

ALASKA MEDICAL ASSISTANT SOCIETY

BYLAWS

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CODE OF ETHICS

The Code of Ethics of the American Association of Medical Assistants (AAMA) and the Alaska Medical Assistant Society (AMAS) shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of AAMA and AMAS dedicated to the conscientious pursuit of their profession, and desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- A. render service with full respect for the dignity of humanity;
- B. respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information;
- C. uphold the honor and high principles of the profession and accept its disciplines;
- D. seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues;
- E. participate in additional service activities aimed toward improving the health and well-being of the community.

AAMA CREED

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

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

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

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

ARTICLE I - NAME

The name of this organization shall be the Alaska Medical Assistant Society, hereinafter known as the Society (AMAS). AMAS is a constituent society affiliated with the American Association of Medical Assistants, Inc., hereinafter known as AAMA.

ARTICLE II - PURPOSE

The purpose of the AMAS is to enable medical assisting professionals to enhance and demonstrate the knowledge, skills and professionalism required by employers and patients; protect medical assistants' rights to practice; and promote effective, efficient health care delivery through optimal use of multiskilled CMAs (AAMA).

ARTICLE III - ORGANIZATIONAL POLICY

AMAS is hereby declared to be nonprofit. It is not, nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in AMAS shall be denied membership. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of AMAS.

ARTICLE IV - COMPONENT CHAPTERS

Component chapters are those local chapters of medical assistants within the geographic limits of the state of Alaska and they shall be under the jurisdiction of AMAS.

Section 1. A component chapter may become a member of AMAS by submitting an application for membership to the President of AMAS and requesting its bylaws be approved by AMAS Executive Board.

Section 2. When applying for affiliation, a chapter shall submit to the President five copies of its Bylaws and the endorsement of the local or state medical society, where feasible.

Section 3. Dues shall be paid on a tri-level, with the state and national dues being forwarded with the component chapter's application.

Section 4. Following the approval of the chapter's constitution and/or bylaws by the AMAS Executive Board by a two-thirds vote, the President shall notify the association of its affiliation with AMAS and the American Association of Medical Assistants as a component chapter.

Section 5. Component chapter bylaws shall not be in conflict with the bylaws of AMAS or the American Association of Medical Assistants.

Section 6. Every three years each component chapter shall submit for review, two copies of its bylaws to the AMAS Bylaws Committee. Each component chapter shall submit for review two copies of any amendments adopted.

ARTICLE V - MEMBERSHIP

Section 1. Classes.

There shall be seven classes of membership: active, life, sustaining, associate, student, honorary, and affiliate.

- A. Membership in a component chapter, AMAS, and AAMA shall be required for all classes except honorary, unless there is no component chapter in the area. A member residing in a geographic location in which there is no component chapter shall be considered an “AMAS member at large” and may belong to AMAS without belonging to a component chapter.
- B. No other membership or quasi-membership classes shall be permitted by AMAS or a component chapter of AMAS.
- C. An individual, other than a life or honorary member, may not belong to a component chapter without also belonging to AMAS and AAMA.

Section 2. Qualifications.

- A. **ACTIVE** - An active member shall be one of the following:
 - 1. A CMA (AAMA) holding current credential status and whose CMA credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA).
 - 2. Anyone who was an active member on December 31, 1987, who has never been a CMA (AAMA), and who 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 that of receiving).
- B. **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.
- C. **ASSOCIATE** - An associate member shall be a medical assistant who is not yet a CMA (AAMA) and who does not fall under any other category.
- D. **STUDENT** - A student member:
 - 1. Shall be enrolled in a medical assisting program.
 - 2. May choose a two-year student membership term or a one-year student membership term.
 - a. After a two-year student membership term, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
 - b. After a one-year student membership term, the member is eligible for a second year of student membership as long as the member renews during the member’s one-year student membership term. After the second-year of student membership, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
 - c. No member is eligible for more than a total of two consecutive years of student membership.
- E. **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.

- F. HONORARY - An honorary member shall be one who is not eligible for any other category of membership but has made outstanding contributions to the advancement of medical assisting and/or AMAS. An honorary member shall be elected by two-thirds vote of the general assembly upon recommendation of the Executive Board. Names of candidates for honorary membership shall be presented to the Executive Board at least sixty (60) days prior to presentation to the general assembly. Honorary members shall not vote, hold office, or serve on a committee.

Honorary or Life membership in AMAS does not transfer to the national AAMA level.

- G. LIFE - A life member shall be an active Alaska Medical Assistant Society member who has made an outstanding contribution to this society and who has had life membership conferred by a two-thirds vote of the general assembly. The guidelines are the same as outline above in Section F. No more than one life membership may be conferred in any year. The life member shall continue to enjoy all the rights and privileges of active membership.

Section 3. Privileges.

- A. Voting: - Active, associate, life, sustaining, and student members may vote or chair a committee.
- B. Holding Office: - Active and life members may hold office.

Section 4. Revocation.

Any member who has had their CMA (AAMA) credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA), will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

ARTICLE VI – DUES

Section 1. Annual AMAS dues for all classes of members shall be as fixed by the AMAS General Assembly upon recommendation of the Executive Board. Dues shall become due and payable November 1 and are delinquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving). Dues will be billed by and remitted directly to the Executive Office of AAMA.

- A. Full dues shall be assessed for active, associate, and affiliate members.
- B. One-half dues shall be assessed for sustaining members.
- C. Student members shall not be required to pay state AMAS dues.
- D. AMAS life and AMAS honorary members shall pay not be required to pay state AMAS dues.

Section 2. Dues for a new member joining after September 1 shall be credited to the following year. Members whose dues are not paid by December 31 will be considered delinquent and ineligible to participate in the activities of the state society or component chapter until the delinquency is corrected.

Section 3. Representation of this society in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA. To serve as a delegate, an alternate, or as a candidate for a national office, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving). Officers and trustees must maintain current membership during their terms of office.

Section 4. AMAS and component chapters shall offer reciprocity to members transferring membership from another society and/or component chapter. The transferring member shall present proof of current AAMA membership status.

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

ARTICLE VII - OFFICERS AND THEIR QUALIFICATIONS

Section 1. The officers of AMAS shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. The appointed officers of AMAS shall be Parliamentarian and Historian.

Section 3. A candidate for office shall be an active or life member whose membership has not been revoked as delineated in Article V, Section 4, Revocation.

Section 4. No member may run for an elected office if dues are not considered current by the Executive Office of AAMA.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

Section 1. Nominations. Nominations may be made from the floor provided:

- A. Consent of the nominee has been obtained;
- B. Nominees comply with the eligibility requirements in Article VII, Section 3 and 4.

Section 2. Elections.

- A. Officers shall be elected by ballot by the General Assembly at the annual conference meeting. A majority vote shall elect.
- B. The appointive officers shall be appointed by the President, subject to the approval of the Executive Board, for a term of one year.

ARTICLE IX - OFFICERS: TERM OF OFFICE, VACANCY, REMOVAL FROM OFFICE AND RESIGNATION

Section 1. Term of office.

- A. The term of office for the President, Vice President, Secretary, and Immediate Past President shall be one year or until their successors are elected. The term of office for the Treasurer shall be two years or until the successor is elected.
- B. Officers shall assume office at the close of the meeting of the General Assembly meeting at which they are elected.

Section 2. Vacancies in office.

- A. In the event of a vacancy in the office of President, the Vice President shall assume the office of the President for the unexpired term.
- B. Any vacancy occurring in an elective office shall be filled by appointment of the Executive Board.
- C. Vacancies occurring in an appointive office or a standing committee shall be filled by the appointment by the President upon the approval of the Executive Board.

Section 3. Removal from office.

An officer who fails to perform the required duties or gives just cause for removal from office shall be removed from office by the Executive Board.

Section 4. Resignation.

An officer or a member may resign by written resignation to be approved by the Executive Board.

ARTICLE X - DUTIES OF OFFICERS

Section 1. In addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedures. Bonding of the treasurer and other designated officers and/or committee persons who are responsible for collecting or depositing money and signing checks will be considered by the Executive Board at its first executive meeting.

Section 2. The President shall:

- A. preside at all meetings of the AMAS,
- B. be chair of the Executive Board,
- C. be an ex-officio member of all committees except the nominating committee,
- D. in the event of a vacancy in a committee chairmanship, have the power to appoint a chairman from among the members of the committee in which the vacancy occurs or from the General Assembly,
- E. appoint, subject to the approval of the Executive Board, committee members to fill vacancies during the year,
- F. appoint a Parliamentarian and a Historian,
- G. send a request to the AAMA office to have a representative from the Speakers' Bureau to attend the annual convention meeting,
- H. upon invitation, visit the component chapters when practical,
- I. call meetings of the Executive Board,

- J. arrange with the treasurer for the auditing of the account books of the society by authorized persons (This should be performed by a person with accounting expertise, preferably an independent public accountant or CPA when feasible.);
- K. perform such other duties that the General Assembly directs.

Section 3. The Vice President shall:

- A. assist the president throughout the year,
- B. assume the duties of the president in the latter's absence,
- C. succeed to the office of president in the event of a vacancy in the office,
- D. may serve as chair of the Education committee,
- E. be available to the president upon request for counsel or assistance.

Section 4. The Secretary shall:

- A. keep the minutes of all regular and special meetings of the General Assembly and the Executive Board,
- B. provide the president with a copy of the minutes within 10 days after a meeting,
- C. conduct such correspondence as shall be requested by the president, Executive Board or the General Assembly,
- D. submit the president's name and address to the Alaska State Medical Association for publication in the state medical directory,
- E. be custodian of all records except financial records; committee reports of AMAS; and all correspondence of AMAS.

Section 5. The Treasurer shall:

- A. be charged with the responsibilities of the monies of AMAS and shall pay all authorized obligations,
- B. serve as chair of the budget and finance committee,
- C. serve as chair of the credentials committee,
- D. file the biennial nonprofit corporation state tax form and the federal tax return,
- E. submit and review an annual treasurer's report to the Executive Board and General Assembly at the annual conference meeting,
- F. may serve as registration chairman of the annual conference meeting,
- G. submit other treasurer's reports as requested by the Executive Board,
- H. prepare an annual budget for upcoming year and present it at annual conference meeting,
- I. be custodian of all financial records of the society.

Section 6. The Immediate Past President shall:

- A. serve on the Executive Board as an ex-officio member for one year,
- B. assist the president with AAMA national business.

Section 7. The Historian shall:

- A. be responsible for composing an annual historical record of the Alaska society's activities,
- B. provide AAMA Historian with AMAS material.

Section 8. The Parliamentarian shall:

- A. be familiar with parliamentary procedure and protocol under the auspices of Robert's Rules of Order, Newly Revised, and AMAS bylaws,
- B. be present for all meetings of the General Assembly and Executive Board,
- C. serve on the Bylaws Committee,
- D. not express a parliamentary opinion unless requested by the President or the membership.

Section 9. Retiring officers shall, within thirty (30) days, deliver to their successors the materials pertaining to their respective offices.

ARTICLE XI - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, Vice President, Immediate Past President, Secretary, Treasurer, Historian, Parliamentarian and the president of each component chapter. An alternative representative may be appointed by the local chapter president. The Historian and Parliamentarian shall serve without vote. The President shall serve as chair.

Section 2. The Executive Board shall:

- A. by a majority vote of its members, have full authority to act for and in behalf of the AMAS to conduct business of the AMAS between General Assembly meetings,
- B. issue charters to component chapters,
- C. verify the filing of the biennial nonprofit corporation report,
- D. approve appointed officers,
- E. fill vacancies occurring in the elective offices,
- F. have charge of the property and financial affairs of AMAS.

Section 3. The President shall act as Chair of the Executive Board meetings. The chair may call special meetings of the Executive Board and shall call them upon the written request of four members of the board. Except in emergency, at least 72 hours notice of any meeting shall be given to each member in person, by telephone, by mail or by fax.

Section 4. A majority of the members of the Executive Board shall constitute a quorum.

Section 5. In the event of a vacancy in any office not provided for elsewhere in these Bylaws, the Executive Board shall appoint a member to serve the unexpired term. The member shall meet the qualifications prescribed.

ARTICLE XIII- COMMITTEES

Section 1. There shall be standing and special committees.

Section 2. The standing committees shall be Bylaws, Conference, Public Affairs/Public Policy, Membership, Education, Marketing, Publications, Certification, and Budget and Finance.

Section 3. Special committees are appointed by the President for a special function or task and will remain active until their function is completed and/or they are dissolved upon the completion of their responsibility.

Section 4. The chairman of the standing committees shall be appointed by the President for a one year term. Any active, associate, student, sustaining, or life member is eligible to serve.

ARTICLE XIV - GENERAL ASSEMBLY

Section 1. The governing body of AMAS shall be the General Assembly. It shall determine the policies of AMAS, amend bylaws, conduct the election of officers, delegates and alternate delegates to the AAMA House of Delegates, and act upon such other business as may come before it.

Section 2. The composition of the General Assembly shall be all active, associate, life, sustaining, and student members in good standing.

Section 3. Meetings.

- A. The annual meeting of the General Assembly shall be held during the annual conference.
- B. Other meetings of the General Assembly may be called by the Executive Board by a two-thirds vote.

Section 4. A majority of the voting members present shall constitute a quorum.

ARTICLE XVI - MEETINGS

There shall be an annual conference meeting of the AMAS at a place and date selected by the General Assembly and approved by the Executive Board. If necessary, the Executive Board may change the place and date of the meeting.

ARTICLE XVII - DELEGATES AND ALTERNATES

Section 1. The General Assembly at the AMAS annual convention meeting shall elect, by majority vote, the number of delegates allowed in accordance with the Bylaws of AAMA, and several alternates to attend the AAMA House of Delegates meeting.

Section 2. Representation of AMAS in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV Section 2C 1-5) as follows:

- A. Delegates and alternates shall be active or AAMA life members whose membership has not been revoked, as delineated in Article V, Section 4, Revocation.
- B. The number of delegates shall be determined by AMAS's total active and associate membership of the membership year prior to the date on which names of delegates and alternates shall be submitted to the AAMA Speaker of the House.
- C. Delegates and alternates shall be elected to serve for one year from the opening of the AAMA House of Delegates for the year elected until the opening of the AAMA House of Delegates the following year.

- D. The names of delegates and alternates shall be submitted to the Executive Director, the Speaker of the House of Delegates, and the Vice Speaker of the House at least ninety (90) days prior to the Annual Meeting of the House of Delegates.

Section 3. In the event that AMAS cannot be represented by the full complement of delegates to which it is entitled, it may assign proxy votes to another delegate from AMAS which can be cast in voting on proposed amendments to the Bylaws and other business of the House of Delegates as in accordance with the AAMA bylaws. Such proxies shall be assigned by the President and Secretary of AMAS.

ARTICLE XVIII - FINANCES

Section 1. Donation and grants.

All monies received as donations and/or grants shall be placed in the general operating fund unless the condition of the donation or grant should stipulate otherwise.

Section 2. Budget.

The Budget and Finance Committee shall prepare a budget for the ensuing year for approval by the Executive Board. The budget as approved by the Board shall be provided to the General Assembly for its information.

Section 3. Fiscal Year.

The fiscal year of AMAS shall be from June 1 to May 31.

Section 4. Annual audit.

The accounts of AMAS shall be audited annually during the annual state conference by persons authorized by the Executive Board. This should be performed by a person with accounting expertise, preferably an independent public accountant or CPA when feasible.

ARTICLE XIX - DISSOLUTION

Section 1. In the event of dissolution of AMAS, none of the assets shall be distributed to any members, but they will be transferred to a medical or charitable institution or project which a majority of the members attending a meeting of the membership for this purpose of dissolution shall approve and designate.

Section 2. AMAS shall notify the AAMA Executive Office within 10 days of the meeting at which dissolution is approved by the society membership.

Section 3. It shall be the responsibility of the President and the Treasurer to complete all necessary federal and state forms upon dissolution. Copies of those forms will be sent to the AAMA Executive Office. No funds are to be distributed to any member or officer of AMAS. After all liabilities are paid, any remaining funds are to be donated to a charitable organization.

ARTICLE XX - AUTHORITY

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

Section 2. The rules contained in Robert's Rules of Order, Newly Revised shall govern AMAS in all cases to which they are applicable.

ARTICLE XXI - AMENDMENTS

Section 1. These Bylaws may be amended at any meeting of the General Assembly by a two-thirds vote provided that the proposed amendments shall have been submitted in writing to the component chapter members at least thirty (30) days prior to the meeting of the General Assembly at which they will be considered.

Section 2. These Bylaws may be amended at the annual meeting of the General Assembly without previous notice by the unanimous vote of the voting body.

Section 3. AMAS Bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Names and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution. It will be the responsibility of AMAS to make mandated changes with copies of revised bylaws returned to AAMA within 30 days of notification. Any action taken by AMAS that is inconsistent with such mandated language shall immediately be null and void and of no effect.