

**63<sup>RD</sup> PSMA ANNUAL MEETING**

**APRIL 20, 2022**

**REPORTS 2020 – 2022**

**PRESIDENT**

**CHAIRMAN OF THE BOARD OF TRUSTEES**

**PRESIDENT ELECT LETTER OF RESIGNATION**

**VICE PRESIDENT**

**RECORDING SECRETARY**

**SPEAKER**

**PARLIAMENTARAN**

**COUNCILOR DISTRICT REPRESENTATIVE #4**

**COUNCILOR DISTRICT REPRESENTATIVE #6**

**HISTORIAN**

**BYLAWS COMMITTEE**

**PROPOSED BYLAWS CHANGES**

**MEMBERSHIP COMMITTEE**

**SCHOLARSHIP COMMITTEE**

**PAST PRESIDENT'S SOCIETY**

**TREASURER REPORT AND PROPSED BUDGET TO BE DISTRIBUTED AT MEETING**

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### President's Report 2019-2020

This has been a difficult year for this organization and its membership. Due to Covid we canceled all in person education that was scheduled after the Fall Education in 2019. We were able to hold our Fall Education at the Penn State Hershey Medical Center. It was discussed at this meeting, updating our Web Page. After hearing a presentation from a representative from Blue Cardinal on this topic it was decided to proceed with a new web page. A committee was assigned to work on its development as the Board of Trustees voted to make the change. The new web page was developed and rolled out in the spring of 2020. This was well received by the membership. It has been difficult to keep updated as the committee often forgets to do this. I have been working on keeping the web page updated.

I was able to negotiate with the venues, that were scheduled, for 2020 education and meetings to change our dates to 2021. This was accomplished without penalty. I look forward to working with them in 2021. I believe that this fall we should be able to again meet in person.

All though we were not able to meet in person this organization was able to continue to provide education to our membership virtually via Zoom. We were able to hold education that was worth 1 to 1.5 CEUs per month. Our membership was please to be able to have the opportunity to provide much needed CEUs. The Pennsylvania Society of Medical Assistants was pleased to be able to open up our education to the other AAMA State Societies. This difficult year brought together many of the AAMA State Societies to provide the much-needed education. The BOT discussed and decided to continue the Zoom Education on a quarterly basis. The members are not all able to make in person meetings and this will offer a way for them to obtain education.

I have joined the AAMA National Membership Committee. We have looked at ways to increase membership within the organization. Pennsylvania Society of Medical Assistants has lost about 150 of its members this past year. I believe this is due to financial difficulties that Covid has caused. I was able to meet with 4 of our members that are interested in becoming more active within the organization. My hope is to work with them throughout the upcoming year.

Our newsletter and Facebook page has become a wonderful tool in communicating to our membership. This has increased our membership in the past and I believe it will serve us well in the upcoming year. I have had many opportunities to interact with our membership over the past year answering questions and providing direction where needed. and lead to the best of my ability. We again have 4 delegates to the AAMA National Conference to be held in Texas this year. PA Society submitted a quilt square to be part of a quilt that will be auctioned off at the conference.

I would like us all to remember the Medical Assistants we lost as well as family members to covid. I am very proud of the way the PA Medical Assistants have stepped up to the plate and continued to provide excellent care to our patients. It has been a long dark year with many bumps in the road. I believe we have turned the corner. I look forward to holding meetings and education in person in the upcoming year.

Sincerely,  
Kellie Humma, CMA (AAMA)  
President

**Presidents Report 2019/2020**

**This officer attended the State Conference In Johnstown, PA and the Fall Education and BOT meeting which was held in Hershey, PA.**

**This year I had the privilege to meet with students from two schools. I traveled to Gettysburg branch of the Harrisburg Area Community College where I spoke with the graduating class and shared with them the many opportunities the AAMA and PA Society of Medical Assistants had to offer. I also went to speak with the Central Penn Students during MA Week and was able to talk to them about job opportunities as well as the AAMA and PA Society of Medical Assistants. I have also reach out to other schools that offer Medical Assistant courses. I enjoyed being able to share information about our organizations. Students seemed to be very receptive.**

**I also had the honor of being a delegate at the AAMA National Conference in North Carolina. While there I was had the chance to sit with Donald Balasa and two other PA Society members to discuss the loss of AAMA approved schools in Pennsylvania. I also have spoken to him about Pennsylvania need for a concrete scope of practice and was able to get valuable information. On behalf of the PA Society I accepted an award for increased membership. I was also pleased to witness our newsletter receive an award. Much information was shared as well as opportunities to speak with AAMA Trustees in regards to ideas for our state.**

**I was able to meet with a member of the PA Board of Nursing to discuss Medical Assistant Scope of Practice. Representative Frank Ryan were able to have a brief conversation in regards to this topic as well. I have deferred this project to Gayle Alleman President Elect as I was spreading myself to thin and felt that I needed to focus on completing projects that were already being worked on and near completion.**

**I also attended the Pennsylvania Medical Societies meeting which was held at the Hershey Lodge. We purchased a table this year and were able to share information about our Society. Many providers did not know we existed.**

**I participated on the Web Page committee. I met with our web designer to share ideas and obtain information to bring to the committee. The web page should be up and running in July of this year.**

**Unfortunately, our Spring Education and BOT meeting as well as our Annual State conference were canceled due to the Covid 19 Pandemic. I have obtained a site for the 2021 Conference which will be held in Lancaster PA.**

**I believe our organization has made much progress this year which I hope will continue. I have enjoyed my term as President.**

Recommendation for increase in delegate stipend

I recommend that we increase the stipend to \$1000.00 from \$800.00. My reasons are as follows:

1. The cost of airfare has increased considerable over the years. Flight from Philadelphia average about 350.00 round trip. If driving gas prices have increased dramatically.
2. The cost of the hotel room has increased \$20.00 per night which comes to \$676.00 . After taxes and resort fees it will be close to \$775.00 give or take a few dollars:
3. The conference is \$350.00 if you stay at the hotel.
4. Estimate \$200.00 for food and non alcoholic drinks.

This brings the total cost of the conference to roughly \$1675.00.

Chairman of the Board Report 2020 -2022

March 2020

A Zoom Board Meeting was held to discuss how to proceed with the upcoming Spring Education and Annual State Conference.

- The decision was made to cancel both events. Officers remained the same.
- There was no financial loss. Both hotels were very accommodating.
- Speakers were notified. Members were notified.
- All checks were either returned to the members or shredded upon members' request.

May 2020

Meeting was held via Zoom with the website committee.

- Reviewed materials that were suggested by Blue Cardinal.
- Meeting date and time was discussed for orientation with Blue Cardinal for the members who volunteered to update website.

Email vote was held to see what the BOT thoughts were on offering Zoom Education for our members.

- It was agreed that this was a good idea as people continued to need CEUs to recertify
- It was felt that this was a way to support our membership
- It was discussed opening this up to other AAMA State Societies.

Action:

- Zoom Education dates were scheduled.
- Speakers were obtained
- Pennsylvania State Society of Medical Assistants opened our education to other State Societies.
- Members were notified that we were going to offer Zoom CEUs via newsletter.

July 2020

Blue Cardinal orientation meeting was held with volunteers to learn how to update web page.

Web page went live July 28, 2020

August 2020

Zoom Education was held on 08/29/2020. Topic was Vaping 101

September 2020

AAMA canceled the National Conference scheduled to be in Florida.

Action:

- Delegates were notified.
- No financial loss occurred as there were no checks issued to the delegates at the time of the cancelation.

October 2020

A Board meeting was held and it was decided to cancel the Fall Education and BOT due to Covid.

Action:

- The Red Lion Inn was contacted. No financial loss occurred.
- Members were notified.

Zoom Education was held on October 24, 2020. Topic was Suicide.

November 2020

Zoom Education was held on 11/14/2020. Health Insurance Diving into the Audit Process.

December 2020

Board meeting was held to discuss if Zoom Education should continue. It was felt by the BOT that this was a good way to serve our members during Covid. Education would continue to be open to AAMA State Societies.

January 2021

Zoom Education was held 01232021. Topic Stop the Bleed

February 2021

A membership meeting was held, on 02/20/2021, to discuss ways to maintain/increase our membership.

Action:

- Letters, via email, to be sent to AAMA certified Medical Assistants who are not members.
- Facebook reminders to renew if the dues were not paid in December.
- Maintain and update Website.

Spring Education and BOT meeting in person event was canceled.

Action:

- Red Lion Inn was notified. There was no financial loss.
- Fall Education was scheduled with the Red Lion Inn.
- It was decided to have a Zoom Spring Education.

March 2021

Spring Education was held via Zoom on 03/13/2021. The topic: Concussion/Vestibular Rehabilitation

Zoom meeting was scheduled for 03/21/2021. Canceled due to lack of Board Members availability.

May 2021

State Conference was held via Zoom. There were 4 speakers. Topic were as follows:

- Prosthetic Overview
- Abusive Head Trauma
- Domestic Violence
- Phone Etiquette/Customer Service

No Board meeting was held due to not having a quorum.

September 2021

AAMA National Conference in Texas was held 09/23/2021 through 09/27/2021. We did not send any delegates due to work related covid travel restrictions. The AAMA did make provisions for our delegated to participate in the House of Delegates via Zoom and to Vote electronically. This was done on 09/25/2021. An orientation and practice vote were done on 09/18/2021.

October 2021

Fall Education was held at the Red Lion Inn Harrisburg/Hershey. There were 18 members present. The topics were:

- Improving the Patient Experience
- Everyday Urology for the Medical Assistant
- Breast Feeding and Primary Care
- Herbal Medicine and the Patient
- The Theory of Vital Signs and Hypertension

There was not a BOT meeting as we did not have a quorum.

November 2021

Education Committee met to work on planning the Spring Education and State Conference.

- Topics were discussed
- Time line was discussed
- Next meeting was scheduled.

Scholarship Committee was scheduled for 11/20/2021. Meeting was canceled due to lack of available.

January 2022

Membership Committee met on 01/11/2022. Discussed the following.

- How to maintain membership
- How to get more members actively involved in the organization

February 2022

Education Committee met no speakers for the Spring Education Speakers were discussed. The time slots/topics were again discussed for State Conference. Time slots were assigned for the various members to obtain speakers.

March 2022

Education Committee had a meeting on 03/03/2022. One speaker was obtained. We discussed the Medical Assistant Game that will be played Saturday night. Encouragement was given to work on getting speakers.

Spring Education was canceled last minuet due to impending snow storm.

Action:

- The speaker that did not cancel was notified.
- Red Lion in contacted me to cancel the event. No financial loss will schedule our Fall Education with them for 2022
- Members were notified via Facebook and email.
- Checks were either mailed back, shredded or were kept to put toward the state conference.

Speakers for the State Conference were obtained. Hotel room for AAMA representative was booked. Tanger Outlet coupon books and Lancaster Visitor Guides were obtained and picked up.

Conference Padfolios were ordered as well as pens with our logo to be handed out. Speaker handouts were picked up from the printer.

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**Mills, Janet**

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**From:** cert1mayou@aol.com  
**Sent:** Thursday, March 17, 2022 6:39 PM  
**To:** Mills, Janet  
**Subject:** [EXTERNAL] Fwd: State registration , Scholarship certificate and resignation  
**Attachments:** Certificate of PSMA STUDENT of the year scholarship.docx; Document.docx

-----Original Message-----

**From:** Gayle A <gaylealleman@gmail.com>  
**To:** khumma68@gmail.com; drogers220@comcast.net; pwight2725@gmail.com; tac370@comcast.net;  
bergamaschi35@yahoo.com; sherrydiane1974@yahoo.com; cert1mayou@aol.com; ninehouser1034@comcast.net  
**Sent:** Tue, Mar 15, 2022 8:51 pm  
**Subject:** State registration , Scholarship certificate and resignation

Dear Board Members,

It is with a sad heart that I announce my immediate resignation as a BOT member and nominee for President Elect from the PSMA.

It has been an honor and a pleasure working with you as leaders, educators and networking with Medical Assistants across the nation. Thank you for the opportunities this organization has afforded me. Most importantly it has been a privilege to get to know you as friends! I hope to see you out and about in the medical communities that we serve.

I feel that I can no longer meet the demands of leadership.

I will have the Zoom & Facebook accounts transitioned to the next leadership, and will see that the recently ordered padfolios, pens and other media belonging to the PSMA are returned promptly. Please find the attachments of my last documents to the organization.

Respectfully,  
Gayle Alleman



Annual Report for the term of 2020-2022

Theresa Eckelmann (CMA-AAMA) Vice President

For the term of 2020-2022 I assisted with scheduling speakers for zoom events and conference events.

I attended ZOOM meetings called for the officers. I participated in voting.

I helped out with in-person conferences by assisting with registration. Answering questions from the first time members. Providing door prizes.

This report is very limited do to having medical issues which has limited my ability to help out in the organization.

Respectfully submitted,

Theresa Eckelmann, CMA-AAMA

Vice President

Theresa Eckelmann PASMA  
Activity Report for 2019-2020 year

May 31, 2020

I was elected Vice President of the Pennsylvania Society of Medical Assistants (PASMA) for the 2019-2020 term. As Vice President, I assisted the President with executing the quarterly conferences. This included planning and setting up for the event, hosting the speakers as they arrived, assisting with conference registration, addressing any questions or concerns, and tearing down after the event. In addition, as Vice President I most often worked with the President to develop ideas that would increase our chapter membership and foster greater enthusiasm and participation in chapter events.

I was one of the CMAs representing PASMA at a Pennsylvania State Physicians conference in Hershey. I got to meet several doctors and other medical professionals. It was our goal to educate these medical professionals as to why it is so important to hire a Certified Medical Assistant with an emphasis on what sets us apart from the non-certified medical assistants.

I served my second term as a member of the Education Committee responsible for finding speakers and educators to meet our quarterly conference CEU requirements. I enjoy working on this committee because I love the challenge of finding new topics to help educate my fellow CMA's. This committee has also provided me the opportunity to network with many medical professionals of various disciplines which provides a valuable resource for recruiting guest speakers for future conferences.

I served on the Bi-Laws Committee. I honored to have the opportunity to participate in developing the direction of our organization as we adapt for the future.

I was actively involved in the development stage of our new membership web page. We are building the web page for both the benefit of our members and to promote the recruitment of new members. The webmaster is currently assembling the final product which will go live pending final approval.

I attended the AAMA National Convention in Greensboro, North Carolina. I had a wonderful time meeting fellow CMA's from all over the country. Lots of discussion regarding how each of us do things and brainstorming ways to improve the way everybody works. I enjoy the comradery between the members. The lectures were fantastic and very informative. This year there were several interactive lectures that helped break up remaining seated for long periods. I was able to share thoughts with some of the AAMA National Board Members which was both exciting and informative.

Among my work duties, I serve as a Corporate Trainer for UPMC's Medical Assistant Program which provides me the opportunity to reach out to over 100 new MAs and CMAs each year to talk about the AAMA. I talked to them about how to join the organizations and the benefits of membership. I was provided contact information for future outreach which will help to expand our membership.

In closing, I have enjoyed my service to the Pennsylvania Society of Medical Assistants and look forward to continuing to serve the organization for many years to come.

Sincerely,

Theresa Eckelmann, CMA, AAMA

PASMA, Vice President

Pennsylvania Society of Medical Assistants  
Report of The Recording Secretary

This officer received an email from President Kelli Humma, CMA that the previous recording Secretary had to resign and the current Treasurer was also resigning. She asked if I would be willing to take on one the potions. I advised I would be willing to take the duties of recording Secretary. I met with the previous recording secretary who handed over all her information.

This officer attended the Fall Education and planed on attending the Board of Trustees meeting, however there was not a quorum and we did not meet.

This officer planned on attending the Spring Education and Board of Trustee meeting. However due to the snow storm we were expecting it was canceled. A zoom Meeting for the BOT was held on Saturday March 12, 2022 which this officer did attend.

This officer is planning on attending the Annual State Conference being held April 29 till May 1, 2002.

Respectfully submitted

Mary Lou Ninehauser, CMA  
Recording Secretary

## REPORT OF THE SPEAKER

This officer had attended some of the zoom meetings. Due to medical issues have been limited. CMA(AAMA) is current, recertified by education credits January 2021.

PSMA Officers, CDR's and Committee Chairs were notified that reports were needed for the 63<sup>rd</sup> PSMA Annual meeting, April 2022. Also reports received would be on the PSMA Web and would not be printed.

Appointments for the 2022 General Assembly will be made prior to the meeting.

This officer has been available to the PSMA Officers and PSMA members.

Thank you for allowing me to serve as Speaker.

Janet G Mills, CMA(AAMA)

Speaker

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
REPORT OF PARLIAMENTARAN  
ANNUAL MEETING  
JULY 2020**

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6 I have been available to the President by phone, email, and text. I have attended  
7 all meetings and virtual meetings or phone conferences.

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9 Thank you for giving me the opportunity to participate in this Society this past  
10 year.

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12 Respectfully submitted,  
13  
14 Diana Rogers, CMA (AAMA)

**COUNCILOR DISTRICT REPRESENTATIVE #4  
BLAIR AND CAMBRIA COUNTIES**

This CDR has not been able to attend meetings due to work.

Blair County has 31 members and Cambria County has 15 members per the roster from AAMA as of March 11, 2022.

This CDR has been available to the members and the PSMA Board members.

Travis D Mills, CMA(AAAMA), Paramedic  
Councilor District Representative #4

COUNCILOR DISTRICT REPRESENTATIVE – ERIE COUNTY

APRIL 2022

This report covers the time period of 2019-20 through the annual conference of 2022.

This representative has served on the PSMA Board of Trustees representing the Erie County Chapter throughout this time. During this time period, most Board meetings have been held on Zoom due to COVID restrictions. I have attended and participated in all Zoom meetings held. As in-person meetings resumed in the fall of 2021, I was unable to attend in person due to my own health issues and my caregiving responsibilities. I will not be attending the annual conference April 29<sup>th</sup> through May 1, 2022.

As I am now retired, plus I am unable physically to attend out-of-town meetings, I made the decision to not renew my membership for 2022. Therefore, my position as Councilor District Representative ended December 31, 2021.

The only active members of the Erie County Chapter were myself, as President of the Chapter, and Eileen Ropelewski, who served as Treasurer of the Chapter. Eileen passed away in late October, leaving me the only officer. According to bylaws, there must be two officers (President and Treasurer) to have a county chapter. I took over the financial responsibilities of the chapter, and I contacted the PSMA President and Speaker to advise them of the situation in Erie County. As I was ending my membership at the end of 2021, and there were no other active members in the chapter, the Erie chapter needed to dissolve.

The majority of the checking account was donated to the ALS Foundation in Eileen’s memory (\$950.00). The account was officially closed. These financial records were then sent to PSMA President Kellie Humma. Eileen had the original charter for the Erie County Chapter, and, as of this time, her family has not notified me that they found it in her belongings. I will contact them again, in hopes of retrieving the charter, to then present it to the PSMA.

I have served as the Erie County Representative on the Board of Trustees for many years. It has been an honor and a pleasure to serve the PSMA in this capacity. This organization has been very important to me for many years (actually decades), and I appreciate the opportunity to participate, serve, and enjoy the many friendships I have had with the members (and extended members) of this wonderful organization. I will truly miss the contact and experiences with everyone, but I have so many good memories that I will fondly remember.

Respectfully submitted,

Lois Porte



**COUNCILOR DISTRICT REPRESENTATIVE #6**  
**ERIE COUNTY CHAPTER**  
**PSMA 2020 ANNUAL CONFERENCE REPORT**

This representative attended the 2019 Post-Convention Board of Trustees meeting and has attended all ZOOM phone BOT meetings this year, however, was unable to attend the Fall BOT and Spring BOT meetings.

Erie County Chapter was planning and hosting the 2020 PSMA annual convention in Erie, and this representative was the Convention Chair for that event. However, as plans were progressing, I became aware that only about a dozen people from our organization were planning on attending this convention. With input from the BOT members, the decision was made to move the convention to a more suitable location for the majority of the members.

As the county chapters are going to be eliminated, this will be the end of my final term as this representative. I want to thank the members of Erie County Chapter and also the members of the Pennsylvania Society for the opportunity to be a representative on the Board of Trustees. It has been an honor and a privilege to have been able to serve this organization as a member of its governing board.

Respectfully submitted,

Lois Porte, CMA (AAMA)

This year has been a very challenging year for The Pennsylvania Society of Medical Assistants with the Covid-19 global pandemic.

The Fall Seminar and Board meeting were held as planned in October, 2019 at Hershey Medical Center in Hershey, Pa, with approximately 50 in attendance.

In late February/early March the location was changed for the Annual General Assembly Meeting from Hilton Garden Inn in Summit Township (Erie), PA to Red Lion Inn, in the Hershey/ Harrisburg area. This was done due to the lack of interest in traveling to Eire, Pa.

In March of 2020, life as we knew it changed in the state of Pennsylvania. Governor Tom Wolf instituted an emergency declaration for the entire state which essentially cancelled all group gatherings, this included our spring 2020 Board of Trustees meeting and Seminar. Our president, Kellie Kale Humma, held the first BOT meeting via Zoom video conferencing over the web. During this meeting it was agreed that the General Assembly meeting that was scheduled to be held May 15-17, 2020 at the Red Lion Inn, in Hershey/Harrisburg Area, would be postponed till July due to the state being in the emergency stay at home order that was still place state wide.

As many of the Board members were concerned of traveling to other parts of the state due to the cases of Covid-19, it was decided that the annual General Assembly meeting that was rescheduled for July be cancelled and all officers from 2019-2020 would hold their positions until the following General Assembly Meeting in May of 2021.

Respectfully Submitted

Catherine Rafa, CMA(AAMA), CCHT

Historian 2019-2020

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
REPORT OF THE BYLAWS COMMITTEE  
ANNUAL 2020 REPORT**

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The Bylaws Committee has drafted bylaw changes to be brought to the General Assembly at the annual meeting in July 2020.

The changes will be sent electronically to all the members to review within the appropriate time frame according to the bylaws.

No other bylaw change has been brought to our attention at this time.

Respectfully submitted,

Diana Rogers, CMA(AAMA)  
Bylaws Chair

B-1

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #1**

**ARTICLE III: ORGANIZATIONAL POLICY**

**CURRENT:**

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 other wise 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.

**PROPOSED:**

**ARTICLE III: ORGANIZATIONAL POLICY**

The society is hereby declared to be non-profit. The Society will be a bi-level membership Society of the American Association of Medical Assistants. It is not, nor shall it ever become, a trade union or collective bargaining agency. No person other wise 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.

**RATIONAL:**

Pennsylvania Society of Medical Assistants have been Tri-level for many years. Chapters have not been active for several years. Discussion about getting chapters active again over the years have not happened. The PSMA has been meeting and offering Continuing Education for its members throughout the year. CEU's can be offered in areas of the State for convenience with a Bi-Level membership. Going to a Bi-level membership will reduce the cost of membership eliminating the chapter dues. PSMA has been functioning as a Bi-Level Society for several years.

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #2**

CURRENT:

**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.

PROPOSED:

Eliminate this section and renumber the appropriate Articles.

**RATIONALE:** This bylaw is no longer needed if members vote to go a Bi-Level Membership. Chapter will be eliminated

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #3**

CURRENT:

**ARTICLE V: MEMBERSHIP AND QUALIFICATIONS**

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

PROPOSED:

**ARTICLE V: MEMBERSHIP AND QUALIFICATIONS**

**Section 1.** There will be eight (8) classes of membership: active, associate, affiliate, sustaining, student, honorary, life and member-at-large.

RATIONALE:

Any class of member of Pennsylvania Society of Medical Assistants are already a member of the AAMA. Eliminating the Chapters changes the membership from Tri Level to Bi Level.

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #4**

CURRENT:

**ARTICEL V: MEMBERSHIP AND QUALIFICATIONS**

**SECTION 1.**

**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

PROPOSED:

**Member-at-Large** – Is one who meets all the qualifications from one of the following categories: Active, Associate, Affiliate, Sustaining, Student, Honorary, or Life

RATIONALE:

All members of the State Society will become Members at Large in a Bi Level membership. The other categories are listed mainly for the AAMA.

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #5**

CURRENT:

**ARTICLE V: MEMBERSHIP AND QUALIFICATIONS**

**SECTION 1.**

**H. Member-at-Large** - is one that meets all the qualifications from one of the following categories: Active, Associate, Affiliate, 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.

PROPOSED:

**Member-at-Large** - is one that meets all the qualifications from one of the following categories: Active, Associate, Affiliate, Student, Honorary, or Life.

**RATIONALE:**

If the Bi-Level is approved, only state and national dues will be paid by the member.



**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #6**

CURRENT:

**ARTICLE V: MEMBERSHIP AND QUALIFICATIONS**

**Section 4.**

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

PROPOSED:

**ARTICLE V: MEMBERSHIP AND QUALIFICATIONS**

**Section 4.**

PSMA shall offer reciprocity to members transferring from any constituent society.

**RATIONALE:**

Eliminate chapter references in a bi-level society.

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #7**

CURRENT:

**ARTICLE VI: DUES AND FINANCE**

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

PROPOSED:

**ARTICLE VI: DUES AND FINANCE**

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

RATIONALE:

Eliminate chapter references in a Bi-Level Society.

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #8**

**CURRENT:**

**ARTICLE VIII: OFFICER AND THEIR QUALIFICATIONS**

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

**PROPOSED:**

Eliminate these sections and move the others up accordingly

**RATIONALE:**

With no chapters and going to a bi-level, the CDR's will not communicate or assist the chapters as stated in the Policy and Procedure Manuel

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #9**

CURRENT:

**ARTICLE VIII: OFFICERS AND THEIR QUALIFICATIONS**

**SECTION 3.** A Candidate for an elective office or as a Counsior 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 meeting, show interest in attaining an office by written communication to the Executive Board.

PROPOSED:

**ARTICLE VIII: OFFICER AND THEIR QUALIFICATIONS**

**SECTION 3.** A candidate for an elective office 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 attended at least one (1) annual PSMA meeting.
- E. If a member-at-large, must have attended at least two (2) annual PSMA meeting, show interest in attaining an office by written communication to the Executive Board.

**RATIONALE:** Eliminate any reference to CDR's and chapters if the membership votes for a Bilevel Society. No longer needing the CDR's.

B-10

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #10**

CURRENT:

**ARTICLE IX: NOMINATIONS**

**Section 2. Elections**

**E.** Counsitor District Representatives (CDR'S) shall be nominated at the last business session of the General Assembly by the component chapter in said Counsitor District and elected by the General Assembly.

PROPOSED:

**ARTICLE IX: NOMINATIONS**

**Section 2. Elections**

**Section E** would be eliminated.

**RATIONALE:** There would be not chapters to represent so there are no reason to elect any CDR's in a bilevel membership.

B-1

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSED BYLAW CHANGE #11**

CURRENT:

**ARTICLE X: TERM OF OFFICE**

**Section 1.**

C. The term of office for the elected CDR shall be three (3) years. The CDR may be re-elected but not serve more than three (3) consecutive terms unless approved by the General Assembly at the annual meeting after elections.

PROPOSED:

**ARTICLE X: TERM OF SERVICE**

**Section 1.**

Eliminate **Section 1. E.**

RATIONALE:

The need for CDR's are eliminated on a bilevel membership and no longer needed to be elected.

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
BYLAW CHANGE #12**

CURRENT:

**ARTICLE XI: DUTIES OF OFFICERS**

**Section 9. The Counsilor District Representatives shall:**

- A.** Submit s 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 Counsilor Districts.

PROPOSED:

**ARTICLE XI: DUTIES OF OFFICERS**

**SECTION 9. THE COUNSILOR DISTRICT REPRESENTATIVES**

Delete Section 9, A - D. All members would become Members At Large and Counsilors are no longer needed to assist is chapter information as there would no longer be chapters in a bilevel membership.

**PENNSYLVANIAN SOCIETY OF MEDICAL ASSISTANTS  
BYLAW CHANGE #13**

CURRENT:

**ARTICLE XIV: COMMITTEES**

**Section 4.** The Standing committees and their duties shall be:

**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 in the last session of the General Assembly following the election of the Counsilar District Representatives.

PROPOSED:

**ARTICLE XIV: COMMITTEES**

**Section 4.** The Standing committees and their duties shall:

**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 in the last session of the General Assembly.

RATIONALE:

Eliminate following "following the election of Counsilar District Representatives" in the last sentence. If elected to go bilevel, and elected to do away with the Counsilar District Representatives, this line would no longer be needed.



**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
BYLAW CHANGE #14**

CURRENT:

**ARTICLE XIV: COMMITTEES**

**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 Counsilar District Representatives.

PROPOSED:

**ARTICLE XIV: COMMITTEES**

**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

**RATIONALE:** Eliminate "following the election of Counsilar District Representatives." as there are no longer Counsilar District Representatives in a bilevel membership to serve the chapters.

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
PROPOSE BYLAW CHANGE #15**

CURRENT:

**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.

PROPOSED:

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

Eliminate number 1 of this section and renumber 2-6 to the appropriate sequence in the standing rules.

RATIONALE:

All mention of chapters should be eliminated in the bylaws if elected to go to a bilevel membership.

REPORT OF MEMBERSHIP COMMITTEE

2020-2022

The member ship committee has continued to send out new CMA letters to those new CMA (AAMA)'s every periodically.

Additions and deletions of the Pennsylvania Society of Medical Assistants member roster has been monitered and updated for the newsletter mailing.

I have answered all questions and emails from the membership in a tiomely manner.

Respectfully submitted,

Diana Rogers, CMA (AAMA)

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS  
REPORT OF THE MEMBERSHIP COMMITTEE  
ANNUAL MEETING  
JULY, 2020**

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The Membership Committee has sent out 1064 postcards to nonmembers of the Society. Approximately 100 had been returned due to no forwarding addresses. I had several that had contacted me to put them on the list for emails.

We have started sending out welcoming letters to new CMA (AAMA)'s since September 2019. From September 1, 2019, I have sent out approximately 60 letters offering information regarding PSMA, recertification, and offering any assistance and answering any questions. To this date, I have received no communication from any new CMA (AAMA)'s.

I will continue to send out these letters as new CMA (AAMA)'s pass their test. No new CMA's have been posted since the COvid-19 quarantine began. Newly Certified Medical Assistants are listed under officers and membership chair accounts on the AAMA Website to access freely.

Any ideas from the BOT and membership is appreciated as to how we can increase our membership.

Respectfully submitted,

Diana Rogers, CMA(AAMA)  
Membership Chair

21

Pennsylvania Society of Medical Assistants  
Scholarship Committee Report

As chairman of Scholarship committee applications were mailed to all the AAMA accredited Schools in November, setting a deadline to return the applications by march 8, 2022.

4 applications were received. One of them was postmarked after the deadline of March 8, 2022. After reviewing them , along with our President Kelli Humma, CMA , it was decided not to do a scholarship award this year. None of the applicants were that outstanding, many grammar issues in the applications and poorly written. One of the applications did not include their grades either.

The award will be held until next year.

Respectfully Submitted

Mary Lou Ninehauser, CMA(AAMA)  
Scholarship Chair

Pennsylvania Society of Medical Assistants  
Report of the Past Presidents Society

22

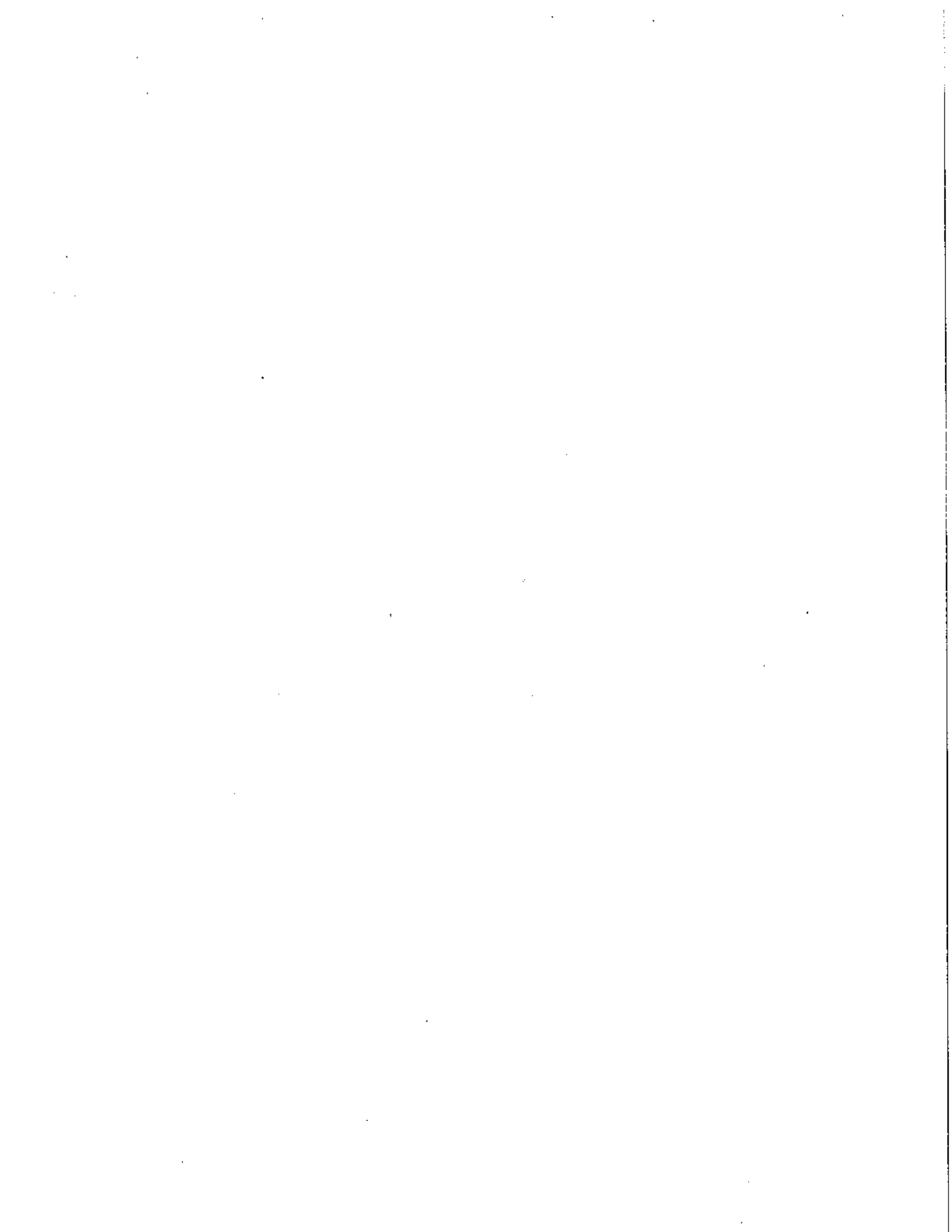
The Past Presidents of The Pennsylvania Society has not meet past two years with not having in person Meetings due to covid or not enough members were present.

We have lost two long time and former past presidents. Peg Flynn, CMA-A, who was a founding member of the Pennsylvania Society of Medical Assistants and Eileen Ropelewski, from Erie Chapter, was a long time member and former past state president and ways and means chairman.

They will be greatly missed by this society.

Respectfully Submitted,

Mary Lou Ninehauser, CMA (AAMA)



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# **BYLAWS**

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## **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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1       **PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS BYLAWS**

2  
3       **ARTICLE I: NAME**

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

8  
9       **ARTICLE II: PURPOSE AND OBJECTIVES**

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

21  
22       **ARTICLE III: Organizational Policy**

23  
24       The society is hereby declared to be non-profit. It is not, nor  
25       shall it ever become, a trade union or collective bargaining  
26       agency. No person otherwise qualified for membership in this  
27       Society will be denied membership. No person who attends or  
28       participates in the activities of organizations whose purpose is

29 to overthrow the Government of the United states by force or  
30 violence may become a member of this Society.

31

## 32 **ARTICLE IV: Component Chapters**

33

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

36

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

42

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

46

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

51

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

54

55 **Section 5.** The charter of a component chapter may be revoked  
56 by a three-fourths vote of the Executive board if it is found guilty

57 of conduct deemed in violation of the bylaws of the  
58 **Pennsylvania Society of Medical Assistants.**

59  
60 **ARTICLE V: MEMBERSHIP AND QUALIFICATIONS**

61  
62 **Section 1.** There shall be eight (8) classes of membership:  
63 active, associate, affiliate, sustaining, student, honorary, life and  
64 member-at-large. Tri Level membership is required for all  
65 classes except honorary.

66  
67 **A. Active** - An active member shall be one of the following:

- 68 1. A CMA(AAMA) holding current credential status and  
69 whose CMA(AAMA) credential has not been revoked as  
70 provided by the AAMA Certifying Board Disciplinary  
71 Standards and Procedures for the CMA(AAMA).  
72 2. Anyone who was an active member on 12/31/1987, who  
73 has never been a CMA(AAMA) and has maintained  
74 continuous active membership. Continuous active  
75 membership shall be defined as having dues postmarked  
76 or submitted electronically to the AAMA Executive Office  
77 by December 31(the controlling time is that of sending,  
78 not receiving).

79  
80 **B. Associate** - An associate member shall be a medical  
81 assistant who is not yet an AAMA Certified Medical  
82 Assistant (CMA), and and who does not fall under any other  
83 category.

85 **C. Affiliate** – An affiliate member shall be one who is not  
86 eligible for another category of membership but who is  
87 interested in the profession of medical assisting.

88  
89 **D. Sustaining** - Anyone who has been an active or associate  
90 member for at least two years, who has retired from  
91 medical assisting is eligible for sustaining membership. This  
92 membership shall be forfeited if not renewed annually.

93  
94 **E. Student-** A student member:

- 95  
96 1. Shall be enrolled in a medical assisting program.  
97 2. May choose a two-year student membership term or a  
98 one-year student membership term.  
99 a. After a two-year student membership term, the  
100 member is then eligible only for either Associate  
101 membership or Active membership (if the member  
102 meets the Active membership requirements).  
103 b. After a one-year Student membership term, the  
104 member is eligible for a second- year of Student  
105 membership as long as the member renews during the  
106 members one-year Student membership term. After  
107 the second-year of Student membership, the member  
108 is eligible only for either Associate membership or  
109 Active membership (if the member meets the Active  
110 membership requirements).  
111 c. No member is eligible for more than a total of two  
112 consecutive years of Student membership.

113

114 **F. Honorary** - A honorary member shall be one who has had  
115 honorary membership conferred by the General Assembly  
116 for outstanding service to the **PSMA**. This shall require a  
117 2/3 vote of the General Assembly, and there shall be no  
118 more than two (2) honorary memberships conferred in one  
119 (1) year. Names of candidates for honorary membership,  
120 together with a statement outlining their contributions,  
121 shall be submitted to the Executive board, through its  
122 chairman, at least sixty (60) days prior to the General  
123 Assembly meeting. They shall not be required to pay annual  
124 state dues. An honorary member is not eligible for active  
125 membership. Honorary membership does not transfer to  
126 the national level.

127  
128 **G. Life** – A life member shall be an active member who has had  
129 a life membership conferred by the General Assembly for  
130 outstanding service to the society and he/she shall be  
131 permitted to continue to enjoy all the rights and privileges  
132 under these Bylaws. He/she shall not pay annual state dues.  
133 The names of candidates for life membership, shall be  
134 submitted to the Executive Board, through its chairman, at  
135 least sixty (60) days prior to the General Assembly meeting.  
136 This shall require 2/3 vote of the General Assembly. There  
137 shall be no more than one (1) life membership conferred in  
138 one (1) year.

139 **H. Member-at-Large** – Is one who meets all the qualifications  
140 from one of the following categories: Active, Associate,  
141 Affiliate, Sustaining, Student, Honorary, or Life except that  
142 a component chapter does not exist in the area or

143 residence. Such a member shall pay only state and national  
144 dues.

145  
146  
147 **Section 2. Privileges** – Active, Associate, Honorary, and Life  
148 member are eligible to serve as officers and trustees. Any Active,  
149 Associate, Sustaining, Honorary, or Life member may serve as a  
150 Board member, Committee Chairman, or as a delegate or  
151 alternate delegate to the Society.

152  
153 **Section 3. Revocation** – Any member who has had their  
154 CMA(AAMA) credential revoked by the Certifying Board as  
155 provided by the Certifying Board Disciplinary Standards and  
156 Procedures for CMA's see ([www.aama-ntl.org](http://www.aama-ntl.org)) will immediately  
157 lose their membership and all privileges attached thereto, and  
158 shall not be allowed reinstatement unless the revocation of the  
159 credential is rescinded by the Certifying Board. No refund of any  
160 dues paid will be made.

161  
162 **ARTICLE VI: DUES/FINANCES**

163  
164 **Section 1.** Annual dues for all classes of members shall be  
165 established by the General Assembly upon recommendation by  
166 the Board of Trustees. Annual dues of the Pennsylvania Society  
167 of Medical Assistants shall be set by the General Assembly upon  
168 the recommendation of the Executive Board. Dues shall become  
169 due and payable November 1 and shall be delinquent if not  
170 postmarked or submitted electronically to the AAMA Executive



171 Office by December 31(the controlling time is that of sending,  
172 not that if receiving).

173 **A.** Full dues will be assessed for active, associate, member-at-  
174 large, and affiliate members.

175  
176 **B.** One-half dues will be assessed for sustaining and student  
177 members.

178  
179 **C.** Life and honorary members are not required to pay dues.

180  
181 **D.** New Members joining on or after September 1<sup>st</sup> shall be  
182 credited for the following year.

183  
184 **Section 2.** Dues cannot be changed except by two-thirds (2/3)  
185 vote of the membership of General Assembly.

186  
187 **Section 3.** Membership belongs to the individual and is non-  
188 transferable to another person and is non-refundable.

189  
190 **Section 4.** PSMA and component chapters shall offer reciprocity  
191 to members transferring from another component chapter or  
192 constituent society.

193  
194 **Section 5.** To serve and continue to serve as a delegate, an  
195 alternate, or an officer, a member's dues shall be postmarked or  
196 submitted electronically to the AAMA Executive Office by  
197 December 31 for each year of office (the controlling time is that  
198 of sending, not that of receiving).

199

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

204

## 205 **ARTICLE VII: OFFICERS AND THEIR QUALIFICATIONS**

206

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

211

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

215

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

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

220

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

222

223 **C.** Give consent to serve.

224

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

226

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

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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.

- 258 **B.** Elections of officers, delegate and alternated to the  
259 AAAMA shall be held at the polling place and during a  
260 period of time specified by the Speaker of the General  
261 Assembly.  
262
- 263 **C.** The candidate receiving a majority of the votes cast shall  
264 be declared elected at the last business session of the  
265 General Assembly.  
266
- 267 **D.** In the event of only one (1) nomination for an office, the  
268 chair may declare the nominee elected by Acclamation.  
269
- 270 **E.** Councilor District Representatives (CDR'S) shall be  
271 nominated at the last business session of the General  
272 Assembly by the component chapter in said Councilor  
273 District and elected by the General Assembly.  
274

## 275 **ARTICLE IX: TERM OF OFFICE**

### 276 277 **Section 1. Term of Office**

- 278
- 279 **A.** The term of office for the President, Vice President and  
280 President-Elect shall be for one (1) year. They shall not  
281 serve consecutive terms in the same office unless  
282 approved by the General Assembly at the Annual Meeting.  
283 The term for Recording Secretary and Treasurer shall be  
284 for one (1) year. These offices may be re-elected  
285 annually.  
286

287 **B.** The term of office for the Speaker and Vice Speaker of the  
288 General Assembly shall be for three (3) years. They shall  
289 not serve more than three (3) consecutive terms unless  
290 approved by the General Assembly at the annual meeting  
291 after elections.

292  
293 **C.** The term of office for the elected CDR shall be three (3)  
294 years. The CDR may be re-elected but shall not serve  
295 more than three (3) consecutive terms unless approved by  
296 the General Assembly at the annual meeting after  
297 elections.

298

## 299 **Section 2. Vacancies in Office**

300

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

303

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

309

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

314

## 315 **Section 3. Removal from Office**

316  
317 An officer or committee chair who fails to perform the required  
318 duties or gives just cause for removal from office shall by two  
319 thirds (2/3) by the Executive Board, be relieved of his/her  
320 duties.

321  
322 **ARTICLE X: DUTIES OF OFFICERS**

323  
324 In addition to the duties set forth in these Bylaws, officers shall  
325 perform such duties as are implied by their respective offices,  
326 are consistent with parliamentary procedures or are required  
327 by law, attend meetings, and submit a written in-depth  
328 summary of their respective activities to the Executive Board.  
329 All officers shall submit a report of their activities to the  
330 General Assembly at the annual meeting by the date set by the  
331 Speaker of the General Assembly at the annual meeting.

332  
333 **Section 1. The President shall:**

- 334
- 335 **A.** Preside over all the meetings of the Pennsylvania Society  
336 of Medical Assistants.
  - 337
  - 338 **B.** Be Chairman of the Executive Board.
  - 339
  - 340 **C.** Be ex-officio member of all committees except the  
341 nominating committee.
  - 342

- 343 **D.** Fill the vacancies in the Continuing Education Board and  
344 of committee chairman occurring during his/her term of  
345 office with the approval of the Executive Board.  
346
- 347 **E.** Appoint for his/her term of office, a Corresponding  
348 Secretary, Historian and Parliamentarian.  
349 **F.** Appoint members of the Auditing Committee.  
350
- 351 **G.** Present Charter to newly organized component county  
352 chapter.  
353
- 354 **H.** In the event a component county chapter disbands, its  
355 charter shall be requested by the President and returned.  
356
- 357 **I.** Serve as 1<sup>st</sup> delegate to the AAMA House of Delegates. A  
358 written report shall be submitted to the next General  
359 Assembly.  
360

361 **Section 2. The Vice President shall:**  
362

- 363 **A.** Assist the President in her duties throughout the year.  
364
- 365 **B.** Assume the duties of the President in the Presidents  
366 absence.  
367
- 368 **C.** Be a member of the Bylaws committee.  
369

370 **Section 3. The President – Elect shall:**  
371

- 372 **A.** Assist the President and Vice President in their duties  
373 throughout the year.  
374
- 375 **B.** Assume the duties of the President in the of both the  
376 President and Vice President  
377
- 378 **C.** Appoint the standing committees by the time of the  
379 annual meeting, having secured the individual's consent.  
380
- 381 **D.** Be a member of the Budget and Finance, and the Bylaws  
382 Committee, and an ex-officio member of the Continuing  
383 Education Board.  
384
- 385 **E.** Automatically succeed to the office of President at the  
386 end of the term as President-Elect.  
387

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

- 389
- 390 **A.** Keep the minutes of the Executive Board.  
391
- 392 **B.** Send a copy of the proceedings to the Webmaster of the  
393 PSMA Website.  
394
- 395 **C.** Send a copy of the Proceeding to each officer within thirty  
396 (30) days after each meeting.  
397
- 398 **D.** Assist the Vice Speaker of the General Assembly in  
399 recording the actions of the General Assembly.  
400



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

402

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

404

405 **B.** Pay all authorized obligations of this Society with the  
406 written approval of the president as long as these  
407 obligations do not exceed the budget. Expenses exceeding  
408 the budget must have approval of the Executive Board  
409 before payment can be made. All bills must be submitted  
410 by thirty (30) days prior to the pre-conference board  
411 meeting.

412

413 **C.** Keep a detailed account of receipts, disbursements, and  
414 present a written report to the General Assembly.

415

416 **D.** Be Bonded in the amount fixed by the Executive Board, the  
417 premium of such bond to be paid by the Society.

418

419 **E.** Furnish up-to-date lists to all the officers and committee  
420 chairs.

421

422 **F.** Be Chairman of the Budget and Finance Committee and an  
423 ex-officio member of the Ways and Means Committee.

424

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

426

427 **A.** Preside at all meetings of the General Assembly.

428

429 **B.** Appoint a credential committee to verify the legal voting  
430 status of the members attending the General Assembly.  
431 The Committee shall determine the total legal votes, the  
432 number of a majority vote, and the number for a two-  
433 thirds (2/3) vote.

434  
435 **C.** Appoint Reference Committees for the General Assembly  
436 Annual Meeting.

437  
438 **D.** Appoint tellers to count ballots.

439  
440 **E.** Prepare the General Assembly Handbook for the Annual  
441 Meeting.

442  
443 **Section 7. The Vice Speaker of the General Assembly shall:**

444  
445 **A.** Preside at meetings of the General Assembly in absence or  
446 at the request of the Speaker.

447  
448 **B.** Assist the Speaker in the appointment of the reference  
449 committees for the General Assembly Annual Meeting.

450  
451 **C.** Assist the Speaker in preparation of the General Assembly  
452 Handbook.

453  
454 **D.** Succeed to the office of Speaker in case of a vacancy  
455 therein.

456

457 E. Transcribe an original copy of the proceeding of the  
458 General Assembly. The copies will be distributed as follows:  
459 Original to the Recording Secretary for permanent files,  
460 copies to the Speaker and Vice Speaker of the General  
461 Assembly, newly appointed Chairman of the Bylaws  
462 Committee and a copy to the Immediate Past President.

463

464 **Section 8. The Immediate Past President shall:**

465

466 A. Serve as a member of the Executive Board for one (1) year  
467 at the end of his/her term as President.

468

469 B. Serve as a member of the Judicial Council as provided in  
470 **ARTICLE XIII.**

471

472 C. Serve as Chairman of the Nominating Committee.

473

474 **Section 9. The Councilor District Representatives shall:**

475

476 A. Submit a written report of their respective activities to the  
477 General Assembly and attend one-half (1/2) of the  
478 meetings of the Board of Trustees.

479

480 B. Inform their component counties of all decisions made by  
481 the Executive Board.

482

483 C. , Communicate, counsel, offer assistance, and comply  
484 with all requests from said component chapters.

485

486 D. Work with the Membership Chairperson of this Society in  
487 forming component chapters in their Councilor Districts.  
488

489  
490 **Section 10. Appointed Officers**

491  
492 **A. The Corresponding Secretary shall:**

493 1. Assist the President with the Correspondence of this  
494 Society.

495  
496 2. Notify members of the General Assembly meetings.  
497

498 **B. The Historian shall:**

499  
500 1. Preserve all mementos of this Society  
501

502 **C. The Parliamentarian shall:**

503  
504 1. Be a past president and be knowledgeable of standard  
505 parliamentary procedure of the AAMA and PSMA  
506 Bylaws, and have available Robert's Rules of order -  
507 Newly Revised.  
508

509 2. Be present at all meetings of this society in an advisory  
510 capacity to the president.  
511

512 3. Serve as an ex-officio member of the Judicial Council,  
513 Executive Board, and Bylaws Committee.  
514

515 **ARTICLE XI: BOARD OF TRUSTEES**

516  
517 **Section 1.** The Board of Trustees shall consist of the President,  
518 Vice President, President-Elect, Recording Secretary, Treasurer,  
519 Immediate Past President, Speaker of the General Assembly,  
520 Vice Speaker of the General Assembly, and Councilor District  
521 Representatives. The Parliamentarian shall be an ex-officio  
522 member without vote.

523  
524 **Section 2. The Board of Trustees shall:**

525  
526 **A.** Perform all acts and transact all business for and on behalf  
527 of the Society between annual meetings.

528  
529 **B.** Manage the property and conduct the financial affairs,  
530 work and activities of the Society.

531  
532 **C.** Seek the advice of the Advisory Board.

533  
534 **D.** Submit a report of its activities to the General Assembly at  
535 the Annual Meeting.

536  
537 **E.** Upon recommendation of the Judicial Council; remove  
538 from office any officer, Councilor District Representative,  
539 Continuing Education Board member and/or committee  
540 chairman who fails to perform the duty of his/her office as  
541 required.

542

543 F. Fill the unexpired term of any member of the Board of  
544 Trustees except the President-Elect, and except as  
545 provided elsewhere in the Bylaws, until the next annual  
546 meeting. A vacancy in the office of President-Elect shall be  
547 appointed by the current President. This position must be  
548 filled by a past President or previous State Board Officer,  
549 with his/her consent. This must be approved by the Board  
550 of Trustees.

551  
552 G. At the Pre-Conference meeting, approve the standing  
553 committee chairman and the Continuing Education Board  
554 appointments of the President-Elect.

555  
556 H. At its Post-Conference meeting, from the Board of  
557 Trustees, elect members of the Executive Committee, two  
558 (2) members of the Nominating Committee and one (1)  
559 member of the Budget and Finance Committee, approve  
560 the Conference Chairman appointment by the Vice  
561 President, establish publication dates for the official  
562 publication.

563  
564 I. Meet two (2) times a year in an area of the President's  
565 choice, dates to be established at the Post-Conference  
566 Board Meeting. Board meetings shall be budgeted for  
567 mileage and per diem reimbursements of Board of Trustee  
568 members, appointed officers, Chairman of the Standing  
569 Committee, Special, and Nomination Committees,  
570 Continuing Education Board, and the Judicial Council.

571

572 J. Be authorized to vote by teleconference, email, or mail  
573 ballot between meetings with majority vote ruling. Mail  
574 must be sent First Class and instructions shall allow ample  
575 time, not less than fourteen (14) days for reply.  
576

577 K. The Recording Secretary shall record the proceedings of  
578 the General Assembly. The original shall be retained  
579 electronically for the PSMA records. The Secretary shall  
580 electronically send copies to the Speaker, Vice Speaker,  
581 Immediate Past President, President, Vice President, and  
582 President-Elect.  
583

584 **Section 3.** A quorum shall consist of a majority of the  
585 members of the Board of Trustees.  
586

## 587 **ARTICLE XII: EXECUTIVE BOARD**

588

589 **Section 1.** The Executive Board shall consist of the President,  
590 Vice President, President-Elect, Recording Secretary, Treasurer,  
591 Immediate Past President, Speaker of the General Assembly,  
592 and Vice Speaker of the General Assembly and Councilor  
593 District Representatives. The Parliamentarian shall be an ex-  
594 officio member without vote.  
595

596 **Section 2. The Executive Board shall:**  
597

598 A. Perform all acts and business transactions for and on  
599 behalf of the Society between annual meeting.  
600

- 601 **B. Manage the property and conduct the financial affairs,**  
602 **work, and activities of the Society.**  
603
- 604 **C. Submit a report of its activities to the General Assembly at**  
605 **the annual meeting.**
- 606 **D. Upon recommendation of the Judicial Council, have the**  
607 **privilege and authority to remove from office any officer**  
608 **or committee member who fails to perform the duties of**  
609 **his/her office as required. A two-thirds (2/3) vote of the**  
610 **Executive Board shall be necessary to affect any**  
611 **disciplinary action.**  
612
- 613 **E. Fill the unexpired term of any member of the Executive**  
614 **Board except the President-Elect, and except as provided**  
615 **elsewhere in the Bylaws, until the next annual meeting. A**  
616 **vacancy in the office of President-Elect shall be appointed**  
617 **by the current President. This position must be filled by a**  
618 **Past President or previous State Board Officer with his/her**  
619 **consent. This must be approved by the Executive Board.**  
620
- 621 **F. At its Pre-Conference meeting, approve the standing**  
622 **committees' chairman appointments of the President-**  
623 **Elect**  
624
- 625 **G. At the Post Conference meeting, from the Executive**  
626 **Board, elect two (2) members of the Nominating**  
627 **Committee and one (1) member of the Budget and**  
628 **Finance Committee, approve the Conference Chairman**  
629 **appointment by the Vice President.**



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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.

658 An annual report shall be submitted to the General  
659 Assembly.

660  
661 **C.** The Continuing education Board shall consist of five (5)  
662 appointed members and shall elect its own chairman. The  
663 Certification Chairman shall be an ex-officio member.

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

668

## 669 **Section 2. The Judicial Council**

670

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

676

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

679

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

682

683 **1.** Membership as provided in **ARTICLE V** of these Bylaws.

684

685 **2.** All controversies arising under these Bylaws and their  
686 interpretation and the Code of ethics of this Society.

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**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.

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

725  
726 **C. The Bylaws and Resolutions Committee** shall review  
727 Bylaws and Resolutions as presented by the Executive  
728 Board and component chapters. All Bylaws and  
729 Resolutions are to be reviewed and make proposed  
730 changes to the General Assembly when necessary. This  
731 committee shall review the Bylaws of component chapters  
732 and make recommendations for revisions. The Voce  
733 President and President-Elect shall be members of this  
734 committee and the Parliamentarian shall be an ex-officio  
735 member. The Bylaws of this Society must be in strict  
736 conformity with the mandated sections of the AAMA  
737 Bylaws: Name, Affiliation and Purpose, Membership,  
738 Membership Dues, Reciprocity of Membership,  
739 Delegates/Alternates representation to the House of  
740 Delegates, and Dissolution. It will be the responsibility of  
741 the AAMA to notify constituent societies to make  
742 mandated changes with copies of revised bylaws returned  
743 to the AAMA within thirty (30) days of notification. Any  
744 action taken shall immediately be null and void.

745

746

**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.

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757

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

758

759

760

**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.

761

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765

766

**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.

767

768

769

## 770 **Section 5. Special Committees**

771

772 The President, General Assembly, and/or the Executive Board  
773 may create special committees for a specific purpose. The

774 number and members, the manner of their appointment, and  
775 the function of these committees shall be in accordance with  
776 the authorization of their appointment.

777  
778 **Section 6.** Nominating Committee shall consist of three (3)  
779 members. The Immediate Past President as Chairman and two  
780 (2) members elected by the General Assembly by and from the  
781 Active, Associate, Honorary, and Sustaining membership.  
782 Duties shall be set forth in **ARTICLE VIII, Section 1.** The two  
783 members elected by the General Assembly will be elected in  
784 the last session of the General Assembly following the election  
785 of Councilor District Representatives.

786  
787 **ARTICLE XV: GENERAL ASSEMBLY**

788  
789 **SECTION 1.** The governing body of the Pennsylvania State  
790 Society of Medical Assistants shall be the General Assembly  
791 which shall have the authority to determine its policies and the  
792 power to amend bylaws, set dues, and act upon such business  
793 as may be presented and conduct the election of Officers.

794  
795 **Section 2.** The composition of the General Assembly shall be all  
796 Active, associate, Honorary, and Sustaining members whose  
797 dues are paid by December 31<sup>st</sup> and life members who are in  
798 good standing of the PSMA.

799  
800 **Section 3.** The General Assembly voting members shall be the  
801 Executive Board and all members in good standing except  
802 student members.

803  
804 **Section 4.** The Speaker of the General Assembly shall appoint  
805 the reference committee, tellers, and such other committees as  
806 are necessary for the organization and operation for each  
807 session of the General Assembly. The Reference Committees  
808 shall be composed of eligible members that are registered to  
809 attend the annual meeting.

810  
811 **Section 5.** All reports and resolutions scheduled for  
812 presentation to the General Assembly must be first considered  
813 by a reference committee. Emergency Resolutions shall be  
814 submitted to the Speaker of the General Assembly or Vice  
815 Speaker of the General Assembly by the Pre-Conference Board  
816 Meeting. The Speaker will assign all matters to the appropriate  
817 reference committee,

818  
819 **ARTICLE XVI: MEETINGS**

820  
821 **Section 1.** There shall be an annual meeting of the  
822 Pennsylvania Society of Medical Assistants at a place and time  
823 recommended by the host region and approved by the General  
824 Assembly.

825  
826 **Section 2.** Special meetings of the General Assembly shall be  
827 held at the call of the Executive Board by giving written notice  
828 emailed to each member of the Board of Trustees at least thirty  
829 (30) days in advance of each meeting.

830

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

834

835

836

## 837 **ARTICLE XVII: REPRESENTATION TO AAMA**

838

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

842

843 **A.** Delegates and Alternates shall be active or AAMA  
844 National Life members whose membership has not been  
845 revoked, as delineated in AAMA Article VI, Section 4.

846

847 **B.** The number of delegates shall be determined by the  
848 constituent society's total Active and Associate  
849 membership of the membership year prior to the date on  
850 which the names of delegates and alternates shall be  
851 submitted to the Speaker of the House.

852

853 **C.** (AAMA) Delegates and alternates shall be elected to serve  
854 for one (1) year from the opening of the House of  
855 Delegates for the year elected until the next convening of  
856 the House of Delegates. (AAMA Article XV-House of  
857 Delegates, Section 2, C, 3).

858



859 D. The names of delegates and alternates shall be submitted  
860 to the Executive Director, the Speaker of the House of  
861 ninety (90) days prior to the Annual Meeting of the house  
862 of Delegates.

863

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

867 **ARTICLE XVIII: PARLIAMENTARY AUTHORITY**

868

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

873

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

877

878 **ARTICLE XIX: DISSOLUTION**

879

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

886

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

890  
891 **Section 3.** In the event of the dissolution of the PSMA, an  
892 accounting of all finances shall be submitted by the Treasurer  
893 to the Executive Office of the AAMA no later than ninety (90)  
894 days after this Society is dissolved.

895  
896 **Section 4.** It shall be the responsibility of the President and  
897 Treasurer to complete all necessary federal and state forms  
898 upon dissolution. Copies of these forms will be sent to the  
899 AAMA Executive Office.

900

## 901 **ARTICLE XX: AMENDMENTS**

902

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

910

## 911 **STANDING RULES TO BYLAWS OF THE PENNSYLVANIA SOCIETY** 912 **OF MEDICAL ASSISTANTS**

913

- 914       **1. A former component chapter of this Society, which has**  
915            **disbanded, may be reinstated after completing the**  
916            **requirements outlined in **Article IV** of the Bylaws.**
- 917
- 918       **2. Smoking shall not be permitted in the General Assembly**  
919            **while in session, nor shall be allowed during the**  
920            **educational session of the PSMA.**
- 921
- 922       **3. The Immediate Past Treasurer's name shall be included on**  
923            **the accounts of the PSMA.**
- 924
- 925       **4. The President's name shall be included on the accounts of**  
926            **the PSMA.**
- 927
- 928       **5. Cell phones should be shut off or put on vibrate in the**  
929            **General Assembly and educational sessions. A recess can**  
930            **be called in case of an emergency.**
- 931
- 932       **6. Once the Board meeting has been called to order, no**  
933            **officer, councilor district representative, or committee**  
934            **chairman shall leave the meeting room. A recess can be**  
935            **called in case of an emergency.**

936

937 Revised May 1999  
938 Revised May 2000  
939 Revised May 2001  
940 Revised January 2003  
941 Revised May 2003  
942 Revised October 2003

- 943 Revised March 2005
- 944 Revised March 2012
- 945 Revised May 2012
- 946 Revised July 2014
- 947 Revised August 2014
- 948 Revised January 2015
- 949 Editorial Revision March 2017
- 950 Revised and Editorial Revision June 2019
- 951 Revised February 2022