

WASHINGTON | State Society of
Medical Assistants



AN AFFILIATE OF THE
AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

BYLAWS

2021-2022

R.Krieble 03/20/2022 Revised

AAMA Reviewed & Compliant 05/2022:
Nick Mickowski

INDEX TO WSSMA BYLAWS

Article I	Name		Page 07
Article II	Objectives		Page 07
Article III	Organizational Policy		Page 07
Article IV	Affiliated Chapters		Page 07
	Locations	Section 1	Page 07
	Becoming	Section 2	Page 07
	Bylaws	Section 3	Page 07
	Revisions	Section 4	Page 08
	Officers	Section 5	Page 08
	Students/Affiliate	Section 6	Page 08
	Dues to WSSMA	Section 7	Page 08
	Exceptions	Section 7 A1	Page 08
Article V	Membership		Page 08
	Classes	Section 1	Page 08
	Qualifications	Section 2	Page 08
	Active	Section 2A	Page 08
	Sustaining	Section 2B	Page 08
	Associate	Section 2C	Page 09
	Student	Section 2D	Page 09
	Affiliate	Section 2E	Page 09
	Honorary	Section 2F	Page 09
	Life	Section 2G	Page 09
	Member-at Large	Section 2H	Page 09
	Revocation	Section 3	Page 10
Article VI	Dues		Page 10
	AAMA	Section 1	Page 10

	New Members	Section 2 & 3	Page 10
	Non-Transferable	Section 4	Page 10
Article VII	Officers and Trustee Qualifications		Page 10
	List of Officers	Section 1	Page 10
	Qualifications	Section 2	Page 10
	AAMA Delegates	Section 3	Page 11
	Members	Section 4	Page 11
Article VIII	Nominations and Elections		Page 11
	Nominations	Section 1	Page 11
	Deadlines	Section 1A	Page 11
	Elections	Section 2	Page 11
	Voting	Section 2A	Page 11
	Nominating Committee	Section 2B	Page 12
	Delegates – AAMA	Section 2C	Page 12
Article IX	Officer & Trustee: Term of Office, Vacancies of Office, Removal from Office		Page 12
	Term of Office	Section 1	Page 12
	President / Vice President	Section 1A	Page 12
	Speaker / Vice Speaker	Section 1A	Page 12
	Immediate Past President	Section 1A	Page 12
	Secretary and Treasurer	Section 1B	Page 12
	Trustees	Section 1C	Page 12
	Vacancies	Section 2	Page 12
	Vice President	Section 2A	Page 12
	All other Officers	Section 2B	Page 12
	Removal from Office	Section 3	Page 13
Article X	Officer Duties		Page 13

	Officer Budgets	Section 1	Page 13
	President Duties	Section 2	Page 13
	Vice President Duties	Section 3	Page 14
	Secretary Duties	Section 4	Page 14
	Treasurer Duties	Section 5	Page 15
	Speaker Duties	Section 6	Page 15
	Vice Speaker Duties	Section 7	Page 16
	Trustees	Section 8	Page 16
	Records	Section 9	Page 16
Article XI	Board of Trustees		Page 16
	Officers of Board	Section 1	Page 16
	Board Responsibilities	Section 2	Page 16
	Quorum	Section 3	Page 17
Article XII	Executive Committee		Page 17
	Officers	Section 1	Page 17
	Authority	Section 2A	Page 17
	Voting Decisions	Section 2B	Page 17
	Meetings	Section 3	Page 17
Article XIII	Advisory Board		Page 18
	Elected/Ex-Officio Members	Section 1	Page 18
	Term of Office	Section 2	Page 18
	Members	Section 3	Page 18
Article XIV	Committees		Page 18
	Names of Committees	Section 1	Page 18
	Budget	Section 2	Page 18
	Standing Committees	Section 3	Page 18
	Special Committees	Section 4	Page 18
	Ad-Hoc Committees	Section 4A	Page 18
	HOD Committees	Section 4B	Page 19

	Nominating Committee	Section 5	Page 19
	Removal from Committee	Section 6	Page 19
Article XV	House of Delegates (HOD)		Page 19
	Governing Body	Section 1	Page 19
	Dues	Section 2	Page 19
	Ex-Officio Members Vote	Section 3	Page 19
	Chapter Delegates	Section 4	Page 19
	Proxy Votes	Section 5	Page 20
	Annual Meeting	Section 6	Page 20
	Quorum/Majority	Section 7	Page 20
Article XVI	AAMA Delegates and Alternates		Page 20
	Representation	Section 1	Page 20
	Qualifications	Section 1A	Page 20
	Number of Delegates	Section 1B	Page 20
	Term of Office	Section 1C	Page 20
	Submission of Delegate/Alt	Section 1D	Page 20
	Number of Delegates	Section 2	Page 20
	Obligations	Section 3 & 4	Page 20
Article XVII	Meetings		Page 21
Article XVIII	Dissolutions		Page 21
	Assets/IRS	Section 1	Page 21
	AAMA Requirements	Sections	Page 21
Article XIX	Parliamentarian and Parliamentary Authority		Page 21
Article XX	Compliance with AAMA Bylaws		Page 21
Article XXI	WSSMA Contracts with Outside Party		Page 21
Article XXII	Amendments		Page 21
Article XXIII	Treasurers Agent		Page 22

Appendix to WSSMA Bylaws

Page 23

Mission Statement / Vision Statement

Appendix A Page 23

Code of Ethics / AAMA Creed

Appendix B Page 2

Washington State Society of Medical Assistants

Revised February 2022

ARTICLE I - NAME

The name of this organization shall be the Washington State Society of Medical Assistants, hereafter designated as WSSMA, an affiliate of the American Association of Medical Assistants.

ARTICLE II - OBJECTIVES

The purpose of WSSMA shall be to promote the professional identity and stature of its members, and the medical assisting profession, through education and credentialing. The objectives of WSSMA shall be to inspire its members to give honest, loyal, and effective service to the profession and to the public which they serve; to strive at all times to cooperate with the medical profession in improving public relations; to provide educational services to increase the knowledge and professionalism of its members; to stimulate a feeling of fellowship and cooperation among its chapters; to encourage and assist all medical assistants in forming local chapters; and in general, to promote the highest standard of endeavor among medical assistants.

ARTICLE III - ORGANIZATIONAL POLICY

WSSMA is hereby declared to be nonprofit. It is not nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in WSSMA 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 WSSMA.

ARTICLE IV - AFFILIATED CHAPTERS

SECTION 1. Affiliated chapters are those county or district chapters of medical assistants contained within the geographical limits of the state of Washington.

SECTION 2. A chapter may become affiliated with WSSMA by submitting its written application for membership to the President of WSSMA, together with one (1) copy of its Bylaws and Standing Rules and a list of its officers. There shall be at least eight (8) active members to organize a chapter.

SECTION 3. An organizing Chapter's Bylaws and/or Standing Rules shall be approved by the WSSMA Bylaws Committee whose Chair shall submit its recommendation to the WSSMA

President. The chapter will be notified of its affiliation with WSSMA by a letter from the WSSMA President. Affiliated chapters which have been approved at least ninety (90) days prior to the annual conference shall be entitled to representation in the House of Delegates as provided in Bylaws and/or Standing Rules, together with WSSMA Bylaws shall be the governing instruments of each affiliated chapter.

SECTION 4. Subsequent revisions to the Bylaws and/or Standing Rules of an affiliated chapter shall be submitted to the WSSMA Bylaws Committee for review within thirty (30) days of adoption.

SECTION 5. Affiliated chapters shall elect their officers no later than February 28 and install newly elected officers no later than March 31 of each year.

SECTION 6. Affiliated chapters may allow associate and student members to hold the offices of Secretary and Treasurer.

SECTION 7. Affiliated Chapters may be assessed a yearly assessment to WSSMA based on the number of members in the chapter as of April 30 of that year. This assessment is not to exceed \$15.00 per member. The amount shall be assessed from May 1 to April 30 and shall be paid to the WSSMA Treasurer no later than December 31 of the year. The Membership Roster Chair will be responsible for providing each chapter with a statement of assessment due at the fall Board of Trustees meeting. A chapter that is not in compliance with the Bylaws will not have its delegates seated at the annual House of Delegates.

A. Exceptions

1. New chapters are exempt for their first year.

ARTICLE V - MEMBERSHIP

SECTION 1. Classes: There shall be seven classes of membership on the Society level: Active, Sustaining, Associate, Student, Affiliate, Honorary and Life.

Membership in a component chapter, a constituent society and AAMA should be required unless there is no component chapter in the area. If there is no component (local) chapter, the member shall be considered a “state member at large.” No other membership or quasi-membership classes shall be permitted by this society or a component chapter except honorary unless there is no affiliated chapter in the area.

SECTION 2. QUALIFICATIONS:

A. Active - An Active Member shall be one of the following:

1. Certified Medical Assistant CMA (AAMA) holding current credential status and whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA) (see www.aama-ntl.org).
2. Anyone who was an active member on 12/31/87, who has never been a CMA (AAMA) and who has maintained continuous active membership.

Active Membership shall be defined as having dues postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

B. Sustaining - Anyone who has been an Active or Associate Member for at least two

years who has retired from medical assisting is eligible for Sustaining Membership. This membership shall be forfeited if not renewed annually.

- C. **Associate** - An Associate Member shall be a Medical Assistant who is not yet an AAMA Certified Medical Assistant (CMA) (AAMA) and who does not fall under any other category.
- D. **Student** - A Student Member:
 - 1. Shall be enrolled in a medical assisting program.
 - a. After a two-year student membership term, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
 - b. After a one-year student membership term, the member is eligible for a second year of student membership as long as the member renews during the member's one-year student membership term. After the second-year of student membership, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
 - c. No member is eligible for more than a total of two consecutive years of student membership.
- E. **Affiliate** - An Affiliate member shall be one who is not eligible for another category of membership but who is interested in the profession of medical assisting.
- F. **Honorary** - An Honorary member shall be one who is not eligible for Active membership but has made outstanding contributions to the advancement of Medical Assisting and/or the Society. Honorary membership is conferred by a two-thirds vote of the House of Delegates (or General Assembly) after recommendation by the Board of Directors. Names of candidates for Honorary Membership shall be presented to the Board of Directors at least sixty (60) days prior to presentation at the House of Delegates (or General Assembly). There shall be no more than four Honorary Memberships conferred by WSSMA in one year. Honorary membership in a constituent society does not transfer to the national level.
- G. **Life** - A Life Member shall be an active member who has had Life Membership conferred by a two-thirds vote of the House of Delegates (or General Assembly). The guidelines are the same as outlined above in Subsection F. There shall be no more than one Life Membership conferred by WSSMA in one year.
- H. **Member-At-Large** - A Member-At-Large is one who meets all the qualifications of Active, Life, Sustaining, Associate, Student, Honorary, and Affiliate except that a component chapter does not exist in the area of residence. Such a member shall pay only State and National dues.

Additionally, to make a nomination for National Honorary or National Life Memberships, a Society

will submit the nomination with supporting documentation to the Board of Trustees of AAMA in accordance with the AAMA Bylaws.

SECTION 3. Revocation

Any member who has had their CMA (AAMA) credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMA (AAMA) (see 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. Annual dues for all classes of membership and special assessments shall be AAMA dues together with such an amount as recommended by the WSSMA Board of Trustees and approved by the House of Delegates. Dues shall become due and payable November 1 of each year and shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Offices by December 31 (the controlling time is that of sending, not that of receiving).

- A. Full Dues will be assessed for active, associate, and affiliate members.
- B. One-half dues will be assessed for sustaining members.
- C. Dues will be assessed for international members.
- D. Dues will be assessed for student members.
- E. Life and Honorary members are not required to pay dues.

SECTION 2. Dues paid by new members joining on or after September 1 shall be credited to the following year.

SECTION 3. WSSMA and each of its affiliated chapters shall accept AAMA members who have relocated to new geographical areas and grant such members appropriate membership privileges for the remainder of that particular dues year. Such members shall not be penalized by payment of additional dues for the current year. The transferring member shall present proof of current AAMA Membership status.

Section 4. Membership belongs to the individual and shall be nontransferable (per AMMA bylaws ARTICLE VII Section 5)

ARTICLE VII - OFFICERS AND TRUSTEES AND THEIR QUALIFICATIONS

SECTION 1. The officers of WSSMA shall be President, Vice President, Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, and Immediate Past President.

SECTION 2. All candidates for Officer and Trustee are required to:

- A. Be a member whose membership dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving) and has not been revoked, as delineated in Article VI,

Section 4 of the AAMA Bylaws. Officers and trustees must maintain current membership during their terms of office and be a member in good standing for the entire term served.

- B.** Have served as an elected officer of an affiliated chapter or is currently an active member at large.
- C.** All candidates for Vice President must have served on the WSSMA Board of Trustees for a minimum of four years before running for office. At least three of these years must be served as an elected WSSMA Officer or Trustee and must include active participation on a committee. The President and Vice President shall not be from the same affiliated chapter.
- D.** The office of President is open to direct nomination only if there is no viable Vice President to succeed to that office. All candidates for President must have served a year as WSSMA Vice President previously.

SECTION 3. All candidates to serve and continue to serve as AAMA Delegate and Alternate Delegate, an Officer or a Trustee are required to:

- A.** Be a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 for each year of office (the controlling time is that of sending, not that of receiving).
- B.** Have served either as: An elected Officer for an affiliated chapter or is currently an active member at large. A member of a Standing Committee of WSSMA; A Delegate to the WSSMA House of Delegates.

SECTION 4. Associate, Sustaining and Life Members may serve in any office with the exception of President, Vice President, Delegate, or Alternate Delegate to the AAMA House of Delegates.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

SECTION 1. NOMINATIONS

- A.** Affiliated chapters may submit nominations for elective offices, with a resume of the candidates' qualifications, to the Chair of the Nominating Committee no later than ninety (90) days prior to the annual meeting. Nominations may be made from the floor, providing the nominee's written consent is obtained. The name of the Nominees and their qualifications shall be submitted to the Officers, Elected Delegates, and Advisors in writing at the Winter Board of Trustees Meeting, which must be held at least forty-five (45) days prior to the annual meeting.

SECTION 2. ELECTIONS

- A.** Election of Officers and Trustees shall be by ballot. The candidate receiving the majority vote shall be declared elected. Where a clear majority is not evident, the ballot shall be repeated on the two (2) candidates receiving the largest number of votes.

- B. The Nominating Committee shall consist of three (3) elected members and the Immediate Past President, who shall serve as an Ex Officio member.
 - 1. Election shall be by ballot and a plurality vote shall elect. The three (3) candidates receiving the highest number of votes shall be declared elected.
 - 2. In the event of a tie between candidates receiving the three highest numbers of votes, another ballot shall be taken to determine the successful candidate.
 - 3. The candidate receiving the highest number of votes shall be Chair. In the event of a tie vote, the Nominating Committee shall select a Chair.
 - 4. No two (2) members of the Nominating Committee shall be from the same affiliated Chapter.
- C. Election of Delegates to AAMA shall be by ballot. The candidate receiving the highest number of votes shall be declared elected. The Alternate Delegates shall be determined by the number of votes received in succession.

ARTICLE IX - OFFICERS AND TRUSTEES: TERM OF OFFICE, VACANCIES IN OFFICE AND REMOVAL FROM OFFICE

SECTION 1. TERM OF OFFICE

- A. The term of office for the President, Vice President, Speaker of the House, Vice Speaker of the House, and Immediate Past President shall be one (1) year or until a successor is elected. The President, Vice President, and Immediate Past President shall not serve more than one (1) consecutive term.
- B. The term of office for the Secretary and Treasurer shall be for two (2) years or until a successor is elected. They shall be elected in alternating years with the Secretary elected in even years and the Treasurer elected in odd years.
- C. The term of office for the six (6) Trustees shall be for two (2) years, or until a successor is elected, with the term of three (3) members expiring each year. No Trustee shall serve more than two (2) consecutive terms.

SECTION 2. VACANCIES

- A. In the event of a vacancy in the office of Vice President, the office shall remain vacant until the next annual meeting when the President shall be elected.
- B. In the event of a vacancy in any other office, the President shall, with the approval of

the Board of Trustees, appoint a member to serve the unexpired term. The appointee shall meet the qualifications outlined in Article VII.

SECTION 3. REMOVAL FROM OFFICE

Upon failure of any Office or Trustee to perform the duties of the office, the Executive Committee may ask for the resignation of that Officer. Replacement shall be as set forth in SECTION 2 of this Article.

ARTICLE X - DUTIES OF OFFICERS

SECTION 1. If any Officer exceeds the office's budget, no reimbursement will be forthcoming for expenses in excess of 110% of the budgeted amount unless specifically authorized by the Board of Trustees. 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.

SECTION 2. The President

- A.** Shall preside at all meetings of WSSMA, except meetings of the House of Delegates;
- B.** Shall provide the members of the Board of Trustees, Committee Chairs, Advisors, and/or Executive Committee with an Agenda at least fourteen (14) days prior to convening;
- C.** Shall address the opening session of the House of Delegates;
- D.** Shall be an Ex Officio member of all committees, except the Nominating Committee;
- E.** Shall appoint a Parliamentarian;
- F.** Shall appoint a Corresponding Secretary when desired;
- G.** Shall have the power to fill vacancies in Offices and Standing Committees as they occur with the approval of the Board of Trustees;
- H.** Shall submit an Annual Report, including activities of the Board of Trustees, to the House of Delegates;
- I.** Shall serve as a Delegate to the AAMA House of Delegates;
- J.** Shall be the First Liaison to the Washington State Medical Association.
- K.** Shall submit the names, addresses, telephone numbers and email addresses of all

Officers, Advisors, and Committee Chairs to the AAMA Executive Director with the deadline of June 1st per AAMA Website

- L. Shall submit the names, addresses, telephone numbers and email addresses of the Delegates and Alternate Delegates to the AAMA Executive Director, the AAMA Speaker and Vice Speaker of the House of Delegates with the deadline of June 1st per AAMA Website
- M. Shall be an Active member in good standing for the entire term served.

SECTION 3. THE VICE PRESIDENT

- A. Shall assist the President throughout the year.
- B. Shall assume the duties of the President in the latter's absence;
- C. Shall succeed to the Office of President in case of a vacancy therein;
- D. Shall succeed to the Office of President at the end of his/her term as Vice President;
- E. Shall serve as Chair of the Bylaws Committee;
- F. Shall make selections for the Standing Committee Chairs prior to the annual conference and shall present the names to the Board of Trustees for approval at its post conference meeting; Shall serve as a Delegate to the AAMA House of Delegates;
- G. Shall be the second liaison to the Washington State Medical Association.
- H. Shall be an Active member in good standing for the entire term served

SECTION 4. THE SECRETARY:

- A. Shall have the responsibility of keeping minutes of all regular and special meetings and House of Delegates Session 1 and 2 of WSSMA (See Robert's Rules of Order, Newly Revised, Pages 382-383);
- B. Shall provide each member of the Board of Trustees, Committee Chairs, Advisors, and House of Delegates Minutes Review Committee with a copy of the Minutes no later than twenty (20) days following adjournment;
- C. Shall serve as Historian/Archivist of WSSMA documents and photographs.
- D. Shall distribute official stationery to designated officers and various members as per the WSSMA stationery guidelines adopted by the Board of Trustees.
- E. Shall be an Active, Associate, Sustaining or Life Member in good standing for the entire term served.

SECTION 5. THE TREASURER:

- A.** Shall be responsible for the receipt and disbursement of all funds of WSSMA and shall keep an accurate record thereof;
- B.** Shall obtain authorization from the Board of Trustees before disbursing funds not provided for in the budget.
- C.** Shall be bonded in an amount to be determined by the Board of Trustees; the premium of such bond shall be paid by WSSMA;
- D.** Shall collaborate with the Budget and Finance Committee in preparation of a budget to submit to the House of Delegates;
- E.** Shall give interim reports to the Board of Trustees and an Annual Report to the House of Delegates.
- F.** Shall be an Active, Associate, Sustaining or Life Member in good standing for the entire term served

SECTION 6. THE SPEAKER OF THE HOUSE OF DELEGATES:

- A.** Shall preside at all meetings of the House of Delegates;
- B.** Shall appoint the following committees of the House of Delegates:
 - 1. Credentials - To verify the credentials of the Delegates and to establish that a quorum is present;
 - 2. Tellers - To be responsible for the distribution and counting of ballots;
 - 3. Reference Committees;
 - a. Budget and Finance
 - b. Bylaws
 - 4. The House of Delegates Minutes Review Committee -
The Speaker of the House of Delegates shall appoint The House of Delegates Minutes Review Committee at the close of the second session. This committee shall be composed of three (3) members attending both sessions of the House of Delegates and the Speaker and Vice Speaker who presided over the House under review. The Secretary will provide them with a copy of the Minutes within thirty (30) days of the close of the last session of the House of Delegates. They shall serve a one (1) year term. Their duty will be to review the Minutes of the House of Delegates and return them to the Secretary with corrections, if any, within ten (10) days.

- C. Shall provide the Officers, Delegates and Advisors with a Delegate packet at the Winter Board of Trustees Meeting, which must be held at least forty-five (45) days prior to the annual conference.
- D. Shall not serve on the Nominating Committee.
- E. Shall be an Active, Associate, Sustaining or Life Member in good standing for the entire term served

SECTION 7. THE VICE SPEAKER OF THE HOUSE OF DELEGATES

- A. Shall officiate in the absence of the Speaker of the House or at his/her request;
- B. Shall succeed to the Office of Speaker of the House in case of a vacancy therein.
- C. Shall assist the Speaker of the House in appointing the House of Delegates Minutes Review Committee.
- D. Shall be an Active, Associate, Sustaining or Life Member in good standing for the entire term served.

SECTION 8. TRUSTEES:

Each of the six Trustees shall serve on a committee each year of service and as Chair of a committee during at least one of their two years of service.

SECTION 9. RECORDS

Records pertaining to all Offices and Committees are the property of WSSMA and shall be transferred as directed by the Board of Trustees within thirty (30) days by the person vacating the office for any reason.

ARTICLE XI - BOARD OF TRUSTEES

SECTION 1. The Board of Trustees shall consist of the Officers of WSSMA, President and Elect/Vice President of each affiliated Chapter, the six (6) Trustees elected by the House of Delegates and two (2) of the Members at Large approved for seating at the House of Delegates. No more than two (2) Trustees shall be from the same affiliated chapter. Shall be an Active, Associate, Sustaining or Life member in good standing for the entire term served except for the WSSMA President and Vice President.

SECTION 2. THE BOARD OF TRUSTEES:

- A. Shall have charge of the property and the financial affairs of WSSMA;

- B.** Shall study budget proposals made by the Budget and Finance Committee, and submit its recommendations to the House of Delegates;
- C.** Shall have the full authority and power to conduct the business of WSSMA between annual conferences;
- D.** Shall meet immediately preceding the Annual Conference, immediately following the Annual Meeting of the House of Delegates, and at such other times as designated by the President;
- E.** Shall, at its Post Conference Board of Trustees Meeting, elect two (2) members from the Board of Trustees to the Executive Committee, and elect members to the Advisory Board; Additionally, shall appoint two (2) Members at Large from the list of Members at Large Delegates to WSSMA House of Delegates to serve one (1) year on the WSSMA Board of Trustees.
- F.** Shall approve appointments made by the President to fill vacancies in Office and Standing Committees as they occur.

SECTION 3. A quorum of the Board of Trustees shall be those members of the Board in attendance. Any member of WSSMA may attend Board of Trustees meetings and participate in discussion without vote. An Executive Session can be called for the purpose of discussing confidential and legally sensitive matters.

ARTICLE XII - EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer, Immediate Past President, and two (2) additional members elected by and from the Board of Trustees for a period of one (1) year. A majority of the members of the Executive Committee shall constitute a quorum.

Any active member of WSSMA may attend Executive Committee meetings and participate in discussion, without vote. An Executive Session can be called for the purpose of discussing confidential and legally sensitive matters.

SECTION 2. THE EXECUTIVE COMMITTEE:

- A.** Shall have the full authority to act for and in behalf of the Board of Trustees whenever urgent business of WSSMA demands action between meetings of the Board of Trustees;
- B.** Shall report all voting or decisions made by their committee to the Board of Trustees within five (5) days. Any action taken will be made a part of the Agenda of the next meeting of the Board of Trustees.

SECTION 3. The Chair or any four (4) members of the Executive Committee may call a meeting. Notice of any meeting shall be given to its members at least five (5) days prior to the date of the

meeting. Each member of the Executive Committee must acknowledge receipt of notice.

ARTICLE XIII - ADVISORY BOARD

SECTION 1. The Advisory Board of WSSMA shall consist of two (2) elected members and the WSSMA Immediate Past President as an Ex Officio member. The elected members shall be one (1) other Past President of the WSSMA and one (1) other former elected officer of WSSMA. The elected members shall not be from the same chapter. The Immediate Past President shall act as liaison for this Board.

SECTION 2. The members of the Advisory Board shall be elected by the Board of Trustees at its Post Conference Meeting. Members shall serve a two (2) year term and may serve two (2) consecutive terms with the exception of the Immediate Past President who shall serve a one (1) year term. The other Past President of WSSMA shall be elected on even years and the former elected WSSMA officer shall be elected in odd years. Any vacancy occurring before expiration of a term of office shall be filled by the President with the approval of the Board of Trustees.

SECTION 3. Shall be an Active, Associate, Sustaining or Life Member in good standing for the entire term served.

ARTICLE XIV - COMMITTEES

SECTION 1. There shall be the following committees: Standing, Ad-hoc, Nominating, and Committees of the House of Delegates. Standing and Nominating Committee members shall serve for one (1) year. Any member whose membership has not been revoked, as delineated in Article VI, Section 4 of the AAMA Bylaws is eligible to serve

SECTION 2. If any Committee Chair exceeds that committee's budget, no reimbursement will be forthcoming for expenses in excess of 110% of the budgeted amount, unless specifically authorized by the Board of Trustees.

SECTION 3. The Standing Committees shall be: Annual Conference, Audio/Visual Audit, Awards Committee; (Professional Achievement/MA of the Year), Budget and Finance, Bylaws and Standing Rules, Certification/Recertification, Chapter Extension, Education, Guidelines Revision, Leadership/Officers Retreat, Legislative, Long Range Planning, Membership, Membership Roster, Publications, Public Relations, Website, Nancy Fortin Scholarship Fund, Doris Stansell Memorial Leadership Fund. The function of these committees shall be as stated in the Standing Rules.

SECTION 4. SPECIAL COMMITTEES:

- A.** An Ad-hoc committee may be appointed by the President, Board of Trustees, and/or the House of Delegates, who will determine the number of members, the manner of their appointment, and their specific purpose. Ad-hoc committees shall be disbanded at the conclusion of an assignment.

- B.** The committees of the House of Delegates shall be appointed in accordance with ARTICLE X, SECTION 6 B of these Bylaws.

SECTION 5. The Nominating Committee shall solicit, verify eligibility and present a slate of nominees for office.

SECTION 6. Members of Committees, who do not fulfill assigned responsibilities by the deadlines assigned, shall be removed by the Chair after consultation with the Executive Committee. The Chair must send at least two notifications of nonperformance of duties, by certified mail with return receipt requested, or by email with return confirmation of receipt notification, to the nonparticipating member before removal is made. The Chairs of Committees can be removed by the President by following the same criteria.

ARTICLE XV - HOUSE OF DELEGATES

SECTION 1. The Governing Body of WSSMA shall be the House of Delegates which shall have the authority to determine the policies of WSSMA and the power to amend the Bylaws, act upon such other business as may be presented and to conduct the annual election of Officers and Trustees.

SECTION 2. In order to be seated in the WSSMA House of Delegates, Delegates and Alternate Delegates shall be Active, Associate, Sustaining or Life Members whose membership is current, having dues postmarked or submitted electronically to the AAMA Executive Office by December 31, (the controlling time is that of sending, not that of receiving) and their membership has not been revoked as delineated in the AAMA Bylaws Article VI, Section 4.

SECTION 3. Those serving as elected officers of WSSMA i.e., President, Vice President, Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, and Immediate Past President, shall be Ex Officio members of the House of Delegates, without the right to vote and may not serve as a Delegate representing their affiliated Chapters. The remaining members of the Board of Trustees shall serve as Ex Officio members without the right to vote unless serving as an Elected Delegate.

SECTION 4. Each affiliated chapter and the active/associate members shall be entitled to three (3) Delegates for the first fifty (50) Active or Associate members or fraction thereof, plus one (1) additional Delegate for each additional fifty (50) active or associate members or fraction thereof. The number of Delegates shall be determined by the total number of Active and Associate Members as established by dues postmarked to the AAMA Executive Office on or before December 31. Member at Large, active and associate members shall be entitled to three (3) delegates. Dues must be postmarked to the AAMA Executive Office on or before December 31. The first and second Delegate of each Chapter shall be the President and President Elect/Vice President. Members-at-Large Representatives shall submit a WSSMA Member at Large nomination form to the WSSMA President and WSSMA Executive Board of Trustees, thirty (30) days prior to the winter Board of Trustees meeting, for review and referral for appointment to the designated position. The forms of the approved nominees will then be presented to the Speaker of the House for proper credentialing. All Delegates and Alternate Delegates shall be active or

associate members shall be a member whose membership has not been revoked, as delineated in Article VI, Section 4 of the AAMA Bylaws. In the event Chapter's President or President Elect/Vice President is ineligible to serve as Delegate, the Chapter may elect the number of Alternate Delegates needed to fill the complement to which it is entitled. The names of the Delegates and Alternate Delegates shall be submitted to the WSSMA Speaker of the House at least sixty (60) days prior to the Annual Conference.

SECTION 5. In the event an affiliated Chapter is unable to be represented by a full complement of Delegates, it may assign proxy votes only to its Delegate(s) in attendance. Members-at-Large Representatives will not be granted the option of proxy voting. Any and all proxy requests shall be submitted in writing to the Speaker of the House and shall be signed by the President and Secretary of the Affiliated Chapter.

SECTION 6. The Annual Meeting of The House of Delegates is held during the Annual Conference of WSSMA.

SECTION 7. A majority of the elected Delegates shall constitute a quorum.

ARTICLE XVI - AAMA DELEGATES AND ALTERNATE DELEGATES

SECTION 1. Representation of this Society in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV, Section 2C1-4) as follows:

- A. AAMA Delegates and Alternates shall be active or AAMA National Life members whose membership has not been revoked, as delineated in Article VI, Section 4.
- 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. AAMA Delegates and Alternates shall be elected to serve from the opening of The House of Delegates for the year elected until the next convening of the House of Delegates.
- D. The names of Delegates and Alternates shall be submitted to the Executive Director, the AAMA Speaker and Vice Speaker of the House of Delegates with the deadline of June 1st, per AAMA Website.
- E. Constituent Societies not in conformity with the mandated sections of the AAMA Bylaws 30 days prior to the opening of the AAMA House of Delegates shall not be allowed Delegate representation at the AAMA House of Delegates.

SECTION 2. The number of Delegates shall be as stated in AAMA Bylaws. The President and Vice President of WSSMA shall be the first and second Delegates. All other Delegates and Alternate Delegates shall be elected by the WSSMA House of Delegates.

SECTION 3. If members do not fulfill the obligations of a Delegate, Alternate Delegate, including attending Orientation Sessions, Reference Committee meetings, except for a valid reason, WSSMA shall not be obligated to pay the allotted expenses.

SECTION 4. Delegates and Alternate Delegates shall submit a written report to the House of Delegates as assigned by the President.

ARTICLE XVII - MEETINGS

There shall be an Annual Conference in May of each year. The location is determined by bid and ballot vote at the House of Delegates. The Board of Trustees may change the date and place if necessary.

ARTICLE XVIII - DISSOLUTION

SECTION 1. The assets on dissolution of WSSMA shall be distributed in accordance with IRS requirements for tax exempt organizations as designated by a majority of the Delegates at a meeting called for the purpose of dissolution after all liabilities have been satisfied. The President shall notify the AAMA Executive Office no later than 10 days after meeting for the purpose of voting on dissolution.

SECTION 2. In the event of dissolution of Constituent Societies, a financial accounting of finances shall be due in the AAMA Headquarters no later than ninety (90) days after said state is dissolved (per AAMA bylaws Article IV, Section 8).

ARTICLE XIX - PARLIAMENTARIAN AND PARLIAMENTARY AUTHORITY

The Parliamentarian shall have a voice only to clarify Points of Order when challenged by members of WSSMA and shall not address substantive issues. He/she shall have a working knowledge of the Bylaws. He/she is an Ex Officio member of the Board of Trustees, Executive Committee, and Bylaws Committee, without vote. The rules contained in "Robert's Rules of Order, Newly Revised", Most Current Edition, shall govern WSSMA in all cases in which they are applicable and in which they are not inconsistent with the Bylaws or Special Rules of WSSMA. At no time shall the lack of a quorum at a business meeting prevent an Educational Program from being presented. Shall be an Active, Associate, Sustaining or Life Member in good standing for the entire term served.

ARTICLE XX - COMPLIANCE WITH AAMA BYLAWS

Provisions of these Bylaws may not be in conflict with areas of mandatory compliance with the AAMA Bylaws.

ARTICLE XXI - CONTRACT BETWEEN WSSMA AND OUTSIDE PARTY

Any contract between WSSMA and any outside party that is legally binding must include the signature of the WSSMA President and the individual who is delegated by the WSSMA President to act as a representative of WSSMA, with the approval of the Board of Trustees.

ARTICLE XXII - AMENDMENTS

Proposed amendments to these Bylaws shall be submitted in writing to the Officers, Elected

Delegates, and Advisors at the Winter Board of Trustees meeting, which must be held at least forty-five (45) days prior to the Annual Meeting, at which time they shall be voted upon. An affirmative vote of at least two-thirds (2/3) of the eligible voting members of the House of Delegates shall be required for adoption of any amendment.

ARTICLE XXIII - TREASURER'S AGENT

The Treasurer's Agent will be elected by the WSSMA Board of Trustees at the Summer Board Meeting in even years. The term will be for two years. This position will have no vote on board matters. The Treasurer's Agent will serve in accordance with the guidelines adopted by the Board of Trustees.

Washington State Society of Medical Assistants

Appendix to WSSMA Bylaws AAMA

Appendix A

MISSION STATEMENT

It is the purpose of our organization to promote the professional growth of medical assistants through continuing education, in clinical and administrative skills and knowledge in keeping with current trends in the medical arena.

VISION STATEMENT

The vision of the WSSMA is to position the multi-skilled Certified Medical Assistant CMA (AAMA)) as the allied health professional of choice for the ambulatory care settings.

Appendix B

DEFINITION OF THE MEDICAL ASSISTING PROFESSION

Medical assistants are multiskilled members of the health care team who perform administrative and clinical procedures under the supervision of licensed health care providers.

AAMA CODE OF ETHICS

The Code of Ethics of the AAMA shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of the AAMA 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 aimed toward improving the health and well-being of the community.

AAMA 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.