

MONTANA SOCIETY
OF
MEDICAL ASSISTANTS

PROCEDURE MANUAL

MARCH 2018

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The Montana Society of Medical Assistants (MSMA) is an organization of members of local chapters as well as members at large. The MSMA will represent Montana in dealing with the American Association of Medical Assistants (AAMA) on the national level and shall act as an advisor to local component chapters.

MEETINGS

The MSMA will sponsor two to three meetings per year. These will consist of a State Conference, a Fall mandatory meeting for the Executive Board, which will be held prior to National Conference, and a Winter Meeting to be conducted by correspondence. The sites and dates of these meetings will be determined by the Executive Board at the business meeting at the Annual State Conference.

Continuing Education Units (CEU's) for the State Conference and any Seminars will be granted by the AAMA. As soon as the program topics and speakers are selected, but no later than 30 days prior to the program, the Program Chair should send this information to the AAMA to determine how many CEU's will be granted. It is the responsibility of the Program Chair to complete the necessary paperwork for registering the CEU's with the National Office. All printed information about Continuing Education Sessions should contain the following:

“AAMA CEU's” will be awarded for successful completion of this activity. Upon successful completion, credits earned will be registered by AAMA at no charge for members.” Non-members will be charged an additional \$5.00 for each day of the conference, not per CEU.”

Registration fees for the annual state conference will be a minimum of \$100.00 to be determined by the Executive Board.

STATE CONFERENCE

The State Conference will consist of a meeting in which educational sessions are combined with one business meeting. The business meeting will be conducted by the outgoing officers.

Business to be conducted at the meeting of the State Conference will include election of officers, acceptance of a budget for the coming year, appointment of Committee Chairs and a Parliamentarian, a Winter seminar topic and any Bylaw changes. Sites for the State Conference and any seminars for the coming year will be selected. In addition, the regular, ongoing business of the Organization will be conducted.

After the business meeting, there will be an installation of the newly elected officers. After the second day of conference officers will assume their duties.

SEMINARS

There will be a Winter Seminar which shall be educational and is optional for each individual chapter. The Winter Seminar shall be held in February. The topic will be selected by each chapter. The Chapter will be responsible for speakers, CEU's and registration fees. Five dollars of the registration fee will remain with the Chapter and the net profit will be sent to the State Treasurer.

ADDITIONAL MEETINGS

Additional meetings, may be called by the President or the Executive Board when it is deemed necessary.

QUORUM

A quorum as defined in the Bylaws shall be present at every meeting at which state business is to be conducted. A majority of members seated in the general assembly shall constitute a quorum.

OFFICERS AND TRUSTEES

Election:

All officers of the organization will be elected by a simple majority of members present at the business meeting at the State Conference.

Nominations will be presented to the membership by the Nominating Committee and nominations from the floor will be accepted.

Members who wish to run for Secretary, Treasurer or Trustee, including active Members-at-Large, shall have attended the two consecutive MSMA meetings immediately prior to the current meeting.

A slate of nominees and their qualifications shall be posted on the website one month prior to State Conference. Prior to the election, the Treasurer will verify the credentials of the candidates for the office being sought. It will be the responsibility of the person making a nomination from the floor to verify the credentials of the nominee.

Elections will be by individual office, by secret ballot or by voice vote if the race for that office

is uncontested. The President will appoint tellers to count the ballots and report the results to the Secretary for the permanent records in the minutes.

Duties:

All officers and trustees shall be prepared to attend all State Meetings and fulfill the duties attached to their positions.

In addition to the duties set forth in this manual, officers shall perform such duties as are implied by their respective offices and are consistent with standard Parliamentary procedure.

Terms of Office:

Terms of office will run from the second day of the State Conference through the first meeting of the following Conference. The term of the State Treasurer shall coincide with the MSMA fiscal year, which runs from April State Conference to April State Conference of the following year.

The term of office for the President and President-Elect shall be two years. At the end of the two year term, the President-Elect shall assume the position of State President and a new President-Elect will be elected. Secretary and Treasurer will be elected on a yearly basis.

Vacancies in Office:

In the event of a vacancy in the office of President, the President-Elect shall assume the office until the next annual meeting at which time a President Elect shall be elected. In the event of a vacancy in any other office or on the Board of Trustees, the Executive Board shall appoint a member, who meets the qualifications for the office, to serve the unexpired term.

Removal from Office:

An officer or trustee who fails to perform the duties of his/her office or gives just cause for removal from office shall be removed by a two-thirds vote of the Executive Board.

PRESIDENT

The President shall:

Preside at all meetings of MSMA.

Serve as an ex-officio member of all committees and the Board of Trustees except the Nominating Committee.

Appoint Committee Chairs, Conference and Program Chairs and the Parliamentarian. These shall be appointed at the business meeting of the State Conference and whenever vacancies occur during the year.

Prepare an agenda for all State Business Meetings. These should be given to the officers and Chapter Presidents prior to each meeting.

Notify the National Office in Chicago of the results of the annual election of officers and delegates. This information should be sent to them no later than thirty (30) days following the elections. In addition, the President should make sure the National Office has a current address list of all officers and delegates.

Keep the President-Elect informed of all business or activities of the MSMA and send him/her copies of all correspondence and reports.

Serve as Chair of the Executive Board.

Sign signature cards for all bank accounts. This should be done immediately at the beginning of the fiscal year which is April 1st. (State Conference to State Conference).

Transact all other business of the MSMA which may arise.

In the event a situation arises which the President feels unqualified or uncomfortable in handling alone, he/she should consult with the Executive Board for advice. In the event the Executive Board takes an official action, the President should notify the Secretary of such action, in writing, for the permanent record.

PRESIDENT-ELECT

The President-Elect shall:

Assist the President in all activities of the MSMA.

Attend all State Meetings and be prepared to preside in the event the President is unable to chair a meeting.

Be prepared to assume the duties of President if the President must be absent for an extended period of time or in the event of the President's resignation from office.

Be prepared to assume the Office of the President at the end of his/her term.

SECRETARY

The Secretary shall:

Keep the minutes of all regular and special meetings of MSMA and the Executive Board.

Serve as a member of the Executive Board.

Assist the President throughout the year in any correspondence necessary.

TREASURER

The Treasurer shall:

Be responsible for the finances of MSMA, pay all authorized obligations, maintain accurate records of all funds and observe accepted accounting practices.

Maintain a current list of all members.

Serve as a member of the Executive Board.

Sign signature cards for all bank accounts. This shall be done immediately after the beginning of the fiscal year, April 1st (State Conference to State Conference).

Represent MSMA in all dealings with banks and Finance Committee.

Serve as an ex-officio member of the Budget and Finance Committee.

Shall pay all bills within thirty (30) days of receipt. All bills, including individual reimbursement, will require an invoice/receipt and must be submitted within thirty (30) days.

Prepare current financial reports providing a fiscal year (April 1 - March 31) report to be presented at the Executive Board prior to State Conference and at the State Business meeting during the Conference. The Chapter Presidents shall be responsible for getting this information to the members of their chapter.

He/she shall have the books available for audit immediately prior to the State Business meeting. This committee will audit the books just prior to the State Business meeting for a financial report to be presented at the State Business meeting and at any other time that might be requested by the President.

Chapter Treasurer's will report to the State Treasurer on a yearly basis (due March 31st) with either a copy of the yearly Treasurer's report or a copy of the Chapters bank statement. Information will contain the name of the bank, the account information and who is allowed to sign on the account. State Treasurer will retain these reports on a permanent basis.

The Treasurer shall be bonded.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

Serve as a member of the Executive Board.

Assist the President, as needed, for guidance and advice.

PARLIAMENTARIAN

The Parliamentarian shall:

Be appointed by the President at the State Business Meeting of the Conference.

He/she is responsible for assisting the President and the Officers in meeting the requirements of conducting an orderly business meeting and in following the requirements of the Bylaws, as outlined in the MSMA Procedure Manual and according to **Robert's Rules of Order**.

Have a current copy at each meeting of the MSMA Bylaws, the MSMA Procedure Manual and **Robert's Rules of Order**.

Attend, as a voting participant, all MSMA meetings and any Executive Board session's that may be called.

Act as an advisor to the President and the Executive Board regarding parliamentary procedures.

Maintain order and protocol during all business meetings.

EXECUTIVE BOARD

There shall be an Executive Board composed of the President, President-Elect, Secretary, Treasurer, Immediate Past President, Parliamentarian and members of the Board of Trustees. State members belonging to a National Committee/Task Force shall be members of the Board of Directors with the right to vote.

The Executive Board will function as an advisory body and shall transact any necessary business between meetings. The President shall serve as chair of the Executive Board.

A simple majority of the Executive Board shall constitute a quorum. Any official action taken by the Executive Board shall be recorded within the Secretary's permanent records.

BOARD OF TRUSTEES

The Board of Trustees shall act as an advisory body to the President and Officers. Members of the Board of Trustees shall serve on the Executive Board.

A simple majority of the Board of Trustees shall constitute a quorum.

There shall be six (6) members on the Board of Trustees. Terms shall be for three (3) years and staggered so that two (2) members are elected each year.

DELEGATES AND ALTERNATES

Delegates to the National Conference of AAMA shall be prepared to attend the week long Conference, attend all meetings and functions of the House of Delegates and as many other sessions as possible. They shall represent the interests of MSMA and act as a means of sharing information between the members and the National Officers and Administration.

Based on the State Membership numbers and as determined by the AAMA House of Delegates, Delegates and the Alternate Delegate shall be as follows:

1.) The State President, President-Elect and Secretary shall serve as the three (3) state delegates to the National Conference. The Treasurer shall serve as the Alternate Delegate and attend the National Conference. In the event one of the Delegates is unable to attend the National Conference or is unable to participate as a delegate, the alternate shall become the third delegate. . Thus four (4) members of MSMA would be attending the National Conference, three (3) Delegates and one (1) Alternate.

OR

2.) The State President and the President-Elect shall serve as the two (2) state delegates to the National Conference. The Secretary shall serve as the Alternate Delegate and attend the National Conference. In the event one of the Delegates is unable to attend the National Conference or is unable to participate as a delegate, the alternate shall become the second delegate. Thus three (3) members of MSMA would be attending the National Conference, two (2) Delegates and one (1) Alternate.

In the event, one of the delegates and/or the alternate are not able to attend, the Chapter Presidents will be eligible to attend as the Alternate Delegate. Names will be drawn on a lottery basis.

Delegates and Alternates shall be involved at the local or state level the year prior to and at the state level the year during the National Conference they would attend.

Travel, lodging and one/half of their registration fees will be paid by MSMA. Additional cost of educational programs, excursions or incidental expenses will be paid by the participant.

In the event that a Delegate or Alternate Delegate is unable to attend the National Conference for any reason that is not considered an emergency by the airlines, after MSMA has paid for the ticket, that person will be responsible for reimbursing the MSMA for the price of the ticket.

Delegates and Alternates will provide detailed reports of all AAMA activities and meetings of the National Conference at subsequent State and Chapter meetings.

One Hundred Dollars (\$100.00) for registration, travel or lodging may be available for members other than Delegates and Alternates who may want to attend the National Conference. These funds may be requested by writing to the State President thirty (30) days prior to the State Conference for submission to the Executive Board.

COMPONENT CHAPTERS

To become a component chapter of the MSMA, a Chapter needs to be organized on the basis of town, county or regional area that is located within the State of Montana.

After a Chapter has selected its officers, meeting day/time, the Chapter should write its bylaws. As a guide, the AAMA has written a set of recommended, generic bylaws which the local chapters can adapt to their own needs. The Bylaws cannot be in conflict with any section of the State or National Bylaws, otherwise, there are no restrictions on how the Chapter Bylaws are structured.

A copy of the generic bylaws are available upon request from the President or the Membership Committee. Upon completion of the said bylaws, two (2) copies shall be sent to the President for approval by the President and the Bylaws Committee. At the same time, the Chapter should petition the State Society for admission into MSMA. After majority approval of the Executive Committee, the Chapter shall be notified of it's affiliation with the MSMA and the AAMA. At the next business meeting of the MSMA, the President shall formally install the Chapter and it's members into MSMA. This formal installation shall be noted in the minutes and the State

President shall send a formal welcome and notice of installation from MSMA to the Chapter for inclusion in their permanent records.

STANDING COMMITTEES

The Chair of each committee shall be responsible for reporting the activities of his/her committee at all state business meetings. No committee chair or member shall be reimbursed for travel and/or other expenses unless these are included in the Annual Budget or approved by the Executive Board. No funds shall be solicited, directly or indirectly, for any purpose in the name of this Society by any member without the prior consent of the Executive Board.

All committees shall keep the President informed as to all activities by means of copies of all correspondence. As the President is an ex-officio member of all committees, the Chair and members should consult the President whenever they seek advice or counsel.

EDUCATION COMMITTEE

The chapter hosting the State Conference will be the Education Committee.

The Education Committee shall be responsible for planning and overseeing the educational, business and miscellaneous aspects of the State Conference.

The Education Committee is responsible for obtaining speakers and CEU's for the State Conference.

This Committee is responsible for recording individual participants at the State Conference and submitting the CEU registration forms to the AAMA National Office after the State Conference.

BYLAWS COMMITTEE

The Bylaws Committee is responsible for the Bylaws and Procedure Manual. These must be in agreement with National Bylaws and Policies and be consistent with **Robert's Rules of Order**.

Amendments to Bylaws and the Procedure Manual must be specified in those documents.

The Bylaws Committee also approves Chapter Bylaws to make sure they are in agreement with MSMA and AAMA Bylaws. Proposed changes to the Bylaws and Procedure Manual must be on the website by March 1st. Proposed changes will be discussed and voted on at the first Business Meeting of the State Convention.

The President and Parliamentarian serve as ex-officio members of the Bylaws Committee.

FUNDS FOR MEETINGS COMMITTEE

The Funds for Meetings Committee shall be comprised of the Executive Board and will administer the funds which are available for assisting members to attend educational sessions on the National, State and Local levels.

To be eligible for such assistance, one must be an Active Member in good standing and be involved at the local and/or state level prior to the year they are requesting the funds. The program must be for AAMA approved CEU's. Members requesting such funds may apply to the State President, in writing. The President, in turn, will send a copy of the request for funds to the Executive Board. Upon final approval, the person requesting the monies will be notified of the approval or denial.

Requests for assistance to attend the National Conference must be made at least thirty (30) days prior to MSMA State Conference. All rules regarding Delegates and Alternates will apply to the member requesting assistance.

The Committee will supply a form to the Chapter Presidents with which a Medical Assistant may apply for these funds. This form should carry a return address with a return date of three (3) weeks prior to registration. **All requests will be kept CONFIDENTIAL!!** The amount of funds available will be One Hundred Dollars (\$100.00).

The President and State Treasurer are the ex-officio members of this committee.

RECORDS RETENTION COMMITTEE

This Committee will retain all pertinent records for permanent access.

The President is the ex-officio member of this Committee.

LEGISLATIVE PUBLIC POLICY COMMITTEE

The Legislative Committee shall monitor all Legislation regarding the profession on the National, State and Local levels.

It shall seek the advice of the National Director and AAMA Legal Counsel.

The Committee shall check with the Board of Medical Examiners for an update on anything going on that is of interest to MSMA.

A written report should be presented at each meeting.

The President is the ex-officio member of this Committee.

MEMBERSHIP COMMITTEE

The Membership Committee is responsible for maintaining and increasing the membership of this Society by promoting the Organization and profession.

All goals and programs of MSMA shall be presented and promoted in accordance with the Bylaws and Procedure Manual.

The Committee will develop and update a membership manual package annually to be sent to Chapter Presidents by September 1 so that it will be available for the first Chapter Meetings of the Fall. It will consist of a cover letter welcoming potential members to MSMA giving them a history of our Organization, a Summary of what MSMA and their Local Chapter can do for them and utilizing pamphlets and information from AAMA.

The committee will inform Chapter Presidents of the importance of getting an update of their membership list to the committee by October 1 with updates as they occur.

The Committee will also submit a new state membership list to the Chapter Presidents 30 days prior to State Conference.

The President is the ex-officio member of this Committee.

NOMINATING COMMITTEE

The Nominating Committee will be the State Conference hosting Chapter is responsible for

presenting a Slate of Nominated Officers and Trustees to the Membership.

The nominees shall be presented to the State Membership prior to State Conference by listing on the MSMA website (mt-sma).

The Committee should start recruiting potential Officers and Trustees in September and continue until February 28. Nominations may also be made from the floor at the Business Meeting of the State Conference.

The Committee shall be responsible for having the credentials of the Nominees verified by the Treasurer and their dues paid by December 31 prior to the election.

The Committee will have ballots made up for distribution at the Business Meeting of the State Convention, allowing space for nominees from the floor. The outgoing President shall appoint tellers to count the ballots and report the results to the State Secretary, who will record the results in the permanent record..

The President is the ex-officio member of this Committee.

BUDGET AND FINANCE COMMITTEE

The Treasurer as head of the Budget and Finance Committee is responsible for drafting the Annual Budget. The Annual Budget shall be balanced and consistent with standard accounting practices.

The Treasurer will advise the President and Executive Board of any fiscal problems that may arise.

The Treasurer will give the Budget to each Chapter President prior to the State meeting so it can be distributed to their membership.

The Budget is to be approved at the Business Meeting of the State Conference.

The President and the President-Elect are the ex-officio members of this Committee.

AUDIT COMMITTEE

The Committee will be appointed by the State President at the Executive Board Meeting prior to State Conference to audit the books and records maintained by the Treasurer, including checkbooks, ledgers, receipts, vouchers and bank statements.

This Committee will submit a final report at the Business Meeting of the State Conference and will verify the passing of the Treasurer's books at the end of the fiscal year, March 31.

The President is the ex-officio member of this Committee.

WEBSITE COMMITTEE

The Executive Board will be responsible for maintaining the website on a quarterly basis. The web address is: mt-sma.

AD HOC COMMITTEE

Any committee which is formed to act for a specific purpose on a temporary basis of less than two (2) years may be appointed by the President.

Once an Ad Hoc Committee has fulfilled its function, it shall be disbanded.

The President is the ex-officio member of this Committee.

CHANGES TO THE PROCEDURE MANUAL

This manual may be changed at any State Meeting by a motion from the Bylaws Committee and a simple majority vote of the Executive Board.

Any changes made in this manual should be dated.

Each Executive Board member should also have a copy of the State Bylaws along with this manual for reference.

Officers and trustees of the MSMA will receive a copy of the Bylaws, the Procedure Manual and the Application for Financial Aid whenever changes have been made. Once they have received the new updates all old manuals are to be destroyed.

Updated APRIL 2018
Mary Sherod, CMA (AAMA)
Montana Society of Medical Assistants
Bylaws Chairperson