

Wisconsin Society of Medical Assistants, Inc.

BYLAWS

2016 - 2017

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CODE OF ETHICS

The Code of Ethics of this Society 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 Wisconsin Society of Medical Assistants (WSMA) 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.

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.

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.

MISSION STATEMENT

The mission of the Wisconsin Society of Medical Assistants, in affiliation with the American Association of Medical Assistants, is to provide the medical assistant professional with education, certification, credential acknowledgment, networking opportunities, scope-of-practice protection, and advocacy for quality patient-centered health care.

VISION STATEMENT

By the year 2018:

1. The CMA (AAMA) will be the premier choice of physicians/employers and the public within the allied health profession.
2. All CMAs (AAMA) will keep their certification current by recertifying every five years.
3. The Wisconsin Society of Medical Assistants (WSMA) will have an active, growing membership that participates in leadership development and continuing education, and financially supports all WSMA activities and projects.

CMA (AAMA) CORE VALUES

Actively participate in the delivery of quality health care.

Promote patient safety and well-being.

Contribute to a positive health care experience for patients.

Demonstrate integrity and respect, and protect patient confidentiality.

Advocate the essential value of certification and continuing education.

Embrace change, growth, and learning.

BYLAWS OF THE WISCONSIN SOCIETY OF MEDICAL ASSISTANTS, INC.
Affiliated with American Association of Medical Assistants
Updated April 22, 2016

ARTICLE I - NAME

The name of this organization shall be Wisconsin Society of Medical Assistants, Inc. (hereinafter known as WSMA). It is affiliated with the American Association of Medical Assistants, Inc. (AAMA).

ARTICLE II - PURPOSE

The purpose of this Society shall be to inspire its members to give honest, loyal, and effective service to the profession and to the public which they serve; to promote the professional identity and stature of its members, and the medical assisting profession, through education and credentialing; to stimulate a feeling of fellowship and cooperation among its members; to strive at all times to cooperate with the medical profession in improving public relations; and to encourage all medical assistants in forming local chapters.

ARTICLE III - ORGANIZATIONAL POLICY

This Society is hereby declared to be 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 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 this Society.

ARTICLE IV - COMPONENT CHAPTERS

Section 1. Component chapters are those county or district (those chapters containing multiple counties) chapters of medical assistants within the geographic limits of the Wisconsin Society and they shall be under the jurisdiction of the Wisconsin Society.

- A. When applying for affiliation, a potential chapter shall submit to the chair of the Bylaws Committee the specified number of copies of its bylaws/standing rules/rules of governance.
- B. Following approval of the bylaws/standing rules/rules of governance by the Bylaws Committee, the chair of the Executive Committee shall notify the chapter of its affiliation with WSMA as a component chapter.
- C. Component chapter bylaws/standing rules/rules of governance shall not be in conflict with the bylaws of WSMA and the bylaws of AAMA shall supersede those of Wisconsin Society.
- D. Component chapters which have been approved by the Executive Committee at least sixty days prior to an annual meeting shall be entitled to representation in the House of Delegates at that meeting as provided in Article XV, Section 2.
- E. Every three years each component chapter shall submit for review and approval copies of its bylaws/standing rules/rules of governance to the chair or designated member of the Bylaws Committee, as specified by the chair.
- F. A component chapter found guilty of any conduct or action deemed in violation of the Code of Ethics or the bylaws of WSMA shall be subject to revocation of voting privileges at the WSMA House of Delegates or revocation of its charter by a three-fourths vote of the Executive Committee.

ARTICLE V - MEMBERSHIP

Section 1. There shall be eight classes of membership: active, sustaining, associate, student, life, honorary, member at large and affiliate. Membership in a component (local) chapter, a constituent (state) society, and AAMA shall be required for all classes except honorary, unless there is no component county chapter, in which case a subcategory of member at large shall be applicable.

- A. An active member shall be one of the following:
 - 1. a 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 December 31, 1987, who has never been a CMA (AAMA), and who has maintained continuous active membership. Continuous 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. A sustaining member shall be one who has been an active or associate member for at least two years, who has retired from medical assisting. Such a member shall not vote, hold office, chair a committee, or serve as a delegate. Such membership shall be forfeited if not renewed annually.
 - C. An associate member shall be a medical assistant who is not yet a CMA (AAMA) and who does not fall under any other category. An associate member may vote, hold office, chair a committee or serve as a delegate.
 - D. A student member:
 1. shall be enrolled in a medical assisting program accredited by either the Commission on Accreditation of Allied Health Education Programs or the Accrediting Bureau of Health Education Schools;
 2. shall be limited to a one-time enrollment, selecting either a one-year or a two-year membership term.
 3. shall not vote, hold office, chair a committee or serve as a delegate.
 - E. A life member shall be an active or associate member who has had life membership conferred for having made an outstanding contribution to this Society. Nominations with supporting documentation shall be submitted to the Executive Committee by a component chapter or a member of the Executive Committee at least sixty days prior to the annual meeting of the House of Delegates. Conferral of life membership shall require a two-thirds vote by ballot of the Executive Committee. There shall be no more than one life membership conferred in one year. A life member continues to enjoy all the rights and privileges of active or associate membership. Active honorary members prior to May 15, 1981 shall become life members.
 - F. An honorary member shall be one who has had honorary membership conferred for having made an outstanding contribution to this Society. Nominations with supporting documentation shall be submitted to the Executive Committee by a component chapter or a member of the Executive Committee at least sixty days prior to the annual meeting of the House of Delegates. Conferral of honorary membership shall require a two-thirds vote by ballot of the Executive Committee. There shall be no more than one honorary membership conferred in one year. An honorary member shall not vote, hold office, chair a committee, or serve as a delegate. An honorary member is one who is not eligible for active membership.
 - G. A member at large shall be one who meets all the qualifications of active, life, sustaining, associate, student, or affiliate except that a component chapter does not exist in the area of residence. If a component chapter is organized in the area, such a member cannot maintain membership at large.
 - H. 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.

Section 2. 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 the 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. Active, associate, member at large, and affiliate members shall pay full WSMA dues. Sustaining and student members shall pay one-half WSMA dues. Life and honorary members shall pay no WSMA dues.

Section 2. WSMA annual dues for all classes of members shall be fixed by the House of Delegates upon recommendation of the Executive Committee. Dues shall become due and payable November 1 and shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving). Dues will be billed and remitted directly to the AAMA Executive Office.

Section 3. Dues for a new member joining on or after September 1 shall be credited to the following year.

Section 4. To serve as a delegate or an alternate, dues shall have been postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

Section 5. Wisconsin Society and component chapters shall offer reciprocity to members transferring membership from a constituent society and/or component chapter. The transferring member shall present proof of current AAMA membership status.

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

ARTICLE VII - OFFICERS AND THEIR QUALIFICATIONS

Section 1. The officers of this society shall be a president, vice president, secretary, treasurer, speaker of the House, vice speaker of the House, and immediate past president.

Section 2. A candidate for office shall:

- A. be an active or associate member whose dues were postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving);
- B. have served as a state elected officer, standing or special committee chair or member for one year;
- C. submit the following materials to the chair of the Nominating Committee;
 - 1. written consent to serve;
 - 2. written endorsement of the component chapter, or if a member at large, written endorsement of a WSMA elected officer or a WSMA committee chair.

Section 3. Additional qualifications for specific officers shall be:

- A. a candidate for vice president shall:
 - 1. have attended at least one previous Wisconsin Society House of Delegates annual meeting as a delegate, or have attended at least two WSMA House of Delegates annual meetings in their entirety within the past five years;
 - 2. have served as one of the following: president, vice president, or president elect of a component chapter or in a leadership capacity outside of WSMA through employment or another organization;
 - 3. have adequate knowledge of parliamentary procedure.
- B. A candidate for secretary or treasurer shall:
 - 1. have served as an elected officer of a component chapter in the same capacity or in an equivalent capacity outside of the Wisconsin Society;
 - 2. as secretary, be proficient in recording and transcribing;
 - 3. as treasurer, have bookkeeping experience and be familiar with the handling and reconciliation of a checking account and be bondable.
- C. A candidate for speaker of the House of Delegates shall:
 - 1. have previously served as WSMA president or speaker of the House or, within the past five years, served as vice speaker of the House.
 - 2. have adequate knowledge of parliamentary procedure.
- D. A candidate for vice speaker of the House of Delegates shall:
 - 1. have attended at least one previous WSMA House of Delegates annual meeting within the past five years as a delegate, or have attended at least two previous House of Delegates annual meetings in their entirety within the past five years.
 - 2. have knowledge of parliamentary procedure.

ARTICLE VIII - DELEGATES AND ALTERNATES TO AAMA HOUSE OF DELEGATES

Section 1. Wisconsin Society shall be entitled to two delegates for the first 100 active and associate members or fraction thereof plus one delegate for each additional 400 active and associate members or fraction thereof. The number of delegates shall be determined by the Wisconsin 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.

- A. Delegates and alternates shall:
 - 1. be active or AAMA life members whose dues were postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving);
 - 2. be elected to serve for one year from the opening of the House of Delegates that year until the opening of the House of Delegates the following year;
 - 3. be nonvoting members of the WSMA Executive Committee;
 - 4. have attended at least one AAMA House of Delegates in its entirety or AAMA Board of Trustees Meeting open business sessions in entirety;
 - 5. in the past five years, have served as a state elected officer or state standing or special committee chair, or have attended at least two WSMA House of Delegates annual meetings in their entirety.
 - 6. submit a written report to the annual WSMA House of Delegates.

Section 2. The president and vice president shall be automatic delegates providing they meet the qualifications as set forth in Article VIII, Section 1, A.

Section 3. The names of delegates and alternates shall be submitted to the AAMA Executive Office at least 90 days prior to the annual meeting of the House of Delegates.

ARTICLE IX - NOMINATIONS AND ELECTION

Section 1. Nominations.

- A. There shall be a Nominating Committee composed of at least five members elected as follows:
 - 1. At least three members shall be elected by ballot by the House of Delegates following nominations from the floor, with a plurality vote electing. No two members of the committee shall be from the same component chapter. If more than one member from a component chapter receives sufficient votes to be elected, the one receiving the largest number of votes shall serve.
 - 2. Two members shall be elected by the Executive Committee at its pre-conference meeting, with one of the two being designated chair of the committee.
- B. The Nominating Committee shall be responsible for soliciting, screening, and presenting a slate of nominees for office, plus delegates and alternates to the AAMA House of Delegates, in accordance with Article IX of the bylaws.
- C. In order to be considered by the Nominating Committee, the name and qualifications of proposed members for elective office, plus delegates and alternates to the AAMA House of Delegates, shall be submitted by the component chapters, or if a member at large written endorsement of a WSMA elected officer or committee chair, to the chair of the Nominating Committee so that they are received no later than 75 days prior to the annual WSMA House of Delegates. Names submitted in any other manner shall not be considered by the committee.
- D. The Nominating Committee shall examine the qualifications and determine the eligibility of such members for office or as delegate or alternate.
- E. The names and qualifications of candidates meeting eligibility requirements shall be sent to the Speaker of the House prior to the deadline requested to be included in the delegates packet.
- F. Additional nominations may be made from the floor provided:
 - 1. prior consent of the nominee has been obtained in writing;
 - 2. nominees comply with the eligibility requirements in Article VII and VIII;
 - 3. documentation of the qualifications of the nominees and specified written endorsements have been submitted to the speaker of the House prior to nominations.
- G. Qualifications of all nominees shall be read to the House of Delegates by the chair of the Nominating Committee.
- H. All nominees must comply with the campaign policies as set forth in the Procedure Manual.
- I. In the event there is no eligible candidate for office, the responsibility to fill the office lies with the incoming Executive Committee. The Executive Committee shall appoint a member who meets the qualifications as described in Article VII.

Section 2. Elections.

- A. Officers shall be elected by ballot and a majority vote shall elect.
 - 1. In the event that no candidate receives a majority vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot.
 - 2. If there is but one candidate for each office, the ballot may be dispensed with and the nominees elected viva voce (voice vote).
- B. Delegates and alternates to AAMA House of Delegates shall be elected by ballot and a plurality vote shall elect.
- C. If a state of emergency, as defined by the Executive Committee, precludes the holding of a House of Delegates annual meeting, the Executive Committee shall supervise and conduct the election by mail.

ARTICLE X - OFFICERS, TERM OF OFFICE, VACANCY IN OFFICE, REMOVAL FROM OFFICE

Section 1. Term of office.

- A. The term of office for the president, vice president, immediate past president, secretary, treasurer, speaker of the House, and vice speaker of the House shall be one year or until their successors are elected. The president, vice president, and immediate past president shall not serve more than one term in the same office until after a lapse of two years. The secretary, treasurer, speaker of the House, and vice speaker of the House may be reelected.
- B. Officers shall assume office at the close of the installation ceremony following the meeting of the House of Delegates at which they are elected.

Section 2. Vacancies in office.

- A. In the event of a vacancy in the office of vice president, the Executive Committee shall elect a member who shall meet the qualifications prescribed in Article VII.
- B. In the event of a vacancy in any other office, not provided for elsewhere in these bylaws, the Executive Committee shall appoint a member to serve the unexpired term who shall meet the requirements prescribed in Article VII.

Section 3. Removal from office. An officer who fails to perform the required duties or gives just cause for removal from office shall be removed from office by at least a two-thirds vote of the Executive Committee.

ARTICLE XI - DUTIES OF OFFICERS

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 are consistent with standard parliamentary procedure.

Section 2. The president shall:

- A. preside at all meetings of the Wisconsin Society except meetings of the House of Delegates;
- B. be chair of the Executive Committee;
- C. report pre-conference Executive Committee meeting highlights to the House of Delegates;
- D. be ex-officio a member of all committees except the Audit Committee and the Nominating Committee;
- E. in the event of a vacancy in a committee chair, appoint a chair from among the members of the committee in which the vacancy occurs. In the event no one on the current committee is willing to serve as chair, the president shall appoint a new chair from outside the committee having secured the individual's consent to serve. This shall include all standing and special committees;
- F. appoint committee members to vacancies during the year, having secured the individual's consent to serve;
- G. appoint a parliamentarian and a historian for his/her term of office to fulfill the duties as defined in the procedure manual;

H. assume the office of the immediate past president at the end of his/her term as president.

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 event of a vacancy in that office (clarification: in the event the vice president assumes the office of president, s/he shall complete that term plus one full year);
- D. appoint, subject to confirmation by the Executive Committee at its pre-conference meeting, standing committees for the ensuing year, with the exception of the Audit Committee and Nominating Committee, having secured each individual's consent to serve;
- E. automatically succeed to the office of president at the end of the term as vice president.

Section 4. The secretary shall:

- A. keep the minutes of all regular and special meetings of the House of Delegates and of the Executive Committee;
- B. within thirty days of such meetings distribute copies to the Executive Committee members and advisor(s).

Section 5. The treasurer shall:

- A. prepare an annual financial report for the House of Delegates;
- B. be under a surety bond in an amount fixed by the Executive Committee. The premium on the bond to be paid by the Wisconsin Society;
- C. pay money out of the treasury only upon original bills and vouchers signed by the Budget and Finance Committee chair;
- D. have accounts completed by July 1 and submit books to the Audit Committee within 45 days;
- E. be a member of the Budget and Finance Committee and Investment Committee;
- F. be custodian of all monies, securities and valuable papers of the Wisconsin Society;
- G. keep a detailed account of the receipts and disbursements and make periodic reports to the Executive Committee.

Section 6. The speaker of the House shall:

- A. preside at meetings of the House of Delegates;
- B. appoint the following for the House of Delegates: credentials clerk, reference committees, tellers, pages, and such other committees as may become necessary;
- C. be ex-officio a member of the Bylaws Committee without vote.

Section 7. The vice speaker of the House shall:

- A. preside at meetings of the House of Delegates in the absence or on request of the speaker;
- B. assist the speaker in the appointment of committees for the House of Delegates;
- C. succeed to the office of speaker in case of a vacancy;
- D. be ex-officio a member of the Bylaws Committee without vote.

ARTICLE XII - QUORUM

Section 1. A quorum for meetings of the Executive Committee shall be a majority of the executive committee members eligible to vote.

Section 2. A quorum for meetings of the House of Delegates shall be a majority of the elected delegates.

ARTICLE XIII - EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee composed of the elected officers of this Society and the chair of each Standing Committee. The president shall be chair.

Section 2. The Executive Committee shall:

- A. transact necessary business between the House of Delegates annual meetings;
- B. seek the advice of the physician advisor(s);
- C. appoint the Audit Committee chair and members, and two members to the Nominating Committee, with one being the chair;
- D. create special committees for a specific purpose;
- E. submit a report of its activities, through the president, to the House of Delegates;
- F. permit all members of WSMA to attend meetings but without vote;
- G. be allowed to vote by mail if an important issue requires immediate action:
 - 1. mail to be sent first class by the chair;
 - 2. not less than seven days be allowed for replies;
 - 3. if the issue is an election each qualified voter shall be sent:
 - a. detailed instructions for marking and returning ballot by required date;
 - b. a printed ballot containing space for the voter's signature;
 - c. a self-addressed return envelope with the name and address of the individual designated to receive said ballot.
 - 4. A majority shall rule. If an issue is an election and a clear majority does not exist, balloting shall be repeated on the two highest candidates. If the vote remains a tie after the second ballot, the election shall be decided by lot in the presence of at least five members of the Executive Committee, as chosen by the chair.
 - 5. results of the mail vote shall be announced at the Executive Committee meeting following the mail vote.
- H. be allowed to vote and conduct urgent business by telephone and/or WSMA secured e-mail, except an election.
 - 1. The telephone/secured e-mail vote be worded in the form of a motion that requires a yes or no vote.
 - 2. A majority shall rule.
 - 3. Results of the telephone/secured e-mail vote shall be mailed or e-mailed via secured e-mail to the Executive Committee within seven days. The report of the tally shall be stated as the number yes, no and abstained votes.

Section 3. There shall be four regular meetings each year with the date designated by the president. At least fourteen days written notice shall be given each member.

Section 4. The chair may call meetings of the committee and shall call them upon written request of five members of the committee. Except in an emergency, at least ten days written notice of any meeting shall be given to each member by mail or secured e-mail.

ARTICLE XIV – PHYSICIAN ADVISOR(S)

Section 1. Any physician advisor(s) to the WSMA shall be appointed by the Executive Committee. They shall:

- A. be interested in and work toward the welfare and betterment of WSMA;
- B. be familiar with and support the policies of WSMA;
- C. promote membership;
- D. provide liaison with their respective medical societies;
- E. advise and counsel;
- F. serve as education speakers;
- G. assist in obtaining speakers for seminars.

Section 2. If a physician advisor cannot complete their term, the position may be filled by the Wisconsin Society president with the approval of the Executive Committee.

ARTICLE XV - COMMITTEES

Section 1. There shall be the following committees: standing and special.

Section 2. The standing committees shall be Audit, Awards, Benevolent Fund, Budget and Finance, Bylaws, Certification/Recertification, Computer Service, Conference, Education, Investment, Membership,

Memorial Scholarship, Nominating, Procedure Manual, Public Policy, Public Relations, Strategic Planning, WSMA.Net, and WSMA Partnership.

- A. Each standing committee shall consist of members whose membership has not been revoked, as delineated in Article V; Section 2, in sufficient number to carry out the duties of the committee. The parliamentarian, speaker of the House and vice speaker of the House shall be ex-officio members of the Bylaws Committee without vote.
- B. The chair and other members of the standing committees shall be appointed by the vice president and their appointment confirmed by the Executive Committee at its pre-conference meeting.
- C. Only members whose dues have been postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving) and with written endorsement by their component chapters, or if a member at large, written endorsement of a WSMA elected officer or a WSMA Committee chair shall be eligible for appointment.
- D. At least sixty days prior to the House of Delegates annual meeting, or earlier if requested by the Executive Committee, the chair of each standing committee shall submit to the House of Delegates through the speaker of the House a report of the activities of the committee during the year.
- E. Specific duties of the standing committees shall be as follows:
 1. The Audit Committee shall:
 - a. audit the Society's financial records;
 - b. be appointed by the Executive Committee;
 - c. submit written records as indicated.
 2. The Awards Committee shall:
 - a. recognize the accomplishment of members of the WSMA for their time, talent and dedication to WSMA and their community;
 - b. request nominations for the Medical Assistant of the Year and for the Professional Achievement Awards, select award recipient(s) and present the award(s) at the annual conference;
 - c. screen and recognize qualified applicants who display the personal and professional attributes consistent with the guidelines set forth by WSMA.
 3. The Benevolent Fund Committee shall:
 - a. receive and evaluate fund requests, keeping member names confidential;
 - b. present the needs of the requesting member to the Executive Committee to vote on the merit of the request;
 - c. assure funds are available to all WSMA members on an equitable basis;
 - d. keep the Executive Committee fully informed of all transactions and the balance in the fund.
 4. The Budget and Finance Committee shall:
 - a. submit an annual budget to the Executive Committee and to the House of Delegates;
 - b. advise each committee chair the amount of expenditure to be honored by the treasurer.
 5. The Bylaws Committee shall:
 - a. edit and/or correlate amendments proposed by component chapters;
 - b. originate amendments deemed appropriate by the committee;
 - c. review component chapter bylaws/standing rules/rules of governance and make recommendations where pertinent.
 6. The Certification/Recertification Committee shall promote the AAMA certification and recertification programs to the members of this society.
 7. The Computer Service Committee shall:
 - a. make known to the membership the computer services programs currently available and how these programs can best be utilized by the Executive Committee, chapters and members;
 - b. maintain a current file (known as the augmented roster) of the past presidents, life and honorary members, Executive Committee members, accredited medical assistant schools in Wisconsin, Midwest Regional state presidents, and the AAMA president; report all outside requests for data from computer services to the Executive Committee for approval.

8. The Conference Committee shall work with the president in making arrangements for the conference and with the speaker for the House of Delegates annual meeting.
9. The Education Committee shall provide educational services to increase the knowledge and professionalism of its members.
10. The Investment Committee shall seek investment sources for the society's designated funds utilizing sound money management with diversification of investments.
11. The Membership Committee shall:
 - a. work towards maintaining and increasing the membership of this Society;
 - b. keep a roster of the membership of this Society;
 - c. work toward the development of new component chapters;
 - d. work toward reorganization of inactive and/or disbanded chapters.
12. The Memorial Scholarship Committee shall:
 - a. solicit contributions;
 - b. notify CAAHEP and ABHES accredited medical assisting programs in Wisconsin of the availability of the scholarship(s) and the deadline for applications;
 - c. review applications for the scholarship and select the recipient(s);
 - d. announce and present the awards at the WSMA conference awards ceremony;
 - e. keep written records of the recipients.
13. The Nominating Committee (see Article IX, Section 1).
14. The Procedure Manual Committee shall:
 - a. edit and/or correlate changes proposed by elected and appointed officers and committee members;
 - b. originate changes deemed appropriate by the committee;
 - c. review Executive Committee and House of Delegates annual meeting minutes.
15. The Public Policy Committee shall:
 - a. keep membership informed on any proposed legislation pertaining to the medical assisting and allied health professions;
 - b. keep the members informed of proposed legislation and court decisions pertaining to the medical assistant's right to practice, draft policy statements, legislation, and regulations, protecting the quality and availability of health care and the medical assistants right to practice, and support measures furthering these ends.
16. The Public Relations Committee shall:
 - a. contribute ideas and suggest materials and procedures that will help increase recognition of AAMA as the spokesman for the profession of medical assisting;
 - b. provide component chapters with assistance for Career Day programs and other means of attracting individuals to the profession of medical assisting;
 - c. assist and encourage local public relations chairs to achieve the aforementioned goals.
17. The Strategic Planning Committee shall research and design sound and reasonable long-range programs to meet the requirements of this Society.
18. The WSMA.Net Committee shall:
 - a. maintain the WSMA website with the names of WSMA officers and committee chairs and a calendar of upcoming events;
 - b. create links to the AAMA and to WSMA contacts as appropriate, with their consent.
19. The WSMA Partnership Committee shall:
 - a. build partnership and maintain open communication between WSMA, CAAHEP and ABHES accredited medical assistant programs, educators, and students throughout the State of Wisconsin;
 - b. encourage increased student involvement in WSMA.

Section 3. Special committees shall be appointed by the president and approved by the Executive Committee as is necessitated for the efficient operation of the society. The chair of any special committee is a non-voting member of the Executive Committee and shall report to the Executive Committee as well as submit an annual report to the WSMA House of Delegates.

ARTICLE XVI - HOUSE OF DELEGATES

Section 1. The governing body of this Society shall be the House of Delegates. It shall determine the policies of this Society, amend the bylaws, conduct the election of officers, and act upon such other business as may come before it.

Section 2. The composition of the House of Delegates shall be as follows:

- A. Members of the Executive Committee and past presidents, unless serving as elected delegates, shall be members ex-officio, without the right to vote.
- B. Each component chapter shall be entitled to three delegates for the first twenty-five active and associate members or fraction thereof plus one delegate for each additional twenty-five members or fraction thereof.
 1. Delegates and alternates shall be active or associate members whose membership has not been revoked, as delineated in Article V; Section 2.
 2. The number of delegates shall be determined by the total active and associate membership of the component chapter based upon payment of dues postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving) prior to the annual meeting.
 3. Delegates and alternates shall be elected to serve for one year from the opening of the House of Delegates that year until the opening of the House of Delegates that following year.
 4. The names of delegates and alternates shall be submitted to the credentials clerk and the speaker of the House at least sixty days prior to the annual meeting of the House of Delegates.

Section 3. The speaker of the House of Delegates shall appoint the credentials clerk, the reference committees, if necessary, the Minutes Review Committee, tellers, pages, and such other committees as necessary for the organization and operation of each session of the House of Delegates.

- A. The credentials clerk shall verify credentials and establish that a quorum is present.
- B. Reference committees, if necessary, shall be composed of members of the House of Delegates. They shall hold hearings to consider all reports and resolutions that are scheduled for presentation to the House of Delegates and report to the House with recommendations based upon the consensus of opinions expressed by those attending the hearings.
- C. Emergency resolutions shall be submitted to the speaker of the House by noon on the day preceding the opening of the House of Delegates.
- D. The Minutes Review Committee shall review the minutes of the House of Delegates and submit a report of their approval and/or corrections at the following House of Delegates annual meeting.

Section 4. Meetings.

- A. The annual meeting of the House of Delegates shall be held during the Wisconsin Society conference.
- B. Special meetings of the House of Delegates may be held at the call of the Executive Committee by written notice mailed to each member of the House of Delegates at least thirty days in advance of such meetings.
- C. In the event any component chapter is unable to be represented by the full complement of delegates to which it is entitled, it may assign proxy votes to another delegate from that component chapter which may be cast in voting on proposed amendments to the bylaws and other business of the House of Delegates. Such proxies shall be submitted in writing and shall be signed by the president and secretary of the component chapter.

Section 5. In the event of an administrative emergency, declared as such by the Executive Committee, a vote of the House of Delegates may be taken by mail instead of calling a special meeting of the House of Delegates. Ballots shall be sent from and returned to the president by certified mail and ample time, not less than fifteen days, shall be allowed for reply.

ARTICLE XVII – CONFERENCES

There shall be an annual conference of Wisconsin Society at a place and date selected by the Executive Committee and approved by the House of Delegates. If necessary, the Executive Committee may change

the place and date.

ARTICLE XVIII - AAMA COMPLIANCE

Constituent society bylaws must 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 will be the responsibility of the AAMA to notify WSMA of any changes in those mandated bylaws. It will be the responsibility of WSMA to make the mandated changes with copies of revised bylaws returned to AAMA within 30 days of notification. Any action taken by WSMA that is inconsistent with such mandated language shall immediately be null and void and of no effect.

ARTICLE XIX - DISSOLUTION

Section 1. In the event dissolution of this Society is proposed, initiation shall be by resolution in writing to the elected delegates of all component chapters of Wisconsin Society not later than thirty days prior to the House of Delegates annual meeting, at which time the proposed resolution shall be voted upon. An affirmative vote by at least two-thirds of those present and voting shall be required for adoption of the resolution and shall become effective immediately upon its adoption.

Section 2. In the event of dissolution of this Society, none of the assets shall be distributed to any member. Assets shall be disposed of and other administrative details adhered to in accordance with federal and state tax laws. Any remaining assets shall be distributed to medical or charitable institutions or projects designated by a majority of the delegates at a meeting called for the purpose of dissolution.

Section 3. Notification shall be sent by the state president to the AAMA Executive Office no later than ten days after the meeting for the purpose of voting on dissolution.

Section 4. In the event of dissolution, a final accounting of finances shall be due in the AAMA Executive Office no later than ninety days after dissolution.

ARTICLE XX - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern this society in cases to which they are applicable and in which they are not inconsistent with the bylaws.

ARTICLE XXI - AMENDMENTS

Section 1. These bylaws may be amended at any annual meeting of the House of Delegates by a two-thirds vote provided that the proposed amendments shall have been submitted in writing to the elected delegates no later than thirty days prior to the meeting at which they are to be acted upon. Said amendment shall become effective immediately upon its adoption, unless otherwise specified.

Section 2. Automatic grammatical and correlation corrections in these bylaws or amendments thereto which in no way alter the intent of the respective bylaw or amendment shall be affected by the Bylaws Committee, subject to the approval of the Executive Committee.

Section 3. In the event any provision of these bylaws is in conflict with the AAMA bylaws, then that portion which is in conflict shall be amended automatically insofar as is necessary to comply with the national bylaws.

ARTICLE XXII - SUSPENSION

These bylaws may be suspended by a 2/3 vote of the House of Delegates.

Committee members:

Laura Hillman, Chair

Marjorie Spiel

Gail Luttenberger, CMA (AAMA) President

Tandra Bauman, CMA (AAMA) RMA, Vice President

Judith Newland, CMA (AAMA) Speaker of the House

Laura Shefelbine, CMA (AAMA) Vice Speaker of the House