

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

BYLAWS

NEW YORK STATE SOCIETY OF MEDICAL ASSISTANTS

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

REVISED APRIL 2019

31 **NYSSMA Mission Statement**

32

33 The purposes of the *New York State Society of Medical Assistants* are to enable medical
 34 assisting professionals to enhance and demonstrate the knowledge, skills, and professionalism
 35 required by employers and patients; to protect the medical assistants' right to practice; and to
 36 to promote effective, efficient healthcare delivery.

37

38 **TABLE OF CONTENTS**

39

40	Article I – Name	Page	3
41	Article II – Purpose	Page	3
42	Article III – Organizational Policy	Page	3
43	Article IV – Component Chapters	Page	3-4
44	Article V – Membership	Pages	4-5
45	Article VI – Finances	Page	6-7
46	Article VII – Officers and Their Qualifications	Page	7
47	Article VIII – Nominations & Elections	Pages	7-8
48	Article IX – Officers Terms of Office		
49	Vacancies and Removal	Pages	8-9
50	Article X – Duties of Officers	Pages	9-10
51	Article XI – Executive Board	Page	10-11
52	Article XII – Judicial Board	Pages	11-12
53	Article XIII – Committees	Pages	13-14
54	Article XIV – General Assembly	Pages	14-15
55	Article XV – Meetings	Page	15
56	Article XVI – Publication	Page	15-16
57	Article XVII –Representation to AAMA	Page	16
58	Article XVIII – Parliamentary Authority	Pages	16
59	Article XIX – Dissolution	Page	16-17
60	Article XX – Amendments/Suspensions	Page	17

61

62

63 **ARTICLE I – NAME**

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

67

68 **ARTICLE II – PURPOSE**

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

73

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

75 A. To stimulate a feeling of fellowship and cooperation among component chapters.

76

77 B. To seek to continually improve the knowledge and skills of medical assistants for the benefit
78 of patients and professional colleagues.

79

80 **ARTICLE III - ORGANIZATIONAL POLICY**

81 This society is hereby declared to be non-profit. It is not nor shall it ever become a trade union or
82 collective bargaining agency. No person otherwise qualified for membership shall be denied
83 membership. No person who participates in the activities of organizations whose purpose is to
84 overthrow the government of the United States shall be a member.

85

86 **ARTICLE IV – COMPONENT CHAPTERS**

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

89

90 **Section 1.** An association may become a component chapter of the **New York State Society of Medical**
91 **Assistants** by applying for membership to the Executive Board and submitting three copies of its bylaws.
92 Following approval of the Executive Board, the component chapter shall be notified of its affiliation with
93 the **New York State Society of Medical Assistants** by the president.

94

95 **Section 2.** The bylaws of a component chapter shall not be in conflict with those of the **New York State**
96 **Society of Medical Assistants** or those of the **American Association of Medical Assistants**. These
97 bylaws supersede those of a component chapter.

98

99 **Section 3.** Members of component chapters which have been approved by the Executive Board at least
100 sixty (60) days prior to an annual meeting shall be able to vote in the General Assembly as provided in

101 **ARTICLE XIV.**

102

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

107
 108 **Section 5.** The charter of a component chapter may be revoked by a three-fourths vote of the
 109 Executive Board if it is found guilty of conduct deemed in violation of the bylaws of the **New York State**
 110 **Society of Medical Assistants.**

112 **ARTICLE V – MEMBERSHIP**

113
 114 **Section 1.** There shall be seven classes of membership: active, associate, student, sustaining, life,
 115 honorary and affiliate. Tri-level membership of the same classification is required for all except life and
 116 honorary membership. No other membership or quasi-membership classes shall be permitted by a
 117 component chapter or the **New York State Society of Medical Assistants.**

118
 119 A. Membership in a component chapter, a constituent society, and AAMA shall be
 120 required except for honorary members unless there is no component chapter in the area. A
 121 member at large is one who meets all the qualifications of active, associate, affiliate, life,
 122 sustaining, or student except that a component chapter does not exist in the area of residence.
 123 Such a member shall pay only state and national dues.

124
 125 **Section 2.** The qualifications for active, associate, student and affiliate membership shall be the
 126 same as the bylaws of the *American Association of Medical Assistants.* *

127 ***A. ACTIVE:**

128
 129 1. *An active Certified Medical Assistant (CMA)(AAMA) holding current credential status whose*
 130 *CMA (AAMA) has not been revoked as provided by the AAMA Certifying Board Disciplinary*
 131 *Standards and Procedures for the CMA (AAMA).*

132 2. *Anyone who was an active member on December 31 1987, who has never been a CMA*
 133 *(AAMA) and who has maintained continuous active membership. Continuous active*
 134 *membership shall be defined as having dues postmarked or submitted electronically to the*
 135 *AAMA Executive Office by December 31 (the controlling time is that of sending, not that of*
 136 *receiving).*

137 ***B. ASSOCIATE:**

138
 139 *An associate member shall be a medical assistant who is not yet a CMA (AAMA) and who does*
 140 *not fall under any other category of membership.*

141 ***C. SUSTAINING:**

142
 143 *Anyone who has been an active or associate member for at least two years, and who has retired*
 144 *from medical assisting, is eligible for sustaining membership. This membership shall be forfeited*
 145 *if not renewed annually.*

146 ***D. STUDENT**

147
 148 A. *student member:*

149 1. *Shall be enrolled in a medical assisting program.*

150 2. *May choose a two-year student membership term or a one-year student membership term.*

151 a. After a two-year student membership term, the member is then eligible only for
152 either associate membership or active membership (if the member meets the active membership
153 requirements).

154 b. After a one-year student membership term, the member is eligible for a second year
155 of student membership as long as the member renews during the member's one-year student
156 membership term. After the second-year of student membership, the member is then eligible
157 only for either associate membership or active membership (if the member meets the active
158 membership requirements).

159 c. No member is eligible for more than a total of two consecutive years of student
160 membership.

161 **E. LIFE**

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

165 **F. HONORARY**

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

168 ***G. AFFILIATE**

169 An affiliate member shall be one who is not eligible for another category of membership but
170 who is interested in the profession of medical assisting.

171 **Section 3. Privileges:**

172 A. **Active and NYSSMA Life** members are eligible to serve as officers, committee chairs, and
173 voting **members of the General Assembly**.

174 B. Delegates and alternate delegates must be active or AAMA Life Members of the American
175 Association of Medical Assistants whose CMA (AAMA) credential is current and whose
176 membership has not been revoked as delineated in the AAMA Bylaws.

177 C. **Associate members** are eligible to serve as NYSSMA Secretary or Treasurer, committee
178 chairs, and voting members of the General Assembly.

179 D. **Sustaining members** are eligible to serve as committee chairs and voting members of the
180 General Assembly.

181 E. Each chapter shall determine the chapter privileges of its members according to its needs.

182 **Section 4. Revocation**

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

188

197 **ARTICLE VI –FINANCES**

198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242

Section 1. The annual dues of the *New York State Society of Medical Assistants* shall be set by the **General Assembly** upon the recommendation of the Executive Board. Dues shall become due and payable November 1 and shall be delinquent if not postmarked or submitted electronically to the *AAMA Executive Office* by December 31(the controlling time is that of sending not that of receiving).

- A. Full dues will be assessed for active, associate and affiliate members.
- B. One-half dues will be assessed for sustaining members.
- C. Students dues will be assessed.
- D. Life and honorary members are not required to pay Society dues.
- E. New members joining on or after September 1st shall pay dues for the appropriate category, which shall be credited to the following year.

Section 2. The *New York State Society of Medical Assistants* 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 *New York State Society of Medical Assistants*, special emergency assessments may be made on the membership and must be authorized by a two-thirds vote of the Executive Board.

Section 5. To serve as a delegate, an alternate, an officer or a **AAMA** trustee, a member’s dues shall be postmarked or submitted electronically to the **AAMA Executive Office** by December 31 (the controlling time is that of sending, not that of receiving.) Officers and **AAMA** trustees must maintain current membership during their terms of office.

Section 6. 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 7. The **Budget & Finance 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 **General Assembly** for final approval. The proposed balanced budget may not depend on grants or donations to pay fixed operating expenses.

Section 8. 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. Disbursements shall be by check.

Section 9. The fiscal year shall be from the first day of January through the last day of December.

Section 10. The accounts of the *New York State Society of Medical Assistants* shall be audited annually by persons authorized by the Executive Board.

243 **Section 11.** The treasurer and such other officers as the Executive Board shall designate shall be
 244 bonded by a sufficient fidelity bond in an amount set by the Executive Board and paid by the *New York*
 245 *State Society of Medical Assistants*.

246

247

248 **ARTICLE VII - OFFICERS AND THEIR QUALIFICATIONS**

249

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

254

255 **Section 2.** A candidate for any office shall be an active or NYSSMA life members of the AAMA and shall:
 256 A. submit qualifications for the office and written consent to serve to the chair of the
 257 **Nominating Committee**, postmarked or sent by email by the designated deadline, except for
 258 nominations from the floor.

259

260 **Section 3.** Additional qualifications for specific offices:

261

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

262

1. Have served either as a member of the NYSSMA Executive Board, or as president of a
 263 component Chapter, or served as chair of a NYSSMA Standing Committee for at least three
 264 years.

265

2. Have attended at least three previous annual NYSSMA meetings.

266

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

267

1. Be an Active, NYSSMA Life, or Associate Member.

268

2. Be proficient in recording and transcribing minutes in a timely manner.

269

2. Have attended at least three previous annual NYSSMA meetings.

270

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

271

1. Be an Active, NYSSMA Life, or Associate Member.

272

2. Be adept in bookkeeping methods.

273

3. Have attended at least three previous annual NYSSMA meetings.

274

275

276 **ARTICLE VIII – NOMINATIONS AND ELECTIONS**

277

278 **Section 1.** Nominations

279

A. There shall be a **Nominating Committee** composed of three (3) active or associate members
 280 elected as follows:

281

1. The Immediate Past President shall be the chairman.

282

2. Two members shall be elected by secret ballot following nominations from the floor of the
 283 General Assembly with a plurality vote electing. If there is a tie between two candidates
 284 another ballot shall be taken to determine the successful candidate.

285

3. No two members of the committee shall be from the same component chapter.

286

287 B. The **Nominating Committee** shall be responsible for soliciting, screening and presenting a
 288 slate of nominees for office in accordance with **ARTICLE VII** of these bylaws.

289 C. In order to be considered by the **Nominating Committee**, the names and qualifications of
 290 proposed members for elected office shall be submitted to the chairman of the **Nominating**
 291 **Committee** by February 1st of the election year.

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

294
 295 E. Additional nominations may be made from the floor provided that the nominees comply with
 296 the eligibility requirements of **ARTICLE VII**. Documentation of the qualifications must be
 297 submitted to the President and nominating committee chair.

298
 299 **Section 2. Elections**

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

302
 303 B. Delegates and Alternates to the **American Association of Medical Assistants House of**
 304 **Delegates** shall be nominated from the floor and elected by secret ballot at the **New**
 305 **York State Society of Medical Assistants General Assembly**. The election shall be by plurality
 306 vote. The order of the voting results shall determine the order of the delegates and alternates.
 307 The incoming president and vice president shall be first and second delegates respectively. The
 308 president shall be chairman of the delegation.

309
 310 **ARTICLE IX – OFFICERS’ TERMS OF OFFICE, VACANCY AND REMOVAL**

311
 312 **Section 1. Term of Office**

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

317
 318 B. The term of office for the secretary and the treasurer shall be for one administrative year or
 319 until the close of the annual *General Assembly* following the assumption of office. These officers
 320 may be re-elected to the respective office.

321
 322 C. All officers shall assume office at the close of the *General Assembly* at which they were
 323 elected.

324
 325 **Section 2. Vacancies in Office**

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

328
 329 B. In the event of a vacancy in any other office, not provided elsewhere in these bylaws, the
 330 Executive Board shall appoint a person who shall meet the qualifications prescribed in
 331 **ARTICLE VII** to serve until the next meeting of the *General Assembly* of the **New York State**
 332 **Society of Medical Assistants**.

333

334 **Section 3.** Removal from Office

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

337

338 **ARTICLE X – DUTIES OF OFFICERS**

339

340 **Section 1.** In addition to the duties set forth in these bylaws, officers shall perform such duties as are
341 implied by their respective offices and are consistent with standard parliamentary procedure. They shall
342 each present a written report to the *General Assembly* of the **New York State Society of Medical**
343 **Assistants.**

344

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

346 A. Preside at all meetings of the **New York State Society of Medical Assistants**, and the
347 *General Assembly*.

348

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

350

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

353

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

356

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

359

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

361 A. Assist the president throughout the year.

362

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

364

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

366

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

369

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

371

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

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

375

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

378

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

380 A. Be responsible for all monies, securities, and valuable papers of the ***New York State Society***
381 ***of Medical Assistants.***

382
383 B. Pay all the obligations of the ***New York State Society of Medical Assistants*** as authorized by
384 the *General Assembly* or the Executive Board.

385
386 C. Keep a detailed account of receipts and disbursements.

387
388 D. File information returns as may be required by government authorities.

389
390 E. Have available all pertinent information and account books for an annual audit.

391
392 **Section 6.** The **immediate past president** shall:

393 A. Assist the president and other officers of the Executive Board.

394
395 B. Be available for consultation when necessary.

396
397 **Section 7.** Officers resigning from office or members resigning from committee chairmanships shall
398 submit their written resignation to the president and the secretary. The duties of the position must not
399 be relinquished until a written resignation has been approved by the Executive Board and becomes
400 effective.

401 402 **ARTICLE XI – EXECUTIVE BOARD**

403
404 **Section 1.** The **Executive Board** shall consist of the elected officers of the ***New York State Society of***
405 ***Medical Assistants*** and any ***New York State Society of Medical Assistants*** member serving on the
406 ***American Association of Medical Assistants Board of Trustees*** and the president at his/her discretion
407 may appoint up to three additional members to the ***Executive Board.*** These appointed members must
408 have their dues paid to the AAMA Executive Office by December 31st (the controlling time is that of
409 sending, not that of receiving). The parliamentary advisor shall be an ex-officio member without vote.
410 The president shall be the chairman.

411
412 Section 2. The **Executive Board** shall consist of the elected officers of the ***New York State Society of***
413 ***Medical Assistants*** and any ***New York State Society of Medical Assistants*** member serving on the
414 ***American Association of Medical Assistants Board of Trustees*** and any member attending a meeting of
415 the ***Executive Board,*** who dues are paid to the AAMA Executive Office by December 31st (the controlling
416 time is that of sending, not that of receiving). The parliamentary advisor shall be an ex-officio member
417 without vote. The president shall be the chairman.

418
419 **Section 3.** The **Executive Board** shall:

420 A. Conduct the affairs, work, and activities of the ***New York State Society of Medical Assistants***
421 between meetings of the *General Assembly.*

422
423 B. Recommend dues to the *General Assembly.*

424
425 C. Authorize warrants on the Treasury.

- 426
427 D. Approve the appointments by the President of the ***Standing and Special Committees***
428 ***Chairmen*** and members, and the ***Parliamentary Advisor***.
429
430 E. Approve appointments to the ***Judicial Board***.
431
432 F. Approve the appointment of the Editor of the official ***New York State Society of Medical***
433 ***Assistants'*** publication.
434
435 G. Fill any vacancy on the Executive Board with the exception of the President .
436
437 H. Approve applications of prospective component chapters applying for affiliation with the
438 ***New York State Society of Medical Assistants***.
439
440 I. Fill any vacancy of committee chairmanship or committee member.
441

442 **Section 4.** The **Executive Board** may remove from office any officer or committee chairman and/or
443 committee member who fails to perform duties of the position as required. All disciplinary powers shall
444 reside with the **Executive Board**. A two-thirds vote of the **Executive Board** shall be necessary to affect
445 any disciplinary action.
446

447 **Section 5.** The **Executive Board** shall suspend the charter of a component chapter if it does not meet
448 the minimum membership requirement. The **Executive Board** may revoke the charter of a component
449 chapter if the chapter is found guilty of conduct deemed in violation of these bylaws.
450

451 **Section 6.** The **Executive Board** shall meet in June, September or October and January or February
452 following the meeting of the **General Assembly** of the **New York State Society of Medical Assistants**. A
453 special meeting of the **Executive Board** may be called by the president, or upon the written request of
454 four members of the **Executive Board**.
455

456 **Section 7.** The **Executive Board** shall be allowed to vote by teleconference, by e-mail, mail ballot,
457 online or video conferencing between meetings of the **Executive Board** with a majority vote ruling. Mail
458 must be sent first class and instructions shall allow ample time, not less than 14 days, for reply.
459

460 **Section 8.** A quorum shall consist of the majority of the members of the **Executive Board**.
461

462 **ARTICLE XII – JUDICIAL BOARD**

463
464 **Section 1.** The **Judicial Board** shall consist of five past presidents of the **New York State Society of**
465 **Medical Assistants** and the **Parliamentary Advisor** who shall be ex-officio member without vote.

- 466 A. Each year the president shall appoint, with the approval of the **Executive Board**, one
467 member to serve a five-year term.
468
469 B. No member shall serve no more than three terms, but a member appointed to serve an un-
470 expired term shall not be regarded as having served a term unless serving three or more
471 years.

- 472
473
474
475
476
477
478
479
480
- C. The newly appointed member serves as Vice Chair of the Judicial Board for the year of appointment. During the subsequent year, this member serves as the Chair of the Judicial Board.
 - D. In the case of an unforeseen vacancy on the Judicial Board, the President, with the approval of the Executive Board shall appoint a past president whose membership has not been revoked by the AAMA as delineated in their Bylaws to fill the vacancy to fill the vacancy.

481 **Section 2.** The judicial power of the *New York State Society of Medical Assistants* shall be vested in
482 the **Judicial Board**. Its decisions may be appealed to the **Judicial Council** of the *American Association of*
483 *Medical Assistants*.

484
485 **Section 3.** The **Judicial Board** shall have jurisdiction in all questions involving interpretation of these
486 bylaws.

487
488 **Section 4.** The **Judicial Board** shall:

- 489
490
491
492
493
494
495
496
497
498
499
500
- A. Meet during the annual meeting of the *General Assembly* 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 teleconference as long as the rights of the appellant are not prejudiced.
 - C. Submit an annual report to the *General Assembly*.
 - D. Publish in the official publication of the *New York State Society of Medical Assistants*, as soon as practicable, a summary of the questions and decisions of the **Judicial Board**, when applicable to the general membership.

501 **Section 5.**

- 502
503
504
505
506
507
508
509
510
511
512
- A. A request for judicial action shall be directed to the chairman and may be made by the *General Assembly* of the *New York State Society of Medical Assistants*, 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.
 - B. A request for review of any decision by the Board may be made to the Chair of the Board by any person affected by that decision provided that new or additional information is to be presented to the Board. Copies of the request shall be sent to the NYSSMA President and to others involved in the case.

513 **Section 6.** A vacancy occurring on the **Judicial Board** shall be filled by the *New York State Society of*
514 *Medical Assistants* president with the approval of the **Executive Board**.

515
516 **Section 7.** Three voting members of the **Judicial Board** shall constitute a quorum.

517
518

519 **ARTICLE XIII – COMMITTEES**

520

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

523

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

525

526 A. The **Budget & Finance Committee** shall submit a balanced budget to the *General Assembly* of
527 the ***New York State Society of Medical Assistants***. The treasurer shall be a member of this
528 committee.

529

530 B. The **Bylaws Committee** shall:

- 531 1. Study the bylaws and make recommendations for desirable changes.
- 532 2. Review recommendations made by component chapters and/or the Executive Board,
533 *and make proposed changes to the **General Assembly** when necessary.*
- 534 3. Review bylaws of the component chapters to be sure they are in compliance with the
535 bylaws of the ***New York State Society of Medical Assistants*** and the ***American***
536 ***Association of Medical Assistants***, and to make recommendations where pertinent.
- 537 4. Have the Parliamentary Advisor as an ex-officio member.

538

539 C. The **Convention Committee** shall work with the ***New York State Society of Medical***
540 ***Assistants*** president in making arrangements and planning the meeting.

541

542 D. The **Education Committee** shall provide educational services for the members of the ***New***
543 ***York State Society of Medical Assistants***, and assist component chapters, when asked, to
544 Produce workshops and seminars.

545

546 E. The **Strategic Plan Committee** shall:

- 547 1. Research and develop long and short-term goals to further the growth and ideals of
548 the ***New York State Society of Medical Assistants***.
- 549 2. Review recommendations received from component chapters.
- 550 3. Anticipate problems and work on methods to solve them.
- 551 4. The **Executive Board** shall constitute the committee.

552

553 F. The **Marketing, Membership and Retention Committee** shall:

- 554 1. Stimulate a feeling of fellowship and cooperation within the ***New York State Society***
555 ***of Medical Assistants***.
- 556 2. Enhance the relations between medical assistants and the community.
- 557 3. Enhance the relations between medical assistants and other health care
558 professionals.
- 559 4. Work closely with all other committees of the ***New York State Society of***
560 ***Medical Assistants*** to market all aspects of the medical assisting profession
561 and the ***New York State Society of Medical Assistants***.
- 562 5. Have the responsibility of maintaining and increasing the membership of the ***New***
563 ***York State Society of Medical Assistants***.
- 564 6. Work with the **Executive Board** to encourage and develop new chapters.

565

- 566 7. Continue to contact all members to encourage renewal of membership and increased
 567 participation in local and state activities.
 568 8. Provide information to all members via online, email, and **NYSSMA** publications.
 569 9. Recognize achievements of members, i.e., years of membership, renewed
 570 membership, and recertification.
 571
 572 G. The **Public Affairs Committee** shall keep the members of the **New York State Society of**
 573 **Medical Assistants** informed of proposed state and federal legislation that might affect the
 574 career of the medical assistant and/or health care professions.
 575
 576 H. The **Resolutions Committee** shall receive and review resolutions presented by component
 577 chapters, *individuals*, and/or the **Executive Board**, and prepare those resolutions to be
 578 submitted to the *General Assembly*. The Parliamentary Advisor shall be an ex-officio member
 579 of this committee.
 580
 581 I. The **Ways and Means Committee** shall:
 582 1. Make recommendations for augmenting the funds of the **New York State Society of**
 583 **Medical Assistants**.
 584 2. Supervise the fund-raising activities that have been approved by the Executive
 585 Board.
 586

587 **Section 3.** At least 60 days before the annual meeting of the *General Assembly* of the **New York State**
 588 **Society of Medical Assistants**, or earlier if requested by the President, the chairman of each committee
 589 shall submit to the President a written report of the charge to the committee and the activities and
 590 actions taken by the committee during the year, and any recommendations it wishes to present to the
 591 *General Assembly*.
 592

593 **Section 4. Special Committees** may be created by the president, Executive Board, and/or the *General*
 594 *Assembly* when deemed necessary to carry on the work of the **New York State Society of Medical**
 595 **Assistants**. Their composition and functions shall be in accordance with the authorization of their
 596 appointment. The president shall appoint chairmen and members with the approval of the Executive
 597 Board and shall be an ex-officio member of all committees.
 598

599 **ARTICLE XIV – GENERAL ASSEMBLY**

600
 601 **Section 1.** The governing body of the **New York State Society of Medical Assistants** shall be the
 602 **General Assembly**, which shall have the authority to determine its policies and the power to amend
 603 bylaws, set dues and act upon such business as may be presented.
 604

605 **Section 2.** The composition of the **General Assembly** shall be all active, associate, and sustaining
 606 members whose dues were postmarked or submitted electronically to the AAMA Executive Office by
 607 December 31st (the controlling time is that of sending, not that of receiving) and life members of the
 608 **New York State Society of Medical Assistants**.
 609
 610

611 **Section 3.** The **President** shall appoint the **Credentials Committee, Teller, Pages**, and such other
612 committees as necessary for the organization and operation of the *General Assembly*, and shall report
613 the presence of a quorum.

614 A. The **Credentials Committee** shall verify the legal voting status of the members attending the
615 *General Assembly*. The committee shall determine the total legal votes, the number of a
616 majority vote, and the number for a two-thirds vote.

617
618 B. Any emergency resolutions shall be submitted to the President by 8 pm on the day preceding
619 the opening of The General Assembly.

620
621 **Section 4.** The annual meeting of the *General Assembly* shall be held during the annual meeting
622 of the ***New York State Society of Medical Assistants***.

623 A. Special meetings of the *General Assembly* may be held at the call of the Executive Board by
624 written notice to all qualified voting members of the ***New York State Society of Medical***
625 ***Assistants*** at least 30 days in advance of the meeting.

626
627 **Section 5.** In the event of an administrative emergency, declared by the Executive Board, the Executive
628 Board may take a vote of all qualified voting members by mail instead of calling a special meeting of the
629 *General Assembly*. Ballots shall be sent ***First Class*** mail by the President and returned to the chairman of
630 the Tellers. The ballots shall be sent in ample time, not less than 14 days, for reply from the voting
631 member.

632
633 **Section 6.** At all meetings of the *General Assembly*, a quorum shall be the majority of the
634 members present and voting.

635 **ARTICLE XV – MEETINGS**

637
638 **Section 1.** There shall be an annual meeting of the ***New York State Society of Medical***
639 ***Assistants*** at a place and time approved by the Executive Board.

640
641 **Section 2.** Special meetings of the ***General Assembly*** shall be held at the call of the Executive
642 Board as outlined in **Article XIV, Section 4, A.**

643 **ARTICLE XVI – PUBLICATION**

644
645 **Section 1.** There shall be an official publication of the ***New York State Society of Medical Assistants***
646 and the Executive Board shall establish its editorial policies.

647
648
649 **Section 2.** The editor shall be appointed by the president with the approval of the Executive Board.
650 The official responsibilities of the editor shall begin at the close of the annual meeting of the *General*
651 *Assembly* of the ***New York State Society of Medical Assistants***.

652
653 **Section 3.** The editorial staff shall be appointed by the president with the approval of the Executive
654 Board.

655
656 **Section 4.** The publication shall present educational articles and organizational information, and shall
657 serve as the official history of the ***New York State Society of Medical Assistants***. A historian may be
658 appointed by the president with the approval of the Executive Board.
659

660
661 **ARTICLE XVII – REPRESENTATION TO THE AMERICAN ASSOCIATION OF**
662 **MEDICAL ASSISTANTS HOUSE OF DELEGATES**

663
664 **Section 1.** The ***New York State Society of Medical Assistants*** shall be represented to the ***American***
665 ***Association of Medical Assistants House of Delegates*** as outlined by their bylaws.
666

667 **Section 2.** The ***New York State Society of Medical Assistants*** president and vice president shall be the
668 first and second delegates to the ***American Association of Medical Assistants House of Delegates***.
669 Delegates and alternate delegates must be active or AAMA life members of the ***American Association of***
670 ***Medical Assistants*** whose membership has not been revoked as delineated in AAMA Bylaws Article VI,
671 section 4 (Revocation). Whose dues shall be postmarked or submitted electronically to the AAMA
672 Executive Office by December 31 (the controlling time is that of sending, not that of receiving.)
673

674 **Section 3.** Delegates and alternate delegates shall be elected to serve for one year from the opening of
675 the ***American Association of Medical Assistants House of Delegates for the year elected until*** the
676 opening of the ***American Association of Medical Assistants House of Delegates for the following year***.
677

678 **Section 4.** The names of the delegates and alternates shall be submitted to the ***American Association***
679 ***of Medical Assistants Executive Office at least 90 days prior to the annual House of Delegates meeting***.
680

681
682 **ARTICLE XVIII – PARLIAMENTARY AUTHORITY**

683
684 **Section 1.** *The Bylaws of the New York State Society of Medical Assistants and/or the Bylaws of the*
685 ***American Association of Medical Assistants shall govern all meetings of the society and the Executive***
686 ***Board. In cases where the bylaws of either organization do not cover an issue, the current edition of***
687 ***Robert’s Rules of Order (Newly Revised) shall be used.***
688

689 **A.** *There shall be a Parliamentary Advisor appointed by the president with the approval of the*
690 *Executive Board.*
691

692 **ARTICLE XIX – DISSOLUTION**

693
694 **Section 1.** In the event of dissolution of the ***New York State Society of Medical Assistants***, after
695 payment of all liabilities, none of the assets shall be distributed to any member, but shall be transferred
696 to a medical or charitable institution or projects designated by a majority of *the eligible voting members*
697 at a meeting called for the purpose of dissolution. The president shall notify the Executive Office of the

698 **American Association of Medical Assistants** no later than 10 days *after the meeting in which dissolution*
699 *was voted.*

700

701 **Section 2.** In the event of the dissolution of the **New York State Society of Medical Assistants**, a
702 financial accounting of the finances shall be due in the Executive Office of the **American Association of**
703 **Medical Assistants**, no later than ninety (90) days after this society is dissolved.

704

705 **ARTICLE XX – AMENDMENTS OR SUSPENSIONS**

706

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

709

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