

Indiana Society of Medical Assistants
Proposed Bylaw Amendments
April 18, 2026

PROPOSED BYLAW AMENDMENT 26-01

Addition of AAMA Mission and Vision Statement on Page 3 following the Medical Assistants Creed

NO CURRENT WORDING
PROPOSED WORDING:

AAMA MISSION STATE

To empower medical assistants by advancing education, certification, advocacy and scope of practice protection

AAMA VISION STATEMENT

To be the leading voice for medical assistants, setting the standard for excellence in education and certification while championing their value, empowerment in the essential role within the healthcare team

PROPOSED BYLAW AMENDMENT 26-02

Addition of AAMA Statement of Purpose

CURRENT WORDING

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.

PROPOSED WORDING

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.

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

PROPOSED BYLAW AMENDMENT 26-03

To change Chapters to Chapters/Districts throughout the bylaws.

PROPOSED WORDING:

47 **ARTICLE IV COMPONENT CHAPTERS/DISTRICTS**

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

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

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

65 **ARTICLE V — MEMBERSHIP**

66
67 **SECTION 1. Classes**

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

74 **A. HONORARY**

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

86

87 F. **LIFE**

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

99 **ARTICLE VI DUES**

100 **SECTION 4.**

101 The Indiana Society of Medical Assistants and component **chapters/district** shall offer reciprocity
102 to members transferring membership from a constituent society and/or component **chapter/district**.
103 The transferring member shall present proof of current AAMA membership status in the form of
104 a current membership card or letter from AAMA.

105 **ARTICLE VII — OFFICERS AND THEIR QUALIFICATIONS**

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

111 **ARTICLE IX — NOMINATING COMMITTEE**

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

120 **ARTICLE X — BOARD OF DIRECTORS**

121 One Director from each component **chapter/district** shall be elected by that **chapter/district** and
122 seated at the post conference meeting for a term of two (2) years. Each component **chapter/district**

123 shall be permitted to send an Alternate Director to the Indiana Society of Medical Assistants Board
124 meetings and said Alternate is to have a voice and vote if serving as Director at the Board meeting.

125 **ARTICLE XI — VACANCY IN OFFICE/REMOVAL FROM OFFICE**

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

129 **ARTICLE XV — PHYSICIAN ADVISORY BOARD**

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

138 **SECTION 1. ANNUAL BUSINESS MEETING**

139 The Annual Business Meeting of the members shall be held a weekend in April unless otherwise
140 designated by the Hosting **Chapter/district**. The Hosting **Chapter/district** shall announce the
141 location and date of the Conference no later than two years in advance.
142

143 **ARTICLE XXI — AMENDMENTS**

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

148 **STANDING RULES**

149 6. Proceeds from any workshop held in conjunction with a State Board Meeting, if co-
150 sponsored by the local **chapter/district** and ISMA, shall be divided equally between the local
151 **chapter/district** and the ISMA education fund.
152

153 **10. AWARD COMMITTEES**

154 **B. LEON LEVI AWARD**

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

158 not be nominated by their chapter/district but may be nominated by any member of ISMA. The
159 recipient shall be awarded a plaque stating these achievements. The committee shall be comprised
160 of the ISMA President and past award recipients. The Chair of this committee shall be the most
161 recent award recipient. The award shall be presented at the Annual Conference Awards Banquet.

162 C. GOLDEN APPLE

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

172

173 11. ANNUAL CONFERENCE

174 Special invitations to the Annual Conference shall be extended over the President's signature.
175 The Society Physician Advisors and the President and Executive Secretary of Indiana State
176 Medical Association, Life and Honorary members shall be invited to the Annual Conference.
177 Special seating arrangements and recognition may be provided for the Past President's,
178 Chapter/district Presidents, and State Directors at the President's Banquet.

179

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

184

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

188

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

193

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

196 State Physician Advisors

197 One Physician Advisor of hosting chapter/district

198 One physician employer of State President

199 Mayor of hosting city

200 Assigned representative from AAMA

201 Brown & Brown

202

203 Any conference profit shall then be divided equally between the hosting chapter/district and
204 the ISMA.

205

206 14. **DELEGATES TO ANNUAL BUSINESS MEETING OF AAMA**

207 Two of the delegates shall be the ISMA President and Vice President. The membership
208 shall elect the remaining delegate(s) and alternate(s) at the Annual Business Meeting.

209 Nominees for the elected delegate(s) and alternate(s) shall be Active members in good
210 standing for at least two years, held at least one elected office in a component

211 chapter/district and served at least one term on the Board of Directors.

212

213 **PROPOSED BYLAW AMENDMENT 26-04**

214

215 To separate membership Privileges and Dues from Qualifications

216 CURRENT WORDING

217 **ARTICLE V — MEMBERSHIP**

218 **SECTION 2. Qualifications**

219 **B. ASSOCIATE**

220 An associate member shall be a medical assistant who is not, yet an AAMA Certified

221 Medical Assistant, CMA (AAMA), and who does not fall under any other category. Such a

222 member shall enjoy all the privileges of active membership.

223 **C. SUSTAINING**

224 A sustaining member shall be one who has been an Active or Associate member for at least

225 two years and who has retired from Medical Assisting. Such a member shall pay one-half

226 (1/2) dues, shall not hold an elected office or serve as a delegate to the AAMA House of

227 Delegates. Such membership shall be forfeited if not renewed annually.

228 **D. STUDENT**

229 A student member:

230 1. Shall be enrolled in a medical assisting program.

231

232 2. May choose a two-year student membership term or a one-year student membership term.

233 a) After a two-year Student membership term, the member is then eligible only for
234 either Associate membership or Active membership (if the member meets the Active
235 membership requirements.)

236 b) After a one-year Student membership term, the member is eligible for a second year
237 of Student membership providing the member renews during the member's one-year
238 membership term. After the second year of Student membership, the member is
239 then eligible only for either Associate membership or Active membership (if the
240 member meets the Active membership requirements.)

241 c) No member is eligible for more than a total of two consecutive years of Student
242 membership.

243 3. Shall pay one-half (1/2) dues;
244

245 4. May serve as an ISMA director and/or alternate director, chair a committee, and/or serve
246 on a committee and have full voting privileges. They may not be an ISMA elected officer,
247 AAMA delegate or alternate delegate or AAMA committee chair.

248 **E. HONORARY**

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

260 **F. LIFE**

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

271 **G. AFFILIATE**

272 An affiliate member shall be one who is not eligible for another category of membership but
273 who is interested in the profession of medical assisting. An affiliate member shall not vote,
274 hold office or chair a committee.

275 **PROPOSED WORDING:**

276 **ASSOCIATE**

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

280 I. **SUSTAINING**

281 A sustaining member shall be one who has been an Active or Associate member for at least
282 two years and who has retired from Medical Assisting. ~~Such a member shall pay one-half~~
283 ~~(1/2) dues, shall not hold elected office or serve as a delegate to the AAMA House of~~
284 ~~Delegates.~~ Such membership shall be forfeited if not renewed annually.

285 J. **STUDENT**

286 A student member:

- 287 1. Shall be enrolled in a medical assisting program.
288
289 2. May choose a two-year student membership term or a one-year student membership term.
- 290 d) After a two-year Student membership term, the member is then eligible only for
291 either Associate membership or Active membership (if the member meets the Active
292 membership requirements.)
 - 293 e) After a one-year Student membership term, the member is eligible for a second year
294 of Student membership providing the member renews during the member's one-year
295 membership term. After the second year of Student membership, the member is
296 then eligible only for either Associate membership or Active membership (if the
297 member meets the Active membership requirements.)
 - 298 f) No member is eligible for more than a total of two consecutive years of Student
299 membership.

300 ~~3. Shall pay one-half (1/2) dues;~~
301 -

302 ~~4. May serve as an ISMA director and/or alternate director, chair a committee, and/or serve~~
303 ~~on a committee and have full voting privileges. They may not be an ISMA elected officer,~~
304 ~~AAMA delegate or alternate delegate or AAMA committee chair.~~

305 K. **HONORARY**

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

317 L. **LIFE**

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

329 **M. AFFILIATE**

330 An affiliate member shall be one who is not eligible for another category of membership, but
331 who is interested in the profession of medical assisting. ~~An affiliate member shall not vote,
332 hold office or chair a committee.~~

333 **SECTION 3. Privileges**

- | | | | |
|-----|--------|------------|---|
| 334 | A. | Active | May hold elected office, serve as committee member, chair, Director, or |
| 335 | | | Delegate to the AAMA House of Delegates. |
| 336 | B. | Associate | May hold elected office, serve as committee member, chair, or Director |
| 337 | C. | Sustaining | May hold elected office, serve as committee member, chair, or Director |
| 338 | D. | Student | May serve as an ISMA director and/or alternate director, chair a |
| 339 | | | committee, and/or serve on a committee and have full voting |
| 340 | | | privileges. They may not be an ISMA elected officer, |
| 341 | AAMA | | delegate or alternate delegate or AAMA committee |
| 342 | chair. | | |
| 343 | E. | Honorary | May not vote, hold office or chair a committee. |
| 344 | F. | Life | Same privileges of active membership. |
| 345 | G. | Affiliate | May not hold office or chair a committee. |

346
347 **CURRENT WORDING:**

348 **ARTICLE VI DUES**

349 **SECTION 4.**

350 The Indiana Society of Medical Assistants and component chapters shall offer reciprocity to
351 members transferring membership from a constituent society and/or component chapter. The
352 transferring member shall present proof of current AAMA membership status in the form of a
353 current membership card or letter from AAMA.

- 354 A. Full dues will be assessed for active, associate, and affiliate members.
- 355 B. One-half dues will be assessed for sustaining members
- 356 C. Dues will be assessed for student members.

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

358 PROPOSED WORDING:

359 **ARTICLE VI — DUES**

360 **SECTION 4.**

361 The Indiana Society of Medical Assistants and component chapters/district shall offer reciprocity
362 to members transferring membership from a constituent society and/or component chapter/district.
363 The transferring member shall present proof of current AAMA membership status in the form of
364 a current membership card or letter from AAMA.

365 A. Full dues will be assessed for active, associate, and affiliate members.

366 B. One-half dues will be assessed for sustaining and student members

367 C. ~~Dues will be assessed for student members.~~ ISMA will pay all dues for Life members.

368 D. ~~Life and honorary members are not required to pay State dues.~~ Honorary members shall not
369 pay dues.

370 **PROPOSED BYLAW AMENDMENT 26-05**

371

372 Expand eligibility qualifications for state officer and delegate to the AAMA House of Delegates.

373

374 CURRENT WORDING:

375 **ARTICLE VII — OFFICERS AND THEIR QUALIFICATIONS**

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

381 **STANDING RULES**

382 14. **DELEGATES TO ANNUAL BUSINESS MEETING OF AAMA**

383 Two of the delegates shall be the ISMA President and Vice President. The membership
384 shall elect the remaining delegate(s) and alternate(s) at the Annual Business Meeting.

385 Nominees for the elected delegate(s) and alternate(s) shall be Active members in good
386 standing for at least two years, held at least one elected office in a component
387 chapter/district and served at least one term on the Board of Directors.

388

389 PROPOSED WORDING:

390 **ARTICLE VII — OFFICERS AND THEIR QUALIFICATIONS**

391 The nominees for Vice President, Secretary, Treasurer and Med-A-Scoop Editor/Website
392 Development shall have been Active members for at least two years, held at least one elected office
393 in a component chapter/district prior to nomination, and served at least one term on the Board of

394 Directors **or two years as a committee chair.** In addition, the Vice President must have held at least
395 one elected ISMA office and will automatically assume office of President at the end of the
396 President’s term of office.

397 **STANDING RULES**

398 14. **DELEGATES TO ANNUAL BUSINESS MEETING OF AAMA**

399 Two of the delegates shall be the ISMA President and Vice President. The membership
400 shall elect the remaining delegate(s) and alternate(s) at the Annual Business Meeting.
401 Nominees for the elected delegate(s) and alternate(s) shall be Active members in good
402 standing for at least two years, held at least one elected office in a component
403 chapter/district and served at least one term on the Board of Directors **or two years as a**
404 **committee chair.**

405

406 **PROPOSED BYLAW AMENDMENT 26-06**

407

408 Remove the position of Corresponding Secretary.

409

410 CURRENT WORDING:

411 **ARTICLE VII — OFFICERS AND THEIR QUALIFICATIONS**

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

417 **ARTICLE X — BOARD OF DIRECTORS**

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

423 **ARTICLE XII — EXECUTIVE COMMITTEE**

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

429 **ARTICLE XVII — MEETINGS OF THE BOARD OF DIRECTORS**

430

431 **SECTION 2. NOTIFICATION**

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

437 **STANDING RULES**

438 **DUTIES OF OFFICERS/BOARD OF DIRECTORS**

439 **A. PRESIDENT:** It shall be the duty of the President to preside at all meetings of this
440 Society and of its Board of Directors. The President shall appoint a Parliamentary
441 advisor, Historian, and Corresponding Secretary, whose duty shall be to conduct the
442 correspondence of the Society. The President shall appoint, provide guidance for
443 standing and special committees, not otherwise set forth in these Bylaws. The President
444 shall be ex-officio member of every Indiana Society Committee except the Nominating
445 Committee and is to perform such other duties as ordinarily pertain to this office, not
446 otherwise covered in these Bylaws.

447 **D. RECORDING SECRETARY:** It shall be the duty of the Recording Secretary to keep
448 minutes of all regular and special meetings of the Society and Executive Board. The
449 Recording Secretary shall be responsible for conveying records to the succeeding
450 Recording Secretary immediately following the Annual Meeting and performing such
451 other duties as ordinarily pertain to this office, not otherwise covered in these Bylaws.

452 **11. ANNUAL CONFERENCE**

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

458
459 Complimentary rooms for the conference are to be assigned as follows: One room
460 for the Conference Chair and Vice Chair; Conference Registration Chair and
461 Conference Ways and Means Chair; assigned representative from AAMA. Double
462 occupancy rooms for ISMA elected officers, Corresponding Secretary, Parliamentary
463 Advisor. A suite will be provided for the President. If these named recipients request
464 other room arrangements, they have the option of being reimbursed at one half
465 equivalency or the individual's partial room rate expense. Complimentary room expenses
466 are to be a budgeted state expense.

467

468 **PROPOSED WORDING:**

469

470 **ARTICLE VII — OFFICERS AND THEIR QUALIFICATIONS**

471 The elected officers of this Society shall be President, Vice President, **Recording** Secretary,
472 Treasurer and Med-A-Scoop Editor/Website Development. A candidate for office shall be an
473 active member in good standing and shall submit to the Chair of the Nominating Committee,

474 written consent to serve. No member shall be permitted to hold more than one elected state office
475 at a time.

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478 Immediate Past President, each District elected Director/Alternate Director, and the Parliamentary
479 Advisor and the Corresponding Secretary. The Parliamentary Advisor shall serve as ex-officio
480 member without vote. The Corresponding Secretary shall have a voice in all procedures but no
481 vote.

482 **ARTICLE XII — EXECUTIVE COMMITTEE**

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

488 **ARTICLE XVII — MEETINGS OF THE BOARD OF DIRECTORS**

489 **SECTION 2. NOTIFICATION**

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

495 **STANDING RULES**

496 **E. DUTIES OF OFFICERS/BOARD OF DIRECTORS**

497
498 **A. PRESIDENT:** It shall be the duty of the President to preside at all meetings of this Society
499 and of its Board of Directors. The President shall appoint a Parliamentary advisor, and Historian, and
500 Corresponding Secretary, whose duty shall be to conduct the correspondence of the Society. The
501 President shall appoint, provide guidance for standing and special committees, not otherwise set
502 forth in these Bylaws. The President shall be ex-officio member of every Indiana Society Committee
503 except the Nominating Committee and is to perform such other duties as ordinarily pertain to this
504 office, not otherwise covered in these Bylaws.
505

506 **D. RECORDING SECRETARY:** It shall be the duty of the Recording Secretary to keep minutes
507 of all regular and special meetings of the Society and Executive Board. The Recording Secretary
508 shall be responsible for conveying records to the succeeding Recording Secretary immediately
509 following the Annual Meeting and perform such other duties as ordinarily pertain to this office,
510 not otherwise covered in these Bylaws.

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11. ANNUAL CONFERENCE

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, Vice Chair and Honorary members 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, Parliamentary Advisor and Honorary members. A suite will be provided for the President. If these named recipients request other room arrangements, they have the option of being reimbursed at one half equivalency or the individual’s partial room rate expense. Complimentary room expenses are to be a budgeted state expense.

PROPOSED BYLAW AMENDMENT 26-07

Add description of Treasurer bond

CURRENT WORDING:

E. TREASURER: 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. Society shall furnish a 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. The 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 within two weeks of receipt. The Treasurer shall be chair of the Budget and Finance Committee.

PROPOSED WORDING:

F. TREASURER: 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

556 all funds of the Society and shall deposit in a timely manner all said funds in a bank,
557 approved by the Board of Directors. All disbursements shall be made by check. The
558 Society shall furnish **surety** bond for the Treasurer, conditioned upon the faithful
559 performance of duties, in the amount which the Board of Directors shall from time to time
560 determine. The Treasurer's books shall not be closed until three (3) weeks prior to the
561 Annual Meeting each year. Financial records shall be audited at that time by the Auditing
562 Committee and the interim report provided to the President of the Indiana Society of
563 Medical Assistants. The treasurer shall make a final report of receipts and expenditures
564 from the above closing date of the Annual Report through the final Board meeting. This
565 report shall also be audited by the Audit Committee and presented to the newly elected
566 Treasurer with the Treasurer's books. A copy of this report is to be given to all the officers
567 and read to the Board members. The Treasurer, only upon receiving an authorized and
568 itemized voucher with receipt will pay all budgeted expenses within two weeks of receipt.
569 The Treasurer shall be chair of the Budget and Finance Committee.

570
571 **PROPOSED BYLAW AMENDMENT 26-08**

572
573 Clarify Vacancy in Office process

574 CURRENT WORDING:

575 **ARTICLE XI — VACANCY IN OFFICE/REMOVAL FROM OFFICE**

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

579 PROPOSED WORDING:

580 **ARTICLE XI — VACANCY IN OFFICE/REMOVAL FROM OFFICE**

581 In the event of a vacancy in the office of President, the Vice President shall fulfill the unexpired
582 term. A new Vice President shall be elected by ballot (by postal or electronic mail) by the
583 membership. **If the remaining term of office exceeds six months, a majority of all ballots cast shall**
584 **elect.**

585
586 **PROPOSED BYLAW AMENDMENT 26-09**

587
588 Correct identification of Section 2 contents

589 **ARTICLE XIV COMMITTEES**

590 CURRENT WORDING

591

592 **SECTION 2. Membership Recruitment and Retention**

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

598 PROPOSED WORDING

599 **SECTION 2. Committee Composition**

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

605 **PROPOSED BYLAW AMENDMENT 26-10**

606

607 To expand notification to website posting

608 **ARTICLE XVI – MEETING OF MEMBERS**

609 CURRENT WORDING:

610

611 **SECTION 3. NOTICE OF MEETINGS**

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

615 **SECTION 4. PREPARATION OF AGENDA**

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

620 PROPOSED WORDING:

621

622 **SECTION 3. NOTICE OF MEETINGS**

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

626 **SECTION 4. PREPARATION OF AGENDA**

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

631 **PROPOSED BYLAW AMENDMENT 26-11**

632

633 To clarify in person voting at the annual business meeting and allow for electronic voting by the
634 Board of Directors.

635

636 **ARTICLE XVI – MEETING OF MEMBERS**

637 CURRENT WORDING:

638

639 **SECTION 6. VOTING**

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

642 PROPOSED WORDING:

643 **SECTION 6. VOTING**

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

647 **Electronic voting may be conducted between Board of Director meetings by voting Board**
648 **members.**

649 **PROPOSED BYLAW AMENDMENT 26-12**

650
651 Update AAMA Executive Office Suite number

652 Current Wording:

653 An affiliate of the American Association of Medical Assistants, 20 North Wacker Drive, Suite
654 1575, Chicago, IL 60606

655
656 Proposed Wording:

657 An affiliate of the American Association of Medical Assistants, 20 North Wacker Drive, Suite
658 **3720**, Chicago, IL 60606

659

660 **PROPOSED BYLAW AMENDMENT 26-13**

661

662 To change from company name to invitation purpose

663 **STANDING RULES**

664 11. ANNUAL CONFERENCE

665

666 CURRENT WORDING:

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

669 State Physician Advisors

670 One Physician Advisor of hosting chapter

671 One physician employer of State President

672 Mayor of hosting city

673 Assigned representative from AAMA

674 Brown & Brown representative

675

676 PROPOSED WORDING:

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

679 State Physician Advisors

- 680 One Physician Advisor of hosting chapter/district
- 681 One physician employer of State President
- 682 Mayor of hosting city
- 683 Assigned representative from AAMA
- 684 **Medical Assistant of the Year Sponsor Organization** representative

685

686

687 **PROPOSED BYLAW AMENDMENT 26-14**

688

689 To simplify wording

690 CURRENT WORDING:

691 **STANDING RULES**

692 **14. DELEGATES TO ANNUAL BUSINESS MEETING OF AAMA**

693

694 PROPOSED WORDING:

695 **STANDING RULES**

696 **14. AAMA HOUSE OF DELEGATES REPRESENTATIVES**

697

698 **PROPOSED BYLAW AMENDMENT 26-15**

699

700 To include Annual Conference Attendance and Membership Support if approved.

701

702 PROPOSED WORDING

- 703 **15. Annual Conference Attendance and Membership Support**
- 704 A. Available to all current members without current chapter/district or state volunteer
 - 705 committee responsibility.
 - 706 B. Between May 1 and March 31 attend in person or virtually **four** chapter/district or
 - 707 state workshops and complete meetings with active participation. Virtual meeting
 - 708 attendance will be confirmed with response to a cell phone request to activate your
 - 709 camera within 5 seconds of contact.
 - 710 C. Volunteer to participate on a committee or assist with a special project.
 - 711 D. Write an essay of any length detailing how your AAMA membership impacts your
 - 712 personal and professional life.
 - 713 E. Six grants will be awarded by ISMA. One for each chapter/district. Grant will
 - 714 consist of the following
 - 715 One-year Active membership or two-year Student membership
 - 716 Full ISMA Annual Conference registration fee
 - 717 One-half payment of hotel accommodation for the ISMA Annual
 - 718 Conference
 - 719 F. Grant payments will be made out of the Money Market account and not a budgeted
 - 720 item.