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**INDIANA SOCIETY
OF MEDICAL
ASSISTANTS

BYLAWS**

April 18, 2026

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45 **CODE OF ETHICS**

46
47 The Code of Ethics of the Indiana Society of Medical Assistants (ISMA) has set forth
48 principles of ethical and moral conduct as they relate to the medical profession and the
49 particular practice of medical assisting. Members of the Indiana Society of Medical
50 Assistants are dedicated to the conscientious pursuit of their profession and thus, desiring
51 to merit the high regard of the entire medical profession and the respect of the general
52 public which they serve, do pledge themselves to strive always to:

- 53
54 A. Render service with full respect for the dignity of humanity;
55 B. Respect confidential information obtained through employment unless legally
56 authorized to divulge such information;
57 C. Uphold the honor and high principles of the profession and accept its disciplines;
58 D. Seek to continually improve the knowledge and skills of Medical Assistants for the
59 benefit of patients and professional colleagues; and
60 E. Participate in additional services activities aimed toward improving the health and
61 well being of the community.

62
63 **ETHICS CREED**

64 E Is for Endeavor in our duties
65 T Is for Truthfulness in all we do
66 H Is for Helpfulness to others
67 I Is for Integrity in our work
68 C Is for Courteous treatment to all
69 S Is for Sincerity in our purpose

70
71 Put them all together, they spell ETHICS, a word we MUST uphold to attain our goal.

72
73
74 **ISMA MISSION STATEMENT**

75
76 The Indiana Society of Medical Assistants, in affiliation with the American
77 Association of Medical Assistants, strives to:

- 78
79 ▪ Promote professional growth and identity of its membership through education
80 and credentialing

- 82 ▪ Inspire members to provide honest, loyal and efficient service to the public they
83 serve and the profession
- 84
- 85 ▪ Stimulate a feeling of fellowship and cooperation with the medical profession in
86 improving public relations
- 87
- 88 ▪ Encourage and assist medical assistants in forming component chapters/districts.
- 89

The Medical Assistants Creed

91

92 I believe in the principles and purposes of Medical Assisting.
93 I endeavor to be more effective.
94 I aspire to render greater service.
95 I protect the confidence entrusted to me.
96 I am dedicated to the care and well-being of all people.
97 I am loyal to my employer.
98 I am true to the ethics of my profession.
99 I am strengthened by compassion, courage and faith.

AAMA MISSION STATEMENT

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103 The mission of the AAMA is to empower medical assistants by
104 advancing education, certification, advocacy and scope of practice
105 protection

AAMA VISION STATEMENT

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109 The AAMA vision is to be the leading voice for medical assistants,
110 setting the standard for excellence in education and certification while
111 championing their value, and empowering them as an essential role
112 within the health care team.

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INDIANA SOCIETY OF MEDICAL ASSISTANTS

BYLAWS

April 18, 2026

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.

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).

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.

145 **ARTICLE IV — COMPONENT CHAPTERS/DISTRICTS**

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

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

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

166 **ARTICLE V — MEMBERSHIP**

167

168 **SECTION 1. Classes**

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

176 **SECTION 2. Qualifications**

177 **A. ACTIVE** — An active member shall be one of the following:

- 178 1. A credentialed medical assistant holding current status through a
179 National Commission for Certifying Agencies (NCCA) - accredited
180 certification program and whose credential has not been revoked as
181 provided by the respective credentialing body.
- 182 2. Anyone who was an Active member as of December 31, 1987, who has
183 never been a CMA (AAMA), and who has maintained continuous
184 Active membership. Continuous Active membership shall be defined as
185 having dues postmarked or submitted electronically to the AAMA
186 Executive Office by December 31 (the controlling time is that of
187 sending, not that of receiving).

188

189 **B. ASSOCIATE**

190 An associate member shall be a medical assistant who is not yet an AAMA
191 Certified Medical Assistant, CMA (AAMA), and who does not fall under any
192 other category.

193 **C. SUSTAINING**

194 A sustaining member shall be one who has been an Active or Associate
195 member for at least two years and who has retired from Medical Assisting.
196 Such membership shall be forfeited if not renewed annually.

197 **B. STUDENT**

198 A student member:

- 199 1. Shall be enrolled in a medical assisting program.
- 200 2. May choose a two-year student membership term or a one-year student
201 membership term.
- 202 a) After a two-year Student membership term, the member is then eligible only
203 for either Associate membership or Active membership (if the member
204 meets the Active membership requirements.)
- 205 b) After a one-year Student membership term, the member is eligible for a
206 second year of Student membership providing the member renews during
207 the member's one-year membership term. After the second year of Student
208 membership, the member is then eligible only for either Associate
209 membership or Active membership (if the member meets the Active
210 membership requirements.)

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

213 **C. HONORARY**

214 An honorary member shall be one who is not eligible for another category of
215 membership but has made an outstanding contribution to the Indiana Society
216 of Medical Assistants. Any member of the Board of Directors or any
217 component chapter/district may submit to the Board of Directors for its
218 consideration the name of a candidate for honorary membership. The
219 individual's name and a statement outlining contributions must be submitted
220 at least ninety (90) days prior to the Annual Business Meeting. The
221 nominee's candidacy must be voted on no later than the February/March
222 Board of Directors meeting. Conferral of honorary membership shall require
223 a two-thirds (2/3) vote by ballot of the Board of Directors. A presentation
224 shall be made at the Annual Conference. There shall be no more than two
225 honorary memberships conferred in one year.

226
227 **LIFE**

228 A life member shall be an active member who has had life membership
229 conferred, for having made an outstanding contribution to the Indiana Society
230 of Medical Assistants. Any member of the Board of Directors and any
231 component chapter/district may submit to the Board for its consideration the
232 name of a candidate for life membership. The individual's name and a
233 statement outlining contributions shall accompany the nomination.
234 Nomination must be made ninety (90) days prior to the Annual Business
235 Meeting. The nominee's candidacy shall be voted on no later than the
236 February/March Board of Directors meeting. Award of Life Membership
237 shall require a two-thirds (2/3) vote by ballot of the Board of Directors.
238 There shall be no more than one life membership conferred in one year.
239

240 **D. AFFILIATE**

241 An affiliate member shall be one who is not eligible for another category of
242 membership, but who is interested in the profession of medical assisting.

243 **SECTION 3. Privileges**

- 244 A. Active May hold elected office, serve as committee member, chair,
245 Director, or Delegate to the AAMA House of Delegates.
246 B. Associate May hold elected office, serve as committee member, chair or
247 Director.

- 248 C. Sustaining May hold elected office, serve as committee member, chair, or
249 Director.
- 250 D. Student May serve as an ISMA director and/or alternate director, chair a
251 committee, and/or serve on a committee and have full voting
252 privileges. They may not be an ISMA elected officer, AAMA
253 delegate or alternate delegate or AAMA committee chair.
- 254 E. Honorary May not vote, hold office or chair a committee.
- 255 F. Life Same privileges of active membership.
- 256 G. Affiliate May not hold office or chair a committee.
257

258 **SECTION 4. Revocation**

259 Any member who has had their CMA (AAMA) credential revoked by the Certifying
260 Board as provided by the AAMA Certifying Board Disciplinary Standards and
261 Procedures for CMAs (AAMA) will immediately lose their membership and all
262 privileges attached thereto and shall not be allowed reinstatement, unless the Certifying
263 Board rescinds the revocation of the credential. No refund will be made of any dues
264 paid.

265 **ARTICLE VI — DUES**

266
267 **SECTION 1.**

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

270 **SECTION 2.**

271 The dues for new members shall be payable to AAMA Executive Office at the time of
272 application. Dues for renewing members shall become due and payable November 1.
273 Dues not postmarked or submitted electronically to the Executive Office by December
274 31 will be considered delinquent and result in active members becoming ineligible for
275 office on the state level. (The controlling time is that of sending, not that of receiving.)
276 All members whose dues are paid by December 31 will be eligible to vote at the Annual
277 Meeting.

278 **SECTION 3.**

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

282 **SECTION 4.**

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

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

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

290 C. ISMA will pay all dues for Life members.

291 D. Honorary members shall not pay dues.

292 **SECTION 5.**

293 To serve and continue to serve as a State officer, director, alternate director, AAMA
294 delegate or alternate delegate, a member's dues shall be postmarked or submitted
295 electronically to the AAMA Executive Office by December 31 for each year of office.
296 (The controlling time is that of sending, not that of receiving.) Executive Board
297 Members, Directors, and Alternates must maintain current membership during their
298 terms of office.

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

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

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

311 **ARTICLE VIII — ELECTION AND TERM OF OFFICE**

312 **SECTION 1. Election**

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

317

318 **SECTION 2. Single Slate of Candidates**

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

323

324 **SECTION 3. Term of Office**

325 All officers may serve in the same office for two consecutive terms. Med-A-Scoop
326 Editor and Website Development Officer terms are for two years and are exempt from
327 term of office limitations.

328

329 **ARTICLE IX — NOMINATING COMMITTEE**

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

339 **ARTICLE X — BOARD OF DIRECTORS**

340 The Board of Directors shall consist of the following members: All the elected officers,
341 the Immediate Past President, each District elected Director/Alternate Director, and the
342 Parliamentary Advisor. The Parliamentary Advisor shall serve as ex-officio member
343 without vote.

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

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

348 Each component chapter/district shall be permitted to send an Alternate Director to the
349 Indiana Society of Medical Assistants Board meetings and said Alternate is to have a
350 voice and vote if serving as Director at the Board meeting.

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

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

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

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

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

365 **ARTICLE XII — EXECUTIVE COMMITTEE**

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

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

376 **ARTICLE XIII — COUNCIL OF THE PAST INDIANA PRESIDENTS**

377 A Council of the Past Indiana Presidents (PIPs), who are active members, shall be
378 established to serve in an advisory capacity, as requested by the Executive Board of the

379 Indiana Society. This council shall meet during the Annual Conference. The most recent
380 active Immediate Past President shall be the Chair of the Council of Past Presidents.

381 **ARTICLE XIV — COMMITTEES**

382 **SECTION 1. Standing Committees**

383 There shall be thirteen (13) Standing Committees: Membership Recruitment and
384 Retention; Budget and Finance; Bylaws and Standing Rules; Procedure Manual;
385 Continuing Education; Certification; Eva I. Irwin, CMA (AAMA) Medical Assistant
386 Student Support Fund; ISMA Liaison and Public Policy/Affairs; Ways and Means;
387 Audit of Minutes, Financial Audit, Credential Committee and Mentoring. Each of
388 these committees shall perform the duties and services indicated by the name of the
389 committee.

390 **SECTION 2. Committee Composition**

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

396 **SECTION 3. Special Committees**

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

402 **ARTICLE XV — PHYSICIAN ADVISORY BOARD**

403
404 This Advisory Board shall consist of no more than four (4) physicians. Three (3) shall
405 be appointed by the ISMA Executive Board. The Indiana State Medical Association
406 may appoint the fourth physician.

407 Members of the Advisory Board shall be elected from candidates submitted by
408 Component chapters/district at the first Board Meeting of each calendar year. In the
409 event no Candidate's name has been submitted by this meeting, the Physician Advisor
410 position shall be filled when a candidate becomes available. Each chapter/district may
411 submit no more than one name and each entry must be accompanied by a curriculum

412 vitae. The Chair of the Advisory Board shall be the outgoing Physician Advisor. In the
413 event of death or resignation of a member of the Advisory Board, the unexpired term
414 shall be filled by the appointee named by the Indiana Society President, with the
415 approval of the Board of Directors.

416 **ARTICLE XVI — MEETING OF MEMBERS**

417

418 **SECTION 1. ANNUAL BUSINESS MEETING**

419 A. The Annual Business Meeting of the members shall be held a weekend in April
420 unless otherwise designated by the Hosting Chapter/district. The Hosting
421 Chapter/district shall announce the location and date of the Conference no later than
422 two years in advance.

423 B. At the Annual Meeting, the Society will receive and act on published reports of
424 officers, special and standing committees, elect new officers, and will transact
425 whatever other business may come before the meeting.

426

427 **SECTION 2. SPECIAL MEETINGS**

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

432 **SECTION 3. NOTICE OF MEETINGS**

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

437 **SECTION 4. PREPARATION OF AGENDA**

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

442 **SECTION 5. REGISTRY AND QUORUM**

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

446 **SECTION 6. VOTING**

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

450 Electronic voting may be conducted between Board of Director meetings by eligible
451 Board members.

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

453

454 **SECTION 1. FREQUENCY**

455

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

460 **SECTION 2. NOTIFICATION**

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

466 **SECTION 3. QUORUM**

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

469 **ARTICLE XVIII — BULLETIN**

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

471 **ARTICLE XIX — DISSOLUTION/PERSONAL GAIN**

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

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

480 **ARTICLE XX — PARLIAMENTARY AUTHORITY**

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

484 **ARTICLE XXI — AMENDMENTS**

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

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

495
496 FOOTNOTES: The words “she”, “her” and “herself” wherever used in these bylaws shall be deemed to include the male
497 gender.

498
499

500 Indiana Society of Medical Assistants Organized October 16, 1956

501 Endorsed by the Indiana State Medical Association January 20, 1957

502 Constitution and Bylaws Adopted May 26, 1957.

503 Bylaws Adopted April 23, 1983

504 Revised April 25, 1987

505 Revised April 20, 1991

506 Revised April 22, 1995

507 Revised April 2002

508 Revised November 2014

509 Amended April 2004

510 Amended April 2005

511 Amended April 2006

512 Amended April 2007

513 Amended April 2008

514 Amended April 2009

515 Revised March 2015

516 Revised November 2017 (sent to National)

517 Revised April 2018

518 Revised April 2019

519 Revised April 2021

520 Revised July 2022 (sent to National)

521 February 2024 (sent to National)

522 April 2026 (sent to National)

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