BY LAWS

VIRGINIA SOCIETY OF MEDICAL ASSISTANTS

AFFILIATED WITH THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

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CODE OF ETHICS

The Code of Ethics of the American Association of Medical Assistants, Inc. and the Virginia Society of Medical Assistants 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 VSMA 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**

I believe in the principles and purposes of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well-being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage, and faith.

**ARTICLE I – NAME**

The name of this organization shall be the Virginia Society of Medical Assistants, hereinafter known as the Society. This Society, which is incorporated under the Laws of the Commonwealth of Virginia, is a constituent of and is affiliated with the American Association of Medical Assistants.

Constituent society bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution. It will be the responsibility of the AAMA to notify constituent societies of any changes in those mandated bylaws. It will be the responsibility of the constituent societies to make the mandated changes with copies of revised bylaws returned to AAMA within 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.

**ARTICLE II – OBJECTIVES/PURPOSE**

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

**ARTICLE III – ORGANIZATIONAL POLICY**

This Society 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 Society shall be denied membership because of race, religion, sex, national origin, or political affiliation. No person who participates in the activities of an organization whose purpose is to overthrow the government of the United States shall become a member of this Society.

**ARTICLE IV – MEMBERSHIP**

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

1. 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.
2. No other membership or quasi-membership classes shall be permitted by this society or a component chapter of this society.
3. An individual, other than a life or honorary member, may not belong to a component chapter without also belonging to this society and AAMA. If there is no component chapter, the member shall be considered a “member-at-large” and may belong to the AAMA and the constituent society without belonging to a component chapter.

Section 2. Qualifications

1. ACTIVE: An active member shall be one of the following:
2. 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)*.

1. Anyone who was an active member December 31, 1987, and who has maintained continuous active membership. Continuous active membership shall be defined as having dues postmarked or submitted electronically to the Executive Office by December 31 (the controlling time is that of sending, not that of receiving).
2. 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.
3. 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.
4. STUDENT: A student member shall be:
5. Shall be enrolled in a medical assisting program.
6. may choose a two-year student membership term or a one-year student membership term.
7. 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).

1. 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).

1. allowed to vote and serve on a committee but shall not be allowed to hold office or

chair a committee.

1. Society dues for students shall be as stated in Article V, Section 3.
2. 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.
3. 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 society. Honorary membership is conferred by a two-thirds vote of the General Assembly after recommendation by the Executive Board. Names of candidates for honorary membership shall be presented to the Executive Board at least sixty (60) days prior to the presentation at the General Assembly. Honorary membership in a constituent society does not transfer to the National level. Honorary members shall not pay Society dues, vote, hold office or chair a committee.
4. LIFE: A life member shall be an active member who has had life membership conferred by two-thirds vote of the General Assembly for outstanding service to the Society. The name of the candidate for Life membership, together with a statement outlining their contribution, shall be submitted to the Executive Board for its approval at the February Board meeting. The guidelines are the same as outlined above in Section F. Life members shall continue to enjoy the rights and privileges of their previous level of membership. Society dues shall be waived.
5. Member-at-large – A member-at-large is one who meets all the qualifications of active, associate, affiliate, student, sustaining, life, and honorary, except that a component chapter does not exist in the area of residence. Such a member shall pay only state and national dues.

Section 3. Privileges.

1. All rights and privileges of membership in this society shall be given to active and life members.
2. Sustaining members. Sustaining members shall not vote, hold office, chair committees or serve as delegates to the Society’s General Assembly, unless otherwise specified by Society bylaws.
3. Associate members may not vote, hold office, chair a committee or serve as delegates, unless otherwise specified by Society bylaws.
4. Student members may not hold office, chair a committee or serve as delegates.
5. Honorary members may not vote, hold office, chair a committee or serve as delegates.
6. 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 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**

Section 1. Annual society dues for all classes of members, except student, shall be fixed by the General Assembly upon recommendation by the Executive Board. Dues shall become due and payable by 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 affiliated members.
2. One-half dues will be assessed for sustaining members.
3. Dues will be assessed for student members.
4. Life and honorary members are not required to pay dues.

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

Section 3. To serve as a delegate, an alternate, an officer, or a trustee, a member’s dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (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. Constituent societies shall offer reciprocity to members transferring membership from a state society and/or component chapter. The transferring member shall present proof of current AAMA membership status.

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

Section 6. Student members shall pay state dues of six dollars ($6.00) for one -year student membership or twelve dollars ($12.00) for a two-year student membership. Students may choose one (1) two-year student membership or after a one-year student membership, a second year of student membership if the student member renews during their one-year student membership term.

**ARTICLE VI – OFFICERS AND THEIR QUALIFICATIONS**

The elected officers of this Society shall be a President, a Vice President, a Secretary, and

a Treasurer.

Section 1. Candidates for the offices of PRESIDENT and VICE PRESIDENT shall:

1. have served on the Executive Board as an officer and/or committee chair for two years;
2. have served on two state committees;
3. be an Active, Life, Sustaining member in good standing at least two years and have chaired VSMA committees at least two years;
4. submit credentials which include qualifications for office, VSMA Nomination Form and written endorsement from a member of the Executive Board to the chairman of the Nominating Committee prior to the January 31 deadline.
5. No member may run for elected office if dues are not postmarked or submitted to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

Section 2. Candidates for the offices of SECRETARY and TREASURER shall:

1. have served on a state committee;
2. be an Active, Life, Associate or Sustaining member in good standing at least two years and have chaired VSMA committees at least two years;
3. Send credentials as outlined in Article VI, Section 1, e.
4. No member may run for elected office if dues are not postmarked or submitted to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

**ARTICLE VII – NOMINATIONS AND ELECTIONS**

Section 1. Nominations may be made from the floor. The Nominating Committee Chairman should have credentials, including qualification and VSMA Nomination Form prior to the beginning of the 4th Executive Board meeting for review by the nominating committee.

Section 2. Election of officers, delegates and alternates shall be by ballot. The candidates receiving a majority of the votes cast will be the declared elected. Where a clear majority is not evident, the balloting will be repeated on the two (2) candidates receiving the highest number of votes. If only one name is presented for any office, by motion the Secretary may be instructed to cast a single vote of this office.

Section 3. There shall be an Installation Service for incoming officers at the Annual Conference. The Installing Officer shall be the choice of the incoming President.

Section 4. Notwithstanding any other provisions of these Bylaws, in the event of an emergency that precludes the holding of an Annual Meeting (as determined by the Executive Board), officers, the Immediate Past President, committee chairs, and delegates and alternates to the AAMA House of Delegates shall serve for another VSMA year and no elections will be held.

Section 5. The term of office for each officer, with the exception of officers who serve for another VSMA year as provided in Section 4, shall be one year or until the successor is elected and shall begin the day following the meeting at which elected. There must be a one-year interval, with exception for vacancy of office, before being re-elected to the same office, except for the office of Treasurer; however, that officer is eligible to hold any other office.

Section 6. The Executive Board shall approve the appointment of another member to fill the un-expired term of any office created by death, resignation or removal from office until the next Annual meeting.

**ARTICLE VIII – DUTIES OF OFFICERS**

Section 1 PRESIDENT – Shall preside at all meetings of the Society and of the Executive Board, with the exception of the Nominating Committee. Shall appoint standing committees and all special committees with the approval of the Executive Board immediately prior to the Annual Meeting. Shall be an ex-officio member of all committees except the Nominating Committee. Shall appoint the Parliamentarian. Shall appoint Audit and Edit Committees prior to the Annual Meeting.

Section 2 VICE PRESIDENT – The Vice President shall assist the President with duties throughout the year and shall automatically assume the duties of the President if necessary, in the case of vacancy or inability to serve, and shall succeed to the office of President at the completion of term of office. The Vice President shall act as the official host to all visitors of the Society unless the Presidents appoints another member of the society. The Vice President is responsible for obtaining continuing education units for the VSMA Fall Education Seminar and the VSMA Annual Spring Conference. (See Standing Rule #6).

Section 3 SECRETARY – The Secretary shall keep a record of all proceedings of the Society and of the Executive Board. Shall send copies of the proceedings to members of the Executive Board thirty (30) days prior to the next meeting. Shall keep a roster of the members of the Society, conduct all delegated correspondence, and issue notices of all meetings. Shall submit the minutes of the Annual Meeting to the chairman of the Edit Committee within two weeks of that meeting. The minutes of the annual meeting shall be emailed to the Web Master thirty (30) days prior to the August Executive Board meeting to be posted to the website.

Section 4 TREASURER – The Treasurer shall handle all monies of the Society, pay all bills approved by the chairman of the Budget and Finance Committee or the President, and keep a record of all monies received and expended. The Treasurer shall be an ex-officio member of the Budget and Finance Committee. All account books shall be delivered to the successor within fourteen (14) days after the expiration of the term of office. The Executive Board shall fix the amount of the Treasurer’s bond, which is to be paid by the Society. At least two (2) weeks prior to the Annual Meeting, all officers and committee chairmen shall submit a statement of expenses to the Treasurer for payment, following approval of the Chairman of the Budget and Finance Committee or President. The Treasurer shall submit the check book, ledger, and bank statements to the Audit Committee at least one (1) day prior to the Annual Meeting.

**ARTICLE IX – AAMA HOUSE OF DELEGATES**

Section 1.

1. Delegates and alternates shall be active or AAMA Life members whose membership has not been revoked, as delineated in Article VI, Section 4.
2. The number of delegates shall be determined by the constituent society’s total active and associate membership of the membership year prior to the date on which names of delegates and alternates shall be submitted to the Speaker of the House.
3. Delegates and alternates shall be elected to serve for one year from the opening of the House of Delegates for the year elected until the opening of the House of Delegates the following year.
4. The names of delegates and alternates shall be submitted to the Executive Office at least 90 days prior to the annual meeting of the House of Delegates.
5. Constituent societies not in conformity with the mandated sections of the AAMA Bylaws 30 days prior to the opening of the AAMA House of Delegates shall not be allowed delegate representation at the AAMA House of Delegates.

Section 2. The Delegates to the AAMA shall be the President, Vice President, and additional delegate(s) as needed and shall be elected from the membership to serve for one year but no more than two (2) consecutive years. President and Vice President are the exception if they are elected to serve another term.

Section 3. Alternate shall be elected to serve for one year but not more than two (2) consecutive years. If a delegate is unable to serve, the vacancy shall be filled by the Alternate delegate.

Section 4. To serve as a delegate, an alternate, an officer, or a trustee, a member’s dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31(the controlling time is that of sending, not that of receiving). They shall submit VSMA Nomination form, qualifications to serve and written endorsement of a member of the Executive Board to the Chairman of the Nominating Committee prior to the January 31 deadline

Section 5. Delegates and Alternate have the obligation to attend reference committees of the AAMA House of Delegates, the House of Delegates (morning and evening sessions), Delegate Orientation and present to Delegate/Alternate Delegate registration as directed by the AAMA. Present a Delegate’s report at the November Executive Board Meeting and must be available for the membership at the Annual Conference. (See Standing Rule #4).

**ARTICLE X – EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of elected and appointed officers, committee chairmen, immediate past president, and delegates and alternate delegate. It shall conduct the business of the Society between annual meetings. Committee members may attend Executive Board meetings, but they cannot vote, and they shall be seated in an area designated by the Chairman of the Executive Board.

Section 2. The Executive Board shall have full authority and power to transact the business of this Society between annual meetings but shall take no action contrary to any general policy which shall have been adopted at an Annual Meeting and is still in effect.

Section 3. The Executive Board shall have charge of the property and financial affairs of the Society. Pre-approval by the Executive Board is required for all un-budgeted expenses.

Section 4. The Executive Board shall remove from office, with proper notification, any officers or committee chairmen who fail to perform the required duties of office or for other just causes.

Section 5. The financial records shall be audited by the Auditing Committee. This ad-hoc committee shall consist of two members of the Executive Board appointed by the President at least one month prior to the Annual Meeting. It is their responsibility to complete this audit prior to the Annual Meeting, adhering to the Audit Committee guidelines.

Section 6. There shall be at least four (4) meetings of the Executive Board yearly. They shall be held on the third Sunday in August and February by conference call or web meeting unless otherwise designated by the President and all members of the Executive Board no less than thirty (30) days prior to the date of the meeting. In the fall, it shall precede the Annual Educational Seminar; in the spring, it shall precede the Annual Meeting. All special meetings shall be called at the discretion of the President, with notice being made thirty (30) days prior to the meeting unless it is an emergency meeting.

Section 7. Twenty (20) percent of the members of the Executive Board shall constitute a quorum.

**ARTICLE XI – ANNUAL MEETING**

There shall be an Annual Meeting of this Society to be held on a weekend in the Spring of the year, not to conflict with holidays, at a place to be selected by the Conference Committee chair. The date is to be set within three months of the beginning of the fiscal year by that committee. The fiscal year shall begin at the close of the Annual Meeting. The governing body of the Society shall be the eligible voting members attending the Annual Meeting. They shall have the authority to determine the policies of this Society and the power to amend the Bylaws, act upon such business as may be presented and conduct the annual election of officers.

**ARTICLE XII – QUORUM**

At annual meetings of this Society, five percent (5%) of the eligible voting members shall constitute a quorum.

**ARTICLE XIII – SPECIAL APPOINTMENTS**

Section 1. PARLIMENTARIAN – Shall be appointed by the President to advise the President and members of the Society when requested and to act as advisor to the Bylaws Committee.

**ARTICLE XIV – COMMITTEES**

**STANDING COMMITTEES**

Section 1. BUDGET AND FINANCE – Shall consist of a Chairman, the Treasurer as ex-officio member, and additional members as needed who shall prepare a budget to be submitted for approval and adoption at the Annual Meeting. The President shall review all bills and forward them to the Treasurer for payment.

Section 2. BYLAWS – Shall consist of a Chairman and additional members as needed, who shall propose changes as directed by AAMA or other amendments to the Bylaws which are either originated by the committee in time for the notice to be included in the call to the Annual Meeting.

Section 3. CERTIFICATION – Shall consist of a Chairman and additional members as needed, who shall promote certification programs, workshops, and study programs.

Section 4. CREDENTIALS – Shall consist of a Chairman with additional members to be appointed as needed, who shall verify the credentials of the eligible voting members and establish if a quorum is present. This committee shall prepare ballots.

Section 5. PUBLIC POLICY – Shall consist of a Chairman and additional members as necessary who shall keep the members informed of proposed legislation and court decisions pertaining to medicine and its allied professions.

Section 6. MEMBERSHIP – Shall consist of a Chairman and additional members as needed. The committee shall endeavor in every way possible to increase membership in the Society.

Section 7. NOMINATING – Shall consist of three (3) members. Two (2) shall be elected by the membership at the Annual Meeting. The outgoing President will become the chair of this committee unless otherwise appointment by the incoming President. The chair is to submit its slate of nominees for officers, delegates, and alternates, to be elected at the next Annual Meeting of the Society, to the Executive Board thirty (30) days prior to the Annual Meeting.

Section 8. PUBLIC RELATIONS AND HEALTH CAREERS – Shall consist of a Chairman and other members as needed who shall contribute ideas and suggest materials and procedures that will help increase recognition of AAMA as the spokesman for the profession of medical assisting; provide assistance for Career Day programs and other means of attracting young people to the profession of medical assisting; promote the Society at medical meetings and all other areas where such promotion is warranted.

Section 9. WEBSITE/ HISTORIAN – Shall consist of a Chairman and other members as needed who shall post society news, events, and history for the benefit of members as well as serve as a resource for those interested in medical assisting or contacting the Virginia Society. Keep in the history books the acts and achievements of the Society.

**SPECIAL COMMITTEES**

Section 1. CONFERENCE – Shall consist of a Chair appointed by the President who will serve a two-year term. The number of members shall be at the discretion of the Chair. The chair shall be a member of the Executive Board. The committee shall plan, organize, prepare, and present the annual conference of this Society and shall follow the conference guidelines as set forth by the Society. The Chair will continue to serve on the Executive Board until a final report is received and approved by the Executive Board.

Section 2. SEMINAR – Shall consist of a Chair appointed by the President who will serve a two-year term. The number of members shall be at the discretion of the Chair. The Chair shall be a member of the Executive Board. The committee shall plan, organize, prepare, and present the annual fall education seminar of this Society and shall follow the education seminar guidelines as set for by the Society. The Chair will continue to serve on the Executive Board until a final report if received and approved by the Executive Board. (see Standing Rules #1).

**ARTICLE XV – DISSOLUTION**

Section 1. In the event of dissolution of the Society, 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 the meeting of the membership for this purpose of dissolution shall approve and designate.

Section 2. The Virginia Society of Medical Assistants shall notify the AAMA Executive Office of its dissolution within ten (10) days of the meeting at which dissolution is approved by the society membership. A final accounting of finances shall be due in the AAMA Executive Office no later than 90 days after said constituent society is dissolved. The President shall notify AAMA Executive Office the vote has been affirmative for dissolution.

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. No funds are to be distributed to any member or officer of the Virginia Society of Medical Assistants. After all liabilities are paid, any remaining funds are to be donated to a charitable organization.

**ARTICLE XVI – PARLIMENTARY AUTHORITY**

Section 1. The Bylaws of the AAMA shall supersede the bylaws of this society. In the event of conflict, the Bylaws of AAMA shall take precedence.

Section 2. The rules contained in *Roberts Rules of Order, Newly Revised*, most current edition, shall govern this Society in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, Standing Rules, policies, procedures, and practices adopted and implemented by AAMA.

**ARTICLE XVII – AMENDMENTS**

These Bylaws may be amended at the Annual Meeting by a two-thirds vote of those present and voting, notice and copy of the proposed amendments having been circulated thirty (30) days prior to the call of the meeting, or without notice by the unanimous vote of those present and voting.

**STANDING RULES**

1. Be it resolved that a Seminar be held annually on a weekend in the fall at a place designated by the Seminar Chair. Program and registration fee shall be approved by the Executive Board of the Society at the August Executive Board Meeting.
2. Be it resolved that flowers for delegates or representatives to the National Conference will be the responsibility of this Society.
3. Be it resolved that a charity be chosen by the incoming President for their term of office to receive monetary and/or physical goods/donations and that this be publicized in the registration packet, on the VSMA Website, and VSMA Facebook page a minimum of thirty (30) days prior to the fall education and annual conference.
4. Delegates and Alternates to the AAMA National Conference are to attend Orientation, Delegate that does not full fill their duties, repayment of the full delegate/alternate delegate funds will be expected within 30 days of AAMA National Conference.
5. The Executive Board of the Virginia Society of Medical Assistants will give up to $400 to any member of the organization that runs for a position on the AAMA Board of Trustees if requested by the member. Receipts will be sent to the VSMA treasurer as soon as possible for documentation purposes.
6. The Vice President is responsible for obtaining continuing education units for the VSMA Fall Education Seminar and the VSMA Annual Spring Conference. The conference chair will get all required information for all speakers to the Vice President six (6) weeks prior to the event. This will ensure that all information is submitted to the AAMA Continuing Education Department prior to the 30-day deadline.