

BYLAWS**MONTGOMERY COUNTY CHAPTER OF MEDICAL ASSISTANTS****ARTICLE I – NAME**

The name of this organization shall be the Montgomery County Chapter of Medical Assistants (MCCMA), a component Chapter of the Ohio State Society of Medical Assistants (OSSMA), a constituent society affiliated with the American Association of Medical Assistants, Inc., and hereafter known as AAMA.

ARTICLE II – OBJECTIVE/PURPOSE

The purpose of the MCCMA 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 certified medical assistants, especially those holding the CMA(AAMA) credential.

ARTICLE III – ORGANIZATIONAL POLICY

The MCCMA is hereby declared to be nonprofit. It is not, nor shall it ever become as trade union or collective bargaining agency. No person otherwise qualified for membership in the Chapter will be denied membership. No person who participates in the activities of an organization whose purpose is to overthrow the government of the United States may become a member of this Chapter.

ARTICLE IV – COMPONENT CHAPTERS

A component chapter of Ohio State Society of Medical Assistants shall be:

- (1) Any organization of medical assistants within a county and/or:
- (2) Any two or more county organizations of medical assistants within the same councilor district which:
 - (A) Has been organized following a request for approval of the component medical society of the Ohio State Medical Association of that county. However, any group of medical assistants which meets the requirement of a component chapter, may not be denied a charter if approval is not given.
 - (B) Has individuals who are eligible for membership as defined in the Bylaws, Article V.
 - (C) Has been expressly approved and recognized by the Board of Trustees of Ohio State Society of Medical Assistants as a component chapter thereof;
 - (D) The Bylaws of a component chapter shall not conflict with the Articles of Incorporation and Bylaws of the Ohio State Society of Medical Assistants or the American Association of Medical Assistants Bylaws. The Articles of Incorporation and Bylaws of the Ohio State Society of Medical Assistants and the Bylaws of the American Association of Medical Assistants shall supersede those of a component chapter.
- (3) A constituent society or a component chapter of the American Association of Medical Assistants found guilty of any conduct or action deemed in violation of the Code of Ethics or the Bylaws of the American Association of Medical Assistants or the Ohio State Society of Medical Assistants shall be subject to revocation of its charter by a three-fourths vote of the Board of Trustees.

- (4) Every three years each component chapter shall submit for review three copies of its bylaws to the Board of Trustees. Following its annual meeting, each component chapter shall submit for review three copies of any amendment adopted.

ARTICLE V – MEMBERSHIP

Section 1. Classes: There shall be seven classes of membership: active, sustaining, associate, student, affiliate, honorary, and life (Honorary and Life are optional).

- A. Membership in a component chapter such as the MCCMA as defined in the OSSMA Bylaws (Article V, Section 1) need not file an application for membership, since membership in the AAMA automatically qualifies any such person for membership in the OSSMA and the MCCMA.
- B. Any State of Ohio individual eligible for membership shall make application for membership directly to the AAMA Executive Office. After verification of the application, the individual shall, upon payment of dues, become a member of the Ohio State Society of Medical Assistants and the Montgomery County Chapter of Medical Assistants.
- C. No other membership or quasi-membership classes shall be permitted by this Chapter.

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 12/31/87 **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. Sustaining: Anyone who has been an active or associate member for at least two years who has retired from medical assisting is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- C. 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.
- D. Student: A Student member shall be enrolled in a medical assisting program.
 - 1. 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 an 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.
- 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: Honorary membership 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. This district membership shall be recognized by the Montgomery County Chapter of Medical Assistants.
- G. Life: A Life member shall be an active member who has had life membership conferred by a two-thirds vote of the OSSMA 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 shall be recognized by the Montgomery County Chapter of Medical Assistants.

Section 3: 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 CMAs (refer to www.aama-ntl.org) 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 by the MCCMA.

Section 4: Privileges

- A. All rights and privileges of membership in the Chapter shall be given to active and life members.
- B. Sustaining members shall not vote, hold office, chair a committee, or serve as a delegate to the Ohio State House of Delegates.
- C. Associate members may not vote, hold office, chair a committee, or serve as delegates.
- D. Student members may not vote, hold office, chair a committee, or serve as delegates.
- 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.

ARTICLE VI – DUES and ASSESSMENTS

Section 1: The annual dues will be determined by the House of Delegates at the Annual Meeting and shall be levied per capita on the membership. Special assessment for unusual or extra-ordinary activities of expenses of the Ohio State of Medical Assistants may be voted and levied against dues paying members by the House of Delegates present and voting. The Ohio State Society of Medical Assistants membership shall be notified of a pending dues increase. To be considered, these pending dues increase shall be published in the official publication of the Ohio State Society of Medical Assistants at least six (6) months prior to the Annual Meeting of the House of Delegates.

Section 2: Tri-level dues shall be collected by the AAMA Executive Office for each member of the Ohio State Society of Medical Assistants except for members-at-large who will pay only the state and national dues. Full dues will be assessed for active, associate, and affiliate members, one-half dues will be assessed for sustaining members, and dues will be assessed for student members. AAMA life and honorary members are not required to pay dues. The AAMA will disburse the state and local dues to the appropriate Treasurer. Dues shall become due and payable November 1st and shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31st. Ohio State Society of Medical Assistants Honorary and Life members shall not pay state dues. Dues for new members shall be payable at the time of their acceptance for membership. New members joining after September 1st shall pay full dues which shall be credited to the following year and certification of this shall be sent to each member.

Section 3: Membership belongs to the individual and is nontransferable to another person. Dues are not refundable.

Section 4: The Ohio State Society of Medical Assistants shall offer reciprocity to membership from any other constituent society of the American Association of Medical Assistants. The transferring member shall present proof of current AAMA membership status. The Montgomery County Chapter of Medical Assistants shall offer reciprocity to membership from any other constituent chapter of the Ohio State Society of Medical Assistants. The transferring member shall present proof of current AAMA membership status.

ARTICLE VII – OFFICERS

Section 1: Elected officers and duties shall be as follows:

- A. President: The President shall preside at all meetings of the Executive Committee, Board of Directors, and any special meetings.
- B. Secretary: The Secretary shall keep all the minutes of the Board of Directors meeting and any other special meetings pertaining to the MCCMA. The Secretary shall maintain a list of all officer and committee chairs and will facilitate the communication of matters related to the Chapter in a timely and appropriate manner.
- C. Treasurer: The Treasurer shall be custodian of all money and securities of the MCCMA and shall pay all authorized obligations promptly by check. The Treasurer shall keep a detailed account of receipts and disbursements and shall provide a written report for each meeting of the Executive Committee and/or Board of Directors.
- D. Immediate Past President: The Immediate Past President shall serve on the Executive Committee and Board of Directors.

Section 2: Appointed offices will be the Chairs of standing and/or special committees.

Section 3: Qualifications and Eligibility:

- A. To be a candidate for chapter officer, the member shall be an active member and shall have chaired a chapter committee or served as an appointed officer of the Board.
- B. Members must hold a current CMA(AAMA) credential and must maintain that credential throughout the term of office.

- C. No member may run for an elected office if dues are not considered current by the Executive Office of the AAMA.
- D. To serve as an officer, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31st (the controlling time is that of sending, not that of receiving). Officers must maintain current membership during their terms of office.

Section 4: Term and Vacancy in Office:

- A. The term of elected offices (President, Secretary, and Treasurer) shall be for two (2) years or until their successors are elected and/or appointed and have assumed office.
- B. Vacancy in the office of President shall remain vacant until the next meeting when elections are held and then a President shall be elected by the membership.
- C. When a President is elected under the conditions of a vacancy, any restrictions on consecutive terms is lifted and she/he may run for President at the meeting where elections are held.
- D. 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 30 days. Vacancy is defined as nonattendance for three (3) consecutive meetings.

Section 5: Duties of Officers:

- A. Officers shall perform such duties as are implied by their respective offices consistent with standard parliamentary procedures and/or as required by law.
- B. Specific duties are enumerated in the Policy Manual and in Article VII, Section 1.

ARTICLE VIII – BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of elected MCCMA officers (President, Secretary, Treasurer), Immediate Past President, and the Chairs of standing and/or special committees.

Section 2: To remain on the Board of Directors, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31st (the controlling time is that of sending, not that of receiving). Board members must maintain current membership during their terms of office.

Section 3: The Board of Directors shall have full authority to transact the business of this chapter between meetings.

Section 4: Three (3) shall constitute a quorum.

Section 5: Any Standing Rules and MCCMA meeting requirements shall be described in a MCCMA Policy Manual.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1: There shall be an Executive Committee composed of the President, Immediate Past President, Secretary, and Treasurer.

Section 2: The Executive Committee shall, by majority vote of its' members, have full authority to act for an 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 Board of Director members and all members must be notified of such a meeting. In the absence of the President at such meetings, the order of who shall preside over such meetings will follow this order: Immediate Past President, Treasurer, and Secretary. No meeting will commence if a member of the Executive Committee is not present.

Section 4: Three (3) shall constitute a quorum.

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 X – COMMITTEES

Section 1: There shall be the following committees:

Standing Committees:

Section 2: Standing Committees shall include a minimum of 2 members and include:

- A. Education: This committee shall be charged with planning educational sessions for members and obtaining AAMA approval for Continuing Education Units (CEU's) as appropriate. This committee shall work closely with the Chapter Meeting committee to provide relevant and consistent CEU sessions.
- B. Chapter Meetings: This committee shall be charged with planning and coordinating chapter meetings. Members of this committee will work with the Education Committee to ensure the offering of consistent educational sessions to members for CEU's.
- C. Publicity: This committee shall be charged with soliciting and nominating members for elected positions during election years. In addition, this committee will communicate chapter events including, but not limited to, chapter meetings to all members.
- D. Web Master: This committee shall be charged with maintaining the chapter website. In addition, the website shall be updated monthly.

Special Committees:

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/or they are dissolved upon the completion of their responsibility.

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

ARTICLE XI – STATE HOUSE OF DELEGATES

Section 1: MCCMA delegates to the annual OSSMA House of Delegates shall be the ACTIVE and LIFE members of the Society. To serve as a delegate or an alternate, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31st (the controlling time is that of sending, not that of receiving).

Section 2: According to the OSSMA Articles of Incorporation and Bylaws, (Article VII, Section 4), component chapters including the MCCMA shall be entitled to one delegate and one alternate delegate for each twenty-five (25) members or fraction thereof.

Section 3: The Chapter President, Secretary, and Treasurer shall serve as automatic delegates for the MCCMA.

Section 4: Other delegates and alternates shall be elected by plurality vote at the last fall chapter meeting preceding the year of the conference (a list of the delegates and alternate delegates must be submitted to the OSSMA Speaker of the House, Secretary, and Treasurer in early January). Chapters that do not submit a list before the deadline in January will not have delegate representation in the House of Delegates at the annual OSSMA conference.

Section 5: As MCCMA funds allow, full registration dues and the cost of the hotel may be paid for each delegate who attends the annual OSSMA state conference. Delegates shall pay for registration to the OSSMA conference and his/her hotel accommodations and submit a MCCMA voucher (and receipts) for reimbursement to the MCCMA Treasurer after attending the conference.

ARTICLE XII – NOMINATIONS and ELECTIONS

Section 1: Nominations for elected officers with their qualifications shall be submitted to the chair of the Nominating and Membership Committee no later than 7 days prior to the election meeting.

Section 2: Nominations may be made from the floor. The Nominating and Membership Committee Chair must have the consent of the nominated member preceding the election in order for the name to be placed in the nomination.

Section 3: Election of officers shall be held in May at either a monthly chapter meeting or a special meeting.

Section 4: Election shall be by 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.

ARTICLE XIII – ADVISORY BOARD

The MCCMA does not have adequate support from the local medical society in order to have an effective advisory board. According to the AAMA, an advisory board is NOT mandatory.

ARTICLE XIV – AUTHORITY

Section 1: The Bylaws of the AAMA and OSSMA shall supersede the Bylaws of this Chapter. In the event of conflict, the Bylaws of AAMA and OSSMA shall take precedence.

Section 2: The rules contained in *Robert's Rules of Order* most current edition shall govern the MCCMA in all cases to which they are applicable.

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 thirty (30) days prior to the meeting at which they will be considered.

Section 2: Chapter bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws and OSSMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution. Any action taken by a chapter that is inconsistent with such mandated language shall immediately be null and void and of no effect. Periodic review of these chapter Bylaws may be conducted by the Chair of the OSSMA Articles of Incorporation and Bylaw committee.

ARTICLE XVI – DISSOLUTION

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 MCCMA shall notify the AAMA Executive Office and the President of the OSSMA of its dissolution within ten (10) days of the meeting at which dissolution is approved by the chapter membership.

Section 3: It shall be the responsibility of the President and 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 OSSMA. No funds are to be distributed to any member or officer of the MCCMA. After all liabilities are paid, any remaining funds are to be donated to a charitable organization.

Code of Ethics

These principles of ethics are intended to aid medical assistants individually and collectively to maintain a high level of ethical conduct. They are not laws, but are standards by which a medical assistant may determine the propriety of conduct in relationship with patients, with colleagues, with members of allied health professions, and with the public.

Section 1: The principle objective of the profession is to render service to humanity with full respect for the dignity of man. Medical assistants should merit the confidence of patients entrusted to their care, rendering to each a full measure of service and devotion.

Section 2: Medical assistants should strive continually to improve medical knowledge and skill and should make available to their patients and colleagues the benefits of their professional attainments.

Section 3: The profession should safeguard the public and itself against persons deficient in moral character or professional incompetence. The profession should observe all laws, uphold the dignity and honor of the profession and accept its self-imposed disciplines. They should expose, without hesitation, illegal or unethical conduct of fellow members of the profession.

Section 4: A medical assistant may not reveal the confidences learned in the course of their profession, unless required to do so by law, or unless it becomes necessary in order to protect the welfare of the individual or of the community.

Section 5: The honored ideals of the profession imply that the responsibility extends, not only to the individual, but also to society as a whole, and require participation by the profession in extraprofessional activities which have the purpose of improving the health and well-being of the community.