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BYLAWS

SOUTHWEST OHIO CHAPTER OF THE ASSOCIATION OF MEDICAL ASSISTANTS

This organization shall be known as the Southwest Ohio Chapter of Medical Assistants.

A medical assistant is a multi-skilled allied health care professional who has been trained to perform administrative and/or clinical duties in an ambulatory or immediate care setting under the supervision of a licensed health care practitioner.

The objectives of this chapter shall be:

- a. To help and improve the medical assistant in the performance of his or her duties.
- b. To cooperate with the medical profession in improving its public relations.
- c. To inspire its members to render honest, loyal and efficient service to patients and the medical profession.
- d. To promote communication and fellowship among medical assistants.

This chapter is established as an organization not for profit. It is not now, nor shall it ever become, a trade union.

PREAMBLE

27 These principles of ethics are intended to aid medical assistants individually and collectively to maintain
28 a high level of ethical conduct. They are not laws, but are standards by which a medical assistant may
29 determine the propriety of conduct in relationship with patients, with colleagues, with members of allied
30 professions and with the public.

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32 Section 1 – The principle objective of the profession is to render service to humanity with full respect
33 for the dignity of man. Medical assistants should merit the confidence of patients entrusted to their care,
34 rendering to each a full measure of service and devotion.

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36 Section 2 – Medical assistants should strive to continually improve medical knowledge and skill and
37 should make available to their patients and colleagues the benefits of their professional attainments.

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39 Section 3 – The profession should safeguard the public and itself against persons deficient in moral
40 character or professional competence. The profession should observe all laws, uphold the dignity and
41 honor of the profession and accept its self-imposed disciplines. They should expose, without hesitation,
42 illegal or unethical conduct of fellow members of the profession.

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44 Section 4 – A medical assistant may not reveal the confidences learned in the course of their profession,
45 unless necessary in order to protect the welfare of the individual or of the community.

1 Section 5 – The honored ideals of the profession imply that the responsibility extend, not only to the
2 individual, but also to the society, as a whole, and require participation by the profession in extra-
3 professional activities which have the purpose of improving the health and well-being of the community.
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7 ARTICLE I

8 MEMBERSHIP

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11 As a component chapter of the Ohio State Society of Medical Assistants (OSSMA) we shall:

- 12 1. Be an organization of medical assistants and those interested in medical assisting in Southwest
13 Ohio.
14
- 15 2. Have a membership of at least six (6) people who are eligible for active or associate membership
16 as defined in the Code of Regulations of the Ohio State Society of Medical Assistants as a
17 component chapter.
18
- 19 3. Be approved and recognized by the Board of Trustees of Ohio State Society of Medical
20 Assistants as a component chapter.
21
- 22 4. Not conflict with the Articles of Incorporation and Code of Regulations of the Ohio State Society
23 of Medical Assistants or the Ohio State Society of Medical Assistants Bylaws. The OSSMA
24 Code of Regulations and Bylaws shall supersede those of our component chapter.
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28 ELIGIBILITY

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30 Members, who are eligible for membership in the Ohio State Society of Medical Assistants as defined in
31 the OSSMA Bylaws, shall automatically qualify for membership in Southwest Ohio Chapter of Medical
32 Assistants (SWOCMA) and The American Association of Medical Assistants (AAMA). Once an
33 application is accepted for membership, the AAMA Executive Office will transmit to the Treasurer of
34 OSSMA and SWOCMA required dues for each member.
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36 Any individual eligible for active, associate or student membership shall make application for
37 membership directly to the AAMA Executive Office on the application form provided by the AAMA.
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39 Any member shall be liable for expulsion or suspension from membership in the SWOCMA by a 2/3
40 vote of the officers of said chapter for violation of the provisions of the chapter. Before such action is
41 taken, the accused shall be notified in writing of the charge and given the opportunity to appear before
42 the officers to present a defense. Should a member be expelled from membership, the OSSMA Board
43 shall be notified, who, in turn, will notify the AAMA Executive Offices of such determination. This
44 member shall be eligible for reinstatements on the same terms as an original application for membership
45 at any time after the expiration of a period of one year following the effective date of expulsion.
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PRIVILEGE

Any active, associate or student member may serve as an officer, councilor, alternate councilor, delegate, alternate delegate or a committee chairperson with the SWOCMA. These members shall have the right to vote and hold office in SWOCMA.

CLASSIFICATION AND QUALIFICATION OF MEMBERS

The four classes of membership of SWOCMA are as follows:

- A. ACTIVE – An Active member shall be one of the following:
 - (1) A CMA (AAMA) holding current credential status and whose CMA (AAMA) 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 12/31/87 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. 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.
- C. 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.
- D. STUDENT – A Student member shall be enrolled in a medical assisting program accredited by either the Commission on Accreditation of Allied Health Education Programs (CAHEP) or Accrediting Bureau of Health Education Schools, and shall be limited to a one-time enrollment, selecting either a one-year or two year membership term.
- E. HONORARY: Honorary membership shall be conferred upon any individual for having made outstanding contributions to the advancement of medical assisting and/or the organization. Nominations for honorary membership may be made to the Panel of Officers. This shall require a majority vote by the Panel of Officers. There shall be no more than one (1) honorary memberships conferred in one (1) year. The name of the candidate for honorary membership, together with a statement of the individual’s contributions shall be submitted to the SWOCMA Panel of Officers by December 31st.
- G. LIFE – Anyone receiving life membership at the State level will be acknowledged at the local level without accompanying financial support.
- 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.

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ARTICLE II

DUES AND ASSESSMENTS

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- Section 1: Yearly dues for SWOCMA will be \$5.00; however, assessments may be levied against dues paying members by a majority vote of the membership.
- Section 2: Tri-level dues shall be collected by the AAMA Executive Office for each member of the Ohio State Society of Medical Assistants with the exception of members-at-large who will pay only the state and national dues. Full dues will be assessed for active, associate, and affiliate members, one-half dues will be assessed for sustaining members, and dues will be assessed for student members. AAMA life and honorary members are not required to pay dues. The AAMA will disburse the state and local dues to the appropriate Treasurer. Dues shall become due and payable November 1st and shall be delinquent is not postmarked or submitted electronically to the AAMA Executive Office by December 31st. Ohio State Society of Medical Assistants honorary and life members shall not pay state dues. Dues for new members shall be payable at the time of their acceptance for membership. New members joining after September 1st shall pay full dues which shall be credited to the following year and certification of this shall be sent to each member.
- Section 3: Membership belongs to the individual and is nontransferable to another person. Dues are not refundable.

ARTICLE III

MEETING

Meeting dates will be determined by the SWOCMA Panel of Officers in September of each year. The President may call a special meeting whenever necessary for the welfare of the chapter. The President shall call a special meeting upon request of the Board members. No business shall be transacted at any special meeting except that for which the meeting was called. The final meeting for the year will be a combined meeting of the incoming and outgoing officers at which time all material of the office should be transferred to the incoming officers.

ARTICLE IV

OFFICERS AND DELEGATES

All Active, Associate and Student members shall be eligible for any office of the Chapter. No member shall hold two elective offices at the same time.

1. ELECTIVE OFFICERS – Elective officers shall include a President, Vice-President, Secretary, Treasurer.

- 1 2. PANEL OF OFFICERS – The SWOCMA Panel of Officers shall consist of the elected officers
2 and the Immediate Past President of the Chapter. It shall be the duty of the Panel of Officers to
3 meet at times deemed necessary to formulate policy and plans in the best interest of the Chapter
4 in addition to duties which may be specifically assigned elsewhere in this Bylaws.
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- 6 3. ELECTION – Elective officers shall be nominated by written ballot.
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- 8 4. VOTING – Officers shall be elected by written ballot.
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- 10 5. INSTALLATION – Officers shall be installed at the last meeting of the year.
11
- 12 6. TERM OF OFFICE – An officer elected and installed into office shall continue to hold office for
13 the period for which elected. In case of vacancy of an office, the Panel of Officers shall appoint
14 one to fulfill the duties of the office for the remainder of the term. No office shall be held by any
15 one active member for more than two consecutive years.
16
- 17 7. VACANCIES AND INACTIVE OFFICERS – In the event of a vacancy in the office of
18 President, the Vice-President shall at once succeed to the title and duties of such office. In case
19 of vacancy of another office, the Panel of Officers shall appoint one to fulfill the duties of the
20 office for the remainder of the term.
21
- 22 8. DELEGATES AND ALTERNATES – Delegates and Alternates to OSSMA Annual Meeting
23 shall be elected and certified to the OSSMA Speaker of the House, Secretary and Treasurer by
24 the Secretary of SWOCMA, sixty (60) days prior to the Annual Meeting of OSSMA. Each
25 delegate and alternate shall be an active, associate or student member in good standing.
26 Nominations shall be accepted from the floor. The vote will be by written ballot. The president
27 shall automatically be a delegate, convention registration fees paid by SWOCMA. If the funds
28 allow, Delegate’s and Alternate Delegate’s convention registration fee will be paid by the
29 Chapter.
30
- 31 9. OSSMA HOUSE OF DELEGATES – In order to be seated in the OSSMA House of Delegates,
32 dues of each delegate or alternate must be received by December 31st to the AAMA.
33
- 34 10. ELIGIBILITY OF OFFICERS AND DELEGATES – To serve as a delegate, an alternate, an
35 officer, or a trustee, a member’s dues shall be postmarked or submitted electronically to the
36 AAMA Executive Office by December 31 (the controlling time is that of sending, not that of
37 receiving).

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

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ARTICLE V

DUTIES OF OFFICERS

The duties of the officers shall be such as are implied by their respective offices and consistent with the standard parliamentary procedures. Specifically, the duties of each office shall be as follows:

PRESIDENT

The President shall preside at all meetings. She/he will appoint all officers and committees not otherwise provided. She/he shall perform such other duties as are customarily assigned the office according to standard parliamentary procedures.

VICE-PRESIDENT

The Vice-President shall, when called upon, assist the President by counsel, and, in her/his absence or disability shall assume the duties of her/his office. She/he shall serve as ad hoc chairperson of all committees except the Nominating Committee. If the Vice-President is not present to take the President's office, the Secretary will assume the duties.

SECRETARY

The Secretary shall keep a record of all the proceedings of each meeting of the chapter, entering the same in the record book with corrections/deletions made thereon. She/he shall maintain attendance records and all important documents. She/he shall attend to matters of correspondence under the direction of the President. She/he shall maintain a file in which shall be kept all correspondence of chapter.

TREASURER: The Treasurer shall be custodian of all money and securities of the Southwest Ohio Chapter of Medical Assistants. She/he shall pay all authorized obligations promptly by check. The Treasurer shall keep a detailed account of the receipts and disbursements in detail. The Treasurer shall be custodian of all SWOCMA committee activities. Records shall be available for audit at the request of the trustee. The Treasurer shall make a written report for each meeting of expenditures for the prior month to be presented to the membership for review and approval. Records shall be available for audit at the request of the trustee and made ready to turn over to the newly elected Treasurer at the close of the final meeting of the year.

IMMEDIATE PAST PRESIDENT: The Immediate Past President shall serve as Chairman of the Policy Handbook Committee. This Committee shall be responsible for maintaining and updating the Policy Handbook of this Society. Should the Immediate Past President no longer be an active member of the Southwest Ohio Chapter of Medical Assistants, The Panel of Officers shall fill the vacancies on these committees.

1 ARTICLE VI

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3 COMMITTEES

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5 The standing committees and their duties shall be:

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7 NOMINATING COMMITTEE

8 The Nominating Committee shall consist of a minimum of two people to prepare a ticket of
9 nominations for each office to be filled. The consent of each candidate for office before her/his
10 name be placed on the slate. The slate of nominees and their qualifications shall appear in the
11 SWOCMA in the Winter newsletter. Any member of the Nominating Committee is eligible as a
12 candidate for office. The Trustee will serve as Chairperson for the Nominating Committee. The
13 Secretary will serve as chair of the Nominating Committee and will generate a list of eligible
14 candidates at a designated meeting. Eligibility and consent of each candidate will be confirmed
15 by the nominating chair and each candidate will sign consent to serve form.

16
17 EDUCATION COMMITTEE

18 The Education Committee shall have charge of preparing an educational program for the year to
19 increase the knowledge and professionalism of the members and is responsible for stimulating
20 interest to prepare for the certification examination of the AAMA. The Education Committee
21 Chair shall prepare an annual education plan for the upcoming year. Additional duties of the
22 chair include making available the AAMA sign in form and seek CEU approval from the
23 AAMA.

24
25 MEMBERSHIP COMMITTEE

26 The Membership Committee shall have the responsibility of maintaining and increasing the
27 membership of this chapter. They shall contact prospective members and report to the Panel of
28 Directors. The Membership Committee shall furnish applications for membership to be
29 transmitted to AAMA Executive office for processing.

30
31 PUBLICITY COMMITTEE

32 The Publicity Committee shall have charge of all public relations and publicity given to chapter.

33
34 WAYS AND MEANS

35 The Ways and Means Committee shall have charge of formulating and presenting ideas and
36 methods of augmenting Chapter funds.

37
38 AWARDS COMMITTEE

39 Awards Committee chairperson shall be responsible for distributing nomination forms for
40 Medical Assistant of the Year, Boss of the Year, Student Medical Assistant of the Year, and
41 forms for Mary Buckley Scholarship

42
43 PHYSICIAN ADVISOR

44 The duties of the Physician advisor shall be to provide current medical, ethical and legal issues.
45 There shall be no financial compensation.

1 NEWSLETTER

2 The Newsletter Committee shall be responsible for publication and distribution of the SWOCMA
3 quarterly newsletter.
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5 OTHER COMMITTEES

6 Other committees shall be appointed by the SWOCMA President and approved by the Board of
7 Trustees.
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ARTICLE VII

PARLIAMENTARY AUTHORITY

The deliberations of this organization shall be conducted as specific in these Bylaws and in accordance with parliamentary usage as defined in Roberts' Rules of Order Newly Revised.

ARTICLE VIII

AMENDMENTS TO THE BYLAWS

These bylaws may be amended by the following process:

- 1) Proposed amendments shall be viewed in advance prior to the next meeting of the Board.
- 2) Proposed amendments shall be passed at the following meeting with a two-thirds vote.

ARTICLE IX

DISSOLUTION

The event of dissolution of the SWOCMA, after payment of all liabilities, any monies remaining in the treasury shall be donated to medical or charitable institution or projects designated by a majority of members at a meeting called for the purpose of dissolution.

Revised 07/05/2007

Revised 04/14/2012

Revised 03/02/2014