

**INDIANA SOCIETY
OF MEDICAL ASSISTANTS**

BYLAWS

February 1, 2024

Table of Contents

Code of Ethics	2
Medical Assistant Creed.....	2
ISMA Mission Statement	2
Medical Assistants' Creed	3
Article I Name and Affiliation.....	4
Article II Statement of Purpose	4
Article III Organizational Policy	4
Article IV Component Chapters.....	4
Article V Membership.....	5
Article VI Dues	7
Article VII Officers and Qualifications	8
Article VIII Election and Term of Office	9
Article IX Nominating Committee	9
Article X Board of Directors.....	9
Article XI Vacancy in Office/Removal from Office	10
Article XII Executive Committee.....	10
Article XIII Council of Past Indiana Presidents	10
Article XIV Committees	10
Article XV Physician Advisory Board	11
Article XVI Meeting of Members.....	11
Article XVII Meetings of the Board of Directors	12
Article XVIII Bulletin.....	13
Article XIX Dissolution/Personal Gain	13
Article XX Parliamentary Authority	13
Article XXI Amendments	13
Standing Rules	15

CODE OF ETHICS

The Code of Ethics of the Indiana Society of Medical Assistants (ISMA) has set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting. Members of the Indiana Society of Medical Assistants are 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 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; and
- E. Participate in additional services activities aimed toward improving the health and well being of the community.

ETHICS CREED

- E Is for Endeavor in our duties
- T Is for Truthfulness in all we do
- H Is for Helpfulness to others
- I Is for Integrity in our work
- C Is for Courteous treatment to all
- S Is for Sincerity in our purpose

Put them all together, they spell ETHICS, a word we MUST uphold to attain our goal.

ISMA MISSION STATEMENT

The Indiana Society of Medical Assistants, in affiliation with the American Association of Medical Assistants, strives to:

- Promote professional growth and identity of its membership through education and credentialing
- Inspire members to provide honest, loyal and efficient service to the public they serve and the profession
- Stimulate a feeling of fellowship and cooperation with the medical profession in improving public relations
- Encourage and assist medical assistants in forming component chapters.

The Medical Assistants Creed

I believe in the principles and purposes 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.

INDIANA SOCIETY OF MEDICAL ASSISTANTS

BYLAWS

February 1, 2024

ARTICLE I — NAME AND AFFILIATION

The name of this organization shall be the INDIANA SOCIETY OF MEDICAL ASSISTANTS, INC., hereafter referred to as ISMA. It is a constituent society affiliated with the American Association of Medical Assistants, Inc. hereafter referred to as AAMA.

ARTICLE II — STATEMENT OF PURPOSE

The purpose of the Indiana Society of Medical Assistants (ISMA) is to promote the professional identity and stature of its members and the medical assisting profession, through education and credentialing.

ARTICLE III — ORGANIZATIONAL POLICY

The Indiana Society of Medical Assistants 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 the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of the Indiana Society of Medical Assistants.

ARTICLE IV — COMPONENT CHAPTERS

In any locality, where there are medical assistants eligible for membership in this Society, such assistants may organize themselves into a local chapter. They shall then make application for inclusion of the members of the local chapter in this State Society. The apprentice chapter may appoint a representative to be seated without vote on the Board of Directors. If such local chapter is found to be organized on a basis consistent with the Bylaws of this State Society by the ISMA Bylaws Committee, the ISMA membership shall vote to accept the chapter as organized at the next Annual Business Meeting. A charter will be issued to such local chapter, under which it will be designated as a component chapter of this Society. To qualify to become a component chapter, the local group shall adopt Bylaws for governing itself, which shall be consistent with the Bylaws of this State Society. No component chapter shall include in its membership any person who is not eligible for membership in the Indiana Society of Medical Assistants.

Written notice of intent to revoke charter shall be given ninety (90) days prior to a meeting of the Board of Directors and reinstatement may be accomplished by the same procedure.

Any amendments to the Bylaws adopted by a component chapter must be submitted thirty (30) days prior to implementation, for review and approval, to the Indiana Society President, The Chair of the Bylaws Committee and the Parliamentary advisor.

ARTICLE V — MEMBERSHIP

SECTION 1. Classes

There shall be seven (7) classes of membership: Active, Associate, Sustaining, Student, Life, Honorary and Affiliate. Membership in a component (local) chapter, a constituent (state) society and AAMA shall be required for all classes unless there is no component chapter in the area. A component chapter shall permit no other membership or quasi-membership classes. Violation of this provision shall be grounds for revocation of the charter of the component chapter permitting this deviation.

SECTION 2. Qualifications

A. **ACTIVE** — 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 certification program and whose credential has not been revoked as provided by the respective credentialing body.
2. Anyone who was an Active member as of 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. **ASSOCIATE**

An associate member shall be a medical assistant who is not yet an AAMA Certified Medical Assistant, CMA (AAMA), and who does not fall under any other category. Such a member shall enjoy all the privileges of active membership.

C. **SUSTAINING**

A sustaining member shall be one who has been an Active or Associate member for at least two years and who has retired from Medical Assisting. Such a member shall pay one-half (1/2) dues, shall not hold elected office or serve as a delegate to the AAMA House of Delegates. Such membership shall be forfeited if not renewed annually.

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 providing the member renews during the member's one-year 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.
3. Shall pay one-half (1/2) dues;
4. May serve as an ISMA director and/or alternate director, chair a committee, and/or serve on a committee and have full voting privileges. They may not be an ISMA elected officer, AAMA delegate or alternate delegate or AAMA committee chair.

E. HONORARY

An honorary member shall be one who is not eligible for another category of membership, but has made an outstanding contribution to the Indiana Society of Medical Assistants. Any member of the Board of Directors or any component chapter may submit to the Board of Directors for its consideration the name of a candidate for honorary membership. The individual's name and a statement outlining contributions must be submitted at least ninety (90) days prior to the Annual Business Meeting. The nominee's candidacy must be voted on no later than the February/March Board of Directors meeting. Conferral of honorary membership shall require a two-thirds (2/3) vote by ballot of the Board of Directors. Presentation shall be made at the Annual Conference. There shall be no more than two honorary memberships conferred in one year. An honorary member shall not pay state dues, vote, hold office or chair a committee.

F. LIFE

A life member shall be an active member who has had life membership conferred, for having made an outstanding contribution to the Indiana Society of Medical Assistants. Any member of the Board of Directors and any component chapter may submit to the Board for its consideration the name of a candidate for life membership. The individual's name and a statement outlining contributions shall accompany the nomination. Nomination must be made ninety (90) days prior to the Annual Business Meeting. The nominee's candidacy shall be voted on no later than the February/March Board of Directors meeting. Award of Life membership shall require a two thirds (2/3) vote by ballot of the Board of Directors. There shall be no more than one life membership conferred in one year. A life member shall not pay state dues and shall continue to enjoy all the rights and privileges of active membership.

G. 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. An affiliate member shall not vote, hold office or chair a committee.

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 CMAs (AAMA) will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the Certifying Board rescinds the revocation of the credential. No refund will be made of any dues paid.

ARTICLE VI — DUES

SECTION 1.

Annual dues for all classes of membership shall be as recommended by the Board of Directors and approved by the voting body at the Annual Meeting.

SECTION 2.

The dues for new members shall be payable to AAMA Executive Office at the time of application. Dues for renewing members shall become due and payable November 1. Dues not postmarked or submitted electronically to the Executive Office by December 31 will be considered delinquent and result in active members becoming ineligible for office on the state level. (The controlling time is that of sending, not that of receiving.) All members whose dues are paid by December 31 will be eligible to vote at the Annual Meeting.

SECTION 3.

New members joining on or after September 1 shall pay full dues, which will be credited to the following year, and the member shall be granted all rights and privileges as determined by their classification.

SECTION 4.

The Indiana Society of Medical Assistants 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 in the form of a current membership card or letter from AAMA.

- 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 student members.
- D. Life and honorary members are not required to pay State dues.

SECTION 5.

To serve and continue to serve as a State officer, director, alternate director, AAMA delegate or alternate delegate, 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.) Executive Board Members, Directors, and Alternates must maintain current membership during their terms of office.

ARTICLE VII — OFFICERS AND THEIR QUALIFICATIONS

The elected officers of this Society shall be President, Vice President, Recording Secretary, Treasurer and Med-A-Scoop Editor/Website Development. A candidate for office shall be an active member in good standing and shall submit to the Chair of the Nominating Committee, written consent to serve. No member shall be permitted to hold more than one elected state office at a time.

The nominees for Vice President, Secretary, Treasurer and Med-A-Scoop Editor/Website Development shall have been Active members for at least two years, held at least one elected office in a component chapter prior to nomination, and served at least one term on the Board of Directors. In addition, the Vice President must have held at least one elected ISMA office and will automatically assume office of President at the end of the President's term of office.

ARTICLE VIII — ELECTION AND TERM OF OFFICE

SECTION 1. Election

The officers shall be elected by ballot at the Annual Business Meeting of the Indiana Society of Medical Assistants and shall hold office until the close of the next Annual Meeting. In the event of the absence of a successor, the present officer shall continue in office until a successor is elected.

SECTION 2. Single Slate of Candidates

Should circumstances cause a slate to be presented with only one name for each office, and there being no further nominations presented from the floor, the membership may move to declare the slate elected by acclamation, eliminating the necessity of casting a ballot.

SECTION 3. Term of Office

All officers may serve in the same office for two consecutive terms. Med-A-Scoop Editor/Website development term is for two years and is exempt from term of office limitations.

ARTICLE IX — NOMINATING COMMITTEE

The Board of Directors shall elect a nominating chair and committee of four (4) members, with not more than one (1) member from any component chapter. A slate of nominees shall be presented to the Board of Directors no later than the February/March meeting. This committee shall present a slate of one or more nominees for each office, to be published in the Med-A-Scoop or mailed to each of the component chapters at least thirty (30) days prior to the Annual Meeting. Additional nominations may be made from the floor, in accordance with Article VII, at the Annual Meeting. This committee shall be authorized to act at any time it is necessary to present nominees for an elected office between Annual Meetings.

ARTICLE X — BOARD OF DIRECTORS

The Board of Directors shall consist of the following members: All the elected officers, the Immediate Past President, each District elected Director/Alternate Director, the Parliamentary Advisor and the Corresponding Secretary. The Parliamentary Advisor shall serve as ex-officio member without vote. The Corresponding Secretary shall have a voice in all procedures but no vote.

The Retiring President shall serve as Immediate Past President with full voting privileges.

One Director from each component chapter shall be elected by that chapter and seated at the post conference meeting for a term of two (2) years. Each component chapter shall be permitted to send an Alternate Director to the Indiana Society of Medical Assistants

Board meetings and said Alternate is to have a voice and vote if serving as Director at the Board meeting.

Any ISMA member who is an elected AAMA officer or trustee shall be entitled to full voting privileges on the Indiana Society of Medical Assistants Board of Directors for the tenure of the National term.

ARTICLE XI — VACANCY IN OFFICE/REMOVAL FROM OFFICE

In the event of a vacancy in any office, except that of the President or Vice President, the vacancy shall be filled by election by the Board of Directors of any qualified Active member to fill such vacancy.

In the event of a vacancy in the office of President, the Vice President shall fulfill the unexpired term. A new Vice President shall be elected by ballot (by postal or electronic mail) by the membership.

In the event of a vacancy of a Director and/or Alternate Director of a component chapter, the unexpired term shall be completed by a successor from that component chapter, elected by the said chapter.

ARTICLE XII — EXECUTIVE COMMITTEE

This committee is established to function in emergency situations between the stated Board of Directors meetings. It shall consist of the following: President, Vice President, Recording Secretary, Treasurer, Immediate Past President, two (2) active Past State Presidents, and the Ex-officio Physician Advisor. The Parliamentary Advisor shall serve as ex-officio member without vote,

The two (2) Past State Presidents and the Ex-officio Physician Advisor shall be elected at the Post Conference Board Meeting. A quorum shall consist of five (5) of these committee members, one of whom shall be either the Ex-officio Physician Advisor or a Past State President. Minutes are to be kept and all communications must be in writing. These committee members shall serve for a term of one year.

ARTICLE XIII — COUNCIL OF THE PAST INDIANA PRESIDENTS

A Council of the Past Indiana Presidents (PIPs), who are active members, shall be established to serve in an advisory capacity, as requested by the Executive Board of the Indiana Society. This council shall meet during the Annual Conference. The most recent active Immediate Past President shall be the Chair of the Council of Past Presidents.

ARTICLE XIV — COMMITTEES

SECTION 1. Standing Committees

There shall be thirteen (13) Standing Committees: Membership Recruitment and Retention; Budget and Finance; Bylaws and Standing Rules; Procedure Manual; Continuing Education; Certification; Eva I. Irwin, CMA (AAMA) Medical Assistant

Program Fund; ISMA Liaison and Public Policy/Affairs; Ways and Means; Audit of Minutes, Financial Audit, and Credential Committee and Mentoring. Each of these committees shall perform the duties and services indicated by the name of the committee.

SECTION 2. Membership Recruitment and Retention

Each Standing Committee shall, when feasible, consist of a chair and at least four (4) other members. The President shall appoint the Chair of Standing Committees, not otherwise provided for in these Bylaws. The appointments of these Standing Committees shall be announced at the post conference Board of Directors meeting. The Society President or committee Chair may choose members of the committees.

SECTION 3. Special Committees

Special Committees shall be created by action of the members of the Board of Directors. The President shall appoint members in a special committee, unless provided for in the motion or resolution creating such special committees. The President shall also have the power to create such Special Committees as deemed advisable and to appoint the members thereof.

ARTICLE XV — PHYSICIAN ADVISORY BOARD

This Advisory Board shall consist of no more than four (4) physicians. Three (3) shall be appointed by the ISMA Executive Board. The Indiana State Medical Association may appoint the fourth physician.

Members of the Advisory Board shall be elected from candidates submitted by Component chapters at the first Board Meeting of each calendar year. In the event no Candidate's name has been submitted by this meeting, the Physician Advisor position shall be filled when a candidate becomes available. Each chapter may submit no more than one name and each entry must be accompanied by a curriculum vitae. The Chair of the Advisory Board shall be the outgoing Physician Advisor. In the event of death or resignation of a member of the Advisory Board, the unexpired term shall be filled by the appointee named by the Indiana Society President, with the approval of the Board of Directors.

ARTICLE XVI — MEETING OF MEMBERS

SECTION 1. ANNUAL BUSINESS MEETING

- A. The Annual Business Meeting of the members shall be held a weekend in April unless otherwise designated by the Hosting Chapter. The Hosting Chapter shall announce the location and date of the Conference no later than two years in advance.
- B. At the Annual Meeting, the Society will receive and act on published reports of officers and special and standing committees, elect new officers, and will transact whatever other business may come before the meeting.

SECTION 2. SPECIAL MEETINGS

In addition to the Annual Meeting, special meetings of the members shall be called by the President, or by the Board of Directors, or shall be called upon a written petition by ten (10) percent of the Active membership and filed with the Recording Secretary. This petition shall state the purpose for calling a special meeting.

SECTION 3. NOTICE OF MEETINGS

Notice of regular meetings of the members shall be provided to all members at least thirty (30) days before the time of the meeting. The notice shall indicate the time, place, purpose and agenda of the meeting. This notification can be published in the Med-A-Scoop.

SECTION 4. PREPARATION OF AGENDA

The agenda of the Annual Business Meeting shall be prepared by the President of the Society and shall be followed unless the members in the meeting approve additions and/or corrections. The agenda is to be published in the Med-A-Scoop or provided to the membership at least 30 days prior to the meeting.

SECTION 5. REGISTRY AND QUORUM

Registration shall be taken of all ISMA voting members attending any meeting and a quorum in any session of an Annual Business Meeting shall consist of at least fifty (50) percent of all who are registered for the Annual Business Meeting.

SECTION 6. VOTING

All eligible dues-paying members whose dues are current (paid as of December 31) shall have the right to vote in person; voting by proxy or otherwise will not be recognized.

ARTICLE XVII — MEETINGS OF THE BOARD OF DIRECTORS

SECTION 1. FREQUENCY

The Board of Directors shall meet prior to and after the Annual Meeting shall hold at least four (4) other regular meetings during the year, at places and times set by the President. The President or any three (3) Directors may call special meetings by written notice.

SECTION 2. NOTIFICATION

Notification shall be included in the Med-A-Scoop or on the ISMA website of regular meetings at least thirty (30) days before the set meeting, giving the place, time and agenda of the meeting. The Corresponding Secretary shall provide written notices of special meetings to all members of the Board of Directors at least fourteen (14) days before the special meeting, indicating the purpose, the time and place of the meeting.

SECTION 3. QUORUM

A quorum for any ISMA Board of Directors meeting shall be fifty-one (51) percent of the Board.

ARTICLE XVIII — BULLETIN

The Med-A-Scoop shall be considered the official publication of the ISMA.

ARTICLE XIX — DISSOLUTION/PERSONAL GAIN

In the event of dissolution of this Society, the Executive Board shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the members at a meeting called for the announced purpose of dissolution. The state president shall send notification to the AAMA Executive Office no later than ten (10) days after meeting for the purpose of voting on dissolution.

No member shall ever receive personal financial gain from any monies accrued, but all such accumulation shall be used for charitable, scientific, and/or educational purposes.

ARTICLE XX — PARLIAMENTARY AUTHORITY

In all meetings of the members and the Directors, the rules contained in Robert's Rules of Order, Newly Revised, the most current edition, shall govern the ISMA in cases to which they are applicable and in which they are consistent with the Bylaws.

ARTICLE XXI — AMENDMENTS

These Bylaws may be amended at any Annual Business Meeting of this Society by a two-thirds (2/3) vote of the voting members present. A copy of the proposed amendment must be submitted in writing to the membership for consideration and approval sixty (60) days prior to such annual meeting, and such amendments shall become effective immediately upon adoption unless otherwise specified.

Any component chapter may propose amendments to these Bylaws signed by said members with such petition to be submitted to the Bylaws and Standing Rules Committee, who shall, in turn, present it to the membership with their recommendation. The Executive Board may also recommend proposed amendments when deemed appropriate.

FOOTNOTES: The words "she", "her" and "herself" wherever used in these bylaws shall be deemed to include the male gender.

Indiana Society of Medical Assistants Organized October 16, 1956

Endorsed by the Indiana State Medical Association January 20, 1957

Constitution and Bylaws Adopted May 26, 1957.

Bylaws Adopted April 23, 1983

Revised April 25, 1987

Revised April 20, 1991

Revised April 22, 1995

Revised April 2002

Revised November 2014

Amended April 2004

Amended April 2005

Amended April 2006

Amended April 2007

Amended April 2008

Amended April 2009

Revised March 2015

Revised November 2017 (sent to National)

Revised April 2018

Revised April 2019

Revised April 2021

Revised July 2022 (sent to National)

February 2024 (sent to National)

An affiliate of the American Association of Medical Assistants, 20 North Wacker Drive,
Suite 1575, Chicago, IL 60606

STANDING RULES

1. Indiana Society has an official Past-President's pin. This pin is to be paid for from the Society treasury and presented to the retiring President at the Annual Meeting, and that only Past Presidents of the Indiana Society be permitted to have and wear this special pin.
2. A gavel shall be presented to the incoming President following the installation service. This is to be an installation budgeted item.
3. The incoming President and installing officer shall have the privilege of choosing the installation service.
4. Each year at the AAMA annual conference, the Indiana Society President shall present an appropriate gift, as allowed in the budget, to the AAMA President.
5. Brown & Brown shall be contacted by the Indiana Society Conference Chair at the start of the planning of the ISMA conference. This is in recognition of past and present support of our organization. Contact information is in the procedure manual.
6. Proceeds from any workshop held in conjunction with a State Board Meeting, if co-sponsored by the local chapter and ISMA, shall be divided equally between the local chapter and the ISMA education fund.
7. The Vice President of ISMA is to order a corsage for the President of the Indiana Society and/or any AAMA officer who is a member of the Indiana Society, to be paid for by the ISMA Treasury for the National Conference.
8. The ISMA shall present a donation of \$100 each to the Eva I. Irwin CMA (AAMA) Education Support Fund, Maxine Williams scholarship and Ivy Reade Surveyor Training fund each year at the ISMA annual meeting in memory of all members who have passed away. A memorial will be held at the ISMA annual meeting for those lost to death during the year. Adopted 1985. Amended 2002, 2010, 2014, and 2019.
9. Standardization of dues effective 2001 will be all local dues \$5.00 and state dues \$15.00 approved by the membership at the 2000 Annual Business meeting.
10. The conference-hosting chapter or the ISMA President shall arrange for a professional parliamentary advisor for the annual business meeting, if desired.

11. DUTIES OF OFFICERS/BOARD OF DIRECTORS

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 procedure.

- A. **PRESIDENT:** It shall be the duty of the President to preside at all meetings of this Society and of its Board of Directors. The President shall appoint a Parliamentary advisor, Historian, and Corresponding Secretary, whose duty shall be to conduct the correspondence of the Society. The President shall appoint, provide guidance for standing and special committees, not otherwise set forth in these Bylaws. The President shall be ex-officio member of every Indiana Society Committee except the Nominating Committee and is to perform such other duties as ordinarily pertain to this office, not otherwise covered in these Bylaws.
- B. **VICE PRESIDENT:** The Vice President shall assist the President in duties throughout the year and automatically assume the duties of the President in this officer's absence. The Vice President shall succeed to the office of President in case of a vacancy therein. The Vice President shall chair the Continuing Education committee, maintain and coordinate refreshments and supplies, and perform such other duties as ordinarily pertain to the office.
- C. **IMMEDIATE PAST PRESIDENT:** The Immediate Past President shall be the chair of the membership committee, the Council of Past Presidents and perform such other duties as ordinarily pertains to this office.
- D. **RECORDING SECRETARY:** It shall be the duty of the Recording Secretary to keep minutes of all regular and special meetings of the Society and Executive Board. The Recording Secretary shall be responsible for conveying records to the succeeding Recording Secretary immediately following the Annual Meeting and perform such other duties as ordinarily pertain to this office, not otherwise covered in these Bylaws.
- E. **TREASURER:** It shall be the duty of the Treasurer to keep accurate records of all members of this Society. The duties of this office begin and conclude at the first Board of Directors meeting following the post conference meeting when the financial records and books are transferred to the newly elected Treasurer. The Treasurer shall have charge of all funds of the Society and shall deposit in a timely manner all said funds in a bank, approved by the Board of Directors. All disbursements shall be made by check. The Society shall furnish bond for the Treasurer, conditioned upon the faithful performance of duties, in the amount, which the Board of Directors shall from time to time determine. The Treasurer's books shall not be closed until three (3) weeks prior to the Annual Meeting each year. Financial records shall be audited at that time by the Auditing Committee

and the interim report provided to the President of the Indiana Society of Medical Assistants. Treasurer shall make a final report of receipts and expenditures from the above closing date of the Annual Report through the final Board meeting. This report shall also be audited by the Audit Committee and presented to the newly elected Treasurer with the Treasurer's books. A copy of this report is to be given to all the officers and read to the Board members. The Treasurer only upon receiving an authorized and itemized voucher with receipt will pay all budgeted expenses. The Treasurer shall be chair of the Budget and Finance Committee.

F. **MED-A-SCOOP EDITOR/WEBSITE DEVELOPMENT:** It shall be the duty of the Med-A-Scoop Editor to prepare the ISMA official Newsletter materials for publication and distribution (by paper and/or electronic) to the society members at least 30 days prior to each Board of Directors meeting. It shall be the duty of the Website Development Officer to post to the website current information regarding the District and State leadership and activities. The term of office shall be two years without limitation of terms.

G. **BOARD OF DIRECTORS:** The Board of Directors shall conduct the business of the Society between Annual Meetings, seeking the advice of the Physician Advisory Board. It shall submit a report of the activities through the President at the Annual Meeting of the Society. It shall fill vacancies occurring in the offices, unless otherwise stipulated in the Bylaws.

12. **AWARD COMMITTEES:** There shall be three (3) award committees: Medical Assistant of the Year, Leon Levi and Golden Apple.

A. **MEDICAL ASSISTANT OF THE YEAR**

Every year each Chapter/District may submit a written summary of qualifications of their chosen nominee for this honor who is a member of their District. Individual members may not submit a letter of nomination. The letter of nomination is written without mention of individual member name until the last line of the letter. The letter is sent to the President who forwards the letter with the last line blacked out to the Physician Advisors for consideration. Elected officers are not eligible for nomination. Criteria are based on individual contributions to the Society, profession, work-related and civic activities. Selection is made by the ISMA Physician Advisors with the award presented at the Annual Conference Awards Banquet.

B. **LEON LEVI AWARD**

The Leon Levi Award shall be given whenever a member is eligible for contributions to the Indiana Society of Medical Assistants. This award does not have to be given annually. The recipient should be a member in good standing of the Indiana Society for at least five (5) years. They need not be nominated by

their chapter, but may be nominated by any member of ISMA. The recipient shall be awarded a plaque stating these achievements. The committee shall be comprised of the ISMA President and past award recipients. The Chair of this committee shall be the most recent award recipient. The award shall be presented at the Annual Conference Awards Banquet.

C. GOLDEN APPLE

This award is presented to an outstanding medical assisting educator as a result of the nominee's outstanding dedication to and accomplishments in the field of Medical Assisting education. This award does not have to be presented annually. The recipient should be a member in good standing of the Indiana Society for at least five (5) years. They need not be nominated by their chapter, but may be nominated by any member of ISMA. The recipient shall be awarded a plaque stating these achievements and a Golden Apple charm. The committee shall be comprised of the ISMA President and past award recipients. The Chair of this committee shall be the most recent award recipient. The ISMA President, or designee, shall present this award during the Annual Conference Awards Banquet.

13. ANNUAL CONFERENCE

The conference shall be hosted by a District in the following order:

- St. Joseph
- East Central
- West Central
- Twelfth
- First
- Southeast

Special invitations to the Annual Conference shall be extended over the President's signature. The President of AAMA, the Society Physician Advisors and any AAMA Board of Trustee member from Indiana, the President and Executive Secretary of Indiana State Medical Association, Life and Honorary members shall be invited to the Annual Conference. Special seating arrangements and recognition may be provided for the Past President's, Chapter Presidents, and State Directors at the President's Banquet.

Each local chapter shall donate one (1) chapter door prize for the Conference. The item is to be not less than \$25.00 or more than \$35.00 in value to be drawn at the conclusion of the Annual Business meeting. The winner must be present to receive the door prize.

The memorial services used at the ISMA Conference to be conducted, if applicable, shall be the choice of the person conducting the service. Related expense receipts are submitted to the ISMA Treasurer for reimbursement. This is not a hosting District conference expense.

The hosting chapter may borrow up to \$500.00 from ISMA to start the conference fund if that chapter does not have enough to fund this initial outlay. In such event, these borrowed monies are to be repaid out of the conference revenues, depending upon funds available.

Also from conference revenues, payment for special invitations and, if accepted, the meals would be complimentary to include the following:

- State Physician Advisors
- One Physician Advisor of hosting chapter
- One physician employer of State President
- Mayor of hosting city
- Assigned representative from AAMA
- Brown & Brown representative

The registration fees of the ISMA President, Vice President, Recording Secretary, Treasurer, Immediate Past President, Parliamentary Advisor, Corresponding Secretary, Med-A-Scoop Editor/Website Development Officer, Conference Chair and Vice Chair would be complimentary. Complimentary registration fees are to be budgeted as a conference expense.

Complimentary rooms for the conference are to be assigned as follows: One room for the Conference Chair and Vice Chair; Conference Registration Chair and Conference Ways and Means Chair; assigned representative from AAMA. Double occupancy rooms for ISMA elected officers, Corresponding Secretary and Parliamentary Advisor. A suite will be provided for the President and Corresponding Secretary. If these named recipients request other room arrangements, they have the option of being reimbursed at one half equivalency. Complimentary room expenses are to be a budgeted state expense.

Annual Business Meeting Booklet printing shall be a state Annual Conference expense.

Payment of all conference expenses is to be made from conference revenues including meals, decorating, any speakers and their fees, workshop expenses, program booklets, exhibit expenses, postage, and publicity. The installation service shall be a budgeted state expense unless the chapter of the elected president wishes to furnish this for their member.

Any conference profit shall then be divided equally between the hosting chapter and the ISMA.

Any District lacking the manpower to host a state conference may request assistance from the rest of the society by sharing hosting responsibilities. Profits shall be distributed one half to ISMA and one half distributed among the Districts evenly.

Registration

Education

Goody Bags and Door Prizes at the discretion of the hosting chapter

Protocol (refer to Procedure Manual)

Welcome Party

Ways and Means

Facility, meals, entertainment and installation service

14. DELEGATES TO ANNUAL BUSINESS MEETING OF AAMA

The ISMA, through its Board of Directors, shall provide for full representation through delegates, alternates, or proxy at all Annual Business Meetings of the American Association of Medical Assistants. These delegates are to be announced at the ISMA Annual Business Meeting.

Two of the delegates shall be the ISMA President and Vice President. The membership shall elect the remaining delegate(s) and alternate(s) at the Annual Business Meeting. Nominees for the elected delegate(s) and alternate(s) shall be Active members in good standing for at least two years, held at least one elected office in a component chapter and served at least one term on the Board of Directors.

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

1. Delegates and Alternates shall be active or AAMA National life members whose membership has not been revoked, as delineated in Article VI, Section 4 of the AAMA bylaws.
2. The number of delegates shall be determined by the constituent society's total active and associate membership of the membership year prior to the date on which names of delegates and alternates shall be submitted to the Speaker of the House.
3. 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.

4. The names of Delegates and alternates shall be submitted to the Executive Office at least ninety (90) days prior to the Annual House of Delegates meeting.
5. Constituent societies not in compliance with submission deadline for delegate and alternate names must submit in writing to the Speaker of the House of Delegates a request to be seated. This request must be brought before the House of Delegates before the society's delegates and alternates may be seated.

The registration for the National Conference will be paid by the ISMA treasury for the ISMA Delegates and Alternate(s) to the AAMA Annual Business Meeting. National Conference hotel accommodations shall be paid for the Delegates and Alternate for five (5) days duration. All hotel accommodations paid for by ISMA will be done according to double occupancy. If a Delegate/alternate wishes other room arrangements, reimbursement for one-half (1/2) of the double occupancy price will be made and the Delegate/alternate must absorb the remainder of the expense personally. Parking will be paid for by ISMA upon presentation of a receipt. Delegates and alternate(s) shall attend the House of Delegates, all sessions related to the House of Delegates, leadership training, all meals included in the registration package and at least one educational session per day of conference attendance.