Section 5. In the event of an administrative emergency, declared by the Executive Board, the Executive Board may take a vote of the House of Delegates by mail instead of calling a special meeting of the House of Delegates. Ballots shall be sent by the Speaker and returned to the chairman of the Tellers. The ballots shall be sent by certified mail in ample time, not less than 14 days, for reply from the delegates.

Section 6. At all meetings of the House of Delegates, a quorum shall be the majority of the voting members.

ARTICLE XVI – PUBLICATION

Section 1. There shall be an official publication of the *NYSSMA* and the Executive Board shall establish its editorial policies.

Section 2. The editor shall be appointed by the president with the approval of the Executive Board. The official responsibilities of the editor shall begin at the close of the annual meeting of the House of Delegates.

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

Section 4. The publication shall present educational articles and organizational information, and shall serve as the official history of the *NYSSMA*. A historian may be appointed by the president with the approval of the Executive Board.

ARTICLE XVII – REPRESENTATION TO AAMA HOUSE OF DELEGATES

Section 1. The *NYSSMA* shall be represented to the *AAMA House of Delegates* as outlined in the *AAMA Bylaws*.

Section 2. The *NYSSMA* president and vice-president shall be the first and second delegates to the *AAMA House of Delegates*. Delegates and alternates

to *AAMA* must be active and/or life members in good standing.

Section 3. Delegates and alternates shall be elected to serve for one year from the opening of the *AAMA House of Delegates* to the following year of the opening of the *AAMA House of Delegates*.

Section 4. The names of the delegates and alternates shall be submitted to *AAMA* as outlined in the *AAMA Bylaws*.

ARTICLE XVIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order (Newly Revised)* shall govern the *NYSSMA* meetings in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of the *NYSSMA* or the *AAMA Bylaws*.

ARTICLE XIX – DISSOLUTION

In the event of dissolution of the *NYSSMA*, none of the assets shall be distributed to any member, but shall be transferred to a medical or charitable institution or projects designated by a majority of the delegates at a meeting called for the purpose of dissolution. The president shall notify the *AAMA* Executive Office no later than 10 days after meeting for the purpose of voting dissolution.

ARTICLE XX – AMENDMENTS

These bylaws may be amended at any annual meeting of the *NYSSMA* House of Delegates by a two-thirds vote, provided that the amendments shall have been submitted in writing to the delegates at least 30 days prior to the meeting at which they are to be acted upon.