

Wisconsin Society of Medical Assistants, Inc.

BYLAWS

2024 - 2025

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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 are responsible for performing administrative tasks, clinical duties, and procedures under the supervision of licensed health care providers.

WSMA MISSION STATEMENT

To inspire innovative patient care through lifelong learning.

WSMA VISION STATEMENT

Excellence that leads change, motivates, and engages medical assistants.

WSMA CORE VALUES

Commit to a positive health care experience
 Commit to a high standard of integrity
 Build trust and respect
 Encourage member development
 Value every member

THE MEDICAL ASSISTANT CORE VALUES

Accountable
 Empathetic
 Respectful
 Curious
 Remarkable
 Engaged

BYLAWS OF THE WISCONSIN SOCIETY OF MEDICAL ASSISTANTS, INC.
Affiliated with American Association of Medical Assistants
Amended April 19, 2024

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. 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.
- E. 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 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 credentialed medical assistant holding current status through a National Commission for Certifying Agencies (NCCA)– accredited certification program and whose credential has not been revoked as provided by the respective credentialing body.
 - 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, or chair a committee. 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, or chair a committee.
 - D. A student member:
 - 1. shall 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).
 - 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.
 - 3. shall not vote, hold office, or chair a committee.
 - 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 General Assembly. 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 General Assembly. 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, or chair a committee. 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 General Assembly 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 voting member of the General Assembly, 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 general assembly, vice speaker of the general assembly, 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 General Assembly as a voting member/House of Delegates annual meeting as a delegate, or have attended at least two WSMA General Assembly/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 General Assembly shall:
 1. have previously served as WSMA president or speaker of the General Assembly/House of Delegates or, within the past five years, served as vice speaker of the General Assembly/House of Delegates.
 2. have adequate knowledge of parliamentary procedure.
- D. A candidate for vice speaker of the General Assembly shall:
 1. have attended at least one previous WSMA General Assembly as a voting member/House of Delegates annual meeting within the past five years as a delegate or have attended at least two previous General Assembly/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 National Life members whose membership has not been revoked. To serve and continue to serve as a delegate or alternate, 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);
 2. 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;
 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 General Assembly/House of Delegates annual meetings in their entirety.
 6. submit a written report to the annual WSMA General Assembly.

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 General Assembly following nominations from the floor, with a plurality vote electing.
 2. One member shall be elected by the Executive Committee at its pre-conference meeting. The chair of the committee will be the Immediate Past President.
- 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 90 days prior to the annual WSMA General Assembly. 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 General Assembly prior to the deadline requested to be included in the general assembly 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 assembly prior to nominations.

- G. Qualifications of all nominees shall be read to the general assembly 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 an annual conference, the WSMA Executive Committee shall supervise and conduct the election either electronically or by U.S. mail in accordance with Article XVI, Section 5.

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 assembly, and vice speaker of the assembly 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 assembly, and vice speaker of the assembly may be reelected.
- B. Officers shall assume office at the close of the installation ceremony following the meeting of the General Assembly 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 General Assembly;
- B. be chair of the Executive Committee;
- C. report pre-conference Executive Committee meeting highlights to the General Assembly;
- 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 General Assembly 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 General Assembly;
- 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.
- H. monitor PayPal account or any other electronic revenues; generate the data to implement the electronic revenue; evaluate benefits and costs

Section 6. The speaker of the assembly shall:

- A. preside at meetings of the General Assembly;
- B. appoint the following for the General Assembly: 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 assembly shall:

- A. preside at meetings of the General Assembly in the absence or on request of the speaker;
- B. assist the speaker in the appointment of committees for the General Assembly;
- 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. Twenty (20) active, associate, and life members in good standing present at the general assembly shall constitute a quorum.

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 General Assembly 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 General Assembly;
- 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, Budget and Finance, Bylaws, Education, Investment, Leadership and Mentoring, Marketing, Member Services, Nominating, Procedure Manual, Public Policy, Strategic Planning, 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 assembly and vice speaker of the assembly 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 General Assembly annual meeting, or earlier if requested by the Executive Committee, the chair of each standing committee shall submit to the General Assembly through the speaker of the assembly 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.
 - d. solicit contributions for the Memorial Scholarship;
 - e. notify CAAHEP and ABHES accredited medical assisting programs in Wisconsin of the availability of the scholarship(s) and the deadline for applications;
 - f. review applications for the scholarship and select the recipient(s);
 - g. announce and present the awards at the WSMA conference awards ceremony;
 - h. keep written records of the recipients.
 - 2. The Budget and Finance Committee shall:
 - a. submit an annual budget to the Executive Committee and to the General Assembly;
 - b. advise each committee chair the amount of expenditure to be honored by the treasurer.
 - 3. 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.
4. The Education Committee shall:
 - a. provide educational services to increase the knowledge and professionalism of its members.
 - b. work with the president in making arrangements for the conference and with the speaker for the General Assembly annual meeting.
 5. The Investment Committee shall:
 - a. seek investment sources for the society's designated funds utilizing sound money management with diversification of investments.
 - b. the chair will be the WSMA corporate agent responsible for filing the annual report and mailing it to the Wisconsin Secretary of State with the appropriate filing fee.
 6. The Leadership and Mentoring Committee shall:
 - a. promote the growth and development of future society leaders encompassing mentoring and leadership training;
 - b. increase the quality and quantity of leadership base;
 - c. continue to refine the executive committee mentoring program;
 - d. prepare future leaders to transition from local to state leaders.
 7. The Marketing 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.
 - d. maintain the WSMA website with the names of WSMA officers and committee chairs and a calendar of upcoming events;
 - e. create links to the AAMA and to WSMA contacts as appropriate, with their consent
 - f. promote sponsorship and exhibitor opportunities.
 8. The Member Services Committee shall:
 - a. receive and evaluate benevolent 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.
 - e. work towards maintaining and increasing the membership of this Society;
 - f. keep a roster of the membership of this Society;
 - g. work toward the development of new component chapters;
 - h. work toward reorganization of inactive and/or disbanded chapters
 - i. promote the AAMA certification and recertification programs to the members of this society
 9. The Nominating Committee (see Article IX, Section 1).
 10. 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 General Assembly annual meeting minutes.
 11. 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.
 12. The Strategic Planning Committee shall:

- a. research and design sound and reasonable long-range programs to meet the requirements of this Society.
13. 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 General Assembly.

ARTICLE XVI – General Assembly

Section 1. Governance:

The Wisconsin Society of Medical Assistants shall be governed by General Assembly, which has the authority to determine the policies of this Society, to amend the bylaws (with a 2/3 vote), to conduct the election of officers, to select delegates and alternates to the AAMA Annual Conference, and to act upon other business as may be presented.

Section 2. Eligibility:

The voting body of the General Assembly shall be the active, associate, and life members of the society in good standing, with the exception of the active parliamentary advisor. The parliamentary advisor is eligible to vote in all ballot votes only. No member may vote if dues have not been paid by December 31, to the Executive Office of the AAMA, the year prior to the General Assembly.

Eligibility shall be verified through the AAMA Executive Office and/or other means designated by state bylaws or the officer presiding over the Assembly.

Section 3. Speaker and Vice Speaker of the General Assembly

The Speaker of the General Assembly and the Vice Speaker of the General Assembly shall preside over the General Assembly.

The Speaker of the General Assembly shall appoint such general assembly committees as are necessary to conduct the business of the General Assembly.

Section 4. Quorum

Twenty (20) active, associate, and life members in good standing present at the assembly shall constitute a quorum.

Section 5. Annual Meeting

The General Assembly will convene annually.

Section 6. State of Emergency

If a state of emergency, as defined by the WSMA Executive Committee, precludes the holding of an annual assembly, the WSMA Executive Committee shall supervise and conduct the election either electronically or by U.S. mail in accordance with Article IX, Section 2. Elections.

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 General Assembly. 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 active, associate, and life members of the Society in good standing, not later than thirty days prior to the General Assembly 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 general assembly 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 General Assembly by a two-thirds vote provided that the proposed amendments shall have been submitted in writing to the WSMA active, associate, and life members 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 General Assembly.

Committee members:

Julie Flaatten, RN, CMA (AAMA), CPC

Gail Luttenberger, CMA (AAMA), Parliamentarian, ex officio

Kelly Emmons, CMA (AAMA), President, ex officio

Barbara Cumberland, CMA (AAMA), Vice President, ex officio

Danielle Bodoh, Gail Luttenberger, Judy Newland, CMA (AAMA), Speaker of the Assembly, ex officio

Danielle Bodoh, CMA (AAMA), Vice Speaker of the Assembly, ex officio