**Guidelines to Using the Sample Chapter Bylaws**

These Sample Chapter Bylaws have been developed to help prospective medical assistants form a chapter which will affiliate with their state society and the AAMA. Chapter bylaws represent the wishes of the members; however, they cannot conflict with the bylaws of the state society or AAMA. These sample bylaws have been written so they do not conflict with the AAMA Bylaws. Since each state society has its own bylaws, the chapter bylaws may have to be adjusted to maintain compliance with the state society bylaws.

These bylaws may be used as a guide to establish chapter bylaws and should be tailored to each chapter. For example, the list of standing committees is only an example of the types of committees a chapter may need to function. Delete those committees the chapter will not use.

Your State Society may be able to provide you with sample chapter bylaws for your use. If no sample is available, then you may wish to request from them a copy of an approved chapter’s bylaws to use as a guide.

SAMPLE CHAPTER BYLAWS

ARTICLE I—NAME (Mandatory)

The name of this organization shall be \_\_\_\_\_\_\_\_\_\_\_\_, Chapter of Medical Assistants, a component chapter of the \_\_\_\_\_\_\_\_ State Society of Medical Assistants, a constituent society affiliated with the American Association of Medical Assistants Inc. (AAMA).

ARTICLE II—OBJECTIVES/PURPOSE (Mandatory)

The purpose of the Chapter 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 (Mandatory)

This chapter 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 this chapter 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 this chapter.

ARTICLE IV—MEMBERSHIP (Mandatory)

Section 1. Classes. There shall be eight classes of membership on the chapter level: active, associate, affiliate, member-at-large, sustaining, student, honorary, and life *(honorary and life membership categories are optional).*

A. Membership in a component chapter, a constituent society and AAMA shall be required (except for honorary members), unless there is no component chapter in the area.

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

C. An individual, other than a life or honorary member, may not belong to a component chapter without also belonging to State Society and AAMA.

Section 2. Qualifications.

A. Active—An active member shall be one of the following:

1. A credentialed medical assistant holding current status through a National Commission for Certifying Agencies (NCCA)–accredited certification program and whose credential has not been revoked as provided by the respective credentialing body.

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 and not receiving).

B. 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.

1. 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.
2. Student—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.

1. 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).
2. 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).
3. No member is eligible for more than a total of two consecutive years of student membership.

E. 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.

F. 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 chapter. Honorary membership is conferred by a two-thirds vote of the Board of Directors. Names of candidates for honorary membership shall be presented to the Board of Directors by any chapter member. Honorary membership in a chapter does not transfer to the State Society or National level.

G. Life—A life member shall be an active member who has had life membership conferred by two-thirds vote of the Board of Directors. The guidelines are the same as outlined above in section F.

H. Member-at-large – A member-at-large shall be an active member who resides in an area where there is no component chapter.

Section 3. Privileges. (CLARIFICATION ON PRIVILEGES: The chapter has the right to define privileges for active, sustaining, associate, student, affiliate, life, and honorary membership. Smaller chapters may need to include students, associate, members-at-large and sustaining members as officers and committee persons with the right to vote.)

A. All rights and privileges of membership in this chapter shall be given to active and life members.

(Optional: In some chapters, only members who are

CMA (AAMA) may be candidates for chapter office. If that is the chapter’s preference, the following exception could be inserted into the clause above: only members who are CMA (AAMA) may be candidates for chapter office).

B. Sustaining members. Sustaining members shall not vote, hold office, chair a committee or serve as a delegate to the State Society House of Delegates or General Assembly.

C. Associate members may not vote, hold office, chair a committee or serve as delegates (unless specified by both chapter and state society bylaws).

D. Student members may not vote, hold office, chair a committee or serve as delegates. (unless specified by both chapter and state society bylaws).

E. Honorary members may not vote, hold office, chair a committee or serve as delegates.

F. Affiliate members may not vote, hold office, chair a committee, or serve as delegates.

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 V—DUES (Mandatory)

Section I. Annual chapter dues for all classes of members shall be fixed by the state society. 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 student members.

D. Honorary and Life 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 candidate for a chapter office or a delegate/alternate to the annual State Society meeting, dues must be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving). Officers and trustees must maintain current membership during their terms of office.

Section 4. Chapters shall offer reciprocity to members transferring membership from another chapter. The transferring member shall present proof of current AAMA membership status.

Section 5. Membership belongs to the individual and shall be nontransferable.

ARTICLE VI—BOARD OF DIRECTORS

Section I. The Board of Directors shall consist of: (list normally would include the elected officers, the immediate past president, the chairs of standing and/or special committees and the parliamentarian who is ex-officio with the right to vote).

Section 2. The Board of Directors shall have full authority to transact the business of this chapter between meetings.

Section 3. \_\_\_\_\_\_ (number) shall constitute a quorum.

Section 4. (If specific functions of the Board are to be listed, it is suggested they be done by formulation of a policy manual or standing rules. These are more easily altered than bylaws. If not, list duties here.)

Section 5. (This section could contain the meeting requirements of the Board of Directors. However, it is recommended that a policy manual or standing rules be used for meeting requirements or requiring changes affected by economics or inclement weather.)

ARTICLE VII—EXECUTIVE COMMITTEE

Section I. There shall be an Executive Committee composed of: (list most commonly elected officers and parliamentarian).

Section 2. The Executive Committee shall, by majority vote of its members, have full authority to act for and on behalf of the Board of Directors whenever the business of the chapter demands prompt action between meetings of the Board.

Section 3. The President shall act as chair of the Executive Committee meetings, which can be called by any \_\_\_\_\_ (insert number) members, or the chair. All members must be notified of such a meeting.

Section 4. \_\_\_\_\_\_\_ (insert number) shall constitute a quorum.

(EXAMPLE: If the Executive Committee consists of the President, President-Elect, Vice President, Secretary, Treasurer, and Parliamentarian (without the right to vote), that would be six people and a quorum would be four.

Section 5. In the event of a vacancy in any office not provided for elsewhere in these bylaws, the Executive Committee shall appoint a member to serve the unexpired term. The member shall meet the qualifications prescribed.

ARTICLE VIII—OFFICERS

Section I. Elected officers shall be as follows: President, Vice President, President Elect, Secretary and Treasurer. (Note: For smaller chapters it is suggested eliminating President-Elect.)

Section 2. Appointed offices will be: Parliamentarian, Chaplain and Historian (These are optional and are given here as an example only).

Section 3. Qualifications and Eligibility.

A. To be a candidate for officer, the member shall be an active member, shall have chaired a chapter committee or served as an appointed officer of the Board. (Note: if the chapter allows other categories of members to serve in this capacity, include it here.)

B. No member may run for an elected office unless they are a CMA (AAMA). (Note: This is not mandatory, but if it is desired that officers be CMAs (AAMA), include it here).

C. To serve as an officer, a member’s dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving). Officers must maintain current membership during their terms of office.

Section 4. Term and vacancy in office.

A. No retiring President may be reelected to the office of President-Elect until after a lapse of \_\_\_\_\_ years. (Minimum should be one year so they may serve as Immediate Past President).

B. (List who may serve consecutive terms and what the term limitations are. EXAMPLE: Secretary and Treasurer shall be eligible to serve two consecutive terms but shall be ineligible to serve again in the same office until a lapse of two years.)

C. The term of office for all elected and appointed officers shall be for one year or until their successors are elected and/or appointed and have assumed office. (Chapters may set terms of office—e.g., one to two years—but should not be in conflict with state bylaws.)

D. A vacancy in the office of President shall be filled by the Vice President or, if no Vice President, the President-Elect. (A clause such as this prevents confusion if no one runs for the office).

E. In the event of vacancy in the office of President-Elect, the office shall remain vacant until the next meeting when elections are held, when a President-Elect shall be elected by the membership.

F. When a President-Elect assumes the office of President under the conditions of a vacancy, any restrictions on consecutive terms is lifted and he or she may run for President at the meeting where elections are held.

G. A vacancy in an appointed office shall be filled by the President appointing a successor. A vacancy in an elected office shall be filled by the Board of Directors within \_\_\_\_\_ days.

Section 4. Duties of Officers.

A. Officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedures.

B. Specific duties are enumerated in the policy manual.

ARTICLE IX—COMMITTEES

Section 1. There shall be the following committees: Standing and special.

Section 2. Standing committees shall be: (Suggested committees: Audit, Budget, Bulletin, Bylaws, Education, Hospitality, Insurance/Member Benefits, Public Policy, Postsecondary Education, Medical Assisting Careers, Program, Membership, memorials, Resolutions, Nominating). Either include their duties as subsections here or refer to the policy manual.

Section 3. Special committees are appointed by the President for a special function or task and will remain active until their function is completed and they are dissolved.

Section 4. A special committee chair has a vote on the Board of Directors. If that chair has another position on the Board, there will be only one vote and that will be considered as one for the purpose of quorum count.

ARTICLE X—STATE HOUSE OF DELEGATES OR GENERAL ASSEMBLY

Section 1. Chapter delegates to the \_\_\_\_\_\_\_\_ State Society’s House of Delegates or General Assembly shall be the active, associate, and life members of the society whose membership has not been revoked as delineated in Article VI, Section 4 of the AAMA Bylaws. No member may serve as a delegate if dues are not postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

Section 2. The chapter President and President-Elect (or Vice President) automatically shall serve as delegates.

Section 3. Other delegates and alternates shall be elected by plurality vote at the \_\_\_\_\_\_ (insert month) meeting of this chapter.

ARTICLE XI—NOMINATIONS AND ELECTIONS

Section 1. Nominations for elected officers with their qualifications and consent to serve shall be submitted to the chair of the Nominating Committee no later than \_\_\_\_\_\_\_ days prior to the election meeting.

Section 2. Nominations may be made from the floor. The Nominating Committee chair must have the qualifications and consent to serve of potential nominees preceding the election in order for the name to be placed in nomination. (The office need not be specified.)

Section 3. Election of officers shall be held during the \_\_\_\_\_\_\_\_ (insert month) meeting of the chapter.

Section 4. Elections shall be by the written ballot. The candidate receiving a majority of votes cast for each office will be elected.

Section 5. The regular term of office shall commence upon the adjournment of the election meeting (or whatever time is chosen by the chapter).

ARTICLE XIII—ADVISORY BOARD

(Note: This will depend on the degree of support a chapter receives from its local medical society. An advisory board is NOT mandatory).

Section 1. The Advisory Board shall be composed of three members eligible for membership in the \_\_\_\_\_\_\_\_\_\_\_\_ (name of local medical or specialty society). OR: The Advisory Board shall be composed of three members who are eligible for membership in the local medical or specialty society and other professionals with an interest in the profession of medical assisting).

Section 2. Names of prospective candidates shall be submitted to the President for appointment to the Advisory Board no later than \_\_\_\_\_\_\_ days prior to the annual meeting. Written consent from the candidate must accompany the nomination. A majority vote of the Board of Directors shall serve to formally appoint members to the Advisory Board.

Section 3. The members of the Advisory Board shall elect their own chair. This Chair shall be the official representative to the Board of Directors, without the right to vote.

Section 4. If applicable, the President shall forward the names of the Advisory Board and its chair to the local medical society.

ARTICLE XIV—AUTHORITY

Section 1. The Bylaws of the AAMA and \_\_\_\_\_\_\_\_\_ State Society shall supersede the bylaws of this chapter. In the event of conflict, the Bylaws of AAMA and the State Society shall take precedence.

Section 2. The rules contained in *Robert’s Rules of Order, Newly Revised,* most current edition, shall govern this chapter in all 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 XV—AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds vote at any meeting of the chapter provided that the proposed amendments shall have been submitted in writing to the members no later than sixty (60) days prior to the meeting at which they are to be acted upon.

Section 2. Chapter bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws and State Society bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates Representation to the House of Delegates, Dissolution, and Organizational Policy). Any action taken by a chapter that is inconsistent with such mandated language shall immediately be null and void and of no effect. (If the state society requires the chapter’s bylaws to be reviewed on a regular basis this would be state here.)

ARTICLE XVI – DISSOLUTION (Mandatory)

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

Section 2. The \_\_\_\_\_\_\_\_\_\_\_ Chapter shall notify the AAMA Executive Office and the President of the \_\_\_\_\_ State Society of its dissolution within ten (10) days of the meeting at which dissolution is approved by the chapter membership. A final accounting of finances shall be due to the Constituent State Society President no later than 90 days after said chapter is dissolved.

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

Sample Chapter Bylaws revised by AAMA Board of Trustees 2/2018.

APPENDIX

CODE OF ETHICS (optional)

The Code of Ethics of the American Association of Medical Assistants Inc. and \_\_\_\_\_\_\_\_\_\_\_\_ (state society name) 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 and \_\_\_\_\_\_\_\_\_\_\_\_ (chapter name) 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:

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

CREED (Optional)

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 in 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.