

KENTUCKY SOCIETY
OF
MEDICAL ASSISTANTS

BYLAWS

REVISED 2019

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KENTUCKY SOCIETY OF MEDICAL ASSISTANTS
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ARTICLE I-NAME

Section 1. *DEFINITION OF THE PROFESSION*

Medical assisting is an allied health profession whose practitioners function as members of the healthcare delivery team and perform administrative and clinical procedures.

Section 2. *ORGANIZATIONAL NAME*

The name of this organization shall be the Kentucky Society of Medical Assistants. It shall be an affiliate of the American Association of Medical Assistants.

ARTICLE II- PURPOSE

The purpose of the Kentucky Society 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 multi-skilled Certified Medical Assistants (CMAs).

ARTICLE III- OBJECTIVES

The objectives of the Society are:

- A. To inspire its members to give honest, loyal and effective service to the public which they serve.
- B. Strive at all times to cooperate with medical profession in improving public relations.
- C. Provide educational services to increase the knowledge and profession of its members.
- D. To stimulate a feeling of fellowship and cooperation among its members.

ARTICLE IV- ORGANIZATIONAL POLICY

This Society 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 in the Kentucky Society of Medical Assistants shall be denied membership. No person who participates in the activities or organizations whose purpose is to overthrow the government of the United States may become a member of this Society.

ARTICLE V- COMPONENT CHAPTERS

Component chapters are those county or district chapters of medical assistants contained within the geographic limits of the Kentucky Society.

- A. A component (local) chapter shall become a member of the Kentucky Society by applying for membership to the President of the Society.
- B. Two copies of its proposed Bylaws shall be submitted to the President and Chairman of the Bylaws Committee. The said Bylaws are to be approved by the Kentucky Society Bylaws Committee.
- C. The Chairman of the Bylaws Committee shall submit the recommendations to the President, and after majority approval of the Board of Trustees, the local chapter shall be notified of its affiliation with the Kentucky Society and AAMA. (Membership shall be local, state and national)

ARTICLE VI- MEMBERSHIP

Section 1. Classes

There shall be eight classes of membership: Active, Associate, Sustaining, Student, Honorary, Life, Member-at-large, and Affiliate. Tri- level membership is required for all classes except for Member-at-large and Honorary.

Section 2. Qualifications

- A. ACTIVE: An active member shall be one who is an AAMA Certified Medical Assistant (CMA) or 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 31.)

2A-1- An AAMA Certified Medical Assistant (CMA) whose CMA credential has been revoked as provided by the AAMA Certifying Board Disciplinary Standards and procedures for CMAs. (See www.aama-ntl.org).

- B. ASSOCIATE: An associate member shall be a medical assistant who is not yet an AAMA-Certified Medical Assistant (CMA) and who does not fall under any other category.
- C. SUBSTAINING: 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.
- D. STUDENT: A student member shall:
 - 1. Be enrolled in a medical assisting program.

2. May choose a two-year student membership term or a one-year student membership term.
 - 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).
 3. Carry a minimum of six (6) contact hours per week per term
 4. Retain membership for one additional dues after graduation if active or associate membership is not chosen.
 5. Be limited to a maximum of three (3) years as a student member. See AAMA Bylaws, Article IV, Membership Section 2, Qualifications F-Student
 6. Pay student dues
 7. Not hold office President or President-Elect or be a Delegate or Alternate Delegate to AAMA Annual Meeting
 8. Have voting privileges if a member in good standing
- E. HONORARY: An honorary member shall be one who has had honorary membership conferred because of special service to this Society and shall be elected by the Board of Trustees. An honorary member shall not vote, hold office, or chair a committee, and shall not be required to pay annual dues.
- F. LIFE: A life member shall be an active member who has had life membership conferred by a two-thirds (2/3) vote of the Board of Trustees for outstanding service to the Kentucky Society. Only one life membership shall be conferred in any year. Nominations with supporting documentation for Life Membership of the Kentucky Society shall be submitted to the Board by a component chapter or member of the Board of Trustees. The Executive Committee must receive this documentation not later than June 1st.
- G. MEMBER-AT-LARGE: Any member that does not live within geographic limits of a component chapter.

Section 3. AFFILIATE: An affiliate member shall be one who is not eligible for another category of membership but whom is interested in the profession of medical assisting.

Section 4. 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) will immediately lose their membership and all privileges attached there to 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 VII- DUES

Section 1. Annual dues of this Society shall be determined by recommendation of the Board of Trustees and voted upon by the membership at the Annual Meeting.

- A. Full dues will be assessed for active, associate and affiliate members.
- B. Half-dues will be assessed sustaining members.
- C. Student members will be assessed at the AAMA rate.
- D. Life and honorary members are not required to pay dues.

Section 2. Dues for this Society shall become due and payable November 1 of each calendar year and postmarked no later than December 31. Dues shall accompany each renewal form.

Section 3. New members joining on or after September 1 shall be credited to the following years.

Section 4. Renewing members whose dues are not postmarked to AAMA by December 31 are considered delinquent and will be ineligible to vote at the KSMA Annual Meeting and the AAMA Annual Meeting.

Section 5. Reciprocity:

The transferring member shall present proof of current AAMA membership status.

Section 6. Membership belongs to the individual and shall be nonrefundable.

ARTICLE VIII- OFFICERS AND DIRECTORS AND THEIR QUALIFICATIONS

Section 1. The officers of the society shall be President, Vice-President, President-Elect, Recording Secretary, Treasurer, and Immediate Past-President.

Section 2. There shall be one Director from each component chapter. Each Director may propose up to three (3) alternates with proxy power to substitute in absence of the Director. The Board of Trustees must approve the Alternates.

Section 3. A candidate for Officer or Director shall meet all of the following qualification:

- A. Be a member according to membership guidelines.
- B. Be willing to attend all meetings of the Executive Committee, Board of Trustees, and Annual meeting.
- C. Not be permitted to hold more than one office.

Section 4. Additional qualifications for specific offices:

- A. A candidate for Vice-President or President or President-Elect shall meet all of the following qualification:
 - 1. Have been a member of the Kentucky Society Board of Trustees for one year.
 - 2. Have served as President, Vice-President, or President-Elect of a Component chapter or served as a Director, Society Officer.
- B. A Candidate for Secretary shall meet all of the following qualifications:
 - 1. Be adept in recording and transcribing.
 - 2. Have been a member of the Kentucky Society Board of Trustees.
 - 3. Have served as an elected Officer of a component chapter or Director or chairman of a Kentucky Society standing committee.
- C. A candidate for Treasurer shall meet all of the following qualifications:
 - 1. Be adept in recording and transcribing.
 - 2. Have been a member of the Kentucky Society Board of Trustees.
 - 3. Have served as an elected Officer of a Component chapter or Director or Chairman of a Kentucky Society standing.

ARTICLE IX- NOMINATIONS, ELECTIONS, AND VOTING RIGHTS

Section 1. Nominations

- A. There shall be a Nominating Committee composed of five (5) members, elected as follows:
 - 1. Three (3) members shall be elected at the Annual meeting, by the membership, following nominations from the floor, with a plurality vote. No two members of this committee elected by the membership shall be from the same component chapter.
 - 2. Two (2) members shall be elected by and from the Board of Trustees at the first meeting of the Board of Trustees following the Annual Meeting, one of whom shall be designated as Chairman.
 - 3. No more than two (2) members from a component chapter may serve on this committee.
- B. The Nominating Committee shall be responsible for soliciting, screening, and presenting a slate of nominees for the office in accordance with Article VIII of the Bylaws. The committee meeting must consist of a majority of members.
- C. The names and qualifications of candidates meeting eligibility

Requirements shall be sent to the President of each component chapter at least thirty (30) days prior to the Annual Meeting.

- D. Additional nominations may be made from the floor, provided eligibility requirements for officers and/or directors have been met.
- E. The nominating committee must have written or verbal consent of each candidate prior to the Annual Meeting .

Section 2. Elections

The candidate receiving a majority of votes will be declared and elected. When a clear majority is not evident, the balloting will be repeated on the two (2) candidates receiving the highest number of votes.

Section 3. Voting

Active, Associate, Sustaining, Student, Life, and Member-At-Large shall have the right to vote. Voting by proxy will not be allowed at the Annual Meeting.

ARTICLE X- OFFICERS & DIRECTORS, TERMS OF OFFICE, VACANCY, AND REMOVAL FROM OFFICE

Section 1. Term of office

- A. All officers, except the President and President-Elect, may serve in the same office for two (2) consecutive terms, a term being one (1) year.
- B. The Director of a component chapter shall serve a two (2) year term, and may be elected to serve one (1) consecutive term.

Section 2. Vacancy of office

- A. In the event of vacancy of the office of President, the Vice-President shall fulfill the unexpired term.
- B. In the event of vacancy of the office of President - Elect, the office shall remain vacant until the next Annual Meeting when a President shall be elected by ballot, by and from the membership.
- C. In the event of vacancy of a Director, the unexpired term shall be fulfilled by a successor from the same chapter, to be appointed by the Executive Committee, subject to the recommendation of the chapter in question.
- D. In the event of vacancy of any office except that of the President, President-Elect, or a Director, the vacancy shall be filled in the following manner:

1. Appointment by the Executive Committee of any number according to membership guidelines,

Section 3. Removal from office

An officer or Director who fails to perform the required duties of his/her office, or give just cause for removal from office, shall be removed from office by the Board of Trustees by a two-thirds (2/3) vote.

ARTICLE XI- DUTIES OF OFFICE

Section 1. In addition to the duties set forth in these bylaws, officers shall perform such duties as are implied by their respective offices and consistent with standard parliamentary procedure, and/or required by law.

Section 2. The President shall:

- A. Preside at all meetings of this Society (includes Annual, Executive, Board of Trustees and Special)
- B. Report to the membership FORUM
- C. Appoint a Parliamentarian and Chaplain for a term of one (1) year.
- D. Submit to the Board of Trustees Executive Committee for approval, his/her recommendations for Standing and Special Committee Chairman at the Pre-Convention Executive Committee meeting.
- E. Introduce his/her Committee Chairman at the Post-Convention Board of Trustees meeting
- F. Be an ex-Officio member of all committees except Nominating Committee
- G. Sign all checks on the Society account..
- H. Be one of the delegates to the AAMA Annual Meeting.
- I. Obtain an alternate delegate packet from AAMA.
- J. Appoint Chairperson of the Nominating Committee.

Section 3. The Vice-President shall:

- A. Assist the President throughout the year
- B. Assume the duties of the President in the latter's absence
- C. Succeed to the office of President in the case of a vacancy therein
- D. Be a member of the Bylaws Committee.

Section 4. The President-Elect shall:

- A. Assist the President and Vice-President in their duties throughout the year.
- B. Assume the duties of President in the absence of both President and Vice-President.
- C. Order and present President's pin at the Kentucky Society Annual Conference.
- D. Succeed to the office of the President at the end of his/her term as President-Elect
- E. Be one of the delegates to the AAMA Annual Meeting
- F. Be a member if the Budget and Finance Committee.

Section 5. The Recording Secretary shall:

- A. Keep minutes of all regular and special meetings of the Society, the Board of Trustees and the Executive Committee.
- B. Keep available at all times a complete membership list of the Society.
- C. Be entrusted with all documents and records of the Society and be responsible for conveying them to the succeeding Secretary at the first Board Meeting following the Annual Meeting.
- D. Prepare ballots for the Annual Meeting
- E. Mail minutes of the Board Meeting to all voting members of the Board of Trustees and the Parliamentarian within ten (10) days after said meeting.

Section 6. The Treasurer shall:

- A. Keep accurate records of all members of the Society
- B. Keep the Recording Secretary, the editor of THE FORUM, and the Membership Chairman supplied with a current membership monthly.
- C. Provide a complete membership roster to the membership to be distributed at the Annual Meeting and through the Chapter Directors.
- D. Submit to the editor of THE FORUM, for publication, any changes in the Membership.
- E. Have charge of all funds of the Society, expending same authorization by the Board of Trustees.
- F. Open a checking account with approval of the Executive Committee.
- G. Make all disbursements by check requiring the signatures of the President and Treasurer.
- H. Make deposits and disbursements properly.
- I. Make financial records available for review by professional auditors to be determined by the KSMA Board of Trustees.
- J. Arrange for the Audit to be accomplished within fifteen (15) days of the close of the fiscal year (7/1-6/30)

- K. Be a member of the Budget & Finance committee and have at her disposal the immediate past year's budget and financial reports to project income/expenses for the next year's budget.
- L. Present to the Credential Chairman for the Annual Meeting, a list of KSMA members, as supplied by AAMA, with paid dues as of 12/31 of the previous year.
- M. Sign the Credentials cards prior to the beginning of the Annual Meeting.
- N. Co-Sign all convention contracts.
- O. Shall submit a summary of the year's finances at the Annual Meeting.

Section 7. The Immediate Past President shall serve in an advisory capacity.

Section 8. Directors shall:

- A. Attend all Board of Trustees and Executive Committee meetings.
- B. Submit a written report of activities of their component chapters.
- C. Report Board of Trustees' activities to their component chapters.
- D. Give written summary of the chapter's yearly activities at the Annual Meeting.
- E. Serve a term of two (2) years.
- F. Send proxy, appointed by the local chapter, to attend the Board of Trustees meeting in the event the Director is unable to attend said meeting.

ARTICLE XII- BOARD OF TRUSTEES

Section 1. The Board of Trustees shall consist of the President, Vice President, President Elect, Recording Secretary, Treasurer, Immediate Past-President, and a Director of each component chapter and Standing Committee Chairmen. The Parliamentarian shall be an ex-officio member without vote.

Section 2. Any member of the KSMA who is elected an AAMA officer or member of AAMA Board of Trustees will become an ex-officio member, with vote, of the KSMA Board of Trustees during the tenure of said office.

Section 3. The Board of Trustees:

- A. Shall conduct the business of the Society between annual meetings. It shall submit a report of its activities through the President at the Annual Meeting of the Society.
- B. Shall hold at least three (3) meetings during the year, at a centralized location and times to be determined by the Board of Trustees.
- C. Shall automatically replace a board member absent more than one time without valid reason (to be left to the discretion of the Board of Trustees).

- D. Shall have a quorum with a majority of the members of the Board of Trustees.
- E. Shall have the President mail to all members' written or email with read notice of regular meetings at least fourteen (14) days before the meeting, giving place, time and agenda of the meeting.
- F. May have Special meetings called by the President and any three (3) Trustees in writing or email with read receipt.
- G. Shall have written or email with read notice of special meetings mailed to all Board members by the President at least five (5) days prior to meeting, stating place, time and the (word to the side) reason for the meeting.
- H. Shall be authorized to vote by mail or email with read receipt of teleconference call, with the report of any actions verified and made part of the minutes of the next meeting of the Board.

ARTICLE XIII- EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee composed of the President, Vice-President, President-Elect, Recording Secretary, Treasurer, Immediate Past-President, Directors, and Parliamentarian.

Section 2. The Executive Committee shall:

- A. Approve standing and special committee chairmen.
- B. Create special committees as deemed necessary.
- C. Designate the time and place of the Annual Meeting.
- D. Meet immediately following the Annual Meeting and other times deemed necessary by the Executive Committee.
- E. Fill Vacancy of office except that of the President or President-Elect
- F. Work with the Conference Committee.

Section 3. A majority of the members of the Executive Committee shall constitute a quorum.

ARTICLE XIV- COMMITTEES

Section 1. There shall be the following committees:
Standing and Special.

Section 2. The Standing committee shall be Archives, Awards, Budget and Finances, Bylaws, Continuing Education and Certification, Convention, Legislation Membership, and Publication of the FORUM.

- A. The President, with approval of the Executive Committee, will appoint the standing Committee chairpersons.

- B. Officers or Directors may be committee members or chairpersons.
- C. Kentucky Society members serving on a National Committee may serve as ex-officio members of the same committee on the state level.
- D. The chairperson and members of each Standing committee shall be appointed for a period of one (1) year. Each committee shall consist of members according to membership guidelines.
- E. The chair of each standing committee shall submit, in writing, a report of the activities of the committee at each Board of Trustees' meeting. A written summary of the entire year's activities shall be submitted at the Annual Meeting,
- F. In the event a Chairperson cannot attend a Board of Trustees Meeting, the chairperson will appoint a proxy.
- G. The specific duties of the Standing committees shall be as follows:
 - 1. The Archives Committee shall:
 - a. Review all material to be added to the Archives of KSMA:
 - b. Be responsible for storage and safekeeping of Archives of KSMA;
 - c. Be responsible for keeping the KSMA scrapbooks updated and in presentable condition and for having them available for display at the Annual Meeting and on other occasions as deemed necessary.
 - 2. The Awards Committee shall:
 - a. Obtain each chapter's membership roster from AAMA for review thirty (30) days prior to the Annual Meeting and determine the chapters having the largest numerical and percentage membership increase.
 - b. Purchase certificates for presentation at the Annual Meeting.
 - 3. The Budget and Finance Committee:
 - a. Review the previous year's budget and the expenditures of the previous twenty four (24) months and prepare a proposed budget, which shall be presented to the Board of Trustees for review and recommendations after which the proposed budget shall be presented to the membership thirty (30) days prior to the Annual Meeting.
 - 4. The Bylaws Committee must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representative to the House of Delegates, Dissolution. It will be the responsibility of the AAMA to notify constituent societies to make the mandated

changes with copies of revised bylaws returned to AAMA within thirty (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.

- a. Make a study of the Bylaws and make recommendations for amendments.
 - b. Be responsible for printing and distribution for the revised Bylaws no later than thirty (30) days after Annual Meeting.
5. The Continuing Education and Certification Committee shall:
- a. Provide educational services to maintain recertification and increase knowledge and professionalism of the members and promote certification.
 - b. Maintain a complete roster of the Kentucky Society of CMAs.
 - c. Serve as a member of the Conference Continuing Education Committee.
6. The Conference Committee shall:
- a. Work with President, Executive Committee, and Continuing Education Chairperson in making arrangements for the Annual Meeting.
7. The Membership Committee shall:
- a. Have the responsibility of maintaining and increasing the membership of this Society.
 - b. Send a letter of welcome to each new member, along with KSMA Bylaws and a KSMA membership roster.
8. The Committee for publication of THE FORUM shall:
- a. Review and adhere to the guidelines for Society publications, which are obtainable from the AAMA headquarters.
 - b. Publish THE FORUM bi-annually, in the Fall/Winter, an electronic version for the Website and the other a paper version to mail to all members, at least 45 days prior to the annual conference.
 - c. Maintain at all times a current membership roster and publish changes and additions of said roster.
 - d. Submit copies of THE FORUM to the President for submission to AAMA for award consideration.

Section 3. Special committees shall be created by the Executive Committee as deemed necessary or created by motion or resolution. The Chairperson shall appoint members.

ARTICLE XV- MEETINGS

Section 1. The Annual KSMA Meeting shall be held when and where designated by the KSMA Board of Trustees and will be announced in the first publication of THE FORUM.

- A. The Society shall:
 - 1. Hear and act on the reports of the Officers, Special and Standing committee.
 - 2. Hold election of officers.
 - 3. Transact other business relative to the meeting.
- B. A majority of the Kentucky Society members registered with the Credentials Committee shall constitute a quorum.

ARTICLE XVI – DELEGATES TO THE ANNUAL AAMA MEETING

Section 1. Representation of this Society in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV Section 2C 104) as follows:

- A. Delegates and alternates shall be active or AAMA life members whose membership has not been revoked.
- 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 the 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 of the House of Delegates to 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. The Society shall be entitled to two (2) delegates for the first 100 active and associate members or fractions thereof plus one (1) for each additional 400 active and associate members or fraction thereof. Delegates and Alternates shall be active members in good standing of this Society. The number of delegates shall be determined by the Kentucky Society's total active and associate membership of the membership year prior to the date of which the names of delegates and alternates shall be submitted to the Speaker of the House.

Section 3. The Delegates shall be President, President-Elect, and additional delegates elected by the plurality vote from the membership at the Annual KSMA Meeting.

Section 4. The KSMA Board of Trustees will choose the Alternate delegate from those who are already planning to attend the National conference. If their services are needed, they will be reimbursed.

Section 5. Board of Trustees may assign proxy votes to another delegate from this Society in order to complete the full compliment of delegates.

ARTICLE XVII- ASSETS OF DISSOLUTION

In the event of dissolution of this Society, none of the assets shall be distributed to any member, but shall be transferred to medical or charitable institutions or projects which a majority of the members attend a meeting of the membership for the purpose of dissolution shall approve and designate. The President shall send notification to the AAMA Executive Office no later than ten (10) days after the meeting for the purpose of voting on dissolution.

ARTICLE XVIII- PARLMENTARY PROCEDURE

The rules contained in ROBERTS RULES OF ORDER-NEWLY REVISED shall govern this Society in all cases, which are applicable, and in which they are not inconsistent with the Bylaws of this Society. In any instance where the Bylaws of this Society are found to be in direct conflict with the Bylaws of the American Association of Medical Assistants, the National Bylaws shall take precedence.

ARTICLE XIX- AMENDMETS

Section 1. Proposed amendments to these Bylaws shall be submitted in writing to the members of the Society no later than thirty (30) days prior to the Annual Meeting, at which time the proposed shall be voted upon.

Section 2 An affirmation vote by at least two-thirds (2/3) of all members present and registered with the Credentials Committee shall be required in the adoption of any amendment.