
BYLAWS

PENNSYLVANIA STATE SOCIETY OF MEDICAL ASSISTANTS



*An affiliate of the
American Association of Medical Assistants*

REVISED JANUARY, 2015
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CODE OF ETHICS

A code of ethics is fundamental to the high standards, which characterize the members. The responsibility to the medical profession by a medical assistant should conform with the honor and dignity expected of cultured persons. A member shall not use her/his membership in this Society for personal gain. The principles of medical ethics set forth are for the common good of the members and shall be observed in such a manner as shall merit and receive the endorsement of the medical profession.

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PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS BYLAWS

(revised August 8, 2014)

1 **ARTICLE I: NAME**

2
3 The Name of this society shall be Pennsylvania Society of Medical Assistants
4 (PSMA). It is a constituent society affiliated with the American Association
5 of Medical Assistants (AAMA).
6

7 **ARTICLE II: PURPOSES AND OBJECTIVES**

8
9 The purpose of the **PSMA** is to enable medical assisting professionals to
10 enhance and demonstrate the knowledge, skills, and professionalism
11 required by employers and patients; protect medical assistants' right to
12 practice; and promote effective, efficient health care delivery through
13 optimal use of multi-skilled *Certified Medical Assistants (CMAs)*. The
14 objectives shall be to stimulate a feeling of fellowship and cooperation
15 among component chapters and to continually improve the knowledge and
16 skills of medical assistants for the benefit of patients and professional
17 colleagues.
18

19 **ARTICLE III: ORGANIZATIONAL POLICY**

20
21 This society is hereby declared to be non-profit. It is not, nor shall it ever
22 become, a trade union or collective bargaining agency. No person otherwise
23 qualified for membership in this Society will be denied membership. No
24 person who attends or participates in the activities of organizations whose
25 purpose is to overthrow the Government of the United States by force or
26 violence may become a member of this Society.
27

28 **ARTICLE IV: COMPONENT CHAPTERS**

29
30 Component chapters are those county or district associations of medical
31 assistants contained within the State of Pennsylvania.

32
33 **Section 1.** An association may become a component chapter of the
34 **Pennsylvania Society of Medical Assistants (PSMA)** by applying for
35 membership to the Executive Board and submitting three copies of its
36 bylaws. Following approval of the Executive Board, the component chapter
37 shall be notified of its affiliation by the President of the **PSMA**.

38
39 **Section 2.** The bylaws of a component chapter shall not be in conflict with
40 those of the **PSMA** or those of the **AAMA**. These bylaws supersede those of
41 a component chapter.

42
43 **Section 3.** Members of component chapters which have been approved by
44 the Executive Board at least sixty (60) days prior to an annual meeting shall
45 be able to vote in the General Assembly as provided in **ARTICLE XV,**

46 **Section 2.**

47
48 **Section 4.** Component chapters shall consist of two or more
49 active/associate members.

50
51 **Section 5.** The charter of a component chapter may be revoked by a three-
52 fourths vote of the Executive Board if it is found guilty of conduct deemed in
53 violation of the bylaws of the **Pennsylvania Society of Medical**
54 **Assistants.**

55
56 **ARTICLE V: MEMBERSHIP & QUALIFICATIONS**

57
58 **Section 1.** There shall be eight (8) classes of membership: active,
59 associate, affiliate, sustaining, student, honorary, life and member-at-large.
60 Tri-level membership is required for all classes except honorary.

61
62 **A. Active** - An active member shall be one of the following:

- 63 **1.** a CMA (AAMA) holding current credential status and
64 whose CMA (AAMA) credential has not been revoked as
65 provided by the AAMA Certifying Board Disciplinary
66 Standards and Procedures for the CMA (AAMA).
67 **2.** anyone who was an active member on 12/31/87, who
68 has never been a CMA (AAMA) and who has maintained
69 continuous active membership. Continuous active
70 membership shall be defined as having dues
71 postmarked or submitted electronically to the AAMA

72 Executive Office by December 31 (the controlling time
73 is that of sending, not that of receiving).

74 **B. Associate** - An associate member shall be a medical assistant who is not
75 yet an AAMA Certified Medical Assistant (CMA) and who does not fall under
76 any other category.

77
78 **C. Affiliate** - An affiliate member shall be one who is not eligible for
79 another category of membership but who is interested in the profession of
80 medical assisting.

81
82 **D. Sustaining** - Anyone who has been an active or associate member for at
83 least two years, who has retired from medical assisting is eligible for
84 sustaining membership. This membership shall be forfeited if not renewed
85 annually.

86
87 **E. Student – 1. Shall be enrolled in a medical assisting program. 2.**
88 May choose a two-year student membership term or a one-year student
89 membership term. A. After a two-year student membership term, the
90 member is then eligible only for either associates membership or active
91 membership (if the member meets the active membership requirements. B.
92 After a one-year student membership term, the member is eligible for a
93 second year of student membership as long as the member renews during
94 the member’s one-year student membership term. After the second-year of
95 student membership, the member is then eligible only for either associate
96 membership or active membership (if the member meets the active
97 membership requirements. C. No member is eligible for more than a total of
98 two consecutive years of student membership.

99
100 **F. Honorary** - A honorary member shall be one who has had honorary
101 membership conferred by the General Assembly for outstanding service to
102 the **PSMA**. This shall require a 2/3 vote of the General Assembly, and there
103 shall be no more than two (2) honorary memberships conferred in one (1)
104 year. Names of candidates for honorary membership, together with a
105 statement outlining their contributions, shall be submitted to the Executive
106 Board, through its chairman, at least sixty (60) days prior to the General
107 Assembly meeting. They shall not be required to pay annual state dues. An
108 honorary member is not eligible for active membership. Honorary
109 membership does not transfer to the national level.

110
111 **G. Life** - A life member shall be an active member who has had life
112 membership conferred by the General Assembly for outstanding service to
113 the society and he/she shall be permitted to continue to enjoy all the rights
114 and privileges under these Bylaws. He/she shall not pay annual state dues.
115 The names of candidates for life membership, together with a

116 statement outlining his/her contributions, shall be submitted to the
117 Executive Board, through its chairman, at least sixty (60) days prior to the
118 General Assembly meeting. This shall require a 2/3 vote of the General
119 Assembly. There shall be no more than one (1) life membership conferred
120 in one (1) year.

121
122 **H. Member-at-Large** - Is one who meets all the qualifications from one of
123 the following categories: Active, Associate, Affiliate, Sustaining, Student,
124 Honorary, or Life except that a component chapter does not exist in the area
125 of Residence. Such a member shall pay only state and national dues.

126
127 **Section 2. Privileges** - Active, Associate, Honorary, and Life members are
128 eligible to serve as officers and trustees. Any Active, Associate, Sustaining,
129 Honorary, or Life member may serve as a Board member, Committee
130 Chairman, or as a delegate or alternate delegate to the Society.

131
132 **Section 3. Revocation** - Any member who has had their CMA (AAMA)
133 credential revoked by the Certifying Board as provided by the Certifying
134 Board Disciplinary Standards and Procedures for CMA's see (**www.aama-**
135 **ntl.org**) will immediately lose their membership and all privileges attached
136 thereto, and shall not be allowed reinstatement unless the revocation of the
137 credential is rescinded by the Certifying Board. No refund of any dues paid
138 will be made.

139
140 **ARTICLE VI: DUES/FINANCES**

141
142 **Section 1.** Annual dues for all classes of members shall be established by
143 the House of Delegates upon recommendation by the Board of Trustees.
144 Annual dues of the Pennsylvania Society of Medical Assistants shall be set by
145 the General Assembly upon the recommendation of the Executive Board.
146 Dues shall become due and payable November 1 and shall be delinquent if
147 not postmarked or submitted electronically to the AAMA Executive Office by
148 December 31 (the controlling time is that of sending, not that of receiving).

149
150 **A.** Full dues will be assessed for active, associate, member-at-large, and
151 affiliate members.

152
153 **B.** One-half dues will be assessed for sustaining and student members.

154
155 **C.** Life and honorary members are not required to pay dues.

156
157 **D.** New members joining on or after September 1st shall be credited for the
158 following year.

159

160 **Section 2.** Dues cannot be changed except by two-thirds (2/3) vote of the
161 membership of the General Assembly.

162
163 **Section 3.** Membership belongs to the individual and is non-transferable to
164 another person and is non-refundable.

165
166 **Section 4.** PSMA and component chapters shall offer reciprocity to
167 members transferring membership from a component chapter or constituent
168 society. The transferring member shall present proof of current AAMA
169 membership status.

170
171 **Section 5.** To serve as a delegate, an alternate, or an officer, a member's
172 dues shall be postmarked or submitted electronically to the AAMA Executive
173 Office by December 31 (the controlling time is that of sending, not that of
174 receiving). Officers must maintain current membership during their terms of
175 office.

176 **Section 6.** All dues, national, state, and chapter will be billed by and
177 collected by the American Association of Medical Assistants, Inc., with proper
178 disbursement from the AAMA, Inc., to the PSMA and the component
179 chapters.

180

181

182 **ARTICLE VII: OFFICERS AND THEIR QUALIFICATIONS**

183

184 **Section 1.** The officers of the **PSMA** shall be President, Vice-President,
185 President-Elect, Recording Secretary, Treasurer, Speaker of the General
186 Assembly, Vice Speaker of the General Assembly, and Immediate Past
187 President.

188

189 **Section 2.** There shall be a representative from each councilor district in
190 the PSMA where there is an organized chapter or chapters.

191

192 **Section 3.** A candidate for an elective office or as a Councilor District
193 Representative (CDR) shall:

194

195 **A.** Be an active, associate, honorary, or life member in good standing.

196

197 **B.** Have served as an elected county officer

198

199 **C.** Give consent to serve

200

201 **D.** Have the endorsement of his/her county chapter

202

203 **E.** Have attended at least one (1) annual PSMA meeting as a delegate.

204
205 **F.** If a member-at-large, must have attended at least two(2) annual PSMA
206 meetings, show an interest in attaining an office by written communication
207 to the Executive Board.

208
209

210 **ARTICLE VIII: NOMINATIONS AND ELECTIONS**

211

212 **Section 1. Nominations**

213

214 **A.** The Nominating Committee shall be responsible for soliciting, screening,
215 and presenting a slate of nominees.

216 **B.** Names of members for elective office together with their qualifications
217 and names for delegates and alternates to the AAMA shall be submitted by
218 the component chapters to the Chairman of the Nominating Committee, not
219 later than ninety (90) days prior to the annual meeting for consideration by
220 the committee.

221 **C.** Additional nominations may be made at the General Assembly, provided
222 that the Nominating Chairman has the endorsement of the nominee's
223 component chapter, and the consent to serve of the nominee.

224 **D.** Credentials must be verified by State Treasurer.

225

226 **Section 2. Elections**

227

228 **A.** Elections shall be by ballot from those names presented by the
229 Nominating Committee or nominated at the first session of the General
230 Assembly.

231 **B.** Elections of officers, delegates and alternates to AAMA shall be held at
232 the polling place and during a period of time specified by the Speaker of the
233 General Assembly.

234 **C.** The candidate receiving a majority of the votes cast shall be declared
235 elected at the last business session of the General Assembly.

236 **D.** In the event of only one (1) nomination for an office, the chair may
237 declare the nominee elected by Acclamation.

238 **E.** Councilor District Representatives (CDR's) shall be nominated at the last
239 business session of the General Assembly by the component chapters in said
240 Councilor District and elected by the General Assembly.

241

242 **ARTICLE IX: OFFICER'S TERM OF OFFICE, VACANCIES & REMOVAL**

243

244 **Section 1. Term of Office**

245

246 **A.** The term of office for the President, Vice President, and President-Elect
247 shall be for one (1) year. They shall not serve consecutive terms in the

248 same office. The term of office for Recording Secretary and Treasurer shall
249 be for one (1) year. These officers may be re-elected annually.
250 **B.** The term of office for the Speaker and Vice Speaker of the General
251 Assembly shall be for three (3) years. They shall not serve more than three
252 (3) consecutive terms.
253 **C.** The term of office for the elected CDR shall be three (3) years. The CDR
254 may be re-elected but shall not serve more than three (3) consecutive
255 terms.

256

257 **Section 2. Vacancies in Office**

258

259 **A.** In the event of a vacancy in the office of the President, the Vice-
260 President shall succeed to the office of President.
261 **B.** In the event of a vacancy in the office of President-Elect, the position
262 must be appointed by the current President. This position must be filled by
263 a Past-President or previous State Board Officer with his or her consent.
264 This must be approved by the Executive Board.
265 **C.** In the event of a vacancy in any other office not provided elsewhere in
266 these Bylaws, the Executive Board shall appoint a member to serve the
267 unexpired term. This member shall meet the qualifications in **Article VII.**

268

269 **Section 3. Removal from Office**

270

271 An officer or committee chair who fails to perform the required duties or
272 gives just cause for removal from office shall, by two-thirds vote by the
273 Executive Board, be relieved of his/her duties.

274

275 **ARTICLE X: DUTIES OF OFFICERS**

276

277 In addition to the duties set forth in these Bylaws, officers shall perform
278 such duties as are implied by their respective offices, are consistent with
279 parliamentary procedure or are required by law, attend meetings, and
280 submit a written in-depth summary of their respective activities to the
281 Executive Board. All officers shall submit a report of their activities to the
282 General Assembly at the annual meeting.

283

284 **Section 1. The President shall:**

285

286 **A.** Preside over all meetings of the Pennsylvania Society of Medical
287 Assistants.
288 **B.** Be Chairman of the Executive Board.
289 **C.** Be an ex-officio member of all committees except the Nominating
290 Committee.

- 291 **D.** Fill the vacancies in the Continuing Education Board and of committee
292 chairman occurring during his/her term of office with the approval of the
293 Executive Board.
- 294 **E.** Appoint for his/her term of office, a Corresponding Secretary, Historian,
295 and Parliamentarian.
- 296 **G.** Appoint members of the Auditing Committee.
- 297 **H.** Present charter to a newly organized component county chapter.
- 298 **I.** In the event a component county chapter disbands, its charter shall be
299 requested by the President and returned.
- 300 **J.** Serve as 1st Delegate to AAMA House of Delegates. A written report
301 shall be submitted to the next General Assembly.

302

303 **Section 2. The Vice President shall:**

304

- 305 **A.** Assist the President in her duties throughout the year.
- 306 **B.** Assume the duties of the President in the President's absence.
- 307 **C.** Be a member of the Bylaws Committee.

308

309 **Section 3. The President-Elect shall:**

310

- 311 **A.** Assist the President and Vice President in their duties throughout the
312 year.
- 313 **B.** Assume the duties of the President in the absence of both the President
314 and Vice President.
- 315 **C.** Appoint the standing committees by the time of the annual meeting,
316 having secured the individual's consent.
- 317 **D.** Be a member of the Budget and Finance, and Bylaws Committee, and an
318 ex-officio member of the Continuing Education Board.
- 319 **E.** Automatically succeed to the office of President at the end of the term as
320 President-Elect.

321

322 **Section 4. The Recording Secretary shall:**

323

- 324 **A.** Keep the minutes of the Executive Board.
- 325 **B.** Send a copy of the proceedings to the Web Master of the PSMA Website.
- 326 **C.** Send a copy of the proceedings to each officer within thirty (30) days
327 after each meeting.
- 328 **D.** Assist the Vice Speaker of the General Assembly in recording the actions
329 of the General Assembly.

330

331 **Section 5. The Treasurer shall:**

332

- 333 **A.** Be custodian of all monies and securities of this Society.

- 334 **B.** Pay all authorized obligations of this Society with the written approval of
335 the President as long as these obligations do not exceed the budget.
336 Expenses exceeding the budget must have approval of the Executive Board
337 before payment can be made. All bills must be submitted by thirty (30)
338 days prior to the pre-conference board meeting.
- 339 **C.** Keep a detailed account of receipts and disbursements, and present a
340 written report to the General Assembly.
- 341 **D.** Be bonded in the amount fixed by the Executive Board, the premium of
342 such bond to be paid by the Society.
- 343 **E.** Furnish up-to-date membership lists to all officers and committee chairs.
- 344 **F.** Be Chairman of the Budget and Finance Committee and an ex-officio
345 member of the Ways and Means Committee.

346
347 **Section 6. The Speaker of the General Assembly shall:**

- 348
349 **A.** Preside at all the meetings of the General Assembly.
- 350 **B.** Appoint a credential committee to verify the legal voting status of the
351 members attending the General Assembly. The committee shall determine
352 the total legal votes, the number of a majority vote, and the number for a
353 two-thirds (2/3) vote.
- 354 **C.** Appoint reference committees for the General Assembly Annual Meeting.
- 355 **D.** Appoint Tellers to count ballots.
- 356 **E.** Prepare the General Assembly Handbook for the Annual Meeting.

357
358 **Section 7. The Vice Speaker of the General Assembly shall:**

- 359
360 **A.** Preside at meetings of the General Assembly in absence or at the request
361 of the Speaker.
- 362 **B.** Assist the Speaker in the appointment of the reference committees for
363 the General Assembly Annual Meeting.
- 364 **C.** Assist the Speaker in preparation of the General Assembly Handbook.
- 365 **D.** Succeed to the office of Speaker in case of a vacancy therein.
- 366 **E.** Transcribe an original copy of the proceeding of the General Assembly.
367 The copies will be distributed as follows: Original to the Recording Secretary
368 for permanent files, copies to the Speaker and Vice-Speaker of the General
369 Assembly, newly appointed Chairman of the Bylaws Committee and a copy
370 to the Immediate Past-President.

371
372 **Section 8. The Immediate Past President shall:**

- 373
374 **A.** Serve as a member of the Executive Board for one (1) year at the end of
375 his/her term as President.
- 376 **B.** Serve as a member of the Judicial Council as provided in **Article XIII.**
- 377 **C.** Serve as Chairman of the Nominating Committee.

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Section 9. The Councilor District Representatives shall:

- A.** Submit a written report of their respective activities to the General Assembly and attend one-half (1/2) of the meetings of the Board of Trustees.
- B.** Inform their component counties of all decisions made by the Executive Board.
- C.** Communicate, counsel, offer assistance, and comply with all requests from said component chapters.
- D.** Work with the Membership Chairperson of this Society in forming component chapters in their Councilor Districts.

Section 10. Appointed Officers

A. The Corresponding Secretary shall:

- 1. Assist the President with the correspondence of this Society.
- 2. Notify members of the General Assembly meetings.

B. The Historian shall:

- 1. Preserve all mementos of this Society.

C. The Parliamentarian shall:

- 1. Be a past president and be knowledgeable of standard parliamentary procedure of AAMA and PSMA Bylaws, and have available Robert's Rules of order - Newly Revised.
- 2. Be present at all meetings of this society in an advisory capacity to the president.
- 3. Serve as an ex-officio member of the Judicial Council, Executive Board, and By-laws Committee.

ARTICLE XI: BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the President, Vice President, President-Elect, Recording Secretary, Treasurer, Immediate Past President, Speaker of the General Assembly, Vice Speaker of the General Assembly, and Councilor District Representatives. The Parliamentarian shall be an ex-officio member without vote.

Section 2. The Board of Trustees shall:

- A.** Perform all acts and transact all business for and on behalf of the Society between annual meetings.
- B.** Manage the property and conduct the financial affairs, work, and activities of the Society.

- 422 **C.** Seek the advice of the Advisory Board.
- 423 **D.** Submit a report of its activities to the General Assembly at the annual
424 meeting.
- 425 **E.** Upon recommendation of the Judicial Council, remove from office any
426 officer, Councilor District Representative, Continuing Education Board
427 member and/or committee chairman who fails to perform the duties of
428 his/her office as required.
- 429 **F.** Fill the un-expired term of any member of the Board of Trustees except
430 the President-Elect, and except as provided elsewhere in the Bylaws, until
431 the next annual meeting. A vacancy in the office of President-Elect shall be
432 appointed by the current President. This position must be filled by a Past
433 President or previous State Board Officer with his/her consent. This must be
434 approved by the Board of Trustees.
- 435 **G.** At its Pre-Convention meeting, approve the standing committee
436 chairmen and the Continuing Education Board appointments of the
437 President-Elect.
- 438 **H.** At its Post-Convention meeting, from the Board of Trustees, elect
439 members of the Executive Committee, two (2) members of the Nominating
440 Committee and one (1) member of the Budget and Finance Committee,
441 approve the Convention Chairman appointment by the Vice President, and
442 establish publication dates for the official publication.
- 443 **I.** Meet two (2) times a year in an area of the President's choice, dates to
444 be established at the Post-Convention Board meeting. Board meetings shall
445 be budgeted for mileage and per diem reimbursement of Board of Trustee
446 members, appointed officers, Chairmen of Standing, Special, and
447 Nominating Committees, Continuing Education Board, and Judicial Council.
- 448 **J.** Be authorized to vote by teleconference, email, or mail ballot between
449 meetings with majority vote ruling. Mail must be sent First Class and
450 instructions shall allow ample time, not less than fourteen (14) days, for
451 reply.
- 452 **K.** The board will hire a steno typist to record and transcribe an original
453 copy of the proceedings of the General Assembly. The Vice Speaker will
454 distribute the necessary copies as follows: The original to be distributed to
455 the Secretary for the permanent files, copies to the Speaker and Vice
456 Speaker of the General Assembly, Immediate Past President and the newly
457 appointed Chairman of the Bylaws Committee, no later than forty-five (45)
458 days following the annual meeting.

459
460 **Section 3.** A quorum shall consist of a majority of the members of the
461 Board of Trustees.

462
463 **ARTICLE XII: EXECUTIVE BOARD**

464

465 **Section 1.** The Executive Board shall consist of the President, Vice
466 President, President-Elect, Recording Secretary, Treasurer, Immediate Past
467 President, Speaker of the General Assembly, Vice Speaker of the General
468 Assembly, and 2 Councilor District Representatives. The Parliamentarian
469 shall be an ex-officio member without vote.
470

471 **Section 2. The Executive Board shall:**
472

473 **A.** Perform all acts and business transactions for and on behalf of the
474 Society between annual meetings.

475 **B.** Manage the property and conduct the financial affairs, work, and
476 activities of the Society.

477 **C.** Submit a report of its activities to the General Assembly at the annual
478 meeting.

479 **D.** Upon recommendation of the Judicial Council, have the privilege and
480 authority to remove from office any officer or committee member who fails
481 to perform the duties of his/her office as required. A 2/3 vote of the
482 Executive Board shall be necessary to effect any disciplinary action.

483 **E.** Fill the un-expired term of any member of the Executive Board except
484 the President-Elect, and except as provided elsewhere in the Bylaws, until
485 the next annual meeting. A vacancy in the office of President-Elect shall be
486 appointed by the current President. This position must be filled by a Past
487 President or previous State Board Officer with his/her consent. This must be
488 approved by the Executive Board.

489 **F.** At its Pre-Conference meeting, approve the standing committees'
490 chairmen appointments of the President-Elect.

491 **G.** At its Post-Conference meeting, from the Executive Board, elect two (2)
492 members of the Executive Board and one (1) member of the Budget and
493 Finance Committee, approve the Convention Chairman appointment by the
494 Vice President.

495 **H.** Meet two (2) times a year in an area of the President's choice, dates to
496 be established at the Post-Conference Board meeting. Board meetings shall
497 be budgeted for mileage and per diem reimbursement of Executive Board
498 members, appointed officers, Chairmen of Standing, Special, and
499 Nominating Committees, Continuing Education Board, and Judicial Council.

500 **I.** Be authorized to vote by teleconference or email between meetings with
501 majority vote ruling.
502

503 **Section 3.** A quorum shall consist of a majority of the members of the
504 Executive Board.
505

506 **ARTICLE XIII: BOARDS AND COUNCILS**
507

508 **Section 1. Continuing Education Board**

- 509
510 **A.** The Continuing Education Board shall provide educational services to
511 increase the knowledge and professionalism of members of this Society.
512 **B.** The actions, budget, Standing Rules, Policies and Procedures of the
513 Continuing Education Board shall be subject to approval by the Executive
514 Board of this Society. Complete proceedings of the Continuing Education
515 Board shall be recorded and submitted to the Executive Board. An annual
516 report shall be submitted to the General Assembly.
517 **C.** The Continuing Education Board shall consist of five (5) appointed
518 members and shall elect its own chairman. The Certification Chairman shall
519 be ex-officio member.
520 **D.** The President of this Society shall appoint one to two (1-2) members
521 each year to maintain a five (5) member committee. Members will serve a
522 three (3) year term on the Continuing Education Board.

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526

527 **Section 2. The Judicial Council**

- 528
529 **A.** The Judicial Council shall consist of three (3) Past Presidents in
530 chronological order. They will elect their own chairman and the
531 Parliamentarian shall be ex-officio. The term of office will be three (3) years
532 with one three (3) year appointment made each year.
533 **B.** The judicial power of this Society shall be vested in the Judicial Council
534 whose decisions shall be final.
535 **C.** The Council shall have jurisdiction in all questions involving:
536 **1.** Membership as provided in **Article V** of these Bylaws.
537 **2.** All controversies arising under these Bylaws and their
538 interpretation and the Code of Ethics of this Society.
539 **D.** Requests for judicial action shall be directed to the Chairman of the
540 Judicial Council by the General Assembly, Executive Board, or Presidents of
541 component chapters.

542

543 **ARTICLE XIV: COMMITTEES**

- 544
545 **Section 1.** There shall be the following committees: Standing, Special, and
546 Nominating.

- 547
548 **Section 2.** The Chairman and members of the Standing Committees shall
549 be appointed for a period of one (1) year unless designated otherwise by
550 these Bylaws.

551

552 **Section 3.** All Committee Chairmen shall submit a written report of the
553 activities of the committee for the year at the Spring Board Meeting of the
554 current year for inclusion in the General Assembly Handbook.
555

556 **Section 4.** The Standing Committees and their duties shall be:
557

558 **A. The Auditing Committee** shall be appointed by the President from the
559 Active membership and shall consist of three (3) members. The Auditing
560 Committee shall conduct an annual audit and report at the pre-conference
561 meeting of the Executive Board. The committee shall elect its own
562 chairman.
563

564 **B. The Budget and Finance Committee** shall submit an annual budget
565 together with recommendations. The committee shall consist of five (5)
566 members: The Treasurer as Chairman, The President-Elect, one (1)
567 member elected by and from the Executive Board, and two (2) members
568 elected by the General Assembly from its Active, Associate, Honorary, or
569 Sustaining membership. The members elected by the General Assembly will
570 be elected in the last session of the house following the election of the
571 Councilor District Representatives.
572

573 **C. The Bylaws and Resolutions Committee** shall review Bylaws and
574 Resolutions as presented by the Executive Board and component chapters.
575 All Bylaws and Resolutions are to be reviewed and make proposed changes
576 to the General Assembly when necessary. This committee shall review the
577 Bylaws of component chapters and make recommendations for revisions.
578 The Vice President and President-Elect shall be members of this committee
579 and the Parliamentarian shall be an ex-officio member. The Bylaws of this
580 society must be in strict conformity with the mandated sections of the AAMA
581 Bylaws: Name, Affiliation and Purpose, Membership, Membership Dues,
582 Reciprocity of Membership, Delegates/Alternates representation to the
583 House of Delegates, and Dissolution. It will be the responsibility of the
584 AAMA to notify constituent societies to make mandated changes with copies
585 of revised bylaws returned to AAMA within 30 days of notification. Any
586 action taken by the state society that is inconsistent with such mandated
587 language shall immediately be null and void.
588

589 **D. The Certification/Membership Committee** shall work together. They
590 shall answer all correspondence regarding deadlines for applications or
591 eligibility requirements. They shall keep the society informed of changes in
592 the certification program and the availability of new material which
593 individuals may secure from the Certification Board. They shall work
594 towards maintaining and increasing membership of this Society. The
595 chairman shall be an ex-officio member of the Continuing Education Board.

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E. The Conference Committee shall work with the President in making arrangements for the annual meeting.

G. The Scholarship Committee shall consist of three (3) members and shall elect its own chairman. Working within its guidelines, it shall review student applications for the annual award and make recommendations to the Executive Board for selection of a recipient.

H. The Ways and Means Committee shall raise monies for the various needs of this Society, after presenting fund raising projects to the Executive Board for approval.

Section 5. Special Committees

The President, General Assembly, and/or the Executive Board may create special committees for a specific purpose. The number and members, the manner of their appointment, and the function of these committees shall be in accordance with the authorization of their appointment.

Section 6. Nominating Committee shall consist of three (3) members. The Immediate Past President as chairman and two (2) members elected by the General Assembly by and from the Active, Associate, Honorary, and Sustaining membership. Duties shall be set forth in **Article VIII, Section 1**. The two members elected by the General Assembly will be elected in the last session of the General Assembly following election of Councilor District Representatives.

ARTICLE XV: GENERAL ASSEMBLY

Section 1. The governing body of the **Pennsylvania State Society of Medical Assistants** shall be the General Assembly which shall have the authority to determine its policies and the power to amend bylaws, set dues, and act upon such business as may be presented and conduct the annual election of officers.

Section 2. The composition of the General Assembly shall be all Active, Associate, Honorary, and Sustaining members whose dues were paid by December 31st and life members who are in good standing of the **PSMA**.

639 **Section 3.** The General Assembly voting members shall be the Executive
640 Board and all members in good standing except student members.

641
642 **Section 4.** The Speaker of the General Assembly shall appoint the
643 reference committees, tellers, and such other committees as are necessary
644 for organization and operation for each session of the General Assembly.
645 The Reference committees shall be composed of eligible members that are
646 registered to attend the annual meeting.

647
648 **Section 5.** All reports and resolutions scheduled for presentation to the
649 General Assembly must be first considered by a reference committee.
650 Emergency resolutions shall be submitted to the Speaker of the General
651 Assembly or Vice-Speaker of the General Assembly by the Pre-Conference
652 Board Meeting. The Speaker will assign all matters to the appropriate
653 reference committee.

654
655 **Section 6.** At all the meetings of the General Assembly, a quorum shall be
656 the majority of the members present and voting.

657
658 **ARTICLE XVI: MEETINGS**

659
660 **Section 1.** There shall be an annual meeting of the Pennsylvania Society of
661 Medical Assistants at a place and time recommended by the host region and
662 approved by the General Assembly.

663
664 **Section 2.** Special meetings of the General Assembly shall be held at the
665 call of the Executive Board by giving written notice emailed to each member
666 of the Board of Trustees at least thirty (30) days in advance of each
667 meeting.

668
669 **Section 3.** There shall be a Fall Board Meeting and a Spring Board Meeting
670 during each President's term in office. The President shall determine the
671 date and place of each meeting.

672
673 **ARTICLE XVII: REPRESENTATION TO AAMA**

674
675 **Section 1.** The **Pennsylvania Society of Medical Assistants** shall be
676 represented to the **AAMA** House of Delegates as outlined by their bylaws
677 which are:

- 678 **A.** Delegates and alternates shall be active or AAMA Life members.
679 **B.** The number of delegates shall be determined by the constituent
680 society's total active and associate membership of the membership
681 year prior to the date on which names of delegates and alternates
682 shall be submitted to the Speaker of the House.

- 683 C. Delegates and alternates shall be elected to serve for one (1) year
684 from the opening of the House of Delegates for the year elected
685 until the opening of the House of Delegates the following year.
686 D. The names of delegates and alternates shall be submitted to the
687 Executive Director, the Speaker of the House of Delegates, and the
688 Vice Speaker of the House at least (90) days prior to the Annual
689 Meeting of the House of Delegates.

690
691 **Section 2.** The President of the PSMA shall be responsible to submit the
692 names of the delegates and alternates to AAMA as indicated above.

693
694 **ARTICLE XVIII: PARLIAMENTARY AUTHORITY**

695
696 **Section 1.** The rules contained in **Robert's Rules of Order - Newly**
697 **Revised** shall govern this Society in all cases to which they are applicable
698 and in which they are not inconsistent with the Bylaws or the Standing Rules
699 of this Society.

700
701 **Section 2.** The Bylaws of the AAMA shall supersede the Bylaws of this
702 Society. In the event of conflict, the Bylaws of AAMA shall take precedence.

703
704 **ARTICLE XIX: DISSOLUTION**

705
706 **Section 1.** In the event of dissolution of the **Pennsylvania Society of**
707 **Medical Assistants**, none of the assets shall be distributed to any member,
708 but shall be transferred to a medical or charitable institution or projects
709 designated by a majority of the eligible voting members at a meeting called
710 for the purpose of dissolution.

711
712 **Section 2.** The President shall notify the AAMA Executive Office no later
713 than ten (10) days after the meeting in which dissolution was voted.

714
715 **Section 3.** In the event of the dissolution of the **PSMA**, an accounting of all
716 finances shall be submitted by the Treasurer to the Executive Office of the
717 **AAMA** no later than ninety (90) days after this society is dissolved.

718
719 **Section 4.** It shall be the responsibility of the President and Treasurer to
720 complete all necessary federal and state forms upon dissolution. Copies of
721 these forms will be sent to the AAMA Executive Office.

722
723 **ARTICLE XX: AMENDMENTS**

724
725 The Bylaws may be amended at any General Assembly meeting by a two-
726 thirds (2/3) vote of the members as defined in **Article XIV, Section 3**

727 which are present and voting, provided the proposed amendment(s) shall
728 have been submitted to all members by notice on the PSMA website thirty
729 (30) days prior to the meeting. No amendments may be in conflict with the
730 AAMA Bylaws.

731

732 **STANDING RULES TO BYLAWS OF THE PENNSYLVANIA SOCIETY OF**
733 **MEDICAL ASSISTANTS**

734

735 **1.** A former component chapter of this Society, which has disbanded, may
736 be reinstated after completing the requirements outlined in **Article IV** of the
737 Bylaws.

738

739 **2.** Smoking shall not be permitted in the General Assembly while in session,
740 nor shall it be allowed during the educational sessions of the PSMA.

741

742 **3.** The Immediate Past Treasurer's name shall be included on the accounts
743 of the PSMA.

744

745 **4.** The President's name shall be included on the accounts of the PSMA.

746

747 **5.** Cell phones should be shut off or put on vibrate in the General Assembly
748 and educational sessions. A recess can be called for in case of emergency.

749

750 **6.** Once the Board Meeting has been called to order, no officer, councilor
751 district representative, or committee chairman shall leave the meeting room.
752 A recess can be called for if necessary in case of emergency.

753

754 Revised May 1999

755 Revised May 2000

756 Revised May 2001

757 Revised January 2003

758 Revised May 2003

759 Revised October 2003

760 Revised March 2005

761 Revised March 2012

762 Revised May 2012

763 Revised July 2014

764 Revised August 2014

765 Revised January 2015

766 Editorial Revision March 2017