
BYLAWS

PENNSYLVANIA STATE SOCIETY OF MEDICAL ASSISTANTS



**An affiliate of the American
Association of Medical Assistants**

REVISED JULY 2019
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

ARTICLE I: NAME

The name of this society shall be Pennsylvania Society of Medical Assistants (PSMA). It is a constituent society affiliated with the American Association of Medical Assistants (AAMA).

ARTICLE II: PURPOSE AND OBJECTIVES

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

ARTICLE III: Organizational Policy

The society is hereby declared to be non-profit. It is not, nor shall it ever become, a trade union or collective bargaining agency. No person otherwise qualified for membership in this Society will be denied membership.

No person who attends or participates in the activities of organizations whose purpose is to overthrow the Government of the United states by force or violence may become a member of this Society.

ARTICLE IV: Component Chapters

Component Chapters are those county or district associations of medical assistants within the State of Pennsylvania.

SECTION 1. An association may become a component chapter of the **Pennsylvania Society of Medical Assistants (PSMA)** by applying for membership to the Executive Board, the component chapter shall be notified of its affiliation by the President of the **PSMA**.

SECTION 2. The bylaws of the component chapter shall not be in conflict with those of the **PSMA** or those of the **AAMA**. These bylaws supersede those of a component chapter.

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

Section 4. Component chapters shall consist of two or more active /associate members.

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

ARTICLE V: MEMBERSHIP AND QUALIFICATIONS

Section 1. There shall be eight (8) classes of membership: active, associate, affiliate, sustaining, student, honorary, like and member-at-large. Tri Level membership is required for all classes except honorary.

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

1. A CMA(AAMA) holding current credential status and whose CMA(AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA(AAMA).
2. Anyone who was an active member on 12/31/1987, who has never been a CMA(AAMA) and 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 receiving).

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

C. 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.

D. 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.

E. 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 student membership term, the member is then eligible only for either Associate membership or Active membership (if the member meets the Active membership requirements).
 - b. After a one-year Student membership term, the member is eligible for a second- year of Student membership as long as the member renews

during the members one-year Student membership term. After the second-year of Student membership, the member is eligible only 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.

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

G. Life - A life member shall be an active member who has had a life membership conferred by the General Assembly for outstanding service to the society and he/she shall be permitted to continue to enjoy all the rights and privileges under these Bylaws. He/she

shall not pay annual state dues. The names of candidates for life membership, shall be submitted to the Executive Board, through its chairman, at least sixty (60) days prior to the General Assembly meeting. This shall require 2/3 vote of the General Assembly. There shall be no more than one (1) life membership conferred in one (1) year.

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

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

Section 3. Revocation - Any member who has had their CMA(AAMA) credential revoked by the Certifying Board as provided by the Certifying Board Disciplinary Standards and Procedures for CMA's see (www.aama-ntl.org) will immediately lose their membership and all privileges attached thereto, and shall not be allowed reinstatement unless the revocation of the credential is

rescinded by the Certifying Board. No refund of any dues paid will be made.

ARTICLE VI: DUES/FINANCES

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

- A. Full dues will be assessed for active, associate, member-at-large, and affiliate members.
- B. One-half dues will be assessed for sustaining and student members.
- C. Life and honorary members are not required to pay dues.
- D. New Members joining on or after September 1st shall be credited for the following year.

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

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

Section 4. PSMA and component chapters shall offer reciprocity to members transferring from another component chapter or constituent society.

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

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

ARTICLE VIII: OFFICERS AND THEIR QUALIFICATIONS

SECTION 1. The officers of the PSMA shall be President, Vice- President, President -Elect, Recording Secretary, Treasurer, Speaker of the General Assembly, Vice Speaker of the General Assembly, and Immediate Past President.

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

Section 3. A Candidate for an elective office or as a Councilor District Representative (CDR) shall:

- A. Be an active, associate, honorary, or life member in good standing.
- B. Have served as an elected county officer.
- C. Give consent to serve.
- D. Have the endorsement of his/her county chapter.
- E. Have attended at least one (1) annual PSMA meeting as a delegate.
- F. If a member-at-large, must have attended at least two (2) annual PSMA meetings, show an interest in attaining an office by written communication to the Executive Board.

ARTICLE VIII: NOMINATIONS

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

B. Names of members for elective office together with their qualifications and names for delegates and alternates to the AAMA shall be submitted by the component chapters to the Chairman of the Nominating Committee, not later than forty-five (45) days prior to the annual meeting for consideration by the committee.

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

D. Credential must be verified by State Treasurer.

SECTION 2. ELECTIONS

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

B. Elections of officers, delegate and alternated to the AAAMA shall be held at the polling place and during a period of time specified by the Speaker of the General Assembly.

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

- D. In the event of only one (1) nomination for an office, the chair may declare the nominee elected by Acclamation.
- E. Councilor District Representatives (CDR'S) shall be nominated at the last business session of the General Assembly by the component chapter in said Councilor District and elected by the General Assembly.

ARTICLE IX: TERM OF OFFICE

Section 1. Term of Office

- A. The term of office for the President, Vice President and President-Elect shall be for one (1) year. They shall not serve consecutive terms in the same office unless approved by the General Assembly at the Annual Meeting. The term for Recording Secretary and Treasurer shall be for one (1) year. These offices may be re-elected annually.
- B. The term of office for the Speaker and Vice Speaker of the General Assembly shall be for three (3) years. They shall not serve more than three (3) consecutive terms unless approved by the General Assembly at the annual meeting after elections.
- C. The term of office for the elected CDR shall be three (3) years. The CDR may be re-elected but shall not serve more than three (3) consecutive terms unless

approved by the General Assembly at the annual meeting after elections.

Section 2. Vacancies in Office

- A.**In the event of a vacancy in the office of President, the Vice President shall succeed to the office of President.

- B.**In the event of a vacancy in the office of President-Elect, the position must be appointed by the current President. This position must be filled by a Past President or previous State Board Officer with his or her consent. This must be approved by the Executive Board.

- C.**In the event of a vacancy in any other office not provided elsewhere in these bylaws, the Executive Board shall appoint a member to serve the unexpired term. This member shall meet the qualifications in **ARTICLE VIII.**

Section 3. Removal from Office

An officer or committee chair who fails to perform the required duties or gives just cause for removal from office shall by two thirds (2/3) by the Executive Board, be relieved of his/her duties.

ARTICLE X: DUTIES OF OFFICERS

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

Section 1. The President shall:

- A. Preside over all the meetings of the Pennsylvania Society of Medical Assistants.**
- B. Be Chairman of the Executive Board.**
- C. Be ex-officio member of all committees except the nominating committee.**
- D. Fill the vacancies in the Continuing Education Board and of committee chairman occurring during his/her term of office with the approval of the Executive Board.**
- E. Appoint for his/her term of office, a Corresponding Secretary, Historian and Parliamentarian.**
- F. Appoint members of the Auditing Committee.**

- G. Present Charter to newly organized component county chapter.
- H. In the event a component county chapter disbands, its charter shall be requested by the President and returned.
- I. Serve as 1st delegate to the AAMA House of Delegates. A written report shall be submitted to the next General Assembly.

Section 2. The Vice President shall:

- A. Assist the President in her duties throughout the year.
- B. Assume the duties of the President in the Presidents absence.
- C. Be a member of the Bylaws committee.

Section 3. The President - Elect shall:

- A. Assist the President and Vice President in their duties throughout the year.
- B. Assume the duties of the President in the of both the President and Vice President

- C. Appoint the standing committees by the time of the annual meeting, having secured the individual's consent.
- D. Be a member of the Budget and Finance, and the Bylaws Committee, and an ex-officio member of the Continuing Education Board.
- E. Automatically succeed to the office of President at the end of the term as President-Elect.

Section 4. The Recording Secretary shall:

- A. Keep the minutes of the Executive Board.
- B. Send a copy of the proceedings to the Webmaster of the PSMA Website.
- C. Send a copy of the Proceeding to each officer within thirty (30) days after each meeting.
- D. Assist the Vice Speaker of the General Assembly in recording the actions of the General Assembly.

Section 5. The Treasurer shall:

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

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

Section 6. The Speaker of the General Assembly shall:

- A. Preside at all meetings of the General Assembly.
- B. Appoint a credential committee to verify the legal voting status of the members attending the General Assembly. The Committee shall determine the total

legal votes, the number of a majority vote, and the number for a two-thirds (2/3) vote.

C. Appoint Reference Committees for the General Assembly Annual Meeting.

D. Appoint tellers to count ballots.

E. Prepare the General Assembly Handbook for the Annual Meeting.

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

A. Preside at meetings of the General Assembly in absence or at the request of the Speaker.

B. Assist the Speaker in the appointment of the reference committees for the General Assembly Annual Meeting.

C. Assist the Speaker in preparation of the General Assembly Handbook.

D. Succeed to the office of Speaker in case of a vacancy therein.

E. Transcribe an original copy of the proceeding of the General Assembly. The copies will be distributed as follows: Original to the Recording Secretary for

permanent files, copies to the Speaker and Vice Speaker of the General Assembly, newly appointed Chairman of the Bylaws Committee and a copy to the Immediate Past President.

Section 8. The Immediate Past President shall:

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

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 the 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 Bylaws 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.
- C. Seek the advice of the Advisory Board.
- D. Submit a report of its activities to the General Assembly at the Annual Meeting.
- E. Upon recommendation of the Judicial Council, remove from office any officer, Councilor District Representative, Continuing Education Board member and/or committee chairman who fails to perform the duty of his/her office as required.

- F. Fill the unexpired term of any member of the Board of Trustees except the President-Elect, and except as provided elsewhere in the Bylaws, until the next annual meeting. A vacancy in the office of President-Elect shall be appointed by the current President. This position must be filled by a past President or previous State Board Officer, with his/her consent. This must be approved by the Board of Trustees.
- G. At the Pre-Conference meeting, approve the standing committee chairman and the Continuing Education Board appointments of the President-Elect.
- H. At its Post-Conference meeting, from the Board of Trustees, elect members of the Executive Committee, two (2) members of the Nominating Committee and one (1) member of the Budget and Finance Committee, approve the Conference Chairman appointment by the Vice President, establish publication dates for the official publication.
- I. Meet two (2) times a year in an area of the President's choice, dates to be established at the Post-Conference Board Meeting. Board meetings shall be budgeted for mileage and per diem reimbursements of Board of Trustee members, appointed officers, Chairman of the Standing

Committee, Special, and Nomination Committees, Continuing Education Board, and the Judicial Council.

J. Be authorized to vote by teleconference, email, or mail ballot between meetings with majority vote ruling. Mail must be sent First Class and instructions shall allow ample time, not less than fourteen (14) days for reply.

K. The Recording Secretary shall record the proceedings of the General Assembly. The original shall be retained electronically for the PSMA records. The Secretary shall electronically send copies to the Speaker, Vice Speaker, Immediate Past President, President, Vice President, and President-Elect.

Section 3. A quorum shall consist of a majority of the members of the Board of Trustees.

ARTICLE XIII: EXECUTIVE BOARD

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

Section 2. The Executive Board shall:

- A. Perform all acts and business transactions for and on behalf of the Society between annual meeting.
- B. Manage the property and conduct the financial affairs, work, and activities of the Society.
- C. Submit a report of its activities to the General Assembly at the annual meeting.
- D. Upon recommendation of the Judicial Council, have the privilege and authority to remove from office any officer or committee member who fails to perform the duties of his/her office as required. A two-thirds (2/3) vote of the Executive Board shall be necessary to affect any disciplinary action.
- E. Fill the unexpired term of any member of the Executive Board except the President-Elect, and except as provided elsewhere in the Bylaws, until the next annual meeting. A vacancy in the office of President-Elect shall be appointed by the current President. This position must be filled by a Past President or previous State Board Officer with his/her consent. This must be approved by the Executive Board.
- F. At its Pre-Conference meeting, approve the standing committees' chairman appointments of the President-Elect

G. At the Post Conference meeting, from the Executive Board, elect two (2) members of the Nominating Committee and one (1) member of the Budget and Finance Committee, approve the Conference Chairman appointment by the Vice President.

H. Meet two (2) times a year in an area of the President's choice, dates to be established at the Post Conference Board Meeting. Board meetings shall be budgeted for mileage and per diem reimbursements of Executive board members, appointed officers, Chairman of Standing Committees, Special, and Nominating Committees, Continuing Education Board, and judicial Council.

I. Be authorized to vote by teleconference or email between meetings with majority vote ruling.

Section 3. A quorum shall consist of a majority of the members of the Executive Board.

ARTICLE XIII: BOARDS AND COUNCILS

Section 1. Continuing Education Board

A. The Continuing Education Board shall provide educational services to increase the knowledge and professionalism of members of this Society.

B. The actions, budget, Standing Rules, Policies and Procedures of the Continuing Education Board shall be subject to approval by the Executive Board of this Society.

Complete proceedings of the Continuing Education Board shall be recorded and submitted to the Executive Board. An annual report shall be submitted to the General Assembly.

C. The Continuing education Board shall consist of five (5) appointed members and shall elect its own chairman. The Certification Chairman shall be an ex-officio member.

D. The President of this Society shall appoint one to two (1-2) members each year to maintain a five (5) member committee. Members will serve a three (3) year term on the Continuing Education Board.

Section 2. The Judicial Council

A. The Judicial Council shall consist of three (3) Past Presidents in chronological order, they will elect their own chairman and the Parliamentarian shall be ex-officio. The term of office shall three (3) years with one three (3) year appointment made each year.

B. The judicial power of this Society shall be vested in the Judicial Council whose decision shall be final.

C. The Council shall have jurisdiction in all questions involving:

1. Membership as provided in **ARTICLE V** of these Bylaws.
2. All controversies arising under these Bylaws and their interpretation and the Code of ethics of this Society.

D. Requests for judicial action shall be directed to the Chairman of the Judicial Council by the General Assembly, executive Board, or Presidents component chapters.

ARTICLE XIV: COMMITTEES

Section 1. There shall be the following committees: Standing, Special, and Nominating.

Section 2. The Chairman and members of the Standing Committee shall be appointed for a period of one (1) year unless designated otherwise by these Bylaws.

Section 3. All Committee Chairman shall submit a written report of the activities of the committee for the year at the Spring Board Meeting of the current year for inclusion in the General Assembly Handbook.

Section 4. The Standing Committee and their duties shall be:

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

- B. The Budget and Finance Committee** shall submit an annual budget together with recommendations. The committee shall consist of five (5) members: The Treasurer as Chairman, the President-Elect, one (1) member elected by the General Assembly from its Active, associate, Honorary, or Sustaining membership. The members elected by the General Assembly will be elected in the last session of the General Assembly following the election of the Councilor District Representatives.

- C. The Bylaws and Resolutions Committee** shall review Bylaws and Resolutions as presented by the Executive Board and component chapters. All Bylaws and Resolutions are to be reviewed and make proposed changes to the General Assembly when necessary. This committee shall review the Bylaws of component chapters and make recommendations for revisions. The Voce President and President-Elect shall be members of this committee and the

Parliamentarian shall be an ex-officio member. The Bylaws of this Society must be in strict conformity with the mandated sections of the AAMA Bylaws: Name, Affiliation and Purpose, Membership, Membership Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, and Dissolution. It will be the responsibility of the AAMA to notify constituent societies to make mandated changes with copies of revised bylaws returned to the AAMA within thirty (30) days of notification. Any action taken shall immediately be null and void.

D. The Certification/Membership Committee shall work together. They shall answer all correspondence regarding deadlines for applications or eligibility requirements. They shall keep the Society informed of changes in the Certification Program and the availability of new material in which individuals may secure from the Certification Board. They shall work towards maintaining and increasing membership of this Society. The Chairman shall be an ex-officio member of the Continuing Education Board.

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

F. 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.

G. 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 the 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 election of Officers.

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

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

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

Section 5. All reports and resolutions scheduled for presentation to the General Assembly must be first considered by a reference committee. Emergency Resolutions shall be submitted to the Speaker of the General Assembly or Vice Speaker of the General

Assembly by the Pre-Conference Board Meeting. The Speaker will assign all matters to the appropriate reference committee,

ARTICLE XVI: MEETINGS

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

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

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

ARTICLE XVII: REPRESENTATION TO AAMA

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

- A. Delegates and Alternated shall be active or AAMA Life members.
- B. 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 the names of delegates and alternates shall be submitted to the Speaker of the House.
- C. Delegates and alternates shall be elected to serve for one (1) 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 delegates and alternates shall be submitted to the Executive Director, the Speaker of the House of ninety (90) days prior to the Annual Meeting of the house of Delegates.

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

ARTICLE XVIII: PARLIAMENTARY AUTHORITY

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

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

ARTICLE XIX: DISSOLUTION

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

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

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

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

ARTICLE XX: AMENDMENTS

The Bylaws may be amended at any General assembly meeting by two-thirds (2/3) vote of the members as defined in **Article XIV, Section 3** which are present and voting, provided the proposed amendments shall have been submitted to all members by notice on the PSMA website thirty (30) days prior to the meeting. No amendments may be in conflict with the AAMA Bylaws.

STANDING RULES TO BYLAWS OF THE PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS

1. A former component chapter of this Society, which has disbanded, may be reinstated after completing the requirements outlined in **Article IV** of the Bylaws.
2. Smoking shall not be permitted in the General Assembly while in session, nor shall be allowed during the educational session of the PSMA.
3. The Immediate Past Treasurer's name shall be included on the accounts of the PSMA.
4. The President's name shall be included on the accounts of the PSMA.
5. Cell phones should be shut off or put on vibrate in the General Assembly and educational sessions. A recess can be called in case of an emergency.

6. Once the Board meeting has been called to order, no officer, councilor district representative, or committee chairman shall leave the meeting room. A recess can be called in case of an emergency.

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