

A A M A
BYLAWS

2021–2022

AAMA Vision Statement

A CMA (AAMA)[®] for every patient

AAMA Mission Statement

The mission of the American Association of Medical Assistants[®] is to provide the medical assistant professional with education, certification, credential acknowledgment, networking opportunities, scope-of-practice protection, and advocacy for quality patient-centered health care.

CMA (AAMA) Core Values

Actively participate in the delivery of quality health care.
Promote patient safety and well-being.

Contribute to a positive health care experience
for patients.

Demonstrate integrity and respect, and protect patient confidentiality.

Advocate the essential value of certification and
continuing
education.

Embrace change, growth, and learning.

Table of Contents

Article I	Name	4
Article II	Purpose.....	4
Article III	Organizational Policy.....	4
Article IV	Constituent Societies.....	4
Article V	Component Chapters	5
Article VI	Membership	6
Article VII	Dues	8
Article VIII	Qualifications of Officers and Trustees.....	9
Article IX	Nominations and Elections	10
Article X	Officers and Trustees: Term of Office, Vacancy in Office, Failure to Perform Duties.....	12
Article XI	Duties of Officers	13
Article XII	Board of Trustees	14
Article XIII	Boards and Councils	16
Article XIV	Committees/Strategy Teams	18
Article XV	House of Delegates	18
Article XVI	Executive Office Leadership	20
Article XVII	Publication	21
Article XVIII	Finances	21
Article XIX	Conference	22
Article XX	Dissolution	22
Article XXI	Parliamentary Authority	22
Article XXII	Amendments	22

Legend

AAMA: American Association of Medical Assistants®
BOT: Board of Trustees
CEUs: Continuing education units
CMA (AAMA): Certified Medical Assistant® (AAMA)
HOD: House of Delegates

BYLAWS

Updated October 2021

The AAMA Executive Office is located in Illinois, and AAMA policies and procedures (including AAMA Bylaws) are governed by Illinois State (and any relevant federal) laws. The Illinois General Not-For-Profit Corporation Act permits “written,” “in writing,” “written consent,” “written approval,” “and the like” to include “any communication transmitted or received by electronic means.” Therefore, any reference in AAMA Bylaws to written communication also includes electronic communication.

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 (State) 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 multiskilled CMAs (AAMA).

ARTICLE III—ORGANIZATIONAL POLICY

The 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 the 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 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 may be, incorporated to form the AAMA.

SECTION 1. Such an association may become a Constituent Society of the AAMA when its Bylaws are approved by the Board of Trustees of the 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 the AAMA as a Constituent Society.

SECTION 4. Constituent Societies' Bylaws shall not be in conflict with the AAMA Bylaws. The AAMA Bylaws 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 AAMA Bylaws 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 the 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 the 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 Chief Executive Officer 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 (Local) Chapters are those county or district chapters of medical assistants within the geographic limits of a Constituent Society. The Component Chapters shall be under the jurisdiction of that Constituent Society. Annual chapter dues for all classes of members shall be fixed by the state 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 Society and the AAMA shall be required for all classes except International and Honorary, unless there is no Constituent Society. A member residing in a state or other American territory or insular possession in which there is no Constituent Society shall be considered a “national member at large,” and may belong to the AAMA without belonging to a 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 Chapter shall be required if the Constituent Society so mandates. If the Constituent Society does not mandate that a member belong to a Component Chapter, or if there is no Component Chapter, the member shall be considered a “state member at large” and may belong to the AAMA and the Constituent Society without belonging to a Component Chapter.
- 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 the AAMA.

SECTION 2. Qualifications.

- A. **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 the CMA(AAMA).
 - 2. Anyone who was an Active member on Dec. 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 31 (the controlling time is that of sending, not that of receiving).
- B. **LIFE**—An AAMA Life member shall be an Active member who has had AAMA Life membership conferred by a two-thirds vote of the Board of Trustees for outstanding service to the Association. Only one AAMA 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 AAMA Executive Office no later than June 1.

- 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. **ASSOCIATE**—An Associate member shall be a medical assistant who is not 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. 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.
- 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.

AAMA Active and Life members who are CMAs (AAMA) holding current status are eligible to serve as officers and trustees. Any AAMA 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 had the 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 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 established 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 or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

- A. Full dues will be assessed for Active, Associate, and Affiliate members.
- B. One-half dues will be assessed for Sustaining members.
- C. Dues will be assessed for International members.
- D. Dues will be assessed for Student members.
- 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 and continue 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 31 for each year of office (the controlling time is that of sending, not that of receiving).

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—QUALIFICATIONS OF OFFICERS AND TRUSTEES

SECTION 1. The Officers of the 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 AAMA Active or Life member whose membership has not been revoked, as delineated in Article VI, Section 4;
- B. submit qualifications for office and written consent to serve to the Chair of the Nominating Committee, postmarked 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 Certifying Board, Continuing Education Board, or the Medical Assisting Education 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, Continuing Education Board, or the Medical Assisting Education Review 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, Continuing Education Board, or the Medical Assisting Education Review 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, Continuing Education Board, or the Medical Assisting Education Review 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, Continuing Education Board, or the Medical Assisting Education Review 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, or the Medical Assisting Education 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 or 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 nonparticipating 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 May 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 30 calendar days prior to 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. Except for the 2020-2021 AAMA year, Officers and Trustees shall be elected by ballot and a majority vote of the total voting power of the House of Delegates shall elect. For the 2020-2021 AAMA year, Officers and Trustees in office at the end of the 2019-2020 AAMA year shall remain in office for the 2020-2021 AAMA year.
- 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 either electronically or by U.S. mail in accordance with Article XV, Section 5.
- C. A current Officer or Trustee running midterm shall resign from a 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 FAILURE TO PERFORM DUTIES

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 successors are elected. The elected Officer shall not serve more than one consecutive term in the same office (except for the 2020-2021 AAMA year).
- 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 odd-numbered years and the Secretary-Treasurer shall be elected in even-numbered years. These Officers may be re-elected 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 successors are elected. Four Trustees shall be elected in odd years and three Trustees shall be elected in even years, to total at least five, but no more than seven Trustees.

Effective with the elections at the 2017 House of Delegates, the Trustees may be re-elected, but shall not serve more than a total of five years in the same office.

Trustee terms of office served on or after the 2016–2017 AAMA year shall be counted in calculating the five years.

- 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. Failure to perform duties, give cause for removal, or to pay dues by December 31. An Officer or Trustee who fails to perform the required duties shall be requested to resign by two-thirds vote of the Board of Trustees. If said individual refuses to resign the matter shall be brought to the attention of the current House of Delegates for a decision.

An officer or trustee who does not pay dues by December 31 for each year in office shall be deemed to have resigned from office.

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 the 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 Chief Executive Officer 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 Trustees 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 Office Leadership, Chair of the Provider Liaison Board, Certifying Board, Continuing Education Board, and the Medical Assisting Education 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 the AAMA;
- B. conduct the business of the AAMA between annual House of Delegates meetings;

- C. elect members to the Provider 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 or electronic means, 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 the Board's 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 Chief Executive Officer to be the chief administrator of the 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 Chief Executive Officer.
- 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 the appointees' number, qualifications, and term of office shall be in accordance with the Policies and Procedures of the Certifying Board. The Chief Executive Officer or designee shall be a member ex officio, without vote.
- B. The Certifying Board shall prepare, administer and evaluate exams for certification and recertification and certify/recertify successful candidates.
- 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 exam fees received by the Certifying Board shall be used only for the purposes of that board and the administration of its programs.
- E. 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 Chief Executive Officer 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 Provider Liaison Board shall consist of no more than two providers, one to be appointed in even years, and one in odd years. Each provider shall serve for two AAMA years. A provider may not serve more than four consecutive years.

SECTION 4. Judicial Council.

- A. The Judicial Council shall consist of five Past Presidents of the AAMA whose membership has not been revoked, as delineated in Article VI, Section 4.
 - 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 the 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 the AAMA.
- D. The Judicial Council shall:
 - 1. meet or consult upon the call of the Chair; consultation by mail or electronic means shall be permitted among the members of the Council provided the rights of the appellant are not prejudiced.
 - 2. submit an annual report to the House of Delegates;
 - 3. 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 Judicial Council Chair 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 the AAMA may be created by the President, the Board of Trustees, or the House of Delegates. Composition shall be determined by the prescribed function. 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 whose membership has not been revoked, as delineated in Article VI, Section 4, in sufficient number to carry out the duties of the committee/strategy team.

SECTION 3. Committee/strategy team Chairs 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 the AAMA shall be the House of Delegates. It shall determine the policies of the 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 National Life members whose membership has not been revoked, as delineated in Article VI, Section 4.
 - 2. The number of Delegates shall be determined by the Constituent Society's total Active and Associate membership as of December 31 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 from the opening of the House of Delegates for the year elected until the next convening 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. Notice will be sent by certified mail with return receipt requested.
- 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 any Constituent Society officer.

SECTION 5. In the event of an administrative emergency, declared as such by the Board of Trustees and Executive Office Leadership after agreement is obtained in writing from House Counsel or Outside Counsel, the Board may take a vote of the House of Delegates electronically with return receipt requested instead of calling a special meeting of the House of Delegates. Ballots shall be sent from and returned to the Executive Office electronically no later than 15 calendar days after transmission from the Executive Office (the controlling time is that of sending, not that of receiving).

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

ARTICLE XVI—EXECUTIVE OFFICE LEADERSHIP

SECTION 1. The Chief Executive Officer shall serve as the chief administrator of the AAMA in cooperation with and under the direction of the Board of Trustees. The Chief Executive Officer may solicit grants or funds to advance the goals of the AAMA.

SECTION 2. The Chief Operating Officer shall oversee all staff with appropriate communication to the Board of Trustees.

SECTION 3. The individuals constituting the Executive Office Leadership shall be members ex officio, without vote, of all boards, councils and committees except the Judicial Council and Nominating Committee.

SECTION 4. The Executive Office Leadership shall keep the Board of Trustees fully informed on the condition and operations of the AAMA.

SECTION 5. The Executive Office Leadership shall present to the membership an annual report of AAMA activities including a detailed line-item financial statement.

SECTION 6. The Executive Office Leadership shall establish the organizational structure, supervision, and administration of the Executive Office Staff.

ARTICLE XVII—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 XVIII—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 Office Leadership shall prepare a line-item budget for the ensuing fiscal year for approval by the Board of Trustees at its summer meeting. 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. The Executive Office Leadership shall oversee a compilation of the General Fund prepared and completed by an accounting firm no later than 90 calendar days after the close of the fiscal year that shall be submitted to the Board of Trustees immediately upon completion.

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 who does not perform any outsourced accounting work for the AAMA. The audit shall be completed no later than 150 calendar days after the close of the fiscal year and shall be presented to the Board of Trustees immediately upon completion. A copy of this audit shall be available to members for review, by appointment, in the Executive Office.

SECTION 5. Bonding. The Chief Executive Officer 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 XIX—CONFERENCE

There shall be an Annual Conference of the AAMA in a city and month approved by the Board of Trustees. As specified in Article IX, Section 2, B, the Board of Trustees may cancel an Annual Conference if a state of emergency, as determined by the Board of Trustees, precludes the holding of an Annual Conference.

ARTICLE XX—DISSOLUTION

A meeting of the House of Delegates must be called to discuss any proposal to dissolve the AAMA. Such dissolution proposal must be approved by a two-thirds vote of the House of Delegates. In the event of dissolution of the 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 XXI—PARLIAMENTARY AUTHORITY

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

ARTICLE XXII—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 45 days prior to the meeting at which they are to be acted upon.

APPENDIX A

DEFINITION OF THE MEDICAL ASSISTING PROFESSION

Medical assistants are multiskilled members of the health care team who perform administrative and clinical procedures under the supervision of licensed health care providers.

AAMA CODE OF ETHICS

The Code of Ethics of the 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 the 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 B

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 Exam, impersonating another examinee, or falsifying education or credentials.
 - E. Copying answers, permitting another to copy answers, or providing or receiving unauthorized advice about exam content during the CMA (AAMA) Certification Exam.
 - F. Unauthorized possession or distribution of exam materials, including copying and reproducing exam 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, including the common law duty of providing a standard of care that meets or exceeds that of reasonably competent and knowledgeable CMA (AAMA).
- 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 AAMA Certifying Board, including regulations governing the use of the CMA (AAMA) credential.
- K. Violation of the AAMA Code of Ethics or the AAMA Certifying Board Code of Conduct.
- L. Failure to cooperate reasonably with the investigation of a disciplinary matter.

II. Expired Credentials

- A. It is unethical and a misrepresentation to publicly display the CMA (AAMA) certification title or to use the CMA (AAMA) initials after your name if your credential has expired.

III. 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 decision of the alleged violation shall be made by the Certification Director.
- D. 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.

IV. Possible sanctions

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

INDEX TO BYLAWS

A

Amendments, Bylaws.....	A23
AAMA,	
name	A1
organizational policy	A3
purpose.....	A2
Annual Conference, time & place	
selected by Board of Trustees	A20

B

Board of Trustees,	
approve removal from office	A10S3
assume office.....	A10S1E
budget approval	A19S2
call special meetings of House	A15S4B
consists.....	A12S1
duties	A12S2
fill vacancies	A10S2B
meetings	A12S3
members ex officio, House	A15S2A
Nominating Committee Chair.....	A9S1A2
quorum.....	A12S4
term of office	A10S1
Board of Trustees, appoint members,	
Continuing Education Board	A13S2A
Editorial Advisory Committee.....	A18S2
Physician Liaison Board	A13S3
Bonding	A19S5
Budget preparation.....	A19S2
Business before House	A15S1

C

Candidates for Officer or Trustee	A8S3,4
Certifying Board.....	A13
Chief Executive Officer,	
member ex officio, without vote	A17S2
Certifying Board	A13S1A
Continuing Education Board	A13S2A
duties	A17
CMA (AAMA) Core Values.....	2
Code of Ethics	Appendix A
Committees, appointed by Board	A12S2C
Component Chapters	A5
Constituent Societies,	
application for affiliation	A4S2
Bylaws	A4S4
definition	A4
dissolution.....	A4S8
jurisdiction over Component Chapters.....	A5

notification of affiliation	A4S3
representation.....	A4S5, A15S2C
review of Bylaws	A4S7
revocation of charter	A4S6
Continuing Education Board,	
appointed by Board of Trustees.....	A13S2A
approved by Board of Trustees	A13S2E
budget.....	A13S2D
duties	A13S2B
standing rules, policies and procedures.....	A13S2E
Core Values	2
Council, Judicial	A13S4
Credentials Committee.....	A15S3A
Creed	Appendix A

D

Definition of the medical assisting	
profession	Appendix A
Delegates,	
Constituent Society entitlement	A15S2C
dissolution of AAMA.....	A21
qualifications	A15S2C1
Disciplinary standards,	
adjudicating violations.....	Appendix B
grounds for denial of eligibility	Appendix B
sanctions.....	Appendix B
Dissolution, distribution of assets	A21
Dues,	
Active members	A7S1A
Affiliate members	A7S1A
annual	A7S1
Associate members	A7S1A
Delegates and Alternates	A7S3
delinquent	A7S1
Honorary member.....	A7S1E
how fixed.....	A7S1
International members	A7S1C
Life members	A7S1E
new members, after September 1	A7S2
nontransferability	A7S5
Student members	A7S1D
Sustaining members	A7S1B
transferring members.....	A7S4
Duties,	
Board of Trustees	A12S2
Certifying Board	A13S1B
Chief Executive Officer	A17
Continuing Education Board	A13S2B
Editorial Advisory Committee.....	A18S3
Judicial Council.....	A13S4D

Officers.....	A11
Immediate Past President	A11S7
President	A11S2
Secretary-Treasurer	A11S4
Speaker of the House	A11S5
Vice President	A11S3
Vice Speaker of the House	A11S6
Physician Liaison Board	A13S3

E

Editorial Advisory Committee,	
appointed by Board of Trustees.....	A18S2
composition	A18S2
duties	A18S3
Elections,	
Nominating Committee	A9S1A
Officers and Trustees	A9S2
Speaker and Vice Speaker of the House.....	A10S1B
state of emergency	A9S2B
term completion/re-election	A10S1D
Trustees.....	A10S1C
Executive office	A16

F

Finances,	
annual audit	A19S4
bonding.....	A19S5
budget.....	A19S2
donations and grants	A19S1
fiscal year.....	A19S3

H

Hearings, reference committee	A15S3B
House,	
amend Bylaws	A15S1
committees, appointed.....	A15S3
composition	A15S2
duties	A15S1
elect members, Nominating Committee.....	A9S1A
emergency vote	A15S5
meetings	A15S4

I

Immediate Past President,	
duties	A11S7
member, Board of Trustees	A12S1
International member	A6S2E

J

Journal, publication of	A18S1
Judicial Council,	
composition	A13S4A
decisions, request for review	A13S4F

duties	A13S4D
jurisdiction.....	A13S4C
quorum.....	A13S4H
request for action	A13S4E
vacancy.....	A13S4G

M

Management Steering Committee	A12S6
Membership, classes.....	A6S1
Membership, privileges	A6S3
Membership, qualifications	
Active	A6S2A
Affiliate	A6S2H
Associate	A6S2D
Honorary	A6S2G
International	A6S2E
Life	A6S2B
Student	A6S2F
Sustaining	A6S2C
Membership, revocation	A6S4
Minutes Committee	A15S3C
Mission Statement.....	2

N

Nominating Committee,	
consideration of submissions.....	A9S1C
election of members	A9S1A
examination of qualifications.....	A9S1D
Immediate Past President, Chair	A9S1A2
removal from committee	A9S1B
responsibilities	A9S1B
Nomination,	
additional	A9S1F
names and qualifications to pres. const. soc. 60 days before Annual Conference.....	A9S1E
Nominees, comply with campaign policies.....	A9S1G

O

Officers,	
eligibility	A8S3,4
listed	A8S1
method of election	A9S2A
names submitted for nomination.....	A9S1C
removal from office	A10S3
term of office	A10S1,2

P

Parliamentary Advisor, Immediate Past
 President serves as A11S7

Parliamentary authorityA22

Past President,
 member ex officio, without vote, HouseA15S2B
 member, Judicial Council.....A13S4A

Physician Liaison Board, composition..... A13S3

President,
 appoint member, Judicial Council.....A13S4A
 Chair, Board of Trustees..... A12S1
 duties A11S2
 term of office A10S1

Proxy votes, Constituent SocietiesA15S4C

Publication.....A18

Q

Qualifications of Officers and TrusteesA8

Quorum,
 Board of Trustees A12S4
 House A15S6
 Judicial Council.....A13S4H

R

Reference CommitteesA15S3B

Report, annual,
 Certifying BoardA13S1C
 committees/strategy teams..... A14S3
 Continuing Education BoardA13S2C
 Judicial Council.....A13S4D2

Report, Board of Trustees to House..... A12S2J

Revocation of charter, Constituent Society A4S6

S

Secretary-Treasurer,
 duties A11S4
 eligibilityA8S4B
 member, Board of Trustees A12S1
 term of office A10S1B,D

Speaker of the House,
 appoint House committees A15S3
 duties A11S5
 eligibilityA8S4C
 member, Board of Trustees A12S1
 term of office A10S1B,D

T

Terms of office A10S1

Trustees,
 eligibilityA8S4E
 member, Board of Trustees A12S1
 number on Board of Trustees A8S2
 term of office A10S1C,D

V

Vacancies, filled by Board of TrusteesA10S2B

Vice President,

 duties A11S3

 eligibilityA8S4A

 member, Board of Trustees A12S1

 term of officeA10S1A

Vice Speaker of the House,

 appoint House committees A15S3

 duties A11S6

 eligibilityA8S4D

 member, Board of Trustees A12S1

 term of office A10S1B,D

Vision Statement 2

Vote,

 amending Bylaws.....A23

 delivery method, Board of TrusteesA12S2H