



# TSMA BYLAWS

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## 2017-2018

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## **ARTICLE I - NAME**

- A. This organization shall be named the Texas Society of Medical Assistants and shall be an affiliate member of the American Association of Medical Assistants.
- B. Hereinafter in this document the Society shall be referred to as TSMA.
- C. All official documents and correspondence shall be “Texas Society of Medical Assistants, affiliated with the American Association of Medical Assistants”.
- D. Hereinafter in this document the American Association of Medical Assistants shall be referred to as AAMA.

## **ARTICLE II - PURPOSE AND OBJECTIVES**

The purpose of TSMA 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 Certified Medical Assistant® (CMA (AAMA) s). The objectives of TSMA are to:

- A. Advance professionalism and continuing education for all medical assistants.
- B. Assist and encourage the organization of local medical assistants into component chapters of TSMA whose aim shall be to hold educational meetings for the benefit of all members.
- C. Inspire its members to render honest, loyal and more efficient service to their employer and to the public that they serve.

## **Article III - ORGANIZATION POLICY**

TSMA is hereby declared to be not for profit. It is not, nor shall it ever become, a trade union or collective bargaining agency. Any member or members attempting to organize as such hereby automatically forfeit their membership. No person otherwise qualified for membership in this organization shall be denied membership. Exception: That no person who participates in activities of organizations whose purpose is to overthrow the government of the United States shall be a member of this organization.

## **ARTICLE IV - AFFILIATION**

TSMA shall operate as a constituent society affiliated with the AAMA. All provisions of the bylaws of AAMA shall, so far as applicable, be an integral part of the bylaws of TSMA.

## **ARTICLE V - COMPONENT CHAPTERS**

- A. Component chapters shall be known as “\_\_\_\_\_Chapter of Medical Assistants”, affiliated with the Texas Society of Medical Assistants and the American Association of Medical Assistants.

- B. Component chapters are those county or district chapters of medical assistants within the geographic limits of TSMA. They shall be under the jurisdiction of TSMA.
- C. A medical assistant's chapter in the State of Texas with enough members to fill all offices, and eligible for membership in TSMA, may apply for membership by forwarding to the Vice President of TSMA the following:
  - 1. Letter of intent
  - 2. Proposed chapter bylaws
  - 3. Slate of Officers
- D. Multiple component chapters may be organized within any area where there is an interest and a need has been established.
  - 1. The organizing chapter must be sanctioned by TSMA
  - 2. The organizing chapter must then follow the above outlined procedure for all new chapters
  - 3. Chapter membership shall not be based on a geographical or employment location
- E. The Vice President shall submit all completed applications for new component Chapters at the next Executive Board meeting. Following approval by a majority vote, said chapter will become a component chapter and will be issued a charter at the next annual meeting of TSMA.
- F. All component Chapters of TSMA shall be affiliated with AAMA and TSMA. Their Bylaws and other governance documents shall COMPLY with AAMA and TSMA governance documents. All component Chapters will be required to review and revise their Bylaws at any time that AAMA or TSMA change their governance documents and the revised Bylaws shall be submitted to TSMA for review and approval. Component Chapters are given latitude in their policies and practices as long as they are not inconsistent with the policies and practices of TSMA.
- G. All component Chapters shall submit their Bylaws to TSMA at least every three years, and whenever a substantive change to the Bylaws is made.
- H. Chapters shall have an annual election of officers with new officers beginning their term on January 1st.

## **ARTICLE VI - MEMBERSHIP**

There shall be seven (7) classes of membership: Active, Sustaining, Associate, Student, Affiliate, Honorary and Life.

- 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) (see [www.aama-ntl.org](http://www.aama-ntl.org)).
  - 2. Anyone who was an active member in 12/31/87 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 an AAMA Certified Medical Assistant® (CMA) and who does not fall under any other category.
- D. 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 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 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 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.
- 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:
  - 1. The title honorary member may be confined upon members of the medical profession or other individuals not eligible for active membership who have made an outstanding contribution to TSMA.
  - 2. Component chapters shall submit nominations for honorary members to the Executive Board at least sixty (60) days prior to the annual meeting for consideration or recommendation to the TSMA General Assembly. Honorary members shall be elected from recommendations of the Executive Board by a two-thirds (2/3) vote of the General Assembly.
  - 3. No more than two (2) honorary members shall be elected at any annual meeting.
  - 4. Honorary members shall not hold office or have the right to vote. They shall not be required to pay annual dues.
- G. Life:
  - 1. A life member shall have been an active member whose CMA credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see [www.aama-ntl.org](http://www.aama-ntl.org)) for at least ten (10) years and shall have continued to make outstanding contributions to TSMA.
  - 2. Nominations shall be made to the Nominating Committee by component chapters and/or the Executive Board of TSMA no later than sixty (60) days prior to the annual meeting and are to include a statement outlining the contribution made by the individual.
  - 3. The names of the nominees will be selected by the committee and submitted to the Executive Board for approval by a majority vote.
  - 4. Life membership will be presented at each Annual Educational Conference dinner by the Nominating Chair and President.
  - 5. No more than one (1) life membership may be conferred in any one (1) year.
  - 6. A life member shall not pay TSMA dues. Life member is responsible for paying Chapter and National Dues.
  - 7. One who is a member-at-large who is not affiliated with a component chapter and who meets any of the above qualifications
- H. Member-at-large: A member-at-large is one who meets all the qualifications of active, life, sustaining, associate, student, honorary and affiliate except that a component chapter does not exist in the area of residence. Such a member shall pay only state and national dues.
- I. Member in Good Standing: A member in good standing is one whose (a) dues are not delinquent, (b) financial obligations to the organization have been met, (c) actions are in conformance with the bylaws and Code of Ethics of AAMA/TSMA and (d) whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see [www.aama-ntl.org](http://www.aama-ntl.org)).

- J. Forfeiture of Membership: Membership of all classes may be declared forfeited by a two-thirds (2/3) vote of the Executive Board for failure to abide by the bylaws or Code of Ethics of AAMA/TSMA after such members have been given the opportunity to defend their actions to the Executive Board.
- K. 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 CMA (AAMA) (see [www.aama.natl.org](http://www.aama.natl.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.

### **ARTICLE VII - DUES AND FISCAL YEAR**

- A. Dues for all classes of TSMA membership shall be as fixed by the General Assembly upon recommendation of the Executive Board plus the designated AAMA dues. 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).
  - 1. Full dues will be assessed for active, associate, and affiliate members.
  - 2. One-half dues will be assessed for sustaining member.
  - 3. Honorary members are not required to pay dues.
  - 4. Members-at-large pay only Society and National dues.
  - 5. Life members will not be required to pay TSMA dues. Only to pay Chapter and National dues.
- B. Dues for a new member joining on or after September 1 will get rest of current year and the following year for the cost of the annual dues.
- C. In order to serve as a delegate, an alternate, an officer, a trustee or a voting member to the TSMA annual meeting, a members' dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending). **Officers and trustees must maintain current membership during their terms of Office.**
- D. The fiscal year of TSMA shall extend from April 1 through March 31 of the next year to conform to IRS non-profit organization reporting dates.
- E. Reciprocity of Members: Reciprocity shall be offered to members transferring from another state. The transferring member shall present proof of current AAMA membership status.

### **ARTICLE VIII – GENERAL ASSEMBLY**

The legislative body of TSMA shall be the General Assembly, composed of members and procedures as follows:

- A. The Speaker shall preside over the General Assembly.
  - 1. The Speaker may appoint a Parliamentary Advisor.
  - 2. Oversee the transcription of the General Assembly.
  - 3. Serve as Co-Chair of Bylaws committee.
  - 4. The General Assembly shall have the authority to:
    - a. Determine the professional and administrative policies of the Society,
    - b. Amend the Society's Bylaws.
    - c. Elect the Society's Officers.

- d. Elect the Society’s Delegates and Alternates to the Annual meeting of the AAMA.
  - e. Approve proposed resolutions and/or amendments to the AAMA Bylaws prior to their submission.
- 5. Members eligible to voting are all members’ in attendance whose dues are paid by Dec 31 of the prior year. (Credentials are verified prior to being seated in The General Assembly)
- 6. If re-balloting becomes necessary during elections in The General Assembly, only the names of the two nominees receiving the highest number of votes for the position in question shall be listed on the new ballot.
- B. The Vice Speaker shall:
  - a. Preside during the meetings of the General Assembly in the absence of or on the request the Speaker.
  - b. Assist the Speaker in the appointment of Committees for the General Assembly.
  - c. Succeed to the Office of Speaker in case of vacancy.
  - d. Serve as Chair of the Bylaws Committee.

### **ARTICLE IX – ANNUAL EDUCATIONAL CONFERENCE**

- A. The Annual Educational Conference shall consist of the following:
  - 1. Annual Educational Conference
    - a. Annual Meeting
    - b. General Assembly
  - 2. Educational Sessions
    - a. General Membership
    - b. Medical Assisting Educators
    - c. Medical Assisting Students
- B. The Annual Educational Conference shall be held at a place to be decided upon by the General Assembly. The Annual Educational Conference site shall be chosen two (2) years in advance. The expenses of the Annual Educational Conference shall be paid from the registration fees and donations. After all expenses of the Annual Educational Conference are paid; the balance shall be equally divided between the host component Chapter and TSMA.
- C. The General Assembly shall meet during the Annual Educational Conference at the call of the Speaker. (minimum of two (2) hours should be reserved)
- D. Special meetings of the General Assembly of TSMA may be held by giving written/electronic notice to the TSMA members.

### **ARTICLE X – OFFICERS**

- A. The Officers of the Society will be the immediate Past President and the following: Elected Officers; President, Vice President, Secretary, Treasurer, Speaker and Vice Speaker.
- B. Qualifications for Office:
  - 1. Elected officers will be Certified Medical Assistant ® whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see [www.aama-ntl.org](http://www.aama-ntl.org)) and have been a member of the Society for at least two (2) years.
  - 2. Candidates for Office will have served as an elected Officer of a component Chapter with the exception of a Member-at-Large. Members-at-Large must have been a member for two (2) years and have served on a State Society Committee. Any candidate for Vice President or

- President must have served one complete term in another Board role.
3. Elected Officers will be in attendance at the meeting of election except where prevented by an act of God or employment obligation.
  4. A candidate for office must have served on a State committee.
- C. Term of Office:
1. The term of Office shall be one (1) year for the Immediate Past President, President, and Vice President.
  2. The term of Office will be two (2) years for the Secretary, Treasurer, Speaker, and Vice Speaker. **The Speaker and Vice Speaker shall be elected in even-numbered years and the Secretary and Treasurer shall be elected in odd-numbered years.**
  3. Vacancies in elected Offices, with the exception of the President and Vice President, shall be filled by the Executive Board.
  4. A vacancy in the Office of Vice President shall be filled by the Executive Board until next election at the General Assembly of TSMA Annual Education Conference.
  5. A vacancy in the Office of Immediate Past President shall not be filled.
- D. Election of Officers:
1. The nominations for Vice President shall be on an annual basis and the nominations for Secretary, Treasurer, Speaker and Vice Speaker shall be on a biannual basis – to the Nominating Committee.
  2. Nominations for each Office can be made from the floor of the General Assembly; intentions must be submitted to the Chair of the Nominating committee **by noon the day of the TSMA Executive Board preconference meeting** of the Annual Educational Conference.
  3. Election shall be by ballot in the General Assembly except when there is only one (1) nominee for an Office, in which case election shall be by verbal affirmation.
  4. A majority vote shall elect.
  5. When three (3) or more candidates are nominated, upon balloting no one receives a majority vote, only the two (2) candidates receiving the highest number of votes shall be considered when re-balloting.
- E. Removal of Office: An elected or appointed Officer may be requested by the Executive Board to submit a resignation in the event the Officer is unable to fulfill the duties of the Office and after the Officer has been given the opportunity to appear before the Executive Board.
- F. In addition to the duties set forth, Officers shall perform duties as are implied by their respective Offices and are consistent with standard parliamentary procedure, or as are required by law.
1. The President shall:
    - a. Be the head of TSMA during the term of Office
    - b. Preside at all meetings of TSMA except the General Assembly.
    - c. Preside at meeting of the Executive Board as Chair.
    - d. Deliver an annual address to the membership at the time selected by the annual meeting program chairman.
    - e. Counsel with all Officers, component Chapters, Committees, members, the profession and public for the best interest of TSMA.
    - f. With the approval of the Executive Board:
      - 1) Appoint all standing and special committees with the exception of the Nominating and Mediations Committees.
      - 2) Appoint coordinators and/or advisors to the committees from experienced members and past Presidents.
      - 3) Fill vacancies with the exception of the Nominating and Mediations Committees.
    - g. Be Bonded.



- h. In the absence of the Treasurer, sign checks if authorized to do so by the Executive Board.
  - i. Serve as first Delegate to the AAMA annual Educational Conference.
  - j. Serve as the ex-Officio member of all standing and special committees with exception of the Nominating and Mediations Committees.
  - k. Appoint an Ad Hoc committee as needed
  - l. Be a voting member of the General Assembly and the Executive Board.
  - m. Submit a report of the AAMA Annual Educational Conference to be printed in the official publication of TSMA
2. The Vice President shall:
- a. Serve as Chair of the Membership Committee and Public Relation/Marketing Committee.
  - b. Preside in the absence of the President at any meetings of TSMA.
  - c. In the event of death, resignation, or removal from Office of the President, immediately succeed to that Office for the remainder of the term.
  - d. Be a voting member of the General Assembly and the Executive Board.
  - e. Appoint by the time of the Annual Conference the chair of the Standing Committees with the exception of the Nominating and Medications Chairs, having secured each individuals consent to serve. The term of Office of these Chairs shall coincide with the term of Office of the President.
  - f. Prepare to assume the Office of President following the installation at the close of the Annual Educational Conference.
  - g. Serve as TSMA second Delegate to the annual meeting of AAMA.
  - h. Prepare proposed resolutions for consideration by the TSMA General Assembly.
  - i. Open each Executive Board meeting with an invocation.
  - j. Send appropriate cards in the event of illness and or death.
  - k. Send to the President of TSMA and AAMA Executive Office notifications of the deaths of members.
  - l. Conduct a memorial service at the Annual Meeting of TSMA.
3. The Secretary shall:
- a. Have the responsibility for keeping the minutes of all regular and special meetings of the Executive Board.
  - b. Distribute copies of the minutes and/or summary of all regular meetings at least 10 days prior to the Executive Board Meeting only to all members of the Executive Board for review. A copy of these minutes can be provided to TSMA members upon request after the TSMA Executive Board meeting and approval.
  - c. Preserve records and important documents on digital storage with a back up digital storage copy.
  - d. Carry on correspondence as designated by the President in the name of TSMA.
  - e. Make available printed reports as required by Officers and committee Chairmen.
  - f. Be a voting member of the General Assembly and Executive Board.
4. The Treasurer shall:
- a. Be bonded
  - b. Receive all dues and monies paid to TSMA.
  - c. Monitor the adopted budget. The Treasurer shall submit a financial report at each Executive Board meeting.
  - d. Pay by voucher check all obligations of TSMA, which have been allocated in the budget or authorized by the Executive Board. No monies will be dispensed without a coded voucher explaining the expenditure with attached invoice.
  - e. Make a full report to every meeting of the Executive Board and at any other time when

- requested by the President or three (3) members of the Executive Board.
  - f. Verify to the General Assembly Credentials Committee Chair that the dues of TSMA members have been paid by the dues deadline date.
  - g. Make an annual report as to the condition of the treasury.
  - h. Deliver to the successor within 60 days after the annual meeting all monies, vouchers, books and papers of TSMA.
  - i. Serve as Chair of the Budget and Finance Committee.
  - j. Be a voting member of the General Assembly and the Executive Board.
  - k. Have a copy of the approved budget available at each Executive Board meeting.
  - l. Maintain the current bookkeeping system. The system may be changed only with the approval of the Executive Board.
5. The Speaker shall:
- a. Prepare an outline of duties for each General Assembly appointee and conduct an orientation before the opening session.
  - b. Notify TSMA members of meetings of the General Assembly and the agenda thereof.
  - c. Appoint all members of Credentials Committee.
  - d. Preside during meetings of the General Assembly.
  - e. Perform such duties as custom and parliamentary usage requires.
  - f. Be a voting member of the General Assembly and the Executive Board.
  - g. Oversee the preparation of the minutes of the proceedings of the General Assembly for the permanent records.
  - h. Serve as Co-Chair of the Bylaws Committee.
6. The Vice Speaker shall:
- e. Preside during the meetings of the General Assembly in the absence of or on the request of the Speaker.
  - f. Assist the Speaker in the appointment of Committees for the General Assembly.
  - g. Succeed to the Office of Speaker in case of vacancy.
  - h. Be a voting member of the General Assembly and the Executive Board.
  - i. Serve as Chair of the Bylaws Committee.
7. The Immediate Past President shall:
- a. Serve as Chair of the Nominating Committee.
  - b. Keep the membership informed of public affairs and court decisions relating to medical assisting.
  - c. Be responsible for submitting the TSMA's entries for Excel Awards to AAMA.
  - d. Be a voting member of the General Assembly and Executive Board.
  - e. Be conversant in parliamentary law.
  - f. Serve as parliamentary advisor.

## **ARTICLE XI –THE EXECUTIVE BOARD**

- A. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Speaker, Vice Speaker and Immediate Past President.
- B. The Executive Board shall:
  - 1. Conduct the business of TSMA between the annual meetings.
  - 2. Hold no more than three (3) regular meetings each year. Additional special meetings may be called by the Chair. (See Article XI section C.)
  - 3. Reimburse, if funds are available, members who are in attendance as follows:

- a. An allotted amount for each elected Officer of TSMA who is in attendance at a regular meeting of the TSMA annual meeting.
  - b. An allotted amount for each elected Office of TSMA who is in attendance at a regular meeting of the TSMA Executive Board.
4. Have one (1) vote for each member, which must be exercised in person or via videoconferencing and not to exceed one Executive Board meeting per calendar year, excluding the Annual Educational Conference.
  5. The Executive Board may;
    - a. Vote by mail/electronically between meetings. A majority vote shall rule. Letters shall be sent first class or electronic to the voting members of the Executive Board. Instructions shall give ample time and deadline for reply.
    - b. Ratify all balloting at the next Executive Board meeting, and the results of the balloting shall be included in the official minutes.
  6. Have general supervision of the financial affairs of TSMA.
  7. Determine the amount of bond for the President and Treasurer.
  8. Determine an allotted amount for each TSMA Delegate in attendance at the House of Delegates of the AAMA's annual conference.
  9. In the event of death, resignation or removal from Office of the Secretary, Treasurer, Speaker or Vice Speaker, Nominating and Mediations Committee (Chair or member), appoint a member to fill the unexpired term. If the Nominating Committee Chair is appointed, the appointee shall not have voting privileges as chair.
  10. Receive for approval all applications for new component Chapters.
  11. Authorize the issuance of a Charter to each new component Chapter.
  12. Receive recommendations for consideration by component Chapters for honorary membership in TSMA at least ninety (90) days prior to the annual meeting.
  13. All bids for Annual Educational Conference shall be voted on by the General Assembly. Bids for Annual Educational Conference must have tentative dates included.
  14. Submit a report of activities, through the Chair to the General Assembly at the annual meeting.
  15. Approve all special awards.
- C. Special meetings:
1. The Chair of the Executive Board may call a special meeting of the Executive Board by giving written/electronic notice to the members two (2) weeks prior to the meeting.
  2. Three (3) elected Officers may call a special meeting by giving written notice to the members two (2) weeks prior to the meeting.
- D. Standing and Special Committees, Presidents of the component Chapters, past State Society Presidents who are active members, and any TSMA members who may be serving as Officers, Trustees or Committee Chairmen of the AAMA shall receive due notice of all meetings of the Executive Board.
- E. Officers and Committee Chairs shall submit reports of actions transpiring since the previous meetings. They shall receive a report of the transactions of the Executive Board from the Secretary.

## ***ARTICLE XII – AAMA DELEGATES AND ALTERNATES***

Representation of this Society in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV Section 2C 1.4) as follows:

- A. Delegates and Alternates shall be active or AAMA life members whose membership has not been

- revoked, as delineated in Article VI, Section 4 of the AAMA bylaws.
- B. The numbers of Delegates shall be determined by the TSMA's total active and associate membership and shall be submitted to the Speaker of The House of Delegates.
  - C. Delegates and Alternates shall be elected to serve as one year from the opening of The House of Delegates for the year elected until the opening of The House of Delegates the following year.
  - D. The names of the Delegates and Alternates shall be submitted to the Speaker of The House of Delegates and the Vice Speaker of The House of Delegates at least ninety (90) days prior to the annual meeting of The House of Delegates.
  - E. Election of Delegates and Alternate Delegates:
    - 1. Names of nominees for the position of TSMA Delegate or Alternate Delegate to the AAMA House of Delegates shall be submitted to the Nominating Committee for presentation to the General Assembly at the annual meeting. The nominee shall have signed a consent-to-serve form prior to the submission of the nominee's name.
    - 2. The Delegates shall be elected by majority vote and the Alternate Delegate by plurality. Delegates and Alternates shall be elected to serve one year from the opening of the General Assembly until the opening of the General Assembly of the following year.
  - F. The TSMA President shall serve as the first Delegate and the Vice President shall serve as second Delegate to the AAMA House of Delegates.
  - G. The AAMA Delegates and Alternate Delegates shall be responsible for performing duties as outlined in the guidelines for AAMA Delegates and Alternates.
  - H. A report of the AAMA Annual meeting shall be printed in the official publication of TSMA.
  - I. An allotted amount will be provided to each TSMA Delegate and Alternate seated at The House of Delegates of AAMA.

### **ARTICLE XIII – COMMITTEES**

- A. With the approval of the Executive Board, the President shall appoint standing and special committees with the exception of the Nominating and Mediations Committees.
- B. The Executive Board shall elect the members of the Nominating Committee at the post-Annual Educational Conference Executive Board meeting.
- C. Committees shall be appointed or elected for a term of one (1) year and shall consist of no less than three (3) members, unless otherwise indicated.
- D. Records:
  - 1. Committees shall keep a record of their proceedings. They shall make a written report at the meetings of the Executive Board and a written annual report to the General Assembly.
  - 2. Offices and Committee Chairmen shall maintain five (5) years of records and purge after the fifth year.
- E. The Standing Committees of TSMA are:
  - 1. Budget and Finance
  - 2. Bylaws
  - 3. Certification
  - 4. Annual Educational Conference
  - 5. Education
  - 6. Executive Committee Credentials
  - 7. Historian
  - 8. Internal Audit
  - 9. Medial Assisting Educators

10. Mediations
11. Membership
12. Nominating
13. Public Policy/Legislation
14. Publications
15. Public Relations/Marketing
16. Research & Development
17. Scholarship
18. Ways and Means
19. Webpage

F. Duties of Standing Committees:

1. Budget and Finance: the Treasurer shall serve as Chair of this committee.
  - a. This committee shall:
    - 1) Prepare, prior to the annual meeting, a zero-based budget for approval at the post Annual Educational Conference Executive Board meeting.
    - 2) Make allowance as provided in these Bylaws and Standing Rules for expenses as follows if funds are available.
      - a) An allotted amount for each elected Officer of TSMA who is in attendance at the TSMA Annual meeting.
      - b) An allotted amount for each TSMA Delegate in attendance at the House of Delegates of AAMA.
      - c) An allotted amount for each elected Officer in attendance at a regular meeting of the TSMA Executive Board.
      - d) A two (2) position bond covering the President and Treasurer.
    - 3) Maintain the TSMA Money Market account of not less than \$30,000.00.
    - 4) No more than 90% of the annual interest income should be withdrawn from the reserve fund. This withdrawal is to be used in an emergency or for special projects each organizational year only if necessary.
    - 5) Present and execute ways and means for TSMA to obtain funds whereby the elected Delegates may attend the annual meeting of AAMA.
  - b. Non-budgeted expenses MUST be presented to this committee prior to presentation to the Executive Board for consideration of payment.
2. Bylaws: The Speaker shall serve as Chairman. [The Parliamentary Advisor shall be a member of this committee in an advisory capacity.]
  - a. This committee shall:
    - 1) Present to the members at least (30) days prior to the TSMA Annual Educational Conference proposed amendments to the Bylaws.
    - 2) Prepare for all members a copy of the amended portion of the Bylaws after the annual conference.
3. Certification:
  - a. Encourage all members to become Certified Medial Assistants®.
  - b. Work in conjunction with AAMA in promoting certification.
  - c. Establish communication with all newly Certified Medial Assistants® in Texas.
4. Annual Educational Conference:
  - a. Make all arrangements referable to the annual meeting subject to the approval of the Executive Board.
  - b. Present a detailed outline of the Annual Educational Conference plans and program to the Executive Board at least (90) days prior to the annual meeting.

5. Education: This committee shall disseminate information among component Chapters, encourage educational growth, and work for the attainment of the Society's goals (with the approval of the Executive Board) by:
  - a. Planning and presenting traveling educational symposia.
  - b. Assist in planning and presentation of educational conferences. Be responsible for obtaining the AAMA CEU credit approval and submitting the paper work to AAMA to credit attendees with the CEU's earned at the Annual Educational Conference.
  - c. Offering continuing education units (CEU) at qualifying programs.
6. Executive Committee Credentials: Present attendance report and determines Quorum.
7. Historian: Maintain historical records. (Duties of the Secretary)
8. Internal Audit: This committee shall verify the Treasurer's accounts at the time of each Executive Board meeting and the annual meeting.
9. Medical Assisting Educators:
  - a. This committee shall undertake the responsibility for organizing a medical assisting educator's workshop at the TSMA Annual Educational Conference.
  - b. Maintain a list of and communicate with college and proprietary medial assisting programs in Texas.
  - c. Shall undertake the responsibility of organizing a student forum at the TSMA Annual Educational Conference.
10. Mediations:
  - a. This committee shall:
    - 1) Be composed of five (5) of the most recent active Past Presidents.
    - 2) Elect their Chairman.
    - 3) At the request of the Executive Board, component Chapter or three (3) members of TSMA, review, recommend and/or render final decision on controversial issues which cannot be resolved in a routine manner.
    - 4) Require that requests for action by this committee be submitted to the Chair.
11. Membership:
  - a. The Vice President shall serve as Chair of this committee.
  - b. This committee shall:
    - 1) Have the responsibility of maintaining and increasing membership of this Society.
    - 2) Assist medical assistants in the organization of new component Chapters.
    - 3) Arrange for membership awards at the time of the annual meeting.
    - 4) Keep records of membership.
12. Nominating:
  - a. The Immediate Past President shall serve as Chair of this committee.
  - b. This committee shall:
    - 1) Be elected on a geographical basis by the Executive Board at its post annual educational conference meeting.
    - 2) Present one or more names for each elective office.
    - 3) Arrange for the names and qualifications of each candidate to appear in the pre-annual educational conference issue of the TSMA official publication.
    - 4) The Chair of this committee shall receive written nominations for Honorary Member, Life Member and Member of the Year no later than sixty (60) days prior to the annual meeting. The Chair will be responsible for insuring that the names be included on the official ballot of the General Assembly as well as providing the TSMA members with the nominee's qualifications, contributions, etc...
13. Public Policy/Legislation: The Immediate Past President shall serve as Chair of this committee.

14. Publications:
  - a. This committee shall consist of an editor and members necessary to fulfill the duties of this committee.
  - b. This committee shall:
    - 1) Be responsible for publishing the FRONTLINE, the official publication of TSMA.
    - 2) Recommend publication dates to be approved by the Executive Board.
    - 3) Submit quarterly (or as necessary) to the Treasurer an itemized account of expenses incurred in publishing and mailing the publication expenses shall be subject to Executive Board approval.
  - c. The official publication shall contain:
    - 1) Names of Society Officers.
    - 2) Names of Component Chapters Presidents.
    - 3) Information regarding AAMA Annual Conference and TSMA Annual Educational Conference and meetings.
    - 4) Educational material when available.
15. Public Relations/Marketing:
  - a. This committee shall:
    - 1) Promote the value of medial assisting profession and certification.
    - 2) Update, revise and have printed materials and supplies when necessary under the direction of the Executive Board.
16. Research & Development: prepares TSMA Strategic Plan
17. Scholarship: Accepts and reviews applications for scholarships and makes recommendations to the Executive Board.
18. Ways and Means: the Treasurer shall serve as Chair and present and execute ways and means for TSMA to obtain funds.
19. Webpage:
  - a. This committee shall consist of a webmaster and members necessary to fulfill the duties of this committee.
  - b. This committee shall:
    - 1) Be responsible for maintaining/updating the TSMA official webpage as approved by the committee and TSMA Executive Board.
    - 2) Submit as necessary to the Treasurer an itemized account of expenses incurred for hosting the webpage space and domain name ([www.mytsma.org](http://www.mytsma.org)). Expenses shall be subject to the Executive Board approval.
- G. Any standing or special committee Chairman or member may be requested by the Executive Board to submit a resignation in the event the duties are not fulfilled and after that chairman or member has been given the opportunity to appear before the Executive Board.

#### **ARTICLE XIV – BONDING**

- A. A two (2) position bond shall be provided to include the President and Treasurer.
- B. Funds for paying this bond shall be provided for in the annual budget.

## ***ARTICLE XV – RULES OF ORDER***

All parliamentary procedure and all matters not covered in the Bylaws shall be subject to Robert's Rules of Order, newly revised.

## ***ARTICLE XVI – AMENDMENTS TO BYLAWS***

TSMA Bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates and Alternates representation to The House of Delegates, and 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 returns to AAMA within thirty (30) days of notification. Any action taken by a State Society that is inconsistent with such mandated language shall immediately be null and void and of no effect.

- A. TSMA Bylaws may be amended at any annual meeting of the General Assembly by two thirds (2/3) vote of those present and voting.
- B. Proposed amendments to these Bylaws may be submitted in writing to the TSMA Bylaws Committee Chair and must be received at least ninety (90) days prior to the annual meeting at which they will be presented for vote.
- C. Proposed amendments must be submitted in writing/electronically or via the official preconference TSMA publication to all members at least thirty (30) days prior to the annual meeting or special meeting called by the TSMA Board.

## ***ARTICLE XVII – OFFICIAL SEAL AND PIN***

- A. Seal: The Official Seal of the TSMA shall be a circle one and one-half (1 ½) inches in diameter, its markings a conventional rope pattern. A circle one (1) inch in diameter, its markings a conventional dotted line. Central composition consisting of: superior half the word "ORGANIZED" center, the word "SEAL" inferior half, the year "1957". The inferior half is occupied by the words "Texas Society". The official seal at all times shall remain the custody of the Secretary.
- B. Pin: The Official Pin shall be that of the AAMA.

## ***ARTICLE XVIII – CODE OF ETHICS***

The Code of Ethics of TSMA 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 this organization, dedicated to the conscientious pursuit of their profession and thus desiring to merit the highest regard of the entire profession and respect of the general public, which they serve, do pledge themselves to strive always to:

- A. Render service to humanity with full respect for the dignity of person.
- B. Respect confidential information gained 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 continually to improve knowledge and skills for the benefit of patients and professional colleagues.
- E. Participate in additional service activities, which aim toward improving the health and well being of the community.

## ***ARTICLE XIX – ASSETS ON DISSOLUTION***

- A. In the event of dissolution of TSMA, none of the assets shall be distributed to any member. After all indebtedness has been paid, assets shall be transferred to the charitable or nonprofit medical institutions or projects, which a majority of the eligible TSMA members attending a meeting of the membership for the purpose of dissolution shall approve and designate.
- B. In the event of dissolution of a component Chapter of TSMA, none of the assets shall be distributed to any member. After all debts have been paid, remaining funds are to be held in escrow by the Texas Society for a period of three (3) years. If the component Chapter had not been reactivated within that period of time, the escrow monies shall be transferred to TSMA or to a charitable or nonprofit educational institution designated by the chapter at the time of dissolution.
- C. The President shall notify the AAMA Executive Office if its dissolution within ten (10) days of the meeting at which dissolution is approved by the Society membership.
- D. It shall be the responsibility of the President and the Treasurer to complete all necessary federal and state forms upon dissolution.

## **STANDING RULES**

### **STANDING RULE I – CONFERENCE RULES**

- A. The host Chapter (Chapters) shall be responsible for:
  - 1) All decorations for the annual educational conference.
  - 2) Securing sponsors and donations for all events and purchases when at all possible so that Society funds may be conserved and the individual registration fee will be as low as possible.
  - 3) Recommendations to the Executive Board for registration fee and meal function ticket charges by package plan and separately if sold separately, a slight increase in fee will be charged.
  - 4) Selecting the date of the annual educational conference between March 15 and June 1.
  - 5) Setting the time of the Annual Educational Conference to begin not before Friday morning and ending by noon on Sunday.
  - 6) Securing professional help to tape the General Assembly sessions, with the Speaker directing the professional as to the Society's needs. The expense shall be charged to the Annual Educational Conference funds.
- B. No definite commitments shall be made regarding Annual Educational Conference arrangements or program participants without the approval of the President and Vice President.
- C. The President and Annual Educational Conference Chair shall approve all complimentary tickets.
- D. If an invited AAMA representative attends the meeting and if the representative's expenses are not defrayed by AAMA, the expenses shall be charged to annual educational conference funds.
- E. Expenses of the General Assembly packets shall be charged to the Annual Educational Conference

- funds. Packets may be distributed electronically/US postal by the Speaker of The General Assembly.
- F. A complete financial record including a breakdown of all functions, number in attendance at all meal functions, costs, etc. shall be outlined in detail and included as a permanent part of the Annual Educational Conference file.
  - G. Thirty (30) days will be allowed following the annual meeting for the payment of invoices for the previous year.
  - H. The Annual Educational Conference Chair shall, when requested, assist the "Installing Officer" (who is selected by the Vice President) with arrangements for the annual installation of Officers.
  - I. The Annual Educational Conference registration fee for the TSMA Annual Educational Conference Chair will be waived.

## **STANDING RULE II – DELEGATES TO AAMA ANNUAL CONFERENCE**

- A. The following expenses for the Delegates and the first Alternate to the AAMA Annual Conference shall be paid for if funds are available:
  - 1) The registration, travel expenses and ½ of hotel room charges plus eligible expenses will be allowed for each TSMA Delegate and first Alternate in attendance at the House of Delegates of the AAMA Annual Conference. TSMA expense report and copies of receipts are required for reimbursement.
  - 2) Per Diem expenses will be calculated using the IRS/GSA allotments, according to cities ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)).
- B. AAMA Annual Conference registration will be reimbursed to TSMA Executive Board members in attendance at the AAMA House of Delegates, with submitted expense report and receipt after conference.
- C. Delegates shall submit to the Executive Board an itemized statement of any additional expenses that were incurred during the AAMA Annual Conference in connection with their duties.
- D. The guidelines and protocol for delegates to the AAMA Annual Conference shall be attached to these Bylaws and Standing Rules.
- E. The President shall be responsible for consolidation of Society Delegate reports into one informational article to be published in the Frontline and/or by E-Blast.

## **STANDING RULE III – EXECUTIVE BOARD MEETINGS**

- A. Any Board member who cannot attend a Board meeting must advise the President and state the reason for non-attendance. The member must make available to the Board a written report of the activities of their Office since the last meeting.
- B. The following expenses for the Executive Board shall be paid if the funds are available.
  - 1) The amount of \$300.00 to be allowed for each elected Officer of TSMA who is in attendance at the TSMA Annual Educational Conference.
  - 2) The amount of \$200.00 is allowed for each elected Officer in attendance at a regular meeting of The TSMA Executive Board. Any Board Officers, who are in attendance via video conferencing, will receive 1/2 of the allotted stipend, providing that said Officer Reports and duties are submitted and are in order.
  - 3) Newly elected Officers at The TSMA Annual Educational Conference will be allotted expenses

- starting with the summer meeting after being installed.
- C. If any Board Official also serves in the capacity as a Chapter President, there will be no duplication of travel stipend for dual roles.

#### **STANDING RULE IV – MEMBERSHIP**

- A. There will be an award of \$100.00 annually to each Chapter that has a membership drive. The Chapter will have to submit a report and all receipts to the TSMA Treasurer.
- B. Upon submission of a request, \$150.00 could be used to assist new Chapters with start-up expenses.
- C. First time Chapter Presidents attending the TSMA Executive Board and General Membership meeting will receive a stipend of \$100.00.
- D. There will be an open Student Forum available at the TSMA Annual Educational Conference. In attendance will be the President and Vice President. At this time a free student membership will be awarded. A report to the membership will be read at the next Executive Board meeting (post Annual Educational Conference).
- E. Student member's dues will be assessed as determined by the AAMA plus six dollars (\$6.00) for Society dues and four dollars (\$4.00) for the local component Chapter. (Effective 01/01/2017)

#### **STANDING RULE V – PUBLICATIONS**

- A. The Vice President shall appoint the editor of the FRONTLINE for the following year by January. The newly appointed editor shall start with the post Annual Educational Conference issue.
- B. One (1) copy of each issue of the FRONTLINE shall be retained.
- C. The TSMA Official Publication shall be published bi-annually. The circulation shall be to the TSMA membership. The issue published prior to the annual meeting may be utilized for amendments to the Bylaws or Standing Rules, Resolutions and Committee Chair and Officer Recommendations if any.
- D. Any article related to Society activities submitted for publication shall meet with approval of an Officer or member designated by the Society President/Vice President.
- E. Copies of the Bylaws and Membership roster are to be given to Officers, Chairs and Chapter Presidents. Any additional copies will be supplied upon request.

#### **STANDING RULE VI – WAYS AND MEANS**

Silent auction funds shall be used to help pay expenses for Delegates to AAMA Annual Educational Conference.

#### **STANDING RULE VII – AWARDS**

- A. Guidelines for the selection of the Member of the Year are as follows:

- 1) Written nominations may be made by an active or associate member to the Nominating Committee Chair no later than sixty (60) days prior to the annual meeting. Nominations may not be made from the floor of the General Assembly.
  - 2) The nominee shall be an active or associate member in good standing.
  - 3) The nominee shall be active at the Society level.
  - 4) Elected Officers shall not be eligible for nomination during their term of office.
  - 5) Nominations shall state the accomplishments of the nominee in education, organization, and membership.
  - 6) Nominations and accompanying letters shall be reviewed by the Nominating Committee Chair to ascertain that the nominations are in order.
  - 7) The Member of the Year is to be selected by ballot in the General Assembly. If there is only one nominee for Member of the Year, election shall be by voice vote.
  - 8) The Nominating Committee Chair shall be responsible for the preparation of ballots, tallying the vote, securing and ordering a plaque to be mailed to the recipient.
- B. Membership Awards: Membership Chair/Vice President are responsible for Membership and Member of the Year awards.
- 1) Membership awards are given for percentage and numerical increase in membership on the Chapter level.
  - 2) The Membership Chair contacts AAMA Membership Department for the total active/associates membership of each Chapter on December 31, prior to the upcoming TSMA Annual Educational Conference for the year previous total membership for each Chapter. Student members are not counted.
  - 3) First, second, and third place awards should be given in both categories percentage and numerical increase.
  - 4) Appropriate recognition should be prepared and presented by the Membership Chair/Vice President at the awards at the annual meeting.

### **STANDING RULE VIII – AMENDMENTS**

Standing rules can be made by executive Board with no notice to each component Chapter prior to the vote. Chapter shall be advised of the changes after the changes are voted upon.

## **GUIDELINES AND PROTOCOL FOR TSMA DELEGATES AND ALTERNATES TO THE AAMA ANNUAL CONFERENCE**

A Delegate and/or Alternate is one given the power or authority to act for others. This is a serious and honorable responsibility. A Texas Society Delegate is an ambassador for the entire Texas Society membership.

A. The names of Delegates and Alternates shall be submitted to the AAMA Executive Office at least 90 days prior to the annual meeting of The House of Delegates.

- 1) To be eligible to serve as a Delegate or Alternate, dues must be paid no later than December 31<sup>st</sup> of the prior year.
- 2) The TSMA Treasurer will mail/email registration forms, which have been completed by the Delegates and the first Alternate to AAMA along with the fees for same. This should be done in a timely manner so as to take advantage of the Early Bird Registration price.
- 3) The President will obtain Delegate/Alternate cards to forward to the Delegates/Alternates.
- 4) Delegates/Alternates are responsible for making their own transportation arrangements.
- 5) Keep accurate records of all expenditures. Within 30 days after Conference, submit your expense report with receipts to the Treasure, along with any unspent funds.
- 6) Respond, in a timely manner, to all correspondence and/or requests from TSMA President regarding conference plans or Texas nominees for National Office. Be prepared to take part in Texas activities at the AAMA Educational Conference.
- 7) Attend all State meetings and the Delegate/Alternate meeting when called by the President. Read the AAMA Delegate packet, including the Delegates' Guidelines regarding the HOD proceedings, voting, seating, etc. Serve on Reference Committees, if requested by the AAMA Speaker of the House. Carry out all assignments.
- 8) **Check in with Credentials at the appointed times. VERY IMPORTANT!!**
- 9) The TSMA President will assign particular functions for Delegates/Alternates to attend and report back to TSMA. Check through your conference program and schedules so that you will be aware of what time to be at the Credentials, HOD, Reference Committee Meetings, etc...
- 10) Attend as many educational programs as possible and/or assist other Texas members with conference activities or helping campaign for Texas nominees, etc...
- 11) Arrange personal tours so as not to conflict with your responsibilities as a Texas Society Delegate/Alternate. Your primary duty is to represent TSMA in the AAMA HOD and Reference Committees.
- 12) **Submit completed conference reports to the TSMA President within thirty (30) days of the conclusion of the AAMA Educational Conference.**