

1 **INDIANA SOCIETY**
2 **OF MEDICAL**
3 **ASSISTANTS**

4
5 **STANDING**
6 **RULES**
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10 **April 18, 2026**

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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. Indiana State Medical Association Insurance Agency 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/district and ISMA, shall be divided equally between the local chapter/district and the ISMA education fund.
7. The ISMA shall present a donation of \$100 each to the Eva I. Irwin CMA (AAMA) Student Support Fund, Maxine Williams scholarship and Ivy Reade Surveyor Training fund each year at the ISMA and AAMA 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.
8. 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.

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9. 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, and Historian. 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, 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. SECRETARY: It shall be the duty of the Secretary to keep minutes of all regular and special meetings of the Society and Executive Board. The Secretary shall be responsible for conveying records to the succeeding 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: 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

86 in a timely manner all said funds in a bank, approved by the Board of
87 Directors. All disbursements shall be made by check. The Society shall
88 furnish surety bond for the Treasurer, conditioned upon the faithful
89 performance of duties, in the amount which the Board of Directors shall from
90 time to time determine. The Treasurer's books shall not be closed until three
91 (3) weeks prior to the Annual Meeting each year. Financial records shall be
92 audited at that time by the Auditing Committee and the interim report
93 provided to the President of the Indiana Society of Medical Assistants.
94 Treasurer shall make a final report of receipts and expenditures from the
95 above closing date of the Annual Report through the final Board meeting.
96 This report shall also be audited by the Audit Committee and presented to the
97 newly elected Treasurer with the Treasurer's books. A copy of this report is
98 to be given to all the officers and read to the Board members. The Treasurer,
99 only upon receiving an authorized and itemized voucher with receipt will pay
100 all budgeted expenses within two weeks of receipt. The Treasurer shall be
101 chair of the Budget and Finance Committee.

102 **F. MED-A-SCOOP EDITOR:** It shall be the duty of the Med-A-Scoop
103 Editor to prepare the ISMA official Newsletter materials for
104 publication and distribution (by paper and/or electronic) to the society
105 members at least 30 days prior to each Board of Directors meeting.

106 **G. WEBSITE DEVELOPMENT OFFICER:** It shall be the duty of the
107 Website Development Officer to post to the ISMA website current
108 information regarding the District and State leadership and activities. The
109 term of office shall be two years without limitation of terms.

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

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

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119 **A. MEDICAL ASSISTANT OF THE YEAR**

120 Every year each Chapter/District may submit a written summary of
121 qualifications of their chosen nominee for this honor who is a member of
122 their District. Individual members may not submit a letter of nomination.
123 The letter of nomination is written without mention of individual member

124 name until the last line of the letter. The letter is sent to the President who
125 forwards the letter with the last line blacked out to the Physician Advisors
126 for consideration. Criteria are based on individual contributions to the
127 Society, profession, work-related and civic activities. Selection is made by
128 the ISMA Physician Advisors with the award presented at the Annual
129 Conference Awards Banquet.

130
131 **B. LEON LEVI AWARD**

132 The Leon Levi Award shall be given whenever a member is eligible for
133 contributions to the Indiana Society of Medical Assistants. This award does
134 not have to be given annually. The recipient should be a member in good
135 standing of the Indiana Society for at least five (5) years. They need not be
136 nominated by their chapter/district but may be nominated by any member of
137 ISMA. The recipient shall be awarded a plaque stating these achievements.
138 The committee shall be comprised of the ISMA President and past award
139 recipients. The Chair of this committee shall be the most recent award
140 recipient. The award shall be presented at the Annual Conference Awards
141 Banquet.

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143 **C. GOLDEN APPLE**

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

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156 **11. ANNUAL CONFERENCE**

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

159 St. Joseph
160 East Central
161 West Central

162 Twelfth
163 First
164 Southeast
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166 Special invitations to the Annual Conference shall be extended over the
167 President's signature. The Society Physician Advisors and the President and
168 Executive Secretary of Indiana State Medical Association, Life and Honorary
169 members shall be invited to the Annual Conference. Special seating
170 arrangements and recognition may be provided for the Past President's,
171 Chapter/district Presidents, and State Directors at the President's Banquet.

172
173 Each local chapter/district shall donate one (1) chapter/district door prize for the
174 Conference. The item is to be not less than \$25.00 or more than \$35.00 in value
175 to be drawn at the conclusion of the Annual Business meeting. The winner must
176 be present to receive the door prize.

177
178 The memorial services used at the ISMA Conference to be conducted, if
179 applicable, shall be the choice of the person conducting the service. Related
180 expense receipts are submitted to the ISMA Treasurer for reimbursement. This
181 is not a hosting District conference expense.

182
183 The hosting chapter/district may borrow up to \$500.00 from ISMA to start the
184 conference fund if that chapter/district does not have enough to fund this initial
185 outlay. In such event, these borrowed monies are to be repaid out of the
186 conference revenues, depending upon funds available.

187
188 Also from conference revenues, payment for special invitations and, if accepted,
189 the meals would be complimentary to include the following:

- 190 State Physician Advisors
- 191 One Physician Advisor of hosting chapter/district
- 192 One physician employer of State President
- 193 Mayor of hosting city
- 194 Assigned representative from AAMA
- 195 Medical Assistant of the Year Sponsor Organization representative

196
197 The registration fees of the ISMA President, Vice President, Secretary,
198 Treasurer, Immediate Past President, Parliamentary Advisor, Med-A-Scoop
199 Editor, Website Development Officer, Conference Chair, Vice Chair and

200 Honorary members would be complimentary. Complimentary registration fees
201 are to be budgeted as a conference expense.

202
203 Complimentary rooms for the conference are to be assigned as follows: One
204 room for the Conference Chair and Vice Chair; Conference Registration Chair
205 and Conference Ways and Means Chair; assigned representative from AAMA.
206 Double occupancy rooms for ISMA elected officers, Parliamentary Advisor and
207 Honorary members. A suite will be provided for the President. If these named
208 recipients request other room arrangements, they have the option of being
209 reimbursed at one half equivalency or the individual's partial room rate expense.
210 Complimentary room expenses are to be a budgeted state expense.

211
212 Annual Business Meeting Booklet printing shall be a state Annual Conference
213 expense.

214
215 Payment of all conference expenses is to be made from conference revenues
216 including meals, decorations, any speakers and their fees, workshop expenses,
217 program booklets, exhibit expenses, postage, and publicity. The installation
218 service shall be a budgeted state expense unless the chapter of the elected
219 president wishes to furnish this for their member.

220
221 Any conference profit shall then be divided equally between the hosting
222 chapter/district and the ISMA.

223
224 Any District lacking the manpower to host a state conference may request
225 assistance from the rest of the society by sharing hosting responsibilities. Profits
226 shall be distributed one half to ISMA and one half distributed among the districts
227 evenly.

- 228 Registration
- 229 Education
- 230 Goody Bags and Door Prizes at the discretion of the hosting chapter
- 231 Protocol (refer to Procedure Manual)
- 232 Welcome Party
- 233 Ways and Means
- 234 Facility, meals, entertainment and installation service

235 **12. AAMA HOUSE OF DELEGATES REPRESENTATIVES**

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

241
242 Two of the delegates shall be the ISMA President and Vice President. The
243 membership shall elect the remaining delegate(s) and alternate(s) at the Annual
244 Business Meeting. Nominees for the elected delegate(s) and alternate(s) shall
245 be Active members in good standing for at least two years, held at least one
246 elected office in a component chapter/district and served at least one term on
247 the Board of Directors or two years as a committee chair.

248
249 Representation of this Society in the AAMA House of Delegates shall be in
250 accordance with the Bylaws of AAMA (Article XV Section 2C 1-5) as
251 follows:

- 252
253 1. Delegates and Alternates shall be active, or AAMA National life
254 members whose membership has not been revoked, as delineated in
255 Article VI, Section 4 of the AAMA bylaws.
256
- 257 2. The number of delegates shall be determined by the constituent
258 society's total active and associate membership of the membership
259 year prior to the date on which names of delegates and alternates
260 shall be submitted to the Speaker of the House.
261
- 262 3. Delegates and alternates shall be elected to serve from the opening
263 of the House of Delegates for the year elected until the next
264 convening of the House of Delegates.
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- 266 4. The names of Delegates and alternates shall be submitted to the
267 Executive Office at least ninety (90) days prior to the Annual House
268 of Delegates meeting.
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- 270 5. Constituent societies not in compliance with submission deadline for
271 delegate and alternate names must submit in writing to the Speaker
272 of the House of Delegates a request to be seated. This request must
273 be brought before the House of Delegates before the society's
274 delegates and alternates may be seated.

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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 accommodation 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 or the individual's partial room rate expense 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 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.

13. Annual Conference Attendance and Membership Support

- A. Available to all current members without current chapter/district or state volunteer committee responsibility.
- B. Between May 1 and March 31 attend in person or virtually **four** chapter/district or state workshops and complete meetings with active participation. Virtual meeting attendance will be confirmed with response to a cell phone request to activate your camera within 5 seconds of contact.
- C. Volunteer to participate on a committee or assist with a special project.
- D. Write an essay of any length detailing how your AAMA membership impacts your personal and professional life.
- E. Up to six grants will be awarded by ISMA. One for each chapter/district. Grant will consist of the following
 - One-year Active membership or two-year Student membership
 - Full ISMA Annual Conference registration fee
 - One-half payment of hotel accommodation for the ISMA Annual Conference.
- F. Grant payments will be taken from the Money Market account and not a budgeted item.