

NORTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS



BYLAWS

March 2025

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**NORTH CAROLINA SOCIETY OF
MEDICAL ASSISTANTS**

It is a constituent society affiliated with the
American Association of Medical Assistants

BYLAWS

April 2024

ARTICLE I – NAME

The Name of this society shall be North Carolina Society of Medical Assistants (NCSMA). It is a constituent society affiliated with the American Association of Medical Assistants (AAMA).

ARTICLE II - NCSMA PIN/LOGO

Use of the design for the NCSMA pin/logo by any person or entity other than the North Carolina Society of Medical Assistants is strictly prohibited unless otherwise designated by the NCSMA Board of Directors.

ARTICLE III - OBJECTIVES

The objectives of the North Carolina Society of Medical Assistants shall be to inspire its members to give honest, loyal and efficient service to the profession and to the public which they serve; to provide educational service to increase the knowledge and professionalism of its members through education and credentialing; to stimulate a feeling of fellowship and cooperation among its component chapters; to strive at all times to cooperate with the medical profession in improving public relations; and to encourage and assist all medical assistants in forming component chapters.

ARTICLE IV - ORGANIZATIONAL POLICY

Section 1: This society is hereby declared to be non-profit. It is not, nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership shall be denied membership. No person who participates in activities or organizations whose purpose is to overthrow the government of the United States shall be a member of the North Carolina Society of Medical Assistants.

Section 2: The fiscal year for the Society will run from January 1 to December 31.

Section 3: Constituent society bylaws must be in strict conformity with the mandated sections 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 AAMA to notify constituent societies of any changes in those mandated bylaws. It will be the responsibility of the constituent societies to make the mandated changes with copies of revised bylaws returned to AAMA within 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 V - COMPONENT CHAPTERS

Component Chapters are those county or district chapters of medical assistants contained within the geographic limits of the State of North Carolina, which hold no revoked charters from this association.

Section 1: A component chapter desiring to become a member of the North Carolina Society of Medical Assistants will notify the NCSMA President and submit a copy of their chapter bylaws to the NCSMA Bylaws Chair. The Bylaws will be reviewed and approved by the Bylaws Committee and forwarded to the Board of Directors for approval of the chapter.

Section 2: Following approval of the Board of Directors, the Component Chapter shall be notified of its affiliation with the American Association of Medical Assistants, North Carolina Society, at the direction of the Chairman of the Board of Directors.

Section 3: Component Chapter's Bylaws shall not be in conflict with the Bylaws of the American Association of Medical Assistants or the North Carolina Society of Medical Assistants, as determined by the Bylaws committee and the Parliamentarian of the Society.

Section 4: The Bylaws of the North Carolina Society of Medical Assistants shall supersede those of a component chapter.

Section 5: Component Chapters, which have been approved by the Board of Directors seventy-five (75) prior to the annual meeting of the Society shall be entitled to representation in the House of Delegates as provided in Article XVIII, Section 3 of these Bylaws.

Section 6: A Component Chapter found guilty of any conduct or action deemed in contradiction of the code of ethics of the Bylaws of this Society or otherwise inimical to the best interest of the Society shall be subject to revocation of its charter. A three fourths ($\frac{3}{4}$) affirmative vote of the Board of Directors shall be necessary for revocation.

Section 7: Each Component Chapter shall file two copies of its current Bylaws with the North Carolina Society of Medical Assistants; one copy to the Chairman of Bylaws Committee and one copy with the Recording Secretary.

Section 8: Component Chapters shall be represented on the Board of Directors of the North Carolina Society of Medical Assistants by a representative elected from the Component Chapter.

Section 9: Component Chapters within the geographic limits of the state of North Carolina shall be under the jurisdiction of this Society.

Section 10: Component Chapter Bylaws must be in strict conformity with the mandated sections of the NCSMA Bylaws: Name and Affiliation, Purpose, Organizational Policy, Membership, Dues, Reciprocity of Membership, Delegate/Alternates representation to the House of Delegates, Dissolution. It will be the responsibility of the NCSMA to notify Component Chapters of any changes in those mandated Bylaws. It will be the responsibility of the Component Chapters to make the

mandated changes with copies of the revised Bylaws returned to the NCSMA Bylaws Chair within 30 days of notification. Any action taken by a Component Chapter that is inconsistent with such mandated language shall be immediately null and void and of no effect.

Component Chapters not in conformity with the mandated sections of the NCSMA Bylaws 30 days prior to the opening of the NCSMA House of Delegates shall not be allowed Delegate representation at the NCSMA House of Delegates. Component Chapters not in conformity the mandated sections of the NCSMA Bylaws shall be notified of the nonconformity 90 days prior to the opening of the House of Delegates. Notification of the potential loss of Delegate representation shall be sent to the Component Chapter President, President-Elect or Vice-President, and Secretary-Treasurer (certified mail, return receipt requested). For those Component Chapters that do not come into compliance at least 30 days prior to the opening of the NCSMA HOD, notification of the loss of Delegate representation shall be sent to the Component Chapter President, President-Elect or Vice President and Secretary-Treasurer (certified mail, return receipt requested), and the NCSMA President, Speaker of the House, Vice Speaker of the House, by the Chair of the NCSMA Bylaws Committee within five business days after the designated deadline.

Section 11: A component chapter will be considered inactive and subject to revocation of its charter by the Board of Directors if:

- A. The chapter had no current chapter bylaws on file with the NCSMA Bylaws Committee or the NCSMA Secretary and has not been represented at the annual House of Delegates for 2 (two) consecutive years or
- B. The chapter has not been represented at the annual House of Delegates for 3 (three) consecutive years.
- C. The Speaker of the House shall be responsible for notifying the Board of Directors of any chapters meeting the above listed criteria.

Section 12: Each component chapter shall submit a yearly financial report summarizing the income and expenses and documentation of at least one account established with a reputable financial institution to be reviewed by the President, President-Elect and Treasurer.

ARTICLE VI - MEMBERSHIP

Section 1: The classes of membership shall be set forth in the Bylaws of the AAMA. There shall be eight classes of membership: Active, Affiliate, Sustaining, Associate, Honorary, Student, Member At Large and Life Member. As of January 1, 1988, requirements for active membership will be as follows:

- A: An active member shall be one of the following:
1. A credentialed medical assistant holding current status through a National Commission for Certifying Agencies (NCCA)-accredited and whose credential has not been revoked as provided by the respective credentialing body.
 2. Anyone who was an active member on December 31, 1987 and who has never been a CMA (AAMA), 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: 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. They shall not vote, hold office, be a Committee Chairman or serve as an AAMA or NCSMA delegate. They shall pay full dues.
- C: A sustaining member shall be one who has been an active or associate member for at least two years, who has retired from the medical field. Such a member shall pay one half (½) dues and shall not vote, hold office, chair a committee, or serve as a delegate. Such membership shall be forfeited if not renewed annually.
- D: 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. An associate member shall pay full dues and shall be allowed to vote, hold office, chair a committee and serve as a state delegate.
- E: A State Honorary member shall be one who is not eligible for active membership and had honorary membership conferred for having made an outstanding contribution to NCSMA. Any member of the Executive Council and any component chapter may submit to the Board for its consideration the name of a candidate for honorary membership provided that the individual's name and a statement outlining the contribution be submitted to the Board of Directors for unanimous vote. An honorary member shall not pay dues, vote, hold office or chair a committee.
- F: 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 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.
 3. A student member shall pay AAMA dues and one-half (½) state dues, shall not vote, hold office, chair a committee or serve as a delegate.
- G: A member at large shall be one who meets all the qualifications of active, sustaining, affiliate, life, associate, student or honorary member except that a component chapter does not exist in the area of residence. Such a member shall pay only state and national dues.
- H: A NCSMA Life member shall be an Active or Associate member who has had NCSMA Life membership conferred by a two-thirds vote of the Board of Directors for outstanding service to NCSMA. There shall be no more than one Life Membership conferred in any year. Nomination with supporting documentation outlining the candidate's contributions shall be submitted to the Chair of the Board of Directors by a Component Chapter or a member of the Board of Directors.

Section 2: Tri-level membership is required of all members except members-at-large and honorary members.

Section 3: 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 CMA (AAMA)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 amount paid will be made.

ARTICLE VII - DUES

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

- a. Full Dues will be assessed for active, associate and affiliate members.
- b. One-half dues will be assessed for sustaining members
- c. Dues will be assessed for international members
- d. Dues will be assessed for student members
- e. Life and honorary members are not required to pay dues

Section 2: Dues for new members joining on or after September 1, shall be credited to the following year.

Section 3: 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). Officers and trustees must maintain current membership during their terms of office.

Section 4: Student dues will be set forth by AAMA and will be one-half (½) of state dues.

Section 5: All dues, national, state and chapter will be billed by and collected by the American Association of Medical Assistants, Inc., with proper dispersion from the AAMA, Inc., to the NCSMA and the component chapters.

Section 6: Reciprocity - constituent societies and component chapters shall offer reciprocity to members transferring membership from a constituent society and/or component chapter. The transferring member shall present proof of current AAMA membership status.

Section 7: Membership belongs to the individual and shall be nontransferable.

ARTICLE VIII - OFFICERS

Section 1: The elected officers of this Society shall be: President, President-Elect, Vice-President, Immediate Past President, Speaker of the House of Delegates, Vice-Speaker of the House of Delegates, Recording Secretary and Treasurer.

Section 2: The appointed officers of this Society shall be Parliamentary and Chaplain.

Section 3: In general, in addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective office and are consistent with standard parliamentary procedures and/or as required by law.

- A: A candidate for office on the state level shall hold active or associate membership classification and shall be an active member in good standing.
- B: No elected officer shall serve more than two consecutive terms in the same office and serving less than six months in a vacated office does not constitute a term of office.

Section 4: The President shall:

- A: Preside over all meetings of the Society except meetings of the House of Delegates.
- B: Be chairman of the Board of Directors.
- C: Be chairman of the Executive Council.
- D: Address the opening session of the House of Delegates.
- E: Name the appointed officers and all standing and special committee chairs.
- F: Be empowered to remove from office any committee chairman or member, or appointed officer who fails in the performance of the duties of the respective office.
- G: Have power to fill vacancies occurring in committee chairmanship, members and appointed officers during the year.
- H: Approve with the cooperation of the President-Elect all expenditures.
- I: Automatically be a delegate to AAMA convention.

Section 5: The Vice-President shall:

- A: The Vice-President shall discharge the duties of the president in the absence or temporary disability of the president.
- B: The Vice-President shall sign checks in the event the treasurer should be incapacitated or unavailable. She/he shall also serve as a member of the Awards Committee.
- C: The Vice-President shall be Chair of the Membership Committee, and shall be responsible for securing the gavel pin and gift of the Society for the retiring president.

Section 6: The President-Elect shall:

- A: Assist the President and Vice-President in their duties throughout the year.
- B: Assume the duties of the President in the absence of the president and Vice-President.
- C: Appoint the standing committees and the appointed officers by the time of the annual meeting, first having secured the individual's consent to serve.
- D: Approve with the President the expenditures throughout the year.
- E: Have privilege of selecting the installing officer and planning the Installation Service.
- F: Shall succeed to the office of President at the end of her/his term of President-Elect.
- G: Automatically be a delegate to AAMA convention.

Section 7: The Recording Secretary shall:

- A: Keep accurate and permanent minutes of the Board of Directors, Executive Council and the House of Delegates meetings.
- B: Send copies of minutes of Board of Directors, and Executive Council to members of the respective bodies and others as designated by the Board. Minutes of the House of Delegates meeting shall be sent to the Speaker of the House of Delegates to be included in the House of Delegates packet.
- C: Keep the official seal of the Society.
- D: Be adept at recording and transcribing minutes.

Section 8: The Treasurer shall:

- A: Keep a detailed account of the Society's finances, collect all monies, pay all bills and submit a written and verbal report to all meetings.
- B: On the approval of the President and President-Elect, pay all bills. Any items not budgeted must be submitted to the Board of Directors for approval.
- C: All expenditures shall be itemized and allocated to the proper budget line item.
- D: Furnish the President with a monthly report of income and disbursements.
- E: Deposit all funds of the Society in a banking institution approved by the Board of Directors.
- F: Be bonded for an amount set by the Board of Directors.
- G: Collaborate with the Executive Council and the Budget and Finance Committee as regards to general analysis, proposed budget and financial statement.
- H: Be an Ex-Officio member of the Budget and Finance committee.
- I: Shall see that the annual tax return is prepared by a qualified accountant and submitted by the deadline determined by the IRS.
- J: Be adept at accurate bookkeeping procedures.

Section 9: The Speaker of the House of Delegates shall:

- A: Preside at all meetings of the House of Delegates.
- B: Appoint all committees necessary to conduct the House of Delegates.

Section 10: The Vice-Speaker of the House of Delegates shall:

- A: Preside for the Speaker in the latter's absence or at her/his request.
- B: Succeed to the Office of Speaker in case of vacancy therein.

Section 11: The Parliamentarian shall:

- A: Act in an advisory capacity on all questions pertaining to parliamentary procedure, according to Robert's Rules of Order, newly revised, most current edition unless otherwise specified in these Bylaws.
- B: Be an Ex-Officio member of the Board of Directors, Judicial Council, and Executive Council.
- C: Serve in an advisory capacity to the Committee on Bylaws.

Section 12: The Chaplain shall:

- A: Perform such duties as directed by the President and shall attend all meetings.

ARTICLE IX - VACANCY IN OFFICE

Section 1: President or Vice-President:

- A: Vacancy in the office of President shall be filled for an unexpired term by the automatic advance of the Vice-President. This automatic advance shall not constitute a full term in that office, if it is less than six months, and that individual may be elected to a full term in the office of President in the next meeting of the House of Delegates.

Section 2: President-Elect

- A: Vacancy in office of President-Elect in the first nine months following election shall be filled by a special called meeting of the House of Delegates; the NCSMA Board of Directors and delegates having been notified fourteen (14) days in advance of the meeting.
- B: Vacancy in the office of President-Elect more than nine (9) months following election shall remain unfilled until the time of the annual meeting. The nominating committee shall present to the House of Delegates one or more candidates for the office of President. Committee appointments already made for the ensuing year shall be retained by the President elected in this manner.

Section 3: Recording Secretary, Treasurer and Vice-Speaker of the House of Delegates:

- A: Vacancies in the office of Recording Secretary, Treasurer and Vice-Speaker of the House of Delegates shall be filled for an unexpired term by a majority vote of the Board of Directors. Persons appointed to fill unexpired terms shall have the same qualifications as are required for regular elections.

ARTICLE X - ELIGIBILITY

Section 1: A candidate for Delegate and Alternate to the American Association of Medical Assistants' House of Delegates shall be active or AAMA National Life members whose membership has not been revoked, as delineated in Article VI, Section 4.

- A: A candidate who is a member of a component chapter shall have attended a previous NCSMA House of Delegates as an active delegate and must have the written endorsement of the component chapter of which he/she is a member.
- B: A candidate who is a member-at-large must have written endorsement of two current NCSMA officers and have served as an officer on the state level.
- C: The names of delegates and alternates shall be submitted to the Executive Office at least ninety (90) days prior to the Annual Meeting of the House of Delegates of the AAMA.
- D: The number of delegates shall be determined by constituent society's total active or associate membership of the membership year prior to the date on which names of delegates and alternates shall be submitted to the Speaker of the House.

- E: AAMA 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.

Section 2: A candidate for an elective office must be an active or associate member in good standing with all dues having been paid by December 31.

- A: A candidate who is a member of a component chapter shall have served as an officer in the local chapter before becoming an officer on the state level and must have the written endorsement of the component chapter of which he/she is a member.
- B: A candidate for elective office who is a member-at-large shall have served on two different NCSMA committees during the previous five (5) years and must have written endorsement of two current NCSMA officers.

ARTICLE XI - NOMINATIONS

Section 1: Nominations for elective offices and delegates and alternates to the American Association of Medical Assistants' House of Delegates, with their qualifications, shall be submitted by the component chapter and sent to the chairman of the Nominating Committee no later than ninety (90) days prior to the annual meeting to be considered for the committee's slate of nominees. Only one application will be submitted when a member is running for both an office and delegate/alternate. Signatures on all applications must be original and not a signature stamp. Nominations submitted in any other manner shall not be considered by the committee.

Section 2: The slate of nominees and their qualifications shall be sent to the delegates at least forty-five (45) days prior to the annual meeting.

Section 3: Nominations may be made from the floor. The Candidate nominated from the floor must meet all eligibility requirements. The Nominating Chairman must have the Candidates written qualifications and endorsement of the nominee's component chapter before the name is placed in nomination.

ARTICLE XII - ELECTIONS

Candidates shall be elected by ballot and a majority vote. Nominating, Awards and Delegates and Alternates to National shall be elected by plurality vote.

ARTICLE XIII - THE BOARD OF DIRECTORS

The Board of Directors of this Society shall consist of the elected officers and the component chapter representatives.

Section 1: The Board of Directors shall:

- A: Have charge of the property and the financial affairs of the Society.
- B: Conduct the business of the Society between annual meetings.
- C: At the call of the new president, convene immediately following the close of the annual meeting.
- D: At its first post-convention meeting, elect members to the Physician Advisory Board.
- E: Submit a report of its activities, through the chairman, to the House of Delegates at

the annual meeting.

- F: Remove from office any elected officer who fails to perform the required duties of the office, or for any other valid reasons.
- G: Fill any unexpired term of any officer, except president-elect, except where provided for elsewhere in these by-laws.
- H: Be allowed to vote by mail or electronic means between meetings with the majority vote ruling. Instructions shall allow ample time, not less than five (5) days, for reply by mail or three (3) days if using electronic means.
- I: At the Board of Directors meeting, immediately following the annual meeting, elect from the Board of Directors three (3) members of the Nominating Committee to serve for the ensuing year.
- J: At the Board of Directors meeting, immediately following the annual meeting, elect from the Board of Directors three (3) members to serve on the Executive Council.

Section 2: The Board of Directors shall meet immediately following the annual meeting of the Society, immediately preceding the next annual meeting, and at such times as deemed necessary by the Chairman. Special meetings of the Board of Directors may be called at the written request of five (5) members of the Board of Directors.

Section 3: Twelve (12) members of the Board of Directors shall constitute a quorum.

Section 4: The president of the Society shall be the Chairman of the Board of Directors.

ARTICLE XIV - THE EXECUTIVE COUNCIL

Section 1: There shall be an Executive Council composed of seven (7) members of the Board of Directors: The President, Vice-President, President-Elect, Recording Secretary and three (3) members elected by majority vote of the Board of Directors, at its first post-convention meeting. The president shall be the chairman of the Executive Council. Parliamentarian will serve as ex-officio.

Section 2: The Executive Council Shall:

- A: By a majority vote of its members have full authority to act for and in behalf of the Board of Directors whenever the business of the Society demands prompt action between meetings of the Board of Directors.
- B: Submit recommendations to the Board of Directors and the House of Delegates.
- C: Report its action to the Board of Directors within (7) days from the date of action.

Section 3: The Chairman and any three (3) members of the Executive Council may call a meeting. Notice of the meeting shall be given by notices delivered via electronic means, mail or telephone. Meeting notices shall provide ample time for the members to attend based on the method used, provided that notice of any meeting may be waived at any time in writing and attendance at any meeting shall constitute a waiver of notice of such meeting. Any member of the Board of Directors may attend meetings and participate in discussion.

Section 4: Two thirds (2/3) of the members of the Executive Council constitute a quorum.

ARTICLE XV - PRACTITIONER ADVISORY BOARD

The Advisory Board shall consist of at least two (2) practitioners, MD, DO, PA, NP. One will be elected by the Board of Directors at the post-convention meeting. All elected advisors shall serve a two (2) year term with the term of one member expiring each year. The Board of Directors may elect additional practitioners to the advisory board if the need arises.

ARTICLE XVI - THE JUDICIAL COUNCIL

Section 1: The Judicial Council shall consist of three past presidents of the NCSMA and the parliamentarian. The Parliamentarian shall be an Ex-Officio member without a vote. One member shall be appointed by the president each year for a term of three years, with the approval of the Board of Directors. No member shall serve more than two terms, but a member elected to serve an unexpired term shall not be regarded as having served a term unless serving two or more years.

Section 2: The member appointed by the President shall be the chair of the Judicial Council.

Section 3: The Judicial Power of the Society shall be vested in the Judicial Council whose decision shall be final.

Section 4: The Judicial Council shall have jurisdiction in all questions involving:

- A: Membership as provided in Article VI of the Bylaws.
- B: All controversies arising under these Bylaws in its interpretation and the code of ethics of the Society.

Section 5: Request for Judicial action shall be directed to the Chairman of the Judicial Council by the NCSMA House of Delegates, Board of Directors or Component Chapter Presidents and/or majority vote of the Board of Directors of a component chapter.

Section 6: A request for review of any decision made by the Judicial Council may be made to the Chairman of the Judicial Council by any party affected by that decision provided that new or additional information concerning that decision is to be presented to the Judicial Council. Copies of such a request must be sent to the NCSMA President and the Component Chapter President involved in the case.

Section 7: The Judicial Council shall meet or consult upon call of the chairman. Consultation by telephone, mail or electronic means shall be in order among members of the Judicial Council, provided the rights of the applicant are not prejudiced thereby. Then known persons directly involved shall be notified of any matter concerning them coming before Council and be permitted to present any material they deem pertinent to the matter under consideration.

Section 8: A quorum shall consist of all voting members of the Council, provided all members have been duly notified of the scheduled meeting.

Section 9: The Chairman of the Judicial Council shall submit an annual report of the Judicial Council to the House of Delegates.

Section 10: A summary to the question and the decision of the Council, when applicable to the general membership, shall be published in the Society official publication as soon as practical.

Section 11: A vacancy occurring in the Council, due to illness, death, resignation or failure to perform duties of the Council, shall be filled by the President, with the approval of the Board of Directors. This appointment shall be made from past presidents of the Society for an unexpired term.

ARTICLE XVII - MEETINGS

There shall be an annual meeting of this society in the Spring of each year. The site shall be approved by the House of Delegates. The Board of Directors may change the site and date, if necessary.,

ARTICLE XVIII - HOUSE OF DELEGATES

Section 1: The governing body of the North Carolina Society of Medical Assistants shall be the House of Delegates which has the authority to determine the policies of the Society and the power to amend the Bylaws, act upon such business as may be presented and conduct the annual elections of officers and delegates from the NCSMA to AAMA House of Delegates.

Section 2: The elected officers shall be Ex-Officio members of the House of Delegates without the right to vote, unless serving as an elected delegate.

Section 3: Each component chapter shall be entitled to two (2) delegates per component chapter, plus one additional per fifty (50) active and associate members or fraction thereof. The number of delegates each chapter is entitled to shall be determined by the number of active or associate members for the year, as of December 31st, prior to the convening of the House of Delegates.

Section 4: Delegates and alternates shall be active or associate members in good standing in this Society. They shall be elected for 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.

Section 5: The Speaker of the House of Delegates shall appoint such committees as necessary to perform the business of the House of Delegates. These committees shall serve only during the sessions for which they are appointed.

Section 6: All reports and resolutions to be presented to the House of Delegates must be in the hands of the Speaker seventy-five (75) days prior to the annual meeting. Names and addresses of delegates and alternates shall be submitted to the Speaker of the House and the President seventy-five (75) days prior to the annual meeting.

Section 7: Meetings:

- A: The annual meeting of the House of Delegates shall take place immediately prior to the annual meeting of the Society.
- B: Special meetings of the House of Delegates may be held at the call of the Board of Directors by written notice mailed or sent via electronic means to each member of the House of Delegates at least fourteen (14) days in advance of said meeting. The notice shall contain the agenda of the meeting.

Section 8: Quorum of the House of Delegates of this Society shall be two-thirds (2/3) of the House of Delegates.

Section 9: Proxy voting:

- A: In the event any component chapter is unable to be represented by the full complement of delegates to which it is entitled, it may assign proxy votes to another delegate from that component chapter which may be cast in voting proposed changes in the Bylaws and other business of the House of Delegates.
- B: The component chapter President will notify the Speaker of the House of the need for a proxy vote for one or more of its delegates.
- C: At the time of check-in, the proxy will be submitted in writing including the signature of the component chapter President or Secretary, to the Credentials Desk.
- D: The Credentials Desk will provide the delegate a PROXY card to be used when voting.

ARTICLE XIX - COMMITTEES AND THEIR DUTIES

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

Section 2: Unless specified otherwise in these bylaws, the chair and members of the Standing Committees will be appointed by the President and their duties shall be:

- A: **Awards Committee:** Shall consist of seven (7) members. Three shall be elected by the House of Delegates. Two members shall be elected at the post-convention Board of Directors meeting. The Vice-President shall also serve. The President shall appoint the Chairman from previous active awards committee members. The Awards Committee shall be responsible for the contest of membership, program and publication of awards; also, for the Mary S. Grubb award, if pertinent. The approved format for judging shall be followed.
- B. **Budget and Finance Committee:** Shall work with the treasurer and the Executive Council in the preparation of the annual budget, which shall be presented to the House of Delegates.
 - 1: Shall study carefully the geographical location of the AAMA annual meeting in allocating funds for delegates and alternate expenses.

- 2: Shall present the proposed budget to each component chapter president and delegates forty-five (45) days prior to the annual meeting.
- C: **Bylaws Committee:** Shall make a study of the bylaws and make recommendations for amendments. The Parliamentarian shall be a member Ex-Officio of this committee. Any action taken by this society must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution. Copies of the revised bylaws must be returned to AAMA within thirty (30) days of changes, including changes mandated by AAMA. The bylaws Committee will notify each Component Chapter's President of any mandated changes require in the Component Chapter's bylaws and request an updated copy of the chapter's bylaws per **Article V Section 10**.
- D. **Communication Committee:** This committee shall be responsible for communicating NCSMA updates, news and current issues, utilizing the subcommittees listed below. Responsibilities of the subcommittees will be distributed among the members by the chair upon consultation with the President.
1. **Website:** Shall work with the third-party vendor approved by the Board of Directors to ensure the website for the society functions as a source of current and relevant information and communication with our members.
 2. **Social Media:** Shall maintain the society's social media outlets Including posting and monitoring posts for conformity with the social media guidelines established by NCSMA.
 3. **Publication:** Shall be responsible for the publications of the society.
 4. **Branding:** Shall be responsible for working with any officers and/or committees to develop materials that are to be used to promote NCSMA to ensure consistency in those materials.
- E: **Convention Committee:** If hosted by a component chapter the chapter will submit a nominee for the chair of this committee to the President. This committee shall make the arrangements for the annual meeting and shall consult with the President when needed. Subcommittees, as deemed necessary, shall be appointed by the chair.
- F. **Convention Analysis Committee:** Shall consist of three (3) members appointed by the President. Members shall be former NCSMA Treasurers or Past Presidents. No member shall be from the chapter hosting the annual convention. They shall be responsible for reviewing the financial records of the annual convention. Once the statement is determined to be in order, the Chairman shall submit written clearance to the convention Chairman with a

copy to the Chairman of the NCSMA Board of Directors so final disposition of the funds can be made

- G. **Convention Site Committee:** Shall secure convention site bids three (3) years in advance.
- H: **Education Committee:** Shall review and approve all bids for state sponsored seminars. Members of this committee and the Executive Council shall review proposed educational sessions for all state sponsored meetings prior to AAMA approval being sought.
- I. **Educators Committee:** Shall serve as liaison to the North Carolina Association of Medical Assistant Educators (NCAMAE) and report on their activities. This committee shall promote student membership on the state level, and with NCAMAE coordinate activities for students at the annual meeting. The chair shall be an educator.
- J. **Guidelines Committee:** Shall review and recommend changes to any guidelines or documents with the exception of the bylaws and the Awards Standing Rules to the Board of Directors. Guidelines or documents that are specific to a committee will need that committee's approval before a recommendation for changes are proposed. The chair shall be an NCSMA Past President.
- K: **History and Resolutions Committee:** Shall be responsible for compiling the annual historical record from the Society's activities and shall receive and review resolutions presented by component chapters and assist them in proper preparation for presentation to the House of Delegates.
- L: **Legislation Committee:** Shall keep the members informed on proposed legislation and court decisions pertaining to medicine and its allied professions.
- M. **Long Range Planning Committee:** Shall consist of four (4) members who will each serve for four (4) years. The President will appoint one member each year. Each member shall serve as chair of the committee on their last year of service. Shall work to ensure the future of NCSMA by establishing long-term goals and making recommendations for changes to sustain the society and achieve those goals.
- N: **Marketing Committee:** Shall be responsible for representing the society at functions approved by the Board of Directors to distribute information about the profession of medical assisting and NCSMA
- O. **Membership Committee:** Shall have the responsibility of maintaining and increasing membership of the Society.
- P. **Past Presidents Committee:** Shall be composed of all Past Presidents of the Society. A Chairman shall be appointed by the current President. The committee will assist the membership in an advisory capacity when needed.
- Q. **Scholarship Committee:** Shall distribute applications for the Joan Michaels Memorial NCSMA Scholarship, along with any information pertinent to the application, to the Presidents of the component chapters and Program Directors of CAAHEP accredited medical assisting programs in North Carolina. This

committee shall review and award scholarships based on the guidelines approved by the Board of Directors.

R: **Ways and Means Committee:** Shall coordinate and be responsible for fund raising projects with the approval of the Board of Directors.

Section 3: Special Committees may be created for a special purpose by the President, House of Delegates and/or Board of Directors. The number, manner of the appointment and the function of these committees shall be in accordance with the authorization of their appointment.

Section 4: The Nominating Committee:

1. Shall consist of seven (7) members. The Chair shall be the Immediate Past President. Three (3) shall be elected by and from the Board of Directors at its post-convention meeting. Three (3) members shall be elected from the floor of the House of Delegates at its annual meeting. No two (2) members of this committee shall be from the same component chapter. Currently serving NCSMA officers, except for the Immediate Past President, or candidates seeking election as a NCSMA officer may not serve on this committee.
2. If a member of the nominating committee wishes to be nominated for a NCSMA office, they must resign from the committee before submitting their nomination.
3. In the event the Chair resigns the President will appoint a chair from the remaining committee members.
4. The Chair will inform the President of the resignation of any committee member(s). If the Chair or the President feels the committee cannot fulfill its duties due to the number of remaining committee members the President will inform the Board of Directors who will elect members from the Board of Directors to fill the vacancies.
5. The committee shall be responsible for soliciting, screening, and presenting a slate of nominees for the office in accordance with Article XI, Section 1 of the Bylaws.

Section 5: The committees of the House of Delegates shall be appointed in accordance with Article XVIII, Section 5, of the Bylaws.

ARTICLE XX - AMENDMENTS

Proposed amendments to these Bylaws shall be submitted in writing to elected delegates of all Component Chapters of the NCSMA no later than forty-five (45) days prior to the annual meeting, at which time, the proposed amendments shall be voted upon. An affirmative vote of at least two-thirds (2/3) of those present and voting shall be required for adoption of any amendment(s).

ARTICLE XXI - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised, most current edition, shall govern the special rules of this Society in cases to which they are applicable and in which they are not inconsistent with the Bylaws or the Special Rules of NCSMA.

ARTICLE XXII - DISSOLUTION

In the event of dissolution of NCSMA, the Board of Directors shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the delegates at a meeting called for the purpose of dissolution. Notification shall be sent to the AAMA Executive Office, by the State President no later than ten (10) days after meeting for the purpose of voting on dissolution. In the event of dissolution of Constituent Societies, a financial accounting of finances shall be due in the AAMA Headquarters no later than ninety (90) days after said state is dissolved.

APPENDIX A

AAMA Medical Assistant Code of Ethics

The Code of Ethics of the American Association of Medical Assistants 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 dedicated to the conscientious pursuit of their profession, and thus 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 Medical Assistant 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.