

BYLAWS

NEW YORK STATE SOCIETY OF MEDICAL ASSISTANTS

An affiliate of the
American Association of Medical Assistants

REVISED 2017

NYSSMA Mission Statement

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

TABLE OF CONTENTS

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

1 **ARTICLE I – NAME**

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

8 **ARTICLE II – PURPOSE**

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

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. No person who participates
37 in the activities of organizations whose purpose
38 is to overthrow the government of the United
39 States shall be a member.
40

41 **ARTICLE IV –**

42 **COMPONENT CHAPTERS**

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

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

56
57 **Section 2.** The bylaws of a component chapter
58 shall not be in conflict with those of the **New**
59 **York State Society of Medical Assistants** or
60 those of the **American Association of Medical**
61 **Assistants**. These bylaws supersede those of a
62 component chapter.
63

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

69
70 **Section 4.** Component chapters shall consist of
71 eight or more active/associate members. The
72 charter of a component chapter may be
73 suspended by a majority vote of the Executive
74 Board if the minimum membership is not met at
75 the time of the annual meeting. A charter shall
76 be automatically revoked if suspended for two
77 consecutive years.
78

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

85 **ARTICLE V – MEMBERSHIP**

86
87 **Section 1.** There shall be seven classes of
88 membership: active, associate, student,
89 sustaining, life, honorary and affiliate. Tri-level
90 membership of the same classification is
91 required for all except life and honorary
92 membership. No other membership or quasi-
93 membership classes shall be permitted by a
94 component chapter or the **New York State**
95 **Society of Medical Assistants**.

1 **A. Membership in a component** 50
 2 chapter, a constituent society, and AAMA 51
 3 shall be required except for honorary 52
 4 members unless there is no component 53
 5 chapter in the area. A member at large is 54
 6 one who meets all the qualifications of 55
 7 active, associate, affiliate, life, sustaining, or 56
 8 student except that a component chapter 57
 9 does not exist in the area of residence. Such 58
 10 a member shall pay only state and national 59
 11 dues. 60

12
 13 **Section 2.** The qualifications for active, 63
 14 associate, student and affiliate membership 64
 15 shall be the same as the bylaws of the 65
 16 *American Association of Medical* 66
 17 *Assistants.* * 67

18
 19 ***A. ACTIVE:** 68
 20 1. *An active Certified Medical* 69
 21 *Assistant* 70
 22 *(CMA)(AAMA)* 71
 23 *holding current credential* 72
 24 *status whose CMA (AAMA)has* 73
 25 *not been revoked as provided* 74
 26 *by the AAMA Certifying Board* 75
 27 *Disciplinary Standards and* 76
 28 *Procedures for the CMA* 77
 29 *(AAMA).* 78
 30
 31 2. *Anyone who was an active* 79
 32 *member on December 31 1987,* 80
 33 *who has never been a CMA* 81
 34 *(AAMA) and who has* 82
 35 *maintained continuous* 83
 36 *active membership. Continuous* 84
 37 *active membership shall be* 85
 38 *defined as having dues* 86
 39 *postmarked or submitted* 87
 40 *electronically to the AAMA* 88
 41 *Executive Office by December* 89
 42 *31 (the controlling time is that* 90
 43 *of sending, not that of* 91
 44 *receiving).* 92

45
 46
 47 ***B. ASSOCIATE:** 93
 48 *An associate member shall be a medical* 94
 49 *assistant who is not yet a CMA* 95

(AAMA) 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,
and who has retired from medical
assisting, 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 accredited by
either the Commission on
Accreditation of Allied Health
Education Programs or the
Accrediting Bureau of Health
Education Schools.

2. *Shall be limited to a one time*
enrollment, selecting either a one-
year or a two-year membership
term.

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 in a five
(5) 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.

1
2 **Section 3.** Privileges:

3
4 **A. Active and NYSSMA Life**
5 members are eligible to serve as
6 officers, committee chairmen,
7 and *voting*
8 *members of the General Assembly*
9 and delegates and alternates to the
10 AAMA House of Delegates.
11 **Associate and Sustaining** members
12 are eligible to serve as committee
13 chairmen *and voting members of*
14 *the General Assembly.*

15
16 **B.** Each chapter shall determine the
17 chapter privileges of its members
18 according to its needs.
19

20 **Section 4.** Revocation:

21
22 Any member who has had their CMA (AAMA)
23 credential revoked by the Certifying Board as
24 provided by the Certifying Board Disciplinary
25 Standards and Procedures for CMA (AAMA)
26 (see www.aama-ntl.org) will immediately lose
27 their membership and all privileges attached
28 thereto, and shall not be allowed reinstatement
29 unless the revocation of the credential is
30 rescinded by the Certifying Board. No refund of
31 any dues amount paid will be made.
32

33 **ARTICLE VI –FINANCES**

34
35 **Section 1.** The annual dues of the *New York*
36 *State Society of Medical Assistants* shall be set
37 by the *General Assembly* upon the
38 recommendation of the Executive Board. Dues
39 shall become due and payable November 1 and
40 shall be delinquent if not postmarked or
41 submitted electronically to the *AAMA Executive*
42 *Office* by December 31(the controlling time is
43 that of sending not that of receiving).
44

45 **A.** Full dues will be assessed for active,
46 associate and affiliate members.
47

48 **B.** One-half dues will be assessed for
49 sustaining members.
50

51 **C.** Students dues will be assessed.

52
53 **D.** Life and honorary members are
54 Not required to pay Society
55 dues.
56

57 **E.** New members joining on or after
58 September 1st shall pay dues for the
59 appropriate category, which shall be
60 credited to the following year.
61

62 **Section 2.** The *New York State Society of*
63 *Medical Assistants* will offer reciprocity to
64 *AAMA* members transferring membership from
65 another constituent society and/or component
66 chapter of the *AAMA. The transferring member*
67 *shall present proof of current AAMA*
68 *membership status.*
69

70 **Section 3.** Membership belongs to the
71 individual and shall be non-transferable.
72

73 **Section 4.** To ensure the financial stability of
74 the *New York State Society of Medical*
75 *Assistants*, special emergency assessments may
76 be made on the membership and must be
77 authorized by a two-thirds vote of the Executive
78 Board.
79

80 **Section 5.** To serve as a delegate, an
81 alternate, an officer or a AAMA trustee, a
82 member’s dues shall be postmarked or
83 submitted electronically to the AAMA
84 Executive Office by December 31 (the
85 controlling time is that of sending, not that
86 of receiving.) Officers and AAMA trustees
87 must maintain current membership during
88 their terms of office.
89

90 **Section 6.** All monies received as donations or
91 grants shall be placed in the general operating
92 fund unless the condition of the donation or
93 grant should stipulate other disposition.
94

95 **Section 7.** The *Budget & Finance Committee*
96 shall prepare a proposed balanced budget for the
97 ensuing year for the approval of the Executive
98 Board. Upon approval of the Executive Board
99 the proposed balanced budget shall be presented

1 to the *General Assembly* for final approval. The
2 proposed balanced budget may not depend on
3 grants or donations to pay fixed operating
4 expenses.

6 **Section 8.** Upon approval of the budget, the
7 treasurer is authorized to make disbursements
8 with the approval of the president on accounts
9 and expenses provided for in the budget without
10 additional approval of the Executive Board.
11 Disbursements shall be by check.

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

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

22 **Section 11.** The treasurer and such other
23 officers as the Executive Board shall designate
24 shall be bonded by a sufficient fidelity bond in
25 an amount set by the Executive Board and paid
26 by the *New York State Society of Medical*
27 *Assistants*.

29 **ARTICLE VII - OFFICERS** 30 **and their QUALIFICATIONS**

32 **Section 1.** The officers of the *New York State*
33 *Society of Medical Assistants* shall be president,
34 vice president, secretary, treasurer, immediate
35 past president, and any *New York State Society*
36 *of Medical Assistants* member who is currently
37 serving on the **American Association of**
38 **Medical Assistants Board of Trustees**.

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

44 A. be an active or life member

46 B. submit qualifications for office and
47 written consent to serve to the
48 chairman of the *Nominating*
49 *Committee*, postmarked by the

50 designated deadline, except for
51 nominations from the floor.

53 **Section 3.** Additional qualifications for
54 specific offices:

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

1. Have served as a member of
the Executive Board, or as
president of a component
Chapter, or served as
chairman of a Standing
Committee for two years.
2. Have attended at least two
previous annual meetings of
the *New York State Society*
of Medical Assistants .

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

1. Be proficient in recording and
transcribing minutes.
2. Have attended at least two
previous annual meetings of
the *New York State Society*
of Medical Assistants.

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

1. Be adept in bookkeeping
methods.
2. Have attended at least two
previous annual meetings of
the *New York State Society*
of Medical Assistants.

89 **ARTICLE VIII –** 90 **NOMINATIONS AND** 91 **ELECTIONS**

93 **Section 1. Nominations:**

95 A. There shall be a *Nominating Committee*
96 composed of three (3) active or associate
97 members elected as follows:
98

- 1 1. The Immediate Past President shall
- 2 be the chairman.
- 3
- 4 2. Two members shall be elected by
- 5 secret ballot following nominations
- 6 from the floor of the General
- 7 Assembly with a plurality vote
- 8 electing. If there is a tie between two
- 9 candidates another ballot shall be
- 10 taken to determine the successful
- 11 candidate.
- 12 3. No two members of the committee
- 13 shall be from the same component
- 14 chapter.
- 15
- 16 B. The *Nominating Committee* shall be
- 17 responsible for soliciting, screening
- 18 and presenting a slate of nominees
- 19 for office in accordance with
- 20 **ARTICLE VII** of these bylaws.
- 21
- 22 C. In order to be considered by the
- 23 *Nominating Committee*, the names
- 24 and qualifications of proposed
- 25 members for elected office shall be
- 26 submitted to the chairman of the
- 27 *Nominating Committee* by February
- 28 1st of the election year.
- 29
- 30 D. The names and the qualifications of
- 31 the candidates meeting eligibility
- 32 requirements shall be published in
- 33 the *NYSSMA Today*.
- 34
- 35 E. Additional nominations may be
- 36 made from the floor provided that
- 37 the nominees comply with the
- 38 eligibility requirements of
- 39 **ARTICLE VII**. Documentation of
- 40 the qualifications must be submitted
- 41 to the President and nominating
- 42 committee chair

44 **Section 2. Elections:**

- 45
- 46 A. Officers shall be elected by ballot
- 47 and a majority vote shall elect. A
- 48 nominee need not be present to be
- 49 elected.
- 50

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- 67 B. Delegates and Alternates to the
- 68 *American Association of Medical*
- 69 *Assistants House of Delegates* shall
- 70 be nominated from the floor and
- 71 elected by secret ballot at the *New*
- 72 *York State Society of Medical*
- 73 *Assistants General Assembly*. The
- 74 election shall be by plurality vote.
- 75 The order of the voting results shall
- 76 determine the order of the delegates
- 77 and alternates. The incoming
- 78 president and vice president shall be
- 79 first and second delegates
- 80 respectively. The president shall be
- 81 chairman of the delegation.

67 **ARTICLE IX – OFFICERS**
68 **TERMS OF OFFICE,**
69 **VACANCY AND REMOVAL**

71 **Section 1. Term of Office:**

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- 98
- A. The term of office for the president,
- vice president and immediate past
- president shall be for one
- administrative year or until the close
- of the annual meeting of the
- General Assembly* following the
- election to office. The
- administrative year runs from the
- close of the annual *General*
- Assembly* until the close of the next
- annual *General Assembly*.
- B. The term of office for the secretary
- and the treasurer shall be for one
- administrative year or until the close
- of the annual *General Assembly*
- following the assumption of office.
- These officers may be re-elected to
- the respective office.
- C. All officers shall assume office at
- the close of the *General Assembly* at
- which they were elected.

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

- 1 A. In the event of a vacancy in the
2 office of the president, the vice
3 president shall succeed to the
4 office of president.
5
6 B. In the event of a vacancy in any
7 other office, not provided elsewhere
8 in these bylaws, the Executive Board
9 shall appoint a person who shall
10 meet the qualifications prescribed in
11 **ARTICLE VII** to serve until the
12 next the next meeting of the *General*
13 *Assembly* of the *New York State*
14 *Society of Medical Assistants*.

18 **Section 3. Removal from Office**

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

24 **ARTICLE X – DUTIES OF** 25 **OFFICERS**

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

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

- 37 A. Preside at all meetings of the
38 *New York State Society of*
39 *Medical Assistants*, and the
40 *General Assembly*.
41
42 B. be an ex-officio member of all
43 committees except the
44 *Nominating Committee*.
45
46 C. Appoint, subject to approval by
47 the Executive Board, all
48 committee chairmen, the

49 Parliamentary Advisor, and a
50 past president to serve on the
51 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.

Section 3. The vice president shall:

- A. Assist the president throughout the
year.
B. Assume the duties of the president in
the absence of the president.
C. Succeed to the office of president in
event of a vacancy.
D. Automatically succeed to the office
of president at the end of the term as
vice president.
E. Be second delegate to the *American*
Association of Medical Assistants
House of Delegates.

Section 4. The secretary shall:

- A. Keep the minutes of all meetings of
the *New York State Society of*
Medical Assistants – *General*
Assembly and Executive Board
meetings.
B. Be prepared to research minutes for
historical information of motions
passed at all meetings of the *New*
York State Society of Medical
Assistants.

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

- 2
3 A. Be responsible for all monies,
4 securities, and valuable papers of
5 the *New York State Society of*
6 *Medical Assistants*.
7
8 B. Pay all the obligations of the *New*
9 *York State Society of Medical*
10 *Assistants* as authorized by the
11 *General Assembly* or the Executive
12 Board.
13
14 C. Keep a detailed account of receipts
15 and disbursements.
16
17 D. File information returns as may be
18 required by government
19 authorities.
20
21 E. Have available all pertinent
22 information and account books
23 for an annual audit.
24

25 **Section 6.** The immediate past president
26 shall:

- 27
28 A. Assist the president and other
29 officers of the Executive Board.
30
31 B. Be available for consultation when
32 necessary.
33

34 **Section 7.** Officers resigning from office or
35 members resigning from committee
36 chairmanships shall submit their written
37 resignation to the president and the secretary.
38 The duties of the position must not be
39 relinquished until a written resignation has been
40 approved by the Executive Board and becomes
41 effective.
42
43
44

45 **ARTICLE XI – Executive**
46 **Board**

47
48 **Section 1.** The Executive Board shall consist
49 of the elected officers of the *New York State*

50 *Society of Medical Assistants* and any *New*
51 *York State Society of Medical Assistants*
52 member serving on the *American Association of*
53 *Medical Assistants Board of Trustees* and the
54 president at his/her discretion may appoint up to
55 three additional members to the *Executive*
56 *Board*. These appointed members must have
57 their dues paid to the AAMA Executive Office
58 by December 31st (the controlling time is that of
59 sending, not that of receiving). The
60 parliamentary advisor shall be an ex-officio
61 member without vote. The president shall be the
62 chairman.
63

64 Section 2. The Executive Board shall consist of
65 the elected officers of the *New York State*
66 *Society of Medical Assistants* and any *New*
67 *York State Society of Medical Assistants*
68 member serving on the *American Association of*
69 *Medical Assistants Board of Trustees* and any
70 member attending a meeting of the *Executive*
71 *Board*, who dues are paid to the AAMA
72 Executive Office by December 31st (the
73 controlling time is that of sending, not that of
74 receiving). The parliamentary advisor shall be an
75 ex-officio member without vote. The president
76 shall be the chairman.
77

78 **Section 3.** The Executive Board shall:

- 79
80 A. Conduct the affairs, work, and
81 activities of the *New York State*
82 *Society of Medical Assistants*
83 between meetings of the *General*
84 *Assembly*.
85
86 B. Recommend dues to the *General*
87 *Assembly*.
88
89 C. Authorize warrants on the Treasury.
90
91 D. Approve the appointments by the
92 President of the *Standing and*
93 *Special Committees Chairmen* and
94 members, and the *Parliamentary*
95 *Advisor*.
96
97 E. Approve appointments to the
98 *Judicial Board*.
99
100 F. Approve the appointment of the

1 Editor of the official *New York*
2 *State Society of Medical*
3 *Assistants'* publication.
4

5 G. Fill any vacancy on the Executive
6 Board with the exception of the
7 President .
8

9 H. Approve applications of prospective
10 component chapters applying for
11 affiliation with the *New York State*
12 *Society of Medical Assistant.*
13

14 I. Fill any vacancy of committee
15 chairmanship or committee member.
16

17 **Section 4.** The **Executive Board** may remove
18 from office any officer or committee chairman
19 and/or committee member who fails to perform
20 duties of the position as required. All
21 disciplinary powers shall reside with the
22 **Executive Board.** A two-thirds vote of the
23 **Executive Board** shall be necessary to effect
24 any disciplinary action.
25

26 **Section 5.** The **Executive Board** shall suspend
27 the charter of a component chapter if it does not
28 meet the minimum membership requirement.
29 The **Executive Board** may revoke the charter of
30 a component chapter if the chapter is found
31 guilty of conduct deemed in violation of these
32 bylaws.
33

34 **Section 6.** The **Executive Board** shall meet in
35 June, September or October and January or
36 February following the meeting of the *General*
37 *Assembly* of the *New York State Society of*
38 *Medical Assistants.* A special meeting of the
39 **Executive Board** may be called by the
40 president, or upon the written request of four
41 members of the **Executive Board.**
42

43 **Section 7.** The **Executive Board** shall be
44 allowed to vote by teleconference, by e-mail,
45 mail ballot, online or video conferencing
46 between meetings of the **Executive Board** with
47 a majority vote ruling. Mail must be sent first
48 class and instructions shall allow ample time,
49 not less than 14 days, for reply.
50

51 **Section 8.** A quorum shall consist of the
52 majority of the members of the **Executive**
53 **Board.**
54

55 **ARTICLE XII – JUDICIAL** 56 **BOARD**

57
58 **Section 1.** The **Judicial Board** shall consist of
59 five past presidents of the *New York State*
60 *Society of Medical Assistants* and the
61 *Parliamentary Advisor* who shall be ex-officio
62 member without vote.
63

64 A. Each year the president shall
65 appoint, with the approval of the
66 **Executive Board**, one member to
67 serve a five year term.
68

69 B. No member shall serve more than
70 two terms, but a member appointed
71 to serve an un-expired term shall
72 not be regarded as having served a
73 term unless serving three or more
74 years.
75

76 C. The newly appointed member serves
77 as Vice Chair of the Judicial Board
78 for the year of appointment. During
79 the subsequent year, this member
80 serves as the Chair of the Judicial
81 Board.
82

83 D. In the case of an unforeseen vacancy
84 on the Judicial Board, the President,
85 with the approval of the Executive
86 Board shall appoint a past president
87 whose membership see **Article V**
88 **Section 3** to fill the vacancy.
89

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

96 **Section 3.** The **Judicial Board** shall have
97 jurisdiction in all questions involving
98 interpretation of these bylaws.
99

- 1 **Section 4.** The **Judicial Board** shall:
 2
 3 A. Meet during the annual meeting of
 4 the *General Assembly* to elect a
 5 chairman and Vice-Chairman, and
 6 to consider any other business.
 7
 8 B. Meet or consult upon the call of the
 9 chairman. This consultation may be
 10 by mail, e-mail, or teleconference
 11 as long as the rights of the appellant
 12 are not prejudiced.
 13
 14 C. Submit an annual report to the
 15 *General Assembly*.
 16
 17 D. Publish in the official publication of
 18 the *New York State Society of*
 19 *Medical Assistants*, as soon as
 20 practicable, a summary of the
 21 questions and decisions of the
 22 **Judicial Board**, when applicable to
 23 the general membership.
 24
 25
 26
 27 **Section 5.**
 28
 29 A. A request for judicial action shall be
 30 directed to the chairman and may be
 31 made by the *General Assembly* of
 32 the *New York State Society of*
 33 *Medical Assistants*, the president, or
 34 the president of a component
 35 chapter or its executive board.
 36 Where known, the persons directly
 37 involved shall be notified of any
 38 matters coming before the **Judicial**
 39 **Board** and be permitted to present
 40 any material deemed pertinent to the
 41 matter under consideration.
 42
 43 B. A request for review of any decision
 44 by the Board may be made to the
 45 Chair of the Board by any person
 46 affected by that decision provided
 47 that new or additional information is
 48 to be presented to the Board. Copies
 49 of the request shall be sent to the

50 NYSSMA President and to others
 51 involved in the case.

52
 53 **Section 6.** A vacancy occurring on the
 54 **Judicial Board** shall be filled by the *New York*
 55 *State Society of Medical Assistants* president
 56 with the approval of the **Executive Board**.
 57

58 **Section 7.** Three voting members of the
 59 **Judicial Board** shall constitute a quorum.
 60

61 **ARTICLE XIII –** 62 **COMMITTEES**

63 **Section 1.** There shall be **Standing and**
 64 **Special Committees** whose chairmen shall be
 65 appointed by the *New York State Society of*
 66 *Medical Assistants* president with the approval
 67 of the **Executive Board**.
 68

69 **Section 2.** The **Standing Committees** and
 70 their duties:
 71

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

B. The **Bylaws Committee** shall:
 1. Study the bylaws and maker
 recommendations for
 desirable changes.
 2. Review recommendations
 made by component chapters
 and/or the Executive Board,
and make proposed changes
to the General Assembly
when necessary.

3. Review bylaws of the
 component chapters to be
 sure they are in compliance
 with the bylaws of the *New*
York State Society of
Medical Assistants and the
American Association of

1	<i>Medical Assistants</i> , and to	52	cooperation within the <i>New</i>
2	make recommendations	53	<i>York State Society of Medical</i>
3	where pertinent.	54	<i>Assistants</i> .
4		55	
5	4. Have the Parliamentary	56	2. Enhance the relations between
6	Advisor as an ex-officio	57	medical assistants and the
7	member.	58	community.
8		59	
9	C. The Convention Committee shall	60	3. Enhance the relations between
10	work with the <i>New York State</i>	61	medical assistants and other health
11	<i>Society of Medical Assistants</i>	62	care professionals.
12	president in making arrangements	63	
13	and planning the meeting.	64	4. Work closely with all other
14		65	committees of the <i>New York</i>
15	D. The Education Committee shall	66	<i>State Society of Medical</i>
16	provide educational services for	67	<i>Assistants</i> to market all aspects
17	the members of the <i>New York</i>	68	of the medical assisting
18	<i>State Society of Medical</i>	69	profession and the <i>New York</i>
19	<i>Assistants</i> , and assist component	70	<i>State Society of Medical</i>
20	chapters, when asked, to produce	71	<i>Assistants</i> .
21	workshops and seminars.	72	
22		73	5. Have the responsibility of
23	E. The Strategic Plan Committee	74	maintaining and increasing the
24	shall:	75	membership of the <i>New York State</i>
25		76	<i>Society of Medical Assistants</i> .
26		77	
27	1. Research and develop long	78	6. Work with the Executive Board to
28	and short term goals to	79	encourage and develop new
29	further the growth and	80	chapters.
30	ideals of the <i>New York</i>	81	
31	<i>State Society of Medical</i>	82	7. Continue to contact alol members to
32	<i>Assistants</i> .	83	encourage renewal of membership
33		84	and increased participation in local
34	2. Review recommendations	85	and state activities.
35	received from component	86	
36	chapters.	87	8. Provide information to all members
37		88	via online, email, and NYSSMA
38	3. Anticipate problems and	89	publications.
39	work on methods to solve	90	
40	them.	91	9. Recognize achievements of
41		92	members, i.e., years of membership,
42	4. The Executive Board	93	renewed membership, and
43	shall constitute the	94	recertification.
44	committee.	95	
45		96	G. The Public Affairs Committee
46	F. The Marketing,	97	Shall:
47	Membership and Retention	98	
48	Committee shall:	99	1. Keep the members of the
49		100	<i>New York State Society of</i>
50	1. Stimulate a feeling of	101	<i>Medical Assistants</i>
51	fellowship and cooperation w		

1 informed of proposed
2 state and federal legislation
3 that might affect the career of
4 the medical assistant and/or
5 *health care professions.*

6
7 I. The **Resolutions Committee** shall
8 receive and review resolutions
9 presented by component chapters,
10 *individuals*, and/or the **Executive**
11 **Board**, and prepare those resolutions
12 to be submitted to the *General*
13 *Assembly*. The Parliamentary
14 Advisor shall be an ex-officio
15 member of this committee.

16
17 J. The **Ways and Means Committee**
18 shall:

- 19
20 1. Make recommendations for
21 augmenting the funds of the
22 *New York State Society of*
23 *Medical Assistants.*
24
25 2. Supervise the fund raising
26 activities that have been
27 approved by the Executive
28 Board.

29
30 **Section 3.** At least 60 days before the annual
31 meeting of the *General Assembly* of the *New*
32 *York State Society of Medical Assistants*, or
33 earlier if requested by the President, the
34 chairman of each committee shall submit to the
35 President a written report of the charge to the
36 committee and the activities and actions taken
37 by the committee during the year, and any
38 recommendations it wishes to present to the
39 *General Assembly*.

40
41 **Section 4. Special Committees** may be
42 created by the president, Executive Board,
43 and/or the *General Assembly* when deemed
44 necessary to carry on the work of the *New York*
45 *State Society of Medical Assistants*. Their
46 composition and functions shall be in
47 accordance with the authorization of their
48 appointment. The president shall appoint
49 chairmen and members with the approval of the
50 Executive Board and shall be an ex-officio
51 member of all committees.

52 **ARTICLE XIV –**
53 **GENERAL ASSEMBLY**

54
55 **Section 1.** The governing body of the *New*
56 *York State Society of Medical Assistants* shall
57 be the *General Assembly*, which shall have the
58 authority to determine its policies and the power
59 to amend bylaws, set dues and act upon such
60 business as may be presented.

61
62 **Section 2.** The composition of the *General*
63 *Assembly* shall be all active, associate, and
64 sustaining members whose dues were
65 postmarked or submitted electronically to the
66 AAMA Executive Office by December 31st
67 (the controlling time is that of sending, not that
68 of receiving) and life members of the *New York*
69 *State Society of Medical Assistants*.

70
71 **Section 3.** The **President** shall appoint the
72 **Credentials Committee, Teller, Pages**, and
73 such other committees as necessary for the
74 organization and operation of the *General*
75 *Assembly*, and shall report the presence of a
76 quorum.

77
78 A. The **Credentials Committee** shall
79 verify the legal voting status of
80 the members attending the *General*
81 *Assembly*. The committee shall
82 determine the total legal votes,
83 the number of a majority vote, and
84 the number for a two-thirds vote.

85
86 B. Any emergency resolutions shall be
87 Submitted to the President
88 by 8 pm on the day preceding the
89 opening of The General Assembly.

90
91 **Section 4.** The annual meeting of the *General*
92 *Assembly* shall be held during the annual
93 meeting of the *New York State Society of*
94 *Medical Assistants*.

95
96 A. Special meetings of the *General*
97 *Assembly* may be held at the call of
98 the Executive Board by written
99 notice to all qualified voting
100 members of the *New York State*

1 **Society of Medical Assistants** at
2 least 30 days in advance of the
3 meeting.
4

5 **Section 5.** In the event of an administrative
6 emergency, declared by the Executive Board,
7 the Executive Board may take a vote of all
8 qualified voting members by mail instead of
9 calling a special meeting of the *General*
10 *Assembly*. Ballots shall be sent *First Class* mail
11 by the President and returned to the chairman of
12 the Tellers. The ballots shall be sent in ample
13 time, not less than 14 days, for reply from the
14 voting member.
15

16 **Section 6.** At all meetings of the *General*
17 *Assembly*, a quorum shall be the majority of
18 the members present and voting.
19

20 **ARTICLE XV – MEETINGS**

21
22 **Section 1.** There shall be an annual meeting
23 of the *New York State Society of Medical*
24 *Assistants* at a place and time approved by
25 the Executive Board.
26

27 **Section 2.** Special meetings of the *General*
28 *Assembly* shall be held at the call of the
29 Executive Board as outlined in **Article XIV,**
30 **Section 4, A.**
31

32 **ARTICLE XVI –** 33 **PUBLICATION**

34
35 **Section 1.** There shall be an official
36 publication of the *New York State Society of*
37 *Medical Assistants* and the Executive Board
38 shall establish its editorial policies.
39

40 **Section 2.** The editor shall be appointed by the
41 president with the approval of the Executive
42 Board. The official responsibilities of the editor
43 shall begin at the close of the annual meeting of
44 the *General Assembly* of the *New York State*
45 *Society of Medical Assistants.*
46

47 **Section 3.** The editorial staff shall be
48 appointed by the president with the approval of
49 the Executive Board.
50

51 **Section 4.** The publication shall present
52 educational articles and organizational
53 information, and shall serve as the official
54 history of the *New York State Society of*
55 *Medical Assistants.* A historian may be
56 appointed by the president with the approval of
57 the Executive Board.
58

59 60 **ARTICLE XVII –** 61 **REPRESENTATION TO THE** 62 **AMERICAN ASSOCIATION** 63 **OF MEDICAL ASSISTANTS** 64 **HOUSE OF DELEGATES**

65
66 **Section 1.** The *New York State Society of*
67 *Medical Assistants* shall be represented to the
68 *American Association of Medical Assitants*
69 *House of Delegates* as outlined by their bylaws.
70

71 **Section 2.** The *New York State Society of*
72 *Medical Assistants* president and vice president
73 shall be the first and second delegates to the
74 *American Association of Medical Assistants*
75 *House of Delegates.* Delegates and alternate
76 delegates must be active or AAMA life members
77 of the *American Association of Medical*
78 *Assistants*

79 Whose membership has not been revoked as
80 delineated in AAMA Bylaws Article VI, section
81 4 (Revocation). Whose dues shall be postmarked
82 or submitted electronically to the AAMA
83 Executive Office by December 31 (the
84 controlling time is that of sending, not that of
85 receiving.)
86

87 **Section 3.** Delegates and alternate delegates
88 shall be elected to serve for one year from the
89 opening of the *American Association of*
90 *Medical Assistants House of Delegates for the*
91 *year elected until* the opening of the *American*
92 *Association of Medical Assistants House of*
93 *Delegates for the following year.*

1
2 **Section 4.** The names of the delegates and
3 alternates shall be submitted to the *American*
4 *Association of Medical Assistants Executive*
5 *Office at least 90 days prior to the annual*
6 *House of Delegates meeting.*
7

8
9 **ARTICLE XVIII –**
10 **PARLIAMENTARY**
11 **AUTHORITY**

12
13 **Section 1.** *The Bylaws of the New York State*
14 *Society of Medical Assistants and/or the Bylaws*
15 *of the American Association of Medical*
16 *Assistants shall govern all meetings of the*
17 *society and the Executive Board. In cases where*
18 *the bylaws of either organization do not cover*
19 *an issue, the current edition of **Robert’s Rules***
20 *of Order (Newly Revised) shall be used.*

21
22 *A. There shall be a **Parliamentary***
23 *Advisor appointed by the president*
24 *with the approval of the Executive*
25 *Board.*
26

27
28
29
30
31 **ARTICLE XIX –**
32 **DISSOLUTION**

33
34 **Section 1.** In the event of dissolution of the *New*
35 *York State Society of Medical Assistants*, after
36 payment of all liabilities, none of the assets
37 shall be distributed to any member, but shall be
38 transferred to a medical or charitable institution
39 or projects designated by a majority of the
40 *eligible voting members* at a meeting called for
41 the purpose of dissolution. The president shall
42 notify the Executive Office of the *American*
43 *Association of Medical Assistants* no later than
44 10 days *after the meeting in which dissolution*
45 *was voted.*
46

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

53
54 **ARTICLE XX –**
55 **AMENDMENTS OR**
56 **SUSPENSIONS**

57
58 **Section 1.** These bylaws may be amended, or
59 sections may be suspended, by a two-thirds vote
60 of the *General Assembly* of the *New York State*
61 *Society of Medical Assistants.*

62
63 **Section 2.** *All proposed amendments and/or*
64 *proposed suspensions of these bylaws must be*
65 *published to the eligible voting members of this*
66 *society at least 30 days before the meeting they*
67 *are to be voted upon.*