BYLAWS

PENNSYLVANIA STATE SOCIETY OF MEDICAL ASSISTANTS



An Affiliate of the American Association of Medical Assistants

Revised June 2022

**CODE OF ETHICS**

A code of ethics is fundamental to the high standards that characterize the members. The responsibilities to the medical profession by a Certified Medical Assistant should be met and carried out with the honor, integrity, and professionalism expected of every medical professional.

A member shall not misuse their membership in the Society for personal gain.

The principles set forth in this Code of Ethics are for the common good of the members and shall be observed in such a manner as to 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 OBJECTIVE**

The purpose of the PSMA is enable and provide opportunities for Medical Assistant professionals 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 though optimal use of multi-skilled *Certified Medical Assistants (CMAs).* The objectives shall be to stimulate a feeling of fellowship and cooperation among the members 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. 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 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. This organization does not discriminate on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

**ARTICLE IV: MEMBERSHIP AND QUALIFICATIONS**

**SECTION 1. Membership -** There will be eight (8) classes of membership: Active, Associate, Affiliate, Sustaining, Student, Honorary, Life, and Member at Large.

 **1.** **Active -** An Active member shall be one of the following:

1. A CMA (AAMA) holding current credential status

 and whose CMA (AAMA) credential have not been revoked as

 provided by the AAMA Certifying Board Disciplinary

 Standards and Procedures for the CMA (AAMA).

 b. Anyone who was an Active member open 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).

 **2. Associate -** An Associate member shall be a Medical

 Assistant who is not yet an AAMA Certified Medical

 Assistant (CMA), and who does not fall under any other

 category.

 **3. 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.

 **4. 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.

 **5. Student -** A Student member:

1. Shall be enrolled in a medical assisting program.

B. May choose a two-year Student membership term or a

 one year Student membership term.

 1. After a two-year Student membership term, the

 member is eligible only for either Active membership

 (if the member meets the Active membership

 requirements) or Associate membership.

 2. After one-year Student membership term, the

 member is eligible for a second year of Student

 membership if 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 Active membership

 (if the member meets the Active membership

 requirements) or Associate membership.

 **6. Honorary -** An 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 membership is not eligible for Active

 membership. An Honorary membership does not transfer to

 the national level.

 **7. 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 she/he shall be

 permitted to continue to enjoy all the rights and privileges

 under these Bylaws. She/he shall not pay annual state dues.

 The names of candidates for Life membership, shall be

 submitted to the Executive Band, through its chairman, at

 least sixty (60) days prior to the General Assembly meeting.

 This shall require a 2/3 vote of the General Assembly. There

 shall be no more than one (1) Life membership conferred in

 one (1) year.

 **8. Member-At-Large -** is one who meets all the qualifications

 from one of the following categories: Active, Associate,

 Affiliate, Sustaining, Student, Honorary, or Life.

**SECTION 2. Privileges -** Active, Associate, Honorary, and Life members 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 V – DUES/FINANCES**

**SECTION 1. Dues -** 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 recommendation of the Executive Office. Dues shall become payable beginning 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 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.

1. To serve and continue to serve as a [AAMA] Delegate, an Alternate, an Officer, or a Trustee, a member’s dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 for each year of office (the controlling time is that of sending, not that of receiving).

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

**SECTION 3. Transferability -** Membership belongs to the individual and is non-

transferable to another person and is non-refundable.

**SECTION 4. Reciprocity -** Pennsylvania Society of Medical Assistants shall offer

reciprocity to members transferring from another constituent society.

**SECTION 5. Accounts Receivable -** All dues, national and state will be billed and collected by the American Association of Medical Assistants, Inc. with proper disbursements from the AAMA, Inc to the PSMA.

**ARTICLE VI:**  **OFFICER QUALIFICATIONS**

**SECTION 1. Officers -** 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. Qualifications -** A Candidate for an elective office shall:

1. Be an Active, Associate, Honorary, or Life member in good standing.
2. Have served as an elected officer or committee chair.
3. Give consent to serve.
4. Have attended at least one (1) annual PSMA meeting as a delegate.
5. 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 VII: ELECTIONS**

**SECTION 1. Nominations -** The Nominating Committee shall be responsible for soliciting, screening, and presenting a slate of nominees.

1. Names of members for elective office together with their

 qualifications and names for delegates and alternates shall be

 submitted by any member to the Chairman of the Nominating

 Committee, no later than forty-five (45) days prior the annual

 meeting for consideration by the committee.

1. Additional nominations may be made at the General Assembly,

 provided that the Nominating Chairman has the consent to serve

 of the nominee.

**SECTION 2. Elections -** Elections shall be by ballot from the names presented by the Nominations Committee or nominated at the first session of the General Assembly.

1. Elections of officers, Delegates, and Alternates not the AAMA

 shall be held at the polling place and during the period of time

 specified by the Speaker of the General Assembly.

1. The candidate receiving a majority of the votes cast shall be

 declared elected at the last business session of the General

 Assembly.

1. In the event of only one (1) nominee for an office, the chair may

 declare the nominee elected by Acclamation.

**ARTICLE VIII: TERM OF OFFICE**

**SECTION 1. Term of Office**

1. The term of office for 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.

1. The term for Recording Secretary and Treasurer shall be for one (1) year. These offices may be re-elected annually.
2. The term of office for Speaker and Vice Speaker of the General

 Assembly shall be for there (3) years. They shall not serve more

 than three (3) consecutive terms unless approved by the General

 Assembly at the annual meeting after elections.

**SECTION 2. Vacancies**

1. In the event of a vacancy in the office of President, the Vice President shall succeed to the office of President.
2. 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 a previous State Board Officer with his/her consent pending approval by the Executive Board.
3. In the event of a vacancy in any other office not provided

 elsewhere in these bylaws, the Executive Boar shall appoint a

 member to serve the unexpired term. This member shall meet

 the qualifications.

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

**ARTICLE IX: DUTIES OF OFFICERS -** In addition to the duties set forth in these Bylaws, officer shall preform such duties as are implied by their respected office, are consistent with parliamentarian procedures 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 reproof 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:**

1. Preside over all the meetings of the Pennsylvania Society of

 Medical Assistants.

1. Be Chairman of the Executive Board.
2. Be ex officio member of all committees except the nominating

 committee.

1. Fill the vacancies in the Continuing Education Board and of

 committee chairman occurring during her/his term of office with

 approval of the Executive Board.

1. Appoint for her/his term of office, a Corresponding Secretary,

 Historian, and Parliamentarian.

1. Appoint members of the Auditing Committee.
2. 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:**

1. Assist the President in her/his duties throughout the year.
2. Assume the duties of the President in the Presidents’ absence.
3. Be a member of the Bylaws Committee.

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

1. Assist the President and Vice-President in their duties throughout

 the year.

1. Assume the duties of the President in the absence of both the

 President and the Vice President.

1. Appoint standing committees by the time of the annual meeting,

 having secured the individual’s consent.

1. Be a member of the Budget and Finance Committee, and the Bylaws Committee, and an ex officio member of the Continuing Education Board.
2. Automatically succeed to the office of President at the end of the

 term as President - Elect.

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

1. Keep the minutes of the Executive Board.
2. Send a copy of the proceedings to the Webmaster of the PSMA

 Website.

1. Send a copy of the proceedings to each officer within thirty (30)

 days after each meeting.

1. Assist the Vice Speaker of the General Assembly in recording

 actions of the General Assembly.

**Section 5. The Treasurer shall:**

1. Be custodian of all monies and securities of this Society.
2. Pay all authorized obligations 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.

1. Keep a detailed account of receipts, disbursements, and present

 a written report to the General Assembly.

1. Be bonded in the amount fixed by the Executive Board, the

 premium of such bond to be paid by the Society.

1. Furnish up-to-date lists to all the officers and committee chairs.
2. 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:**

1. Preside at all meetings of the General Assembly.
2. Appoint a Credential Committee to verify the legal voting status

 of the members attending the General Assembly. The Committee

 shall determine the total legal voted, the number of a majority

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

1. Appoint Reference Committee for the General Assembly Annual

 Meeting.

1. Appoint tellers to count ballots.
2. Prepare the General Assembly Handbook for the Annual Meeting.

**Section 7. The Vice Speaker of the General Assembly**

 **shall:**

1. Preside at meetings of the General Assembly in absence or at the

 request of the Speaker.

1. Assist the Speaker in appointment of the Reference Committees

 for the General Assembly Annual Meeting.

1. Assist the Speaker in preparation of the General Assembly

 Handbook.

1. Succeed to the Office of the Speaker in case of a vacancy

 therein.

1. Transcribe an original copy of the proceeding of the General

 Assembly. The copies will be distributed as follows:

1. Original to the Recording Secretary for permanent files.
2. Copies to the Speaker and Vice Speaker of the General Assembly.
3. Copy to the newly appointed Chairman of the Bylaws Committee.
4. Copy to the Immediate Past President.

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

1. Serve as a member of the Executive Board for one (1) year at the

 end of her/his term as President.

1. Serve as a member of the Judicial Council as provided in

 **ARTICLE XII**.

1. Serve as Chairman of the Nominating Committee.

**APPOINTED OFFICERS**

**Section 9. The Corresponding Secretary shall:**

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

**Section 10. The Historian shall:**

1. Preserve all mementos of the Society,

**Section 11. The Parliamentarian shall:**

1. Be a past President and be knowledgeable of standard parliamentarian procedures 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 ex officio member of the Judicial Council, Executive Board, and Bylaws Committee.

**ARTICLE X: BOARD OF TRUSTEES**

**Section 1.** The Board of Trustees shall consist of:

1. President
2. Vice President
3. President – Elect
4. Recording Secretary
5. Treasurer
6. Immediate Past President
7. Speaker of the General Assembly
8. Vice Speaker of the General Assembly
9. Parliamentarian shall be an ex officio member without vote.

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

1. Perform all acts and transact all business for and on behalf of the

 Society between Annual Meetings.

1. Manage the property and conduct the financial affairs, work and

 activities of the Society.

1. Seek advice of the Advisory Board.
2. Submit a report of its activities to the General Assembly at the

 Annual Meeting.

1. Upon recommendation, the Judicial Council shall remove from office any committee chairman who fails to perform the duty or his/her office as required.
2. Fill the unexpired term of any member of the Board of Trustees

 except the President - Elect 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 her/his consent. This must be

 approved by the Board of Trustees.

1. At the Pre-Conference Meeting, approve the Standing Committee

 Chairman and the Continuing Education Board appointments.

1. At the Post-Conference Meeting, the Board of Trustees elect members of the Executive Committee. This committee includes:
2. Two (2) members of the Nominating Committee
3. One (1) member of the Budget and Finance Committee
4. At the Post-Conference Meeting, The Board of Trustees shall:
5. Approve the Conference Chairman appointment by the Vice President.
6. Establish conference dates for official publication.
7. Meet bi-annually at a location of the President’s choice,

 dates to be established at the Post-Conference Board

 Meeting.

1. Travel and per diem reimbursements shall be disbursed to:
	1. Board of Trustees
	2. Appointed Officers
	3. Chairman of Standing Committee
	4. Special Nominating Committee
	5. Continuing Education Board
	6. Judicial Council.
2. Be authorized to vote by teleconference, email, or mail-in ballot between meetings with majority vote ruling. Mail-in ballots must be sent via First Class Mail with instructions that allow ample time, not less than fourteen (14) days, for a reply.
3. 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:
4. Speaker
5. Vice Speaker
6. Immediate Past President
7. President
8. Vice President
9. President - Elect

**Section 3. A Quorum shall:**

1. Consist of a simple majority of the members of the Board of Trustees.

**ARTICLE XI: EXECUTIVE BOARD**

**Section 1. The Executive Board shall consist of:**

1. President
2. Vice President
3. President – Elect
4. Recording Secretary
5. Treasurer
6. Immediate Past President
7. Speaker of the General Assembly
8. Vice Speaker of the General Assembly
9. Parliamentarian (Ex officio member without vote)

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

1. Perform all acts and business transactions for and on behalf of

 the Society between Annual Meetings.

1. Manage the property and conduct the financial affairs.
2. Submit a report of its activities to the General Assembly at the

 Annual Meeting.

1. 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 her/his office as required. A two-thirds (2/3) vote of the Executive Board shall be necessary to affect any disciplinary action.
2. 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 her/his consent. This must be approved by the Executive Board.
3. Approve the standing committees’ Chairman appointments of the President – Elect at the Pre-Conference meeting.
4. Elect at the Post-Conference meeting:
5. Two (2) members of the Nominating Committee
6. One (1) member of the Budget and Finance Committee
7. Approve the Conference Chairman appointment by the Vice President at the Post Conference meeting.
8. Meet bi-annually at a location of the President’s choice, dates to be established at the Post-Conference Board Meeting.
9. Travel and per diem reimbursements shall be disbursed to:
	1. Executive Board
	2. Appointed Officers
	3. Chairman of Standing Committee
	4. Continuing Education Board
	5. Judicial Council.
10. Be authorized to vote by teleconference or email between meetings with a majority vote ruling.

**Section 3. Quorum shall:**

1. Consist of a simple majority of the members of the Executive Board.

**ARTICLE XII: BOARDS AND COUNCILS**

**Section 1. Continuing Education Board**

1. The Continuing Education Board shall provide educational services to increase the knowledge and professionalism of the members of the Society.
2. The actions, budget, standing rules, policies and procedures of the Continuing Education Board shall be subject to approval by the Executive Board of the Society.
3. Complete proceedings of the Continuing Education Board shall be recorded and submitted to the Executive Board.
4. An annual report shall be submitted to the General Assembly.
5. The Continuing Education Board shall consist of the Certification and Membership Chairman in addition to five (5) appointed members and shall elect its own chairman.
6. The President of the Society shall appoint enough 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. Judicial Council**

1. The Judicial Council shall:
2. Consist of three (3) Past Presidents in chronological order.
3. Elect their own Chairman.
4. The judicial power of the Society is vested in the judicial Council whose decision shall be final.
5. The term of office shall be three (3) years with one three (3) year appointment made each year.
6. The Parliamentarian shall be Ex officio member.
7. The Judicial Council shall have jurisdiction in all questions involving:
8. Membership as provided in **Article IV** of these Bylaws.
9. All controversies arising under these Bylaws, their Interpretation, and the Code of Ethics of this Society.
10. Requests for judicial action shall be directed to the Chairman of the Judicial Council by the General Assembly or Executive Board.

**ARTICLE XIII: COMMITTEES**

**Section 1. Committees**

1. There shall be three (3) committees:
2. Standing
3. Special
4. Nominating

**Section 2. Standing Committees**

1. The Chairman and members of the Standing Committees shall be appointed for a period of one (1) year unless designated otherwise by these Bylaws.
2. The Committee Chairs shall submit a written report of the activities of the committee for the year at the Spring Board Meeting for inclusion in the General Assembly Handbook.
3. The Standing Committees are:
4. Auditing Committee – three (3) members.
5. Appointed by the President from the active membership.
6. Shall conduct an annual audit and report the findings at the Pre-Conference meeting of the Executive Board.

1. Budget and Finance Committee **–** three (3) members.
2. Treasurer (Chairman)
3. President – Elect
4. One (1) member elected by the General Assembly from its Active, Associate, Honorary, or Sustaining Membership. The member elected by the General Assembly will be elected in the last session of the General Assembly.
5. Bylaws and Resolution Committee – three (3) members.
6. Vice President
7. President-Elect
8. Parliamentarian (Ex officio member)
9. Periodically review Bylaws and Resolutions as presented by the Executive Board.
10. Proposed changes are submitted to the General Assembly.
11. The Bylaws of the Society must be in strict conformity with the mandated sections of the national AAMA Bylaws:
12. Name
13. Affiliation and Purpose
14. Membership
15. Membership dues
16. Reciprocity of Membership
17. Delegates/Alternates representation to the House of Delegates
18. Dissolution.
19. It will be the responsibility of the national AAMA to notify constituent Societies to make mandated changes with copies of revised bylaws returned to the national AAMA within thirty (30) days of notification.

1. Membership and Certification Committee – three (3) members.
2. Chaired by an ex officio member of the Continuing Education Board.
3. Responds to all correspondence regarding deadlines for applications or eligibility requirements.
4. 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.
5. Works toward maintaining and increasing membership in the Society.
6. Conference Committee – members TBD.

* 1. Work with the President in planning the annual meeting.
1. Scholarship Committee - three (3) members.
	1. Elects its own chairman.
	2. Review student applications for annual award.
	3. Recommends an applicant to the Executive Board for approval to receive the award.

1. Ways and Means Committee– three (3) members
	1. Present fundraising projects to the Executive Board for approval.
	2. Conduct fundraising activities to meet the various financial needs of the Society.

1. Special Committees – TBD.
	1. The President, General Assembly, and/or the Executive Board may create special committees for specific purpose.
	2. The number and members, the manner of their appointment, and function of these committees shall be in accordance with the parameters set forth by the President, General Assembly, and/or the Executive Board.
2. Nominating Committee - three (3) members.

* 1. Chaired by the Immediate Past President.
	2. Two (2) remaining members are elected by the General Assembly in the last session of the General Assembly.
	3. Two (2) remaining members must be chosen from the Active, Associate, Honorary, or Sustaining members.
	4. Duties shall be set forth in **ARTICLE VII, Section 1**

**ARTICLE XIV: General Assembly**

**Section 1.** The governing body of the Pennsylvania Society of Medical Assistants (PMSA) shall be the General Assembly with the authority to determine policies, amend bylaws, set dates, act upon such business as may be presented, and conduct elections 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 31 and Life Members who are in good standing with 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 XV: Meetings**

**Section 1.** There shall be an annual meeting of the Pennsylvania Society of Medical Assistants at a place and time recommended 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 providing 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 location of each meeting.

**ARTICLE XVI: Representation to the AAMA**

**Section 1.** The Pennsylvania Society of Medical Assistants shall be represented at the AAMA House of Delegates in accordance with their bylaws.

 A. Delegates and Alternates shall be Active or AAMA National Life members whose membership has not been revoked, as delineated in Article VI, Section 4 of the AAMA National Bylaws.

 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 the Delegates and Alternates shall be submitted to the Speaker of the House.

 C. Delegates and Alternates shall be elected to serve from the opening of the House of Delegates for the year elected until the next convening of the House of Delegates.

 D. The names of the Delegates and Alternates shall be submitted to the Executive Director, the Speaker of the House 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 the Delegates and Alternates to the AAMA as indicated above.

**ARTICLE XVII: Parliamentarian Authority**

**Section 1.** The rules contained in **Roberts Rules of Order - Newly Revised** shall govern the Society in all cases which they bear applicable and which they are not inconsistent with the Bylaws or Standing Rules of the 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 XVIII: 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 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 the 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 XIX: Amendments**

**Section 1.** The Bylaws maybe amended at any General Assembly meeting by two-thirds (2/3) vote of the members 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 conflict with the AAMA Bylaws.

**STANDING RULES TO BYLAWS OF THE**

**PENNSYLVANIA SOCIETY OF MEDICAL ASSISTANTS**

1. Smoking shall not be permitted in the General Assembly while in session, nor shall be allowed during the educational session of the PSMA.

2. The Immediate Past Treasurer’s name shall be included on the accounts Of PSMA.

3. The President’s name shall be included on accounts of the PSMA.

1. 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.

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

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**Revised May 2000**

**Revised May 2001**

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