

MONTANA

BYLAWS

2017

December 2017

The purpose of the Montana 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 healthcare delivery through optimal use of multi-skilled Certified Medical Assistants (CMA's) AAMA.

CODE OF ETHICS

The Code of Ethics of the American Association of Medical Assistants, Inc. and Montana Society of Medical Assistants shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of AAMA and Montana Society of Medical Assistants (MSMA) dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the general public, which they serve, do pledge themselves to strive always to:

- A. Render service with full respect for the dignity of humanity;
- B. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information;
- C. Uphold the honor and high principles of the profession and accept its disciplines;
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues;
- E. Participate in additional service activities aimed toward improving the health and well being of the community.

CREED

I believe in the principles and purposes of the professionalism of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

DEFINITION OF PROFESSIONALISM

Medical assisting is an allied health profession whose practitioners function as members of the healthcare delivery team and perform administrative and clinical procedures.

ARTICLE I – NAME

The name of this organization shall be the Montana Society of Medical Assistants (MSMA), hereafter referred to as the Society. It is a constituent society affiliated with the American Association of Medical Assistants, hereinafter known as the AAMA.

ARTICLE II – PURPOSE

The purpose of the Montana 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 the optimal use of multi-skilled Certified Medical Assistants (CMA's) AAMA.

ARTICLE III – ORGANIZATIONAL POLICY

The Society is hereby declared to be nonprofit. It is not, nor shall it become, a trade union or collective bargaining agency. No person otherwise qualified for membership in AAMA shall be denied membership. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of the Society.

ARTICLE IV – MEMBERSHIP

Section 1 – Classes

There shall be eight classes of membership: active, life, sustaining, associate, international, student, honorary and affiliate.

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

B. No other membership or quasi-membership classes shall be permitted by this Society or a component chapter of this Society.

Section 2 – Qualifications

Active – An active member shall be one of the following:

1. A CMA (AAMA) holding current credential status and whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMA (AAMA).

2. Anyone who was an active member on December 31, 1987, who has never been a CMA(AAMA), and who has maintained continuous active membership. Continuous active membership shall be defined as

having dues postmarked or submitted electronically to the AAMA Executive office by December 31st (the controlling time is that of sending, not that of receiving).

Sustaining – Anyone who has been an active or associate member for at least 2 years, who has retired from medical assisting is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.

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.

Student – A student member:

1. Shall be enrolled in a medical assisting program.
2. May choose a two-year student membership term or a one-year student membership term.
 - a. After a two-year student membership term, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
 - b. after a one-year student membership term, the member is eligible for a second year of student membership as long as the member renews during the member's one-year student membership term. After the second-year of student membership, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements.)
 - c. No member is eligible for more than a total of two consecutive years of student membership.

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.

Life – A life member of this society shall be an active member who has had life membership conferred by MSMA for having made an outstanding contribution to the society. Any member of a component chapter may submit to the General Assembly, for its consideration, the name of a candidate for life membership provided that the individual's name and statement outlining the contribution be submitted sixty (60) days prior to the Annual Conference. Conferral of life membership shall require a two-thirds vote by ballot. There shall be no more than one life membership conferred in one year. A life member shall not pay state dues, but shall pay national and chapter dues unless life membership has been conferred at these levels. A life member shall continue to enjoy all of the rights and privileges of active membership.

Honorary – An honorary member of this society shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assisting and/or the Montana Society. Honorary membership is conferred by a two-thirds vote of the Board of Directors. No more than two (2) honorary memberships may be conferred in any year. Nominations with supporting documentation shall be submitted to the Board of Directors at least sixty (60) days in advance of the Annual Conference by the component chapters or a member of the Board of Directors.

Section 3 – Privileges

Active and life members who are CMA's (AAMA) holding current status are eligible to serve as officers and trustees. Any active or life member may serve as a delegate or committee chair. Privileges on a chapter level will be determined by those entities respectively. To be a delegate to a National Conference one must be an AAMA active or life member.

ARTICLE V – DUES

Section 1 – Annual state dues for all classes of members shall be established by the House of Delegates upon recommendation by the Board of Trustees. Dues shall become due and payable November 1st and shall be delinquent if not post-marked or submitted electronically to the AAMA Executive Office by December 31st (the controlling time is that of sending, not that of receiving).

Full dues will be assessed for active, associate and affiliate members.

One-half dues will be assessed for sustaining members.

Dues will be assessed for international members.

Dues will be assessed for student members.

Life and honorary members are not required to pay dues.

In the event a member shall have failed to pay dues by December 31st; they shall be suspended from all membership privileges.

Section 2 - Dues for a new member joining on or after September 1st shall be credited to the following year.

Section 3 - To serve as a delegate, an alternate, an officer or a trustee, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31st (the controlling time is that of sending, not that of receiving).

Officers and trustees must maintain current membership during their terms of office.

Section 4 – Constituent societies and component chapters shall offer reciprocity to members transferring membership from a constituent society and/or component chapter. The transferring member shall present proof of current AAMA membership status.

Section 5 – Membership belongs to the individual and shall be non-transferable.

ARTICLE VI – EXECUTIVE BOARD OF DIRECTORS

Section 1 – The Executive Board of Directors shall consist of the elected officers, the immediate past president, the members of the Board of Trustees and the Parliamentarian who is an ex-officio with the right to vote. The President shall act as Chair of the Executive Board of Directors. Members belonging to a National Committee/Task Force shall be members of the Executive Board of Directors with the right to vote.

Section 2 – The Executive Board of Directors shall have full authority to transact the business of this Society between annual meetings, but shall take no action contrary to any general policy, which shall have been adopted at the annual meeting and is still in effect.

Section 3 – A quorum shall consist of a majority of the Board. There shall be no voting by proxy.

Section 4 – The Executive Board of Directors shall meet three times a year.

ARTICLE VII – OFFICERS AND TRUSTEES AND THEIR QUALIFICATIONS

Section 1 – The officers of the Montana Society of Medical Assistants shall be elected as follows; a President, a President Elect, a Secretary and a Treasurer.

Section 2 – There shall be six Trustees.

Section 3 – A candidate for office or trusteeship shall be an AAMA Certified Medical Assistant (CMA) holding current status and shall:

1. Be an active or life member in good standing.
2. Submit qualifications for office and written consent to serve to the chair of the Nominating Committee.

Section 4 – Additional qualifications for specific offices shall be:

A. A candidate for President Elect shall:

1. Have been an elected member of the Board of Trustees for two years, or served as a chair of a state committee for at least one term.
2. Have served as an officer of a component chapter.

B. A candidate for Secretary shall:

1. Have attended at least two previous MSMA meetings or served as a chair of a state committee for at least one term.
2. Have served as an officer of a component chapter;
3. Be proficient in recording and transcribing minutes.

C. A candidate for Treasurer shall:

1. Have attended at least two previous MSMA meetings or served as chair of a state committee for at least one term.
2. Have served as an officer of a component chapter.

D. A candidate for Trustee shall:

1. Have attended at least two previous MSMA meetings or served as a chair of a state committee for at least one term.
2. Have served as an officer of a component chapter.

Section 5 – No retiring President may be re-elected to the office of President Elect until after the lapse of two years, so they may serve as Immediate Past President/Parliamentarian.

Section 6 – The President Elect shall fill vacancy in the office of the President. In the event of vacancy in the office of President Elect, the office shall remain vacant until the next annual conference. When the President Elect assumes the office of President under the conditions of a vacancy any restriction on consecutive terms is lifted and they may run for President at the Annual Conference.

Section 7 – Officers shall perform such duties as are implied by their respective offices consistent with standard parliamentary procedures and/or as required by law. Specific duties are enumerated in the policy manual.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1 – Nominations for elected officers with their qualifications and written consent to serve shall be submitted to the chair of the Nominating Committee prior to the annual meeting. The slate of nominees and their qualifications shall appear in the pre-convention issue of the official publication of this society.

Nominations may be made from the floor. Person making the nomination shall verify the qualifications of the person being nominated prior to nomination. The Nominating Committee chair must have the consent of the nominee in order for the name to be placed in nomination. (The office need not be specified.)

Elections shall be held during the annual session of MSMA.

Section 2 – Elections shall be by written ballot. The candidate receiving a majority of votes cast for each office will be elected. Regular term of office shall commence upon adjournment of the annual meeting.

ARTICLE IX – 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 the standard parliamentary procedure.

Section 2 – The President shall preside at all meetings of this Society, shall appoint all committees not otherwise provided for with approval of the Executive Board of Directors, and shall perform other duties as custom and parliamentary usage may require, or as the membership may direct. The President shall be an ex-officio member of all committees except the Nominating Committee.

Section 3 – The President Elect shall keep in close touch with the affairs of this Society and succeed to the office of President at the conclusion of his/her term.

Section 4 – The Secretary shall attend all meetings of the Society and shall keep minutes of the respective proceedings in separate record books. The Secretary will write the official correspondence of this Society.

Section 5 – The Treasurer shall demand and receive funds due it, together with any bequests and donations, and shall promptly deposit same and keep a proper and accurate record thereof. The Treasurer shall at all times have a proper and accurate accounting of all funds disbursed by this Society and shall present a report at each general assembly and each Executive Board of Directors meeting. The Treasurer shall pay out funds of this Society only upon proper check or draft properly authorized by the Executive Board of Directors and signed by authorized signatures. The Treasurer shall be bonded. The Treasurer shall assist in all financial affairs of this Society.

Section 6 – The Parliamentarian shall possess current knowledge of ROBERTS RULES OF ORDER, NEWLY REVISED and shall be an authoritative source. The Parliamentarian shall assist the presiding officer on points of parliamentary law.

ARTICLE X – BOARD OF TRUSTESS

Section 1 – The Board of Trustees shall consist of the President, President Elect, Secretary, Treasurer, Parliamentarian, six Trustees and any state members belonging to a National Committee/Task Force. The Board of Trustees shall act as advisory body to the President and Officers.

ARTICLE XI – COMMITTEES/STRATEGY TEAMS

Section 1 – There shall be the following standing committee: Budget and Finance, Bylaws, Legislative, Policy, Records Retention, Education and Certification, Newsletter and Public Relations, Nominating and Membership. Please refer to the Policy Manual for an outline of duties by each committee.

Section 2 – Special committees are appointed by the President for a special function and will remain active until their function is completed and/or they are dissolved upon the completion of the responsibility.

Section 3 – A special committee chair has a vote on the Executive Board of Directors. If that chair has another position/chair on the Board, there will be only one vote and that will be considered as one for the purpose of quorum count.

ARTICLE XII – GENERAL ASSEMBLY, GENERAL SESSION

Section 1 – The governing body of MSMA shall be the General Assembly which shall have the authority to determine the policies of this Society, the power to amend the bylaws, act upon such business as may be presented, conduct the election of officers, delegates and alternate delegates to the AAMA

Section 2 – Delegates shall be the active, associate and life members of the Society. No member may serve as delegate if dues are not considered current by AAMA.

Section 3 – A majority of members seated in the general assembly shall constitute a quorum.

Section 4 – The General Assembly shall meet in the month of April.

ARTICLE XIII – AAMA HOUSE OF DELGATES

Delegates and alternates to the AAMA House of Delegates shall be active AAMA life members in good standing in AAMA. Representation of this Society in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV Section 2 C 1-4) as follows:

1. Delegates and alternates shall be active or AAMA life members whose membership has not been revoked, as delineated in Article VI, Section 4.
2. Each constituent society shall be entitled to two delegates for the first 100 active and associate members or fraction thereof plus one delegate for each additional 400 active and associate members or fraction thereof.
3. The number of delegates shall be determined by the constituent society's total active and associates membership of the membership year prior to the date on which names of delegates and alternates shall be submitted to the Speaker of the House.
4. Delegates and alternates shall be elected to serve one year from the opening of the House of Delegates until the opening of the House of Delegates the following year.
5. The names of delegates and alternates shall be submitted to the Executive Office at least ninety (90) days prior to the Annual Meeting of the House of Delegates.

ARTICLE XIV – AUTHORITY

Section 1 – The Bylaws of the AAMA shall supersede the Bylaws of this Society. In the event of conflict, the Bylaws of the AAMA shall take precedence.

ARTICLE XV – AMENDMENTS

Section 1 – These Bylaws may be amended by a two-thirds vote at any annual meeting of the General Assembly provided that the proposal amendments shall have been submitted in writing to the elected delegates no later than thirty (30) days prior to the meeting at which they will be discussed.

Section 2 – These Bylaws may be amended at the annual meeting of the General Assembly without previous notice by the unanimous vote of the voting body. In the event any provision in the Bylaws is in conflict with the Bylaws of the AAMA, then that provision which is in conflict shall automatically be amended to comply with the AAMA Bylaws.

ARTICLE XVI – DISSOLUTION

Section 1 – In the event of the dissolution of the Society, none of the assets shall be distributed to any member, but they will be transferred to a medical or charitable institution or project, which a majority of the delegates attending a meeting of the membership for this purpose shall approve and designate.

Section 2 – The President shall notify the AAMA Executive office of its dissolution within ten (10) days of the meeting at which the dissolution is approved by the Society membership.

Section 3 – It shall be a responsibility of the President and the Treasurer to complete all necessary federal and state forms upon dissolution. Copies of those forms will be sent to the AAMA Executive Office. No funds are to be distributed to any member or its officers of this Society. After all liabilities are paid, any remaining funds are to be donated to a charitable organization.

Section 4 – In the event of dissolution of constituent Societies, a financial accounting of the finances shall be due in the AAMA Headquarters no later than ninety (90) days after said Society is dissolved.

ARTICLE XVII – MEETINGS

There shall be an annual conference of MSMA at a place and date selected by the Executive Board of Directors and approved by the General Assembly. If necessary, the Executive Board of Directors may change the place and date.

ARTICLE XVIII – CONSTITUENT SOCIETIES

Constituent Society Bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegate/Alternates representation of the House of Delegates and Dissolution. It will be the responsibility of the AAMA to notify the constituent societies of any changes in those mandated bylaws. It will be the responsibility of the constituent societies to make the mandated changes with copies of the revised bylaws returned to AAMA within 30 days of notification. Any action taken by a State Society that is inconsistent with such mandated language shall immediately be null and void and of no effect.

Revised December 2017

By Mary Sherod CMA (AAMA)
Montana Society of Medical Assistants Bylaws Chair