

BYLAWS  
Arizona Society of Medical Assistants, INC  
AFFILIATED WITH THE  
American Association of Medical Assistants, INC.

ARTICLE 1 NAME:

The name of this organization shall be the Arizona Society of Medical Assistant, INC, here in after referred to as the Society. It is constituent society affiliated with the American Association of Medical Assistants, here in after known as AAMA.

ARTICLE II OBJECTIVES:

The purpose of the American Association of Medical Assistants is to enable medical assisting professionals to enhance and demonstrate the knowledge, skills and professionalism required by employers and patients: protect medical assistants right to practice; and to promote effective, efficient health care delivery thought optimal use of multi-skilled Certified Medical Assistants.

ARTICLE III ORGANIZATIONAL POLICY

Section 1. The fiscal Year of this Corporation shall begin on January 1 and end on December 31.

Section 2. AAMA 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 AAMA 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 AAMA.

ARTICLE IV MEMBERSHIP

Section 1. Classes: There shall be six (6) classes of membership on the Society level, active, sustaining, associate, affiliate, student, and honorary.

Section 2. Qualifications:

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

- 1.) An AAMA Certified Medical Assistant (CMA) whose CMA credential is current or has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA) ([www.aama-ntl.org](http://www.aama-ntl.org)).
- 2.) Active-Anyone who was an active member on 12/31/1987, who has never been a CMA (AAMA), and who has maintained continuous active membership. Continuous 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).

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2) Life- member shall be an active member who has had life membership conferred by a two-third vote of the Board of Trustees for outstanding services to the Association, Only one life membership may be conferred in any year. Nominations with supporting documentation shall be submitted to the Board of Trustees. This documentation must be received by the Executive Office no later than June 1.

3 )Sustaining- Anyone who has been an active or associate member for at least two (2) years, who has retired from medical assisting is eligible for sustaining membership? This membership shall be forfeited if not renewed annually.

4) 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.

5) International- An international member is one who is employed in Medical assisting but resides and works outside of the United States of America and its territories.

6) Student: shall be enrolled in a medical assisting program accredited by either the Commission on Accreditation of Allied Health Education

Programs

or the Accrediting Bureau of Health Education Schools:

1. Shall be limited to a one-time enrollment, selecting either a one-year or a two year membership term.

7) Honorary: Honorary members shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assisting and/or the society. Honorary membership is conferred by a two-thirds (2/3) vote of the Board of Trustees.

Names of candidates for honorary membership shall be presented to the Board of Directors at least sixty (60) days prior to presentation at the General Assembly.

\*Honorary membership in a constituent society does not transfer to the National level. Additional to make nomination for National Honorary or National Life membership, a Society shall submit the nomination with supporting documentation, for the Board of Trustees of AAMA at least Sixty (60) days in advance of the Annual Meeting of AAMA.

No other membership or quasi-membership classes shall be permitted by this society

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H) 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.

### Section 3. Privileges

All rights and privileges of membership in the society shall be given to active, sustaining, and associated members as follows: vote, hold office, chair a committee to the General Assembly.

\*\* Student members may vote, hold office, chair a committee  
(May not serve as delegates to the National House of Delegates) (March 2006)

\*\*Honorary members may not hold office, vote, chair a committee

### Section 4. Revocation:

Any member who has had their CMA credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standards and procedures for CMA's ([www.aama.natl.org](http://www.aama.natl.org)) will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the revocation of credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

## ARTICLE VI. Dues:

Section 1. Annual dues for all class of members shall be established by the House of Delegates upon recommendation by the Board of Trustees. Dues shall become due and payable November 1 and shall be delinquent if not postmarked **or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving)**.

Section 2. Annual state dues for all class of members shall be established by the General Assembly upon recommendation by the Board of Directors.

Section 3. One-half dues will be assessed for sustaining members

Section 4. Dues will be assessed for international members.

Section 5. Dues will be assessed for student members.

Section 6. Life and Honorary members are not required to pay dues.

Section 7. Membership dues cannot be transferred from one member to another, nor are they refundable.

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Section 8. Constituent societies shall offer reciprocity to members transferring from another state. The transferring member shall present proof of current AAMA membership status. (Reciprocity does not include transfer of dues monies.)

Section A. To serve as a delegate or an alternate, 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).

Section B. In order to serve as a 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 (**the controlling time is that os sending**).

**Officers and trustees must maintain current membership during their terms of office.**

Section C. Full state dues will be assessed for active,sustaining,associate, and affiliate members as well as member-at-large.

Section D. Dues for a new member joining on or after September 1, shall be credited to the following year.

Section E Constituent societies shall offer reciprocity to members transferring from another state or chapter. The transferring member shall present proof of current AAMA membership status. (Reciprocity does not include transfer of dues monies).

## ARTICLE VII. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of:

- A. Elected Officers
- B. Immediate Past President
- C. Parliamentarian
- D. Standing and Special Committee Chairman

Section 2. The Board of Directors shall have full authority to transact the business of this Society between annual meetings, but shall not take action contrary to any general policy which shall have been adopted at the annual meeting and is still in effect.

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Section 3. A 2/3 vote of those present shall constitute a quorum.

#### ARTICLE VIII EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee composed of Elected Officers the Immediate Past President and Parliamentarian.

Section 2. The Executive Committee shall, by 2/3 vote of its members, have full authority to act for and on behalf of the Board of Directors whenever the business of the Society demands prompt actions between meetings of the Board.

Section 3. The President shall act as Chair of the Executive Committee, meetings which can be called by any four members or the Chair. All members must be notified of such a meeting in writing.

Section 4. In the event of a vacancy in any office not provided for elsewhere in these Bylaws, the Executive Committee shall appoint a member to serve the unexpired term. This member shall meet qualifications prescribed.

#### ARTICLE IX. OFFICERS

Section 1. Officers shall be elected as follows: President, Vice President, Recording Secretary, Treasurer, and Nominating Committee Chairman.

Section 2. Appointed officers will be a Parliamentarian.

Section 3. Qualifications and Eligibility

A. To be a candidate for state offices, the member shall be a member in good standing, has been a member for at least one full year, and have served on a state committee. A candidate must give written consent to serve if selected and be in attendance at the General Assembly.

Section 4. Term and Vacancy in Office

A. The term of office for all elected and appointed offices shall be for one year or until their successors are elected and/or appointed and have assumed office.

B. A vacancy in the office of President shall be filled by the Vice President.

C. A vacancy in an appointed office shall be filled by the President appointing a successor. A vacancy in an elected office shall be filled by the Board of Directors within thirty (30) days.

Section 5. Duties of Officers

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A. Officers shall perform such duties as are implied by their respective consistent with standard parliamentary procedures and as necessary.

B. Specific duties are enumerated in the Guideline Manual.

## ARTICLE X. COMMITTEES

Section 1. There shall be standing and special committee as appointed by the president (refer to Guideline Manual).

Section 2. Special committees are appointed by the President for a special function or task and will remain active until their function is completed and/or dissolved upon completion of their responsibility.

Section 3. A special Committee Chair has a vote on the Board of Directors. If the chair has another position/chairmanship on the Board, there will be only one vote and that will be considered as one for the purpose of a quorum count.

## ARTICLE XI. STATE GENERAL ASSEMBLY

(refer to contingency clause, section 7)

Section 1. The governing body of this society shall be the General Assembly which shall have the authority to determine the policies of this society, the power to amend the bylaws, act upon such business as may be presented, conduct the election of officers, delegates and alternate to the AAMA House of Delegates.

Section 2. A majority of the members seated in the General Assembly two-thirds (2/3) shall constitute a quorum.

A. The governing body shall consist of all registered members.

B. The Board of Directors shall notify each member of the Annual Meeting at least sixty (60) days prior to the meeting date. The date and location shall be included in this notice.

## ARTICLE XII. NOMINATIONS AND ELECTION

Section 1. Nominations for elected officers with their qualifications and written consent to serve shall be submitted by the Chairman of the Nominating committee no later than thirty (30) days prior to the Annual Meeting.

Section 2. Nominations may be made from the floor. The Nominating Committee Chairman must have the written consent of the nominee.

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Section 3. Election of officers shall be held during the session of the General Assembly at the Annual Meeting.

Section 4. Elections shall be by written ballot. The candidate receiving the majority of votes cast will be declared elected.

ARTICLE XIII. AAMA HOUSE OF DELEGATES

Section 1. Delegates/Alternates to the AAMA House of Delegates shall be active or AAMA life members.

\*\*Representation of this Society in the AAMA House of Delegates shall be in accordance with the bylaws of AAMA (Article XV Section 2C 1-4) as follows:

A. Delegates and Alternates shall be active or AAMA Life members.

B. Delegates and Alternates shall be elected to serve one year from the opening of the House of Delegates for the year elected until the Opening of the House of Delegates the following year.

C. The names of the delegates and alternates shall be submitted to the Executive Office at least ninety (90) days prior to the AAMA Annual Meeting of the House of Delegates

ARTICLE XIV. Advisory Board

Section 1. The Advisory Board shall be composed of three (3) physicians approved by the Board of Directors. The Advisory Board shall serve a one (1) year term.

ARTICLE XV. AUTHORITY

Section 1. The Rules contained in Robert's Rules of Order, New Revised shall govern this Society in all cases to which they are applicable and in which they are not inconsistent with Bylaws of this Society.

ARTICLE XVI. AMENDMENTS

Section 1. These Bylaws may be amended by two-thirds (2/3) vote at any Annual Meeting of the General Assembly, provided that the proposed amendment shall have been submitted in writing to the elected delegates (if general assembly, to members) no later than thirty (30) days prior to the meeting upon which they will be acted.

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Section 2. State society bylaws must be in strict conformity with mandated section of the AAMA bylaws. Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership. Delegates/Alternates representation to the House of Delegates, Dissolution. It will be the responsibility of the State society to make the mandated changes with copies of revised bylaws returned to AAMA within thirty (30) days of notification. Any action taken by a state society that is inconsistent with such mandated language shall immediately be null and void and of no effect.

ARTICLE XVII DISSOLUTION

Section 1. In the event of the dissolution of the society, none of the assets shall be distributed to any member, 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 the purpose of dissolution shall approve and designate.

Section 2. The President shall notify the AAMA Executive Office of the dissolution within ten (10) days of the meeting at which dissolution was approved.

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.

National Review 2002  
National Review 2004  
National Review 2005/2006  
Revised 2007 corrected  
National Review 2009

National Correction 2011-Membership  
National Review 5/2013  
National Review 11/2013  
National Review 1/4/2014  
National Review 10/21/2014