

# **SOUTH DAKOTA SOCIETY OF MEDICAL ASSISTANTS BYLAWS**

Affiliated with the American Association of Medical Assistants

Adopted May 1995

Revised January 1998

Revised August 2000

Revised April 2003

Revised July 2003

Revised December 2004

Revised February 2008

Revised June 2013

## **CODE OF ETHICS**

The Code of Ethics of the South Dakota Society of Medical Assistants shall set forth the principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of the South Dakota Society of Medical Assistants are dedicated to the conscientious pursuit of their profession, and thus, desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- A. Render service with full respect for the dignity of humanity;
- B. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information;
- C. Uphold the honor and high principles of the profession and accept its disciplines;
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues;
- E. Participate in additional service activities toward improving the health and well-being of the community.

## **CREED**

I believe in the principles and purposes of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

## **ARTICLE I-NAME**

The name of this organization shall be the South Dakota Society of Medical Assistants. It is affiliated with the American Association of Medical Assistants and made up of

component chapters. This association shall operate in conformity with the Bylaws of the American Association of Medical Assistants.

## **ARTICLE II-PURPOSE**

The purpose of the South Dakota Society of Medical Assistants is to promote the professional identity and stature of its members and the medical assisting profession through education and credentialing.

## **ARTICLE III-ORGANIZATIONAL POLICY**

This Society is hereby declared nonprofit. It is not nor shall it ever become a trade union or a collective bargaining agency. No person otherwise qualified for membership in this society will be denied membership. Exception: That no person who participated in activities of any organization whose purpose is to overthrow the government of the United States may become a member of this society.

## **ARTICLE IV-COMPONENT CHAPTERS**

Component chapters are those chapters of medical assistants located within the state of South Dakota which are or, which hereafter, may be affiliated with the South Dakota Society of Medical Assistants.

1. If in any locality, the number of persons eligible for membership is sufficient to fill all offices, they may organize a local group called a Component Chapter and shall apply to the Executive Board sixty days in advance of the Annual Convention for a charter.
2. The Chapter's bylaws cannot be in conflict with those of the South Dakota Society of Medical Assistants or those of the AAMA.
3. Bylaws of Component Chapters must be submitted to the state parliamentarian for review and recommended revisions.

## **ARTICLE V-MEMBERSHIP**

Section 1. There shall be eight classes of membership: Active, Member at large, Sustaining, Associate, Student, Honorary, Life, and Affiliate. Membership in a Component (local) Chapter and South Dakota Society of Medical Assistants and American Association of Medical Assistants shall be required for all classes except Member at Large and Honorary Member.

- A. Active - An active member shall be one of the following:
  1. An AAMA Certified Medical Assistant (CMA) whose CMA credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see [www.aama-ntl.org](http://www.aama-ntl.org)).
  2. Anyone who was an active member on December 31, 1987, and who maintains continuous active membership. (Continuous active membership shall be defined as having dues postmarked to the Executive Office by December 31st.)
- B. Member at large
  1. A member-at-large is one who meets all qualifications of active, life, sustaining, associate, student, honorary and affiliate except that a component

chapter does not exist in the area of residence. They pay dues to national and state society only.

C. Sustaining Member

1. Shall be one who has been an active or associate member for at least two years, who has left the field of medical assisting. Such a member shall pay one half dues and shall not vote, hold office or serve as a delegate. Such membership shall be forfeited if not renewed annually.

D. Associate Member

1. Shall be a medical assistant who is not yet an AAMA Certified Medical Assistant (CMA) and who does not fall under any other category.  
2. An associate member shall pay full dues and may vote, hold office, and chair a committee, but may not serve as a state delegate to the AAMA National Convention.

E. Student Member

1. Shall be enrolled in a Medical Assistant program.  
2. Shall carry a minimum of six contact hours per week per term.  
3. May retain membership of one additional dues year after graduation if active or associate membership is not chosen.  
4. Shall pay \$20.00 for national dues and \$5.00 for state dues.  
5. Shall be limited to a maximum of three years as a student member.

F. Affiliate Member

1. Is a person who is not eligible for another category or membership but who is interested in the profession of Medical Assisting.  
2. They must pay full dues but have no rights to vote or hold office.

G. Honorary Member

1. One who has had honorary membership conferred for having made an outstanding contribution to this society and who is not eligible for active membership.  
2. The name of the candidate for honorary membership, together with a statement outlining his/her contribution shall be submitted to the Executive Board at least sixty days prior to the Annual Convention of the House of Delegates. Conferral of honorary membership shall require a two-thirds vote by ballot of the House of Delegates.  
3. There shall be no more than two honorary memberships conferred in one year. An honorary member shall not pay dues, vote, hold office or chair a committee.

H. Life Member

1. An active member who has had life membership by the Executive Board of the South Dakota Society of Medical Assistants for having made an outstanding contribution to the society.  
2. The name of the candidate for life membership and a statement outlining his/her contribution shall be submitted to the Executive Board for approval at least sixty days prior to the Annual Convention and House of Delegates of the South Dakota Society. Conferral of life membership requires two-thirds vote by the Executive Board.  
3. There shall only be one life membership a year. They shall not pay dues but

shall continue to enjoy all the rights and privileges of active membership in the South Dakota Society.

Section 2. Revocation – Any member who has had their CMA credential revoked by the Certifying Board, as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see [www.aama-ntl.org](http://www.aama-ntl.org)), will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

#### **ARTICLE VI-DUES**

Section 1. The dues for membership in the South Dakota Society shall be \$10.00 per year, plus annual dues for the National and the Local chapters unless otherwise specified in these bylaws. Dues shall become due and payable November 1 and shall be delinquent if not postmarked by December 31 to the Executive Office. Dues will be billed by and remitted directly to the Executive Office of AAMA.

Section 2. Dues for new members joining on or after September 1 shall be credited to the following year.

Section 3. Constituent societies shall offer reciprocity to members transferring from another society. The transferring member shall present proof of current AAMA membership status.

Section 4. To serve as a delegate or state officer, dues must not be delinquent and must be postmarked to the Executive Office by December 31.

Section 5. Membership belongs to the individual and shall be nonrefundable and nontransferable.

#### **ARTICLE VII-OFFICERS**

Section 1. The officers of this Society shall be President, Vice President, Recording Secretary, Treasurer, and Immediate Past President.

Section 2. They shall hold office for two years or until successors are elected.

Section 3. They shall be active members in good standing and left to the discretion of the nominating committee with dues paid by December 31.

#### **ARTICLE VIII-DUTIES OF OFFICERS**

The regular term of all officers shall commence at the Annual South Dakota Society Convention at which time they are elected. The Executive Board shall approve a member to fill any unexpired term of office other than President. The duties of the officers shall be such as implied by their respective office and consistent with standard parliamentary procedure.

Section 1. The President shall:

- A. Preside at all meetings of this society.
- B. Appoint with the approval of the Executive Board all committee chairpersons.
- C. Be an ex officio member of all standing committees EXCEPT the nominating committee.
- D. Perform no act which changes policy without the approval of the Executive Board or Executive Council between meetings.
- E. Appoint the corresponding secretary.
- F. Appoint the Parliamentarian and Historian.
- G. Designate either the Vice-President or Immediate Past President as coordinator of the Education or Membership Committee.
- H. Appoint a three-member auditing committee with the approval of the Executive Board at each Annual Convention to audit the Treasurer's records.
- I. Perform such other duties as usually pertain to this office.
- J. Be first delegate to the National Convention.
- K. Be an active member in good standing.

Section 2. The Vice President shall:

- A. Assist the president throughout the year.
- B. Assume the duties of the President in the President's absence.
- C. Succeed to the office of President in the event of a vacancy in the office.
- D. Be coordinator of wither the Education or Membership committee.
- E. Appoint a committee of three of which he/she is the chairperson to judge the bulletin entries from the component chapters for annual contest at the Annual convention.
- F. Confer with the Treasurer to ascertain the winner of the membership contests.
- G. Be second delegate to the National Convention.
- H. Be an active member in good standing.

Section 3. The Recording Secretary shall:

- A. Record resolutions and proceedings of all meetings of the Society, Executive Board and Executive Council.
- B. Within 10 days of such meeting shall submit a copy of the minutes to the following:
  - 1. Advisory Board
  - 2. Each member of the Executive Board
  - 3. Chairperson of the Bylaws Committee
- C. Keep a roster of the members of the Society.
- D. Have charge of all Society ledgers and records of business conducted by this organization.
- E. Be responsible for notifying in writing all members of the Executive Council or Executive Board of any called meeting ten days prior to such meeting.

- F. Be first alternate to the National Convention.
- G. Be an active member in good standing.

Section 4. The Treasurer shall:

- A. Collect all money due to the society.
- B. Pay out money only on original bills and vouchers signed by the President.
- C. Prepare an annual financial statement.
- D. Be bonded to cover the amounts entrusted to his/her care with premium paid by the South Dakota Society of Medical Assistants.
- E. Submit all accounts and financial records to an auditing committee at the Annual Convention.
- F. Be chairperson of the Budget and Finance Committee.
- G. Submit a proposed budget for the following year at each Annual House of Delegates.
- H. Be second alternate to the National Convention.
- I. Be an active member in good standing.

Section 5. The Immediate Past President shall:

- A. Serve on the Executive Board.
- B. Assist any group of medical assistants qualified to organize as a Component Chapter.
- C. Serve as coordinator of either the Education or Membership Committee.
- D. Be third alternate to the National Convention.
- E. Be an active member in good standing.

Section 6. Immediately following the Annual Convention, each retiring officer shall turn over to his/her successor all files and records of the South Dakota Society of Medical Assistants in her possession. Any officer vacating his/her office before the expiration of his/her term shall immediately turn over to his/her successor the records of the office.

Section 7. Any officer of the South Dakota Society of Medical Assistants who for any reason is unable to perform the duties of her office for a period of ninety days shall submit her resignation to the Executive Board.

#### **ARTICLE IX-EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of President, Vice-President, Recording Secretary, Treasurer, and Immediate Past President. These members have the right to vote. The Educational Chairperson, Membership Chairperson, and Parliamentarian shall be members of the Executive Board without the right to vote and shall not be included in the requirement for a quorum.

Section 2. The Executive Board approves appointments made by the President, fills vacancy for unexpired term of officers other than the President, and appoints the Nominating Committee Chairperson.

Section 3. The Executive Board shall remove from office any officer or committee chairperson or member who fails to perform the required duties of office or for a good cause.

Section 4. A majority of those present shall constitute a quorum.

#### **ARTICLE X-EXECUTIVE COUNCIL**

The Executive Council shall consist of the Executive Board and all Presidents of component chapters, or a proxy for the component chapter president chosen by and certified by the local chapter. It shall be the policy making organization with power to conduct the business of the Society between Annual Conventions and shall meet when called by the President or when petitioned by three of its members. A majority of those present shall constitute a quorum.

#### **ARTICLE XI-HOUSE OF DELEGATES**

Section 1. The legislative body of the South Dakota Society of Medical Assistants shall be the House of Delegates which shall have the authority to determine policies of the Society and the power to amend the Bylaws, act upon such business as may be presented, and conduct the annual election of officers.

Section 2. Each component chapter shall elect two delegates as voting representatives in the House of Delegates at the Annual Convention. Each chapter shall elect two alternate delegates to serve for delegates unable to attend the House of Delegates. Names of delegates and alternates must be submitted by Chapter Presidents to the State President and Credentials Chairperson at least two weeks prior to the Annual Convention.

Section 3. Members at large shall hold a caucus the first day of the Annual Convention and elect one delegate and one alternate. Results of this election must be submitted to the President by 8:00 PM the first evening of the convention. These people shall represent the at-large membership at the House of Delegates and the coming year's Executive Board meetings.

Section 4. Members of the Executive Board, except the President, shall be ex officio members of the House of Delegates without the right to vote (unless serving as an elected delegate). The President shall vote in case of a tie vote and in all instances when VOTE IS BY Ballot. Past Presidents shall be ex officio members without vote.

#### **ARTICLE XII-ELIGIBILITY, NOMINATION AND ELECTION OF OFFICERS**

Section 1. All officers shall be active members in good standing and shall have held office on a local level. The President, Vice President Secretary and Treasurer may be elected to a consecutive term.

Section 2. The Nominations Committee shall present at the Annual Convention a slate in full, consisting of one and not more than three candidates for each of the following offices: Vice President, Recording Secretary, and Treasurer. Upon receiving the report of the Nominations Committee, additional nominations may be made from the floor by a

member of the House of Delegates. The nominating Chairman must have written consent of the candidate and the written endorsement of the nominee's local chapter before the name is placed in nomination.

Section 3. Election shall be by written ballot and a majority of the voting delegates is necessary to elect.

Section 4. If after nominations from the floor of the House of Delegates, a slate in full consists of only one candidate for each of the following offices: Vice President, Recording Secretary, and Treasurer; then the Recording Secretary shall cast a written ballot to accept the slate of officers as presented.

### **ARTICLE XIII-MEETINGS**

This Society shall hold an Annual Convention in the spring, time and city to be announced one year in advance, at which time the House of Delegates shall convene.

### **ARTICLE XIV-STANDING COMMITTEES**

Section 1. The incoming President shall appoint, subject to ratification by the Executive Board, the Chairperson and members of all standing committees. The President will notify all members of their automatic appointment to state committees if their chairperson of a local committee qualifies them as a member of a State Committee.

Section 2. All committees shall:

- A. Furnish the President and Vice President an outline of the committee's goals for the year.
- B. Keep a record of their proceedings and furnish a written report to the President thirty days prior to the Annual Convention, which will be presented to the Executive Council and House of Delegates.
- C. Place all records with the Executive Board at each Annual Convention to be made available to the incoming committee chairpersons.

Section 3. The specific duties of the standing committees shall be as follows:

- A. Budget and Finance Committee
  1. Shall be responsible for preparing a proposed budget for the following year to be presented at each Annual Convention.
  2. Chairperson shall be the elected State Treasurer.
  3. Committee members shall be the Budget and Finance Chairperson of each component chapter.
- B. Bylaws
  1. Chairperson shall be the Parliamentarian.
  2. Chairperson shall be responsible for having amendments to the Bylaws and new or revised standing rules, which are passed by the House of Delegates, published, and distributed to the membership for each Annual Convention.
  3. Chairperson shall be responsible for reprinting Bylaws and Standing Rules as

- needed.
4. Shall be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution. It shall be the responsibility of the AAMA to notify constituent societies of any changes in those mandated bylaws. It shall be the responsibility of the constituent societies to make the mandated changes with copies of the revised bylaws returned to the AAMA within 30 days of notification. Any action taken by a state society that is inconsistent with such mandated language shall immediately be null and void and of no effect.
  5. Committee members shall be chairperson of Bylaws Committee of each component chapter.
- C. Convention Committee
1. Chairperson and committee members who are members of the host chapter shall be appointed by the State President as presented by the Chapter President.
  2. Committee will work closely with the President and Vice-President and Convention Chairperson making arrangements for the Annual Convention.
- D. Education Committee
1. Elected Vice-President or Past President shall be designated by the President as chairperson.
  2. Committee members will be the chairperson of the Education Committee of each component chapter.
  3. Shall be responsible for conducting at least one educational seminar each year for area surrounding each local chapter. Educational seminars may be set in any part of the state at the discretion of this committee and the Executive Board.
  4. Shall be responsible for obtaining approval from AAMA Continuing Education Committee for CEUs to be earned by the members attending the seminars. Seminars are open to all members and non-members who are active in the medical field.
- E. Membership Committee
1. Elected Vice President or Past President shall be designated by the President as chairperson.
  2. Shall have the responsibility of maintaining and increasing member of this Society.
  3. Committee members shall be the membership chairpersons of each component chapter.
- F. Nominating Committee
1. Chairperson shall be appointed by the President with the approval of the Executive Board.
  2. Committee members shall be the chairperson of each local chapter if approved by the Executive Board.
  3. A slate of officers consisting of at least one nominee for each office shall be presented at the spring Board Meeting.
- G. Public Relations and Publicity
1. Shall be responsible for contributing ideas and suggesting materials and procedures that will help to increase recognition of the South Dakota Society of

- Medical Assistants as the spokesperson for the field of medical assisting.
2. Provide the local chapters with assistance and other means of attracting people to the field of medical assisting.
  3. Inspire local Public Relations Chairpersons to help achieve the aforementioned goals.
  4. Shall be responsible for submitting news releases regarding activities of the Society to any reputable news media.
  5. Committee members shall be the Public Relations/Publicity Chairpersons of each local chapter.
- H. Insurance Committee
1. Shall be responsible for understanding and assisting all members to be aware of the insurance programs offered members through the AAMA.
  2. Committee members shall be the Insurance Chairperson of each local chapter.
- I. Safety Committee
1. Committee members will be Safety Chairperson of each local chapter.
  2. Shall be familiar with regulations of the Occupational Safety and Health Act (OSHA) and keep members informed of new regulations.
- J. Certification Committee
1. Shall be responsible for all current information from the National AAMA regarding certification and revalidating being furnished to the President of each component chapter.
  2. Write each new CMA regarding membership in South Dakota Society of Medical Assistants.
- K. Legislation Committee
1. Shall be responsible for studying all legislation proposed by the South Dakota House and Senate pertaining to medical assisting in the State of South Dakota.
  2. Shall correspond with the chairperson of AAMA Legislation or National Office of AAMA regarding all new state legislation being proposed.
  3. Shall keep the Executive Board informed of proposed legislation.

#### Section 4. Term of Office

Each committee chairperson and committee member shall serve for one term (annual meeting to annual meeting) unless re-elected or reappointed.

### **ARTICLE XV-ADVISORY BOARD**

The Advisory Board shall be composed of three physicians appointed by the President of this Society and approved by the Executive Board.

### **ARTICLE XVI-DELEGATES TO THE NATIONAL CONVENTION**

Section 1. Representation of this Society in the AAMA House of Delegates shall be in accordance with the Bylaws of the AAMA (Article XV Section 2C 1-4).

- A. Delegates and alternates shall be active or AAMA life members with the AAMA with dues paid by December 31.
- B. The number of delegates shall be determined by the constituent society's total active and associate membership of the membership year prior to the date on

- which names of delegates and alternates shall be submitted to the Speaker of the House.
- C. Delegates and alternates shall be elected to serve one year from the opening House of Delegates for the year elected until the opening of the House of Delegates the following year.
  - D. The names of delegates and alternates shall be submitted to the Executive Office at least ninety (90) days prior to the Annual meeting of the House of Delegates.

Section 2. Delegates to National AAMA House of Delegates (if three are required) shall be President, Vice-President, and Immediate Past President.

- A. First alternate delegate shall be the Recording Secretary.
- B. Second alternate delegate shall be the Treasurer.
- C. Third alternate delegate shall be the Immediate Past President.
- D. If an officer is unable to serve as a Delegate or an Alternate, a member in good standing can be appointed by the Executive Board.

#### **ARTICLE XVII-QUORUM**

At any regular or special meeting of this Society, two-thirds of the voting delegates authorized to transact any business duly present shall constitute a quorum after each member has been notified in writing at least ten (10) days prior to said meeting.

#### **ARTICLE XVIII-PARLIAMENTARY AUTHORITY**

Section 1. All parliamentary procedures and all matters not covered in the bylaws shall be governed by Robert's Rules of Order (Newly Revised).

#### **ARTICLE XIX-AMENDMENTS**

This Bylaw may be amended by any Annual Convention by a two-thirds vote of the voting delegates. The proposed amendment must be approved by the Executive Board and submitted in writing to all chapters at least fifteen (15) days prior to the meeting. Any amendment shall become effective upon its adoption.

#### **ARTICLE XX-DISSOLUTION**

In the event of dissolution of this Society, affiliated with the AAMA, the Executive Committee shall, after payment of all liabilities, distribute any remaining assets to non-profit medical or charitable institutions or projects designated by a majority of the delegates at a meeting called for the purpose of dissolution. Notification shall be sent by the President to the AAMA Executive Office no later than ten (10) days after the meeting for the purpose of voting on dissolution.

[Officers](#) | [Membership](#) | [Students](#) | [Meetings](#) | [Current News](#)

[Newsletter](#) | [Bylaws](#) | [Employment](#) | [Links](#) | [Contact](#)

