

A A M A  
**BYLAWS**  
2007–2008



# BYLAWS



## AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS REVISED JANUARY 2008

### ARTICLE I—NAME

The name of this organization shall be American Association of Medical Assistants, hereinafter known as AAMA. It is a corporation of constituent societies.

### ARTICLE II—PURPOSE

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

### ARTICLE III—ORGANIZATIONAL POLICY

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

### ARTICLE IV—CONSTITUENT SOCIETIES

Constituent societies are those medical assistant associations of states, territories, or insular possessions of the United States of America which are, or which hereafter may be, incorporated to form AAMA.

**SECTION 1.** Such an association may become a constituent society of AAMA when its bylaws are approved by the Board of Trustees of AAMA.

**SECTION 2.** When applying for affiliation, a society shall submit five copies of its bylaws to the Chair of the Board of Trustees.

**SECTION 3.** Following approval of the bylaws, the Chair of the Board of Trustees shall notify the association of its affiliation with AAMA as a constituent society.

**SECTION 4.** Constituent societies' bylaws shall not be in conflict with the Bylaws of AAMA. The Bylaws of AAMA shall supersede those of a constituent society.

**SECTION 5.** Constituent societies which have been approved by the Board of Trustees at least 90 days prior to an annual conference shall be entitled to representation in the House of Delegates (HOD) at that meeting as provided in Article XV, Section 2C.

**SECTION 6.** A constituent society found guilty of any conduct or action deemed in violation of the Code of Ethics or the Bylaws of AAMA shall be subject to revocation of its charter by a three-fourths vote of the Board of Trustees.

**SECTION 7.** Constituent society bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Organizational Policy, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution.

It will be the responsibility of AAMA to notify 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 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 be immediately null and void and of no effect.

Constituent societies not in conformity with the mandated sections of the AAMA Bylaws 30 days prior to the opening of the AAMA House of Delegates shall not be allowed delegate representation at the AAMA House of Delegates. Constituent societies not in conformity with the mandated sections of the AAMA Bylaws shall be notified of the nonconformity 90 days prior to the opening of the House of Delegates. Notification of the potential loss of delegate representation shall be sent to the state society's president, president elect, and secretary-treasurer (certified mail, return receipt requested).

For those state societies that do not come into compliance at least 30 days prior to the opening of the AAMA HOD, notification of the loss of delegate representation shall be sent to the state society's president, president elect, and secretary-treasurer (certified mail, return receipt requested), and the AAMA President, Speaker of the House, Vice Speaker of the House, and the AAMA Executive Director by the Chair of the AAMA Bylaws Committee within five business days after the designated deadline.

**SECTION 8.** In the event of dissolution of a constituent society, a final accounting of finances shall be due in the AAMA Executive Office no later than 90 days after said state is dissolved.

### ARTICLE V—COMPONENT CHAPTERS

Component chapters are those county or district chapters of medical assistants within the geographic limits of a constituent society. They shall be under the jurisdiction of that constituent society.

## ARTICLE VI—MEMBERSHIP

### SECTION 1. Classes.

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

- A. Membership in a constituent (state) society and AAMA shall be required for all classes except international and honorary, unless there is no constituent society;
- B. No other membership or quasi-membership classes shall be permitted by a component chapter or constituent society;
- C. Membership in a component (local) chapter shall be required if the constituent society so mandates;
- D. An individual, other than a life or honorary member, may not belong to a component chapter without also belonging to a constituent society and AAMA.

### SECTION 2. Qualifications.

- A. **ACTIVE**—An active member shall be one of the following:
  - 1. An AAMA Certified Medical Assistant (CMA) whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA).
  - 2. Anyone who was an active member on December 31, 1987, and who maintains continuous active membership. (Continuous active membership shall be defined as having dues postmarked to the Executive Office by December 31.)
- B. **LIFE**—A life member shall be an active member who has had life membership conferred by a two-thirds vote of the Board of Trustees for outstanding service to the Association. Only one life membership may be conferred in any year. Nominations with supporting documentation shall be submitted to the Board by a constituent society or a member of the Board of Trustees. This documentation must be received by the Executive Office no later than June 1.
- C. **SUSTAINING**—Anyone who has been an active or associate member for at least two years, who has retired from medical assisting, and who has not entered into another field is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- D. **ASSOCIATE**—An associate member shall be a medical assistant who is not yet a CMA (AAMA) and who does not fall under any other category.

E. **INTERNATIONAL**—An international member is one who is employed in medical assisting but resides and works outside of the United States of America and its territories.

F. **STUDENT**—A student member:

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

G. **HONORARY**—An honorary member shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assisting and/or the Association. Honorary membership is conferred by a two-thirds vote of the Board of Trustees. No more than two honorary memberships may be conferred in any year. Nominations with supporting documentation shall be submitted to the Board by a constituent society or a member of the Board of Trustees. This documentation must be received by the Executive Office no later than June 1.

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

### SECTION 3. Privileges.

Active and life members who are CMAs (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 society and chapter level will be determined by those entities respectively.

### SECTION 4. Revocation.

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

## ARTICLE VII—DUES

**SECTION 1.** Annual dues for all classes of members shall be fixed by the House of Delegates upon recommendation by the Board of Trustees. Dues shall become due and payable November 1 and shall be delinquent if not postmarked by December 31.

- A. Full dues will be assessed for active, associate and affiliate members.
- B. Half dues will be assessed for sustaining members.
- C. International members will be assessed \$25.
- D. Student members will be assessed \$20.
- E. Life and honorary members are not required to pay dues.

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

**SECTION 3.** To serve as a delegate or an alternate, a member's dues shall be postmarked to the Executive Office by December 31.

**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 nontransferable.

## **ARTICLE VIII—OFFICERS AND TRUSTEES AND THEIR QUALIFICATIONS**

**SECTION 1.** The officers of AAMA shall be a President, a Vice President, a Secretary-Treasurer, a Speaker of the House, a Vice Speaker of the House, and the Immediate Past President.

**SECTION 2.** There shall be at least five Trustees, but no more than seven Trustees.

**SECTION 3.** A candidate for office or trusteeship shall be a CMA (AAMA) holding current status and shall:

- A. be an active or life member in good standing;
- B. submit qualifications for office and written consent to serve to the Chair of the Nominating Committee, post-marked by the designated deadline, except for nominations from the floor.

**SECTION 4.** Additional qualifications for specific offices shall be:

- A. A candidate for Vice President shall:
  - 1. have been an elected member of the Board of Trustees for two complete AAMA years (an AAMA year is from annual meeting to annual meeting of

the House of Delegates) or Chair of the Continuing Education, Certification, or Curriculum Review Board for two complete years;

- 2. have served as one of the following: president, vice president, president elect, speaker, or vice speaker of a constituent society.

B. A candidate for Secretary-Treasurer shall:

- 1. have served two complete years as a member of the Board of Trustees or two complete years as Chair of the Certifying Board, Curriculum Review Board or Continuing Education Board.

C. A candidate for Speaker of the House of Delegates shall:

- 1. have served two complete years as a member of the Board of Trustees or two complete years as Chair of the Certifying Board, Curriculum Review Board or Continuing Education Board;
- 2. have served as president of a constituent society and attended at least two previous AAMA meetings as a delegate.

D. A candidate for Vice Speaker of the House of Delegates shall:

- 1. have served two complete years as a member of the Board of Trustees or two complete years as Chair of the Certifying Board, Curriculum Review Board or Continuing Education Board.
- 2. have served as president of a constituent society and attended at least two previous AAMA meetings as a delegate.

E. A candidate for Trustee shall:

- 1. have attended at least two previous AAMA meetings as a delegate or served as Chair of the Certifying Board, the Curriculum Review Board or the Continuing Education Board;
- 2. have served as one of the following: president, vice president, president elect, speaker or vice speaker of a constituent society;
- 3. have actively served for one full year on: (1) a national committee; (2) a national board (i.e., the Certifying Board, Continuing Education Board, Curriculum Review Board), or one of its committees, task forces or strategy teams; or (3) a national task force or strategy team whose medical assistant members are appointed/approved by the Board of Trustees.

## **ARTICLE IX—NOMINATIONS AND ELECTIONS**

### **SECTION 1. Nominations.**

- A. There shall be a Nominating Committee of five members elected as follows:
1. Four members shall be elected by ballot of the House of Delegates following nominations from the floor, with a plurality vote electing.
    - a. If there is a tie between the candidates receiving the fourth highest number of votes, another ballot shall be taken to determine the successful candidate.
    - b. No two members of the committee shall be from the same constituent society. If more than one member from a constituent society receives sufficient votes to be elected, the one receiving the largest number of votes shall serve.
  2. The Immediate Past President shall serve as Chair of the Nominating Committee.
  3. Nominating Committee members who do not fulfill assigned responsibilities by the deadlines assigned shall be removed by the Chair after consultation with the Management Steering Committee. The Chair must send at least two notifications of nonperformance of duties—by certified mail with return receipt requested or by e-mail with return confirmation of receipt notification—to the non-participating member before removal is made.
- B. The Nominating Committee shall be responsible for soliciting, screening and presenting a slate of nominees for office and trusteeship in accordance with Article IX of the Bylaws.
- C. In order to be considered by the Nominating Committee, nominations shall be submitted to the Chair of the Nominating Committee postmarked no later than April 1.
- D. The Nominating Committee shall examine the qualifications and determine the eligibility of such members for office or trusteeship.
- E. The names and qualifications of candidates meeting eligibility requirements shall be sent to the president of each constituent society at least 60 days prior to the Annual Conference and shall be printed in a preconference issue of an AAMA official publication.
- F. Additional nominations may be made from the floor provided:

1. nominees comply with the eligibility requirements in Article VIII, Section 3 and Section 4;
  2. documentation of the qualifications of the nominee and written consent to serve have been submitted to the Speaker of the House by noon central time of the last business day prior to the opening session of the House of Delegates.
- G. An individual removed from any elected or appointed AAMA position (or who resigns in lieu of involuntary removal) shall be prohibited from seeking office on the national level.
- H. All nominees must comply with the campaign policies as set forth in the *AAMA Guidelines for Officer and Trustee Candidates*.

### **SECTION 2. Elections.**

- A. Officers and trustees shall be elected by ballot and a majority vote of the total voting power of the House of Delegates shall elect.
- B. If a state of emergency, as defined by the Board of Trustees, precludes the holding of an annual conference, the Board of Trustees shall supervise and conduct the election by mail in accordance with Article XV, Section 5.
- C. A current officer or trustee running midterm shall resign from his/her currently held office with notification to the state presidents and presidents elect prior to the opening of the House of Delegates. Resignation shall become effective at the close of the House of Delegates. Resignation from office may not be rescinded.
- D. If any candidate does not receive a majority vote after two ballots by the House of Delegates, on all subsequent ballots the candidate receiving the lowest number of votes will be eliminated.

## **ARTICLE X—OFFICERS AND TRUSTEES: TERM OF OFFICE, VACANCY IN OFFICE, REMOVAL FROM OFFICE**

### **SECTION 1. Term of Office.**

- A. The term of office for the President, Vice President, and Immediate Past President shall be one year or until their successors are elected. They shall not serve more than one consecutive term in the same office.
- B. The term of office for the Secretary-Treasurer and the Speaker and Vice Speaker of the House of Delegates shall be for two years. The Speaker and the Vice Speaker shall be elected in even-numbered years and the Secretary-Treasurer shall be elected in odd-numbered years. These officers may be reelected but shall not serve more than two consecutive terms in the same office.

- C. The term of office for the trustees shall be two years or until their successors are elected. Three trustees shall be elected in odd years and four trustees shall be elected in even years. The trustees may be reelected but shall not serve more than two consecutive terms in the same office.
- D. If a Speaker, Vice Speaker, Secretary-Treasurer, or Trustee is appointed or elected to complete a term of a departing Speaker, Vice Speaker, Secretary-Treasurer, or Trustee, that shall not constitute a term in that position. They may be re-elected, but shall not serve more than two additional consecutive terms in the same position.
- E. Officers and trustees shall assume office at the close of the meeting of the House of Delegates at which they are elected.

**SECTION 2.** Vacancies in office.

- A. In the event of a vacancy in the office of Vice President, the office shall remain vacant until the next meeting of the House of Delegates when a President shall be elected.
- B. In the event of a vacancy in any other office not provided for elsewhere in these Bylaws, the Board of Trustees may appoint a member to serve the unexpired term. This member shall meet the qualifications prescribed in Article VIII.

**SECTION 3.** Removal from office. An officer or trustee who fails to perform the required duties or gives just cause for removal from office shall be removed from office by the Board of Trustees.

**ARTICLE XI—DUTIES OF OFFICERS**

**SECTION 1.** In addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedure.

**SECTION 2.** The President shall:

- A. preside at all meetings of AAMA except meetings of the House of Delegates;
- B. be Chair of the Board of Trustees;
- C. report to the opening meeting of the House of Delegates;
- D. be an ex officio member of all committees and boards except the Nominating Committee;
- E. have the power, in the event of a committee chair vacancy, to appoint a chair from among the members of that committee;

- F. appoint committee members to fill vacancies during the year (subject to the approval of the Board of Trustees).

**SECTION 3.** The Vice President shall:

- A. assist the President throughout the year;
- B. assume the duties of the President in the latter's absence;
- C. succeed to the office of President in the event of a vacancy in that office;
- D. appoint, subject to confirmation by the Board of Trustees, standing committees for the ensuing year, having secured each individual's consent to serve;
- E. automatically succeed to the office of President at the end of the term as Vice President.

**SECTION 4.** The Secretary-Treasurer shall:

- A. keep the minutes of all regular and special meetings of the House of Delegates and the Board of Trustees;
- B. review the budget and annual financial report with the Executive Director and the Board of Trustees.

**SECTION 5.** The Speaker of the House shall:

- A. preside at meetings of the House of Delegates;
- B. appoint House of Delegates committees to include Credentials Committee, Reference Committees, Tellers, Pages, Minutes Committee, and such other committees as may become necessary.
- C. appoint a Parliamentary Advisor to serve in the House of Delegates.

**SECTION 6.** The Vice Speaker of the House shall:

- A. preside at meetings of the House of Delegates in the absence or on request of the Speaker;
- B. assist the Speaker in the appointment of committees for the House of Delegates;
- C. succeed to the office of Speaker in case of a vacancy.

**SECTION 7.** The Immediate Past President shall:

- A. serve as Parliamentary Advisor at Board of Trustee meetings.
- B. serve as advisor, ex officio, to the House of Delegates Tellers Committee
- C. serve as Chair of the Nominating Committee.

## **ARTICLE XII—BOARD OF TRUSTEES**

**SECTION 1.** The Board of Trustees shall consist of the President, Vice President, Secretary-Treasurer, Speaker of the House, Vice Speaker of the House, Immediate Past President and at least five, but no more than seven trustees. The Executive Director, Chair of the Physician Liaison Board, Certifying Board, Continuing Education Board and Curriculum Review Board (or their designees) shall be members ex officio, without vote. The President shall be Chair.

**SECTION 2.** The Board of Trustees shall:

- A. have charge of the property and financial affairs of AAMA;
- B. conduct the business of AAMA between annual House of Delegates meetings;
- C. elect members to the Physician Liaison Board, and appoint other committees as necessary at its meeting following the close of the annual House of Delegates meeting;
- D. fill vacancies in office according to Article X, Section 2;
- E. appoint chairs and members of the Continuing Education Board in accordance with Article XIII of these Bylaws and the Standing Rules of the Continuing Education Board;
- F. review mandated constituent society bylaws whenever mandated changes occur;
- G. edit and/or correlate proposed amendments to the AAMA Bylaws;
- H. be authorized to vote by mail, e-mail, teleconference call, or facsimile, with the report of any actions taken verified and made a part of the minutes of the next meeting of the Board;
- I. approve President's standing committee appointments at its post-House of Delegates meeting;
- J. through the Chair, submit a report of its activities to the House of Delegates;
- K. each member of the Board of Trustees shall, through the Speaker of the House, submit a report of activities to the House of Delegates;
- L. employ an Executive Director to be the chief administrator of AAMA;
- M. receive and review resolutions to be submitted to the House of Delegates;

- N. evaluate periodic progress reports of boards and committees.

**SECTION 3.** The Board of Trustees shall meet immediately prior to and following the annual House of Delegates meeting and at such other times as determined by the Chair of the Board. In addition, the Chair shall call special meetings of the Board upon written request of four members of the Board.

**SECTION 4.** A majority of the members of the Board of Trustees shall constitute a quorum.

**SECTION 5.** Retiring officers and trustees shall, within 30 days, deliver to their successors the materials pertaining to their respective offices.

**SECTION 6.** Management Steering Committee.

- A. The Management Steering Committee shall consist of the President, Vice President, Immediate Past President, Secretary-Treasurer and Executive Director.
- B. The Management Steering Committee shall oversee the implementation of Association plans and conduct Association activities during the intervals between meetings of the Board of Trustees.
- C. The Management Steering Committee shall not assume the planning, budgeting or policymaking responsibilities of the Board of Trustees, and shall in all cases be bound by decisions and policies of the Board of Trustees.
- D. The Management Steering Committee shall report all voting or decisions made by the Management Steering Committee to the Board of Trustees immediately, with any actions taken made a part of the minutes of the next meeting of the Board of Trustees.

## **ARTICLE XIII—BOARDS AND COUNCILS**

**SECTION 1.** Certifying Board.

- A. Members of the Certifying Board shall be appointed by the Certifying Board and their number, qualifications and term of office shall be in accordance with the Standing Rules and Policies and Procedures of the Certifying Board. The Executive Director or designee shall be a member ex officio, without vote.
- B. The Certifying Board shall prepare, administer and evaluate examinations for certification and recertification and certify/recertify successful candidates as set forth in the Standing Rules of the Certifying Board.
- C. An annual report shall be submitted at least 90 days prior to the annual House of Delegates meeting.

- D. The Certifying Board shall annually review and provide suggestions regarding its budget. Grant funds and examination fees received by the Certifying Board shall be used only for the purposes of that board and the administration of its programs.
- E. The Standing Rules and the Policies and Procedures of the Certifying Board and any amendments thereto shall be approved by the Certifying Board. The Certifying Board shall report any amendments to the Board of Trustees.

**SECTION 2. Continuing Education Board.**

- A. The Chair, Vice Chair and members of the Continuing Education Board shall be appointed by the Board of Trustees. Qualifications, term of office and number of members shall be in accordance with the Standing Rules and Policies and Procedures of the Continuing Education Board. The Executive Director or designee shall be a member ex officio, without vote.
- B. The Continuing Education Board shall promote and encourage participation in all continuing education activities of the American Association of Medical Assistants and develop, review, and approve AAMA CEUs.
- C. The Continuing Education Board shall be under the authority of the Board of Trustees. An annual report shall be submitted at least 90 days prior to the annual House of Delegates meeting.
- D. The Continuing Education Board shall have the opportunity annually to review and provide suggestions regarding its budget. Grant funds received by the Continuing Education Board shall be used only for the purposes of that board and the administration of its programs.
- E. The Standing Rules and the Policies and Procedures of the Continuing Education Board and any amendments thereto shall be approved by the Board of Trustees.

**SECTION 3.** The Physician Liaison Board shall consist of no more than five physicians, two to be elected in even years, and three in odd years.

**SECTION 4. Judicial Council.**

- A. The Judicial Council shall consist of five past presidents of AAMA who are in good standing.
  - 1. Annually, with approval of the Board of Trustees, the President shall appoint one member to serve for a term of five years. This member serves as Vice Chair of the Judicial Council the year of appointment and the subsequent year serves as Chair of the Judicial Council.

- 2. No member shall serve more than two terms, but a member elected to serve an unexpired term shall not be regarded as having served a term unless serving three or more years.
- B. The judicial power of AAMA shall be vested in the Judicial Council, whose decisions shall be final.
- C. The Council shall have jurisdiction in all questions involving:
  - 1. membership as provided in Article VI of these Bylaws;
  - 2. controversies arising in the interpretation of these Bylaws;
  - 3. the Code of Ethics of AAMA.
- D. The Judicial Council shall:
  - 1. meet during the Annual Conference to elect a Chair and a Vice Chair and to consider any other business;
  - 2. meet or consult upon the call of the Chair; consultation by mail, telephone, facsimile or electronic mail shall be in order among the members of the Council provided the rights of the appellant are not prejudiced.
  - 3. submit an annual report to the House of Delegates;
  - 4. publish in an AAMA official publication, as soon as it is practicable, a summary of the questions and decisions of the Council, when applicable to the general membership.
- E. A request for judicial action shall be directed to the chair of the Judicial Council and may be made by the House of Delegates, the Board of Trustees, the President or the president and/or majority vote of the executive board of a constituent society or a component chapter. Where known, the persons directly involved shall be notified of any matters coming before the Council and be permitted to present any material deemed pertinent to the matter under consideration.
- F. A request for review of any decision made by the Council may be made to the chair of the Council by any person affected by that decision provided that new or additional information concerning that decision is to be presented to the Council. Copies of such a request shall be sent to the AAMA President and to constituent society and component chapter presidents involved in the case.

- G. A vacancy occurring in the Council, due to illness, death, resignation, or failure to perform the duties of the Council, shall be filled by the President with the approval of the Board of Trustees.
- H. Three voting members of the Council shall constitute a quorum.

**ARTICLE XIV—COMMITTEES/STRATEGY TEAMS**

**SECTION 1.** Committees/strategy teams deemed necessary to carry on the work of AAMA may be created by the President, the Board of Trustees, or the House of Delegates. Their composition shall be determined by their prescribed function. Their members shall be appointed by the President. The President shall be a member ex officio of all committees/strategy teams except the Nominating Committee.

**SECTION 2.** Committee/strategy teams shall consist of members in good standing in sufficient number to carry out the duties of the committee/strategy team.

**SECTION 3.** Committee/strategy team chairs/strategy managers shall report in writing to the Board of Trustees at the time established by the Board of Trustees.

**ARTICLE XV—HOUSE OF DELEGATES**

**SECTION 1.** The governing body of AAMA shall be the House of Delegates. It shall determine the policies of AAMA, amend the Bylaws, conduct the election of officers, and act upon such other business as may come before it.

**SECTION 2.** The composition of the House of Delegates shall be as follows:

- A. Members of the Board of Trustees shall be members ex officio, without vote.
- B. Past Presidents, unless serving as elected delegates, shall be members ex officio, without vote.
- C. 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.
  - 1. Delegates and alternates shall be active or AAMA life members in good standing in AAMA.
  - 2. The number of delegates shall be determined by the constituent society's total active and associate 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.
  - 3. Delegates and alternates shall be elected to serve for one year from the opening of the House of Delegates for the year elected until the opening of the House of Delegates the following year.

- 4. The names of delegates and alternates shall be submitted to the Executive Office at least 90 days prior to the annual House of Delegates meeting.
- 5. Constituent societies not in compliance with submission deadline for delegate and alternate names must submit in writing to the Speaker of the House of Delegates a request to be seated. This request must be brought before the House of Delegates before the society's delegates and alternates may be seated.

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

- A. The Credentials Committee shall verify credentials and establish that a quorum is present.
- B. Reference Committees shall be composed of members of the House of Delegates. They shall hold hearings to consider all reports and resolutions that are scheduled for presentation to the House of Delegates and report to the House with recommendations based upon the consensus of opinions expressed by those attending the hearings.
- C. The Minutes Committee shall be composed of four members, including the Speaker and Vice Speaker who presided over the House under review. They shall review the minutes of House proceedings, make corrections, and report findings to the Speaker of the House within 90 days of the conference. The term shall be one year. The Chair of this Committee shall submit a report to the House of Delegates at the next annual meeting.
- D. Emergency resolutions shall be submitted to the Speaker of the House by noon on the day preceding the opening of the House of Delegates.

**SECTION 4.** Meetings.

- A. The annual House of Delegates meeting shall be held during the AAMA Annual Conference.
- B. Special meetings of the House of Delegates may be held at the call of the Board of Trustees by written notice mailed to each member of the House of Delegates at least 30 days in advance of such meetings.
- C. In the event any constituent society is unable to be represented by the full complement of delegates to which it is entitled, it may assign proxy votes to another delegate from that constituent society which may be cast in voting on proposed amendments to the Bylaws and other business of the House of Delegates. Such proxies shall be submitted in writing and shall be signed by the president and secretary of the constituent society.

**SECTION 5.** In the event of an administrative emergency, declared as such by the Board of Trustees, the Board may take a vote of the House of Delegates by mail instead of calling a special meeting of the House of Delegates. Ballots shall be sent from and returned to the Executive Office by certified mail and ample time, not less than 15 days, shall be allowed for reply.

**SECTION 6.** A majority of the elected delegates shall constitute a quorum.

## **ARTICLE XVI—EXECUTIVE OFFICE**

**SECTION 1.** The Executive Office shall be in Chicago, Illinois.

**SECTION 2.** The administration of the Executive Office shall be under the supervision of the Executive Director, who shall be employed by AAMA.

**SECTION 3.** Funds shall be allocated in the budget for rental space, necessary personnel, and other expenses.

## **ARTICLE XVII—EXECUTIVE DIRECTOR**

**SECTION 1.** The Executive Director shall serve as the chief administrator of AAMA in cooperation with and under the direction of the Board of Trustees.

**SECTION 2.** The Executive Director shall be a member ex officio, without vote, of all boards, councils and committees except the Judicial Council and Nominating Committee.

**SECTION 3.** The Executive Director shall keep the Board of Trustees fully informed on the condition and operations of AAMA.

**SECTION 4.** The Executive Director may solicit grants or funds to advance the goals of AAMA.

**SECTION 5.** The Executive Director shall present to the membership an annual report of AAMA activities including a financial statement.

## **ARTICLE XVIII—PUBLICATION**

**SECTION 1.** There shall be an official publication published bimonthly in the format of a professional journal.

**SECTION 2.** There shall be an Editorial Advisory Committee appointed by the Board of Trustees that shall consist of at least three members, each of whom shall be a current CMA (AAMA).

**SECTION 3.** The Editorial Advisory Committee shall serve as content consultants to the publication.

**SECTION 4.** The Editorial Advisory Committee shall be under the authority of the Board of Trustees.

## **ARTICLE XIX—FINANCES**

**SECTION 1.** Donations and grants. All monies received as donations and/or grants shall be placed in the general operating fund unless the condition of the donation or grant should stipulate otherwise.

**SECTION 2.** Budget. The Executive Director shall prepare a budget for the ensuing year for approval by the Board of Trustees. The budget, as approved by the Board, shall be provided to the House of Delegates for its information.

**SECTION 3.** Fiscal year. The fiscal year of the Association shall be from July 1 through June 30.

**SECTION 4.** Annual audit. The accounts of the Association shall be audited annually following the close of the fiscal year by a Certified Public Accountant. A copy of this audit shall be available to members for review, by appointment, in the Executive Office.

**SECTION 5.** Bonding. The Executive Director and such other officers and staff as the Board of Trustees may designate shall be bonded by a sufficient fidelity bond in an amount set by the Association.

## **ARTICLE XX—CONFERENCE**

There shall be an Annual Conference of the AAMA in a city and month approved by the Board of Trustees.

## **ARTICLE XXI—DISSOLUTION**

In the event of dissolution of AAMA, the Board of Trustees shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the delegates at a meeting called for the purpose of dissolution.

## **ARTICLE XXII—PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order Newly Revised*, most current edition, shall govern AAMA in cases to which they are applicable and in which they are not inconsistent with the Bylaws or any policies, procedures, and practices adopted and implemented by AAMA.

## **ARTICLE XXIII—AMENDMENTS**

These Bylaws may be amended at any annual House of Delegates meeting by a two-thirds vote provided the proposed amendments shall have been submitted in writing to the elected delegates no later than 60 days prior to the meeting at which they are to be acted upon.

# **APPENDIX A**

## **AAMA VISION STATEMENT**

The vision of the American Association of Medical Assistants is to increase recognition of the CMA (AAMA) as the premier choice in the allied health professions.

## **AAMA MISSION STATEMENT**

The mission of the American Association of Medical Assistants is to enable medical assisting professionals to enhance and demonstrate the knowledge, skills and professionalism required by employers and patients; protect medical assistants' right to practice; and promote effective, efficient health care delivery through optimal use of the multiskilled CMA (AAMA).

# **APPENDIX B**

## **DEFINITION OF THE MEDICAL ASSISTING PROFESSION**

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

## **AAMA CODE OF ETHICS**

The Code of Ethics of AAMA 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 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.

## **AAMA CREED**

I believe in the principles and purposes 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.

# APPENDIX C

## AAMA DISCIPLINARY STANDARDS AND PROCEDURES FOR THE CMA (AAMA)

*The CMA (AAMA) represents a medical assistant who has been certified by the Certifying Board of the American Association of Medical Assistants.*

### **I. Grounds for denial of eligibility for the CMA (AAMA) credential, or for discipline of the CMA (AAMA)**

- A. Obtaining or attempting to obtain certification, or recertification of the CMA (AAMA) credential, by fraud or deception.
- B. Knowingly assisting another to obtain or attempt to obtain certification or recertification by fraud or deception.
- C. Misstatement of material fact or failure to make a statement of material fact in application for certification or recertification.
- D. Falsifying information required for admission to the CMA (AAMA) Certification/Recertification Examination, impersonating another examinee, or falsifying education or credentials.
- E. Copying answers, permitting another to copy answers, or providing or receiving unauthorized advice about examination content during the CMA (AAMA) Exam.
- F. Unauthorized possession or distribution of examination materials, including copying and reproducing examination questions and problems.
- G. Found guilty of a felony, or pleaded guilty to a felony. However, the Certifying Board may grant a waiver based upon mitigating circumstances, which may include, but need not be limited to the following:
  - 1. The age at which the crime was committed
  - 2. The circumstances surrounding the crime
  - 3. The nature of the crime committed
  - 4. The length of time since the conviction
  - 5. The individual's criminal history since the conviction
  - 6. The individual's current employment references
  - 7. The individual's character references
  - 8. Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients
- H. Violation of any laws relating to medical assisting practice.

- I. The possession, use, or distribution of controlled substances or drugs in any way other than for legitimate or therapeutic purposes, or the addiction to or diversion of controlled substances or drugs (including alcohol), the violation of any drug law, or prescribing controlled substances for oneself.
- J. Violation of any policies, procedures, and regulations of the American Association of Medical Assistants Certifying Board, including regulations governing the use of the CMA (AAMA) credential.
- K. Violation of the American Association of Medical Assistants (AAMA) Code of Ethics.
- L. Failure to cooperate reasonably with the investigation of a disciplinary matter.

### **II. Procedures for adjudicating alleged violations of *Disciplinary Standards***

- A. The CMA (AAMA) or applicant for the CMA (AAMA) credential shall be informed in writing of the basis for denial of eligibility for the CMA (AAMA) credential, or for discipline of the CMA (AAMA).
- B. The CMA (AAMA) or applicant shall be given the opportunity to submit written evidence regarding the alleged violations.
- C. The CMA (AAMA) or applicant shall be given the opportunity to appeal the decision of the Certifying Board to an appeals panel established by the Certifying Board.

### **III. Possible sanctions**

- A. Denial of eligibility for the CMA (AAMA) Exam
- B. Scores invalidated, scores withheld, or scores recalled
- C. Probation
- D. Reprimand
- E. Temporary revocation of the CMA (AAMA) credential
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