

Nebraska Society of Medical Assistants, Incorporated

An Affiliate of the American Association of Medical Assistants

AMENDED April 29, 2011

CODE OF ETHICS

The Code of Ethics of NSMA 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 NSMA 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 accent 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.

DEFINITION OF THE PROFESSION

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

ARTICLE I NAME

The name of this organization shall be Nebraska Society of Medical Assistants, Inc., an affiliate of the American Association of Medical Assistants, hereinafter known as NSMA. It is a federation of its component (local) chapters.

ARTICLE II PURPOSE

The purpose of NSMA is to enable medical assisting professionals to enhance and demonstrate the knowledge, skills and professionalism required by employers and patients; protect medical assistant*s right to practice; and promote effective, efficient health care delivery through optimal use of multi-skilled Certified Medical Assistants (CMAs).

ARTICLE III ORGANIZATIONAL POLICY

The Nebraska Society of Medical Assistants 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 Nebraska Society will be denied membership because of race, religion, sex, national origin, or political party affiliations. Exception: No person who participates in the activities of organizations whose purpose is to over-throw the Government of the United States, may become a member of this society.

ARTICLE IV COMPONENT CHAPTERS

1. Component chapters are local chapters of medical assistants of the Nebraska Society.
2. A component chapter shall become a member of the Nebraska Society by:
 - a. Applying for membership to the Board of Directors, submitting written approval from the County Medical Society, where feasible, and five copies of its proposed Bylaws.
 - b. These Bylaws are to be examined by the Nebraska Society Bylaws Committee. The Bylaws of the component chapter shall not be in conflict with those of the Nebraska Society of Medical Assistants, Inc. The Bylaws of the Nebraska Society of Medical Assistants shall supersede those of a component chapter.
 - c. The Chair of the Bylaws Committee of this Society shall submit recommendations to the Board of Directors, and after majority approval by the Board of Directors, the component chapter shall be notified of its affiliation with the Nebraska Society of Medical Assistants, Inc.
3. Component chapters affiliated with the Nebraska Society, which have been approved by the Board of Directors prior to December 31st of any year, shall be entitled to representation at the Annual Meeting.

4. A component chapter found guilty of any conduct or action deemed in contradiction to the American Association of Medical Assistant's Code of Ethics or Bylaws of the Association or otherwise inimical to the best interest of this Society shall be subject to revocation of its charter. Written notice of intent to revoke charter shall be given ninety (90) days prior to a meeting of the Board of Directors to give the Chapter an opportunity to appeal. A two-thirds ballot vote of the Board of Directors shall be necessary for revocation.
5. Constituent society bylaws must be in strict conformity with mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution.
6. It will be the responsibility of AAMA to notify constituent societies of any changes in those mandated bylaws. It will be the responsibility of the constituent societies to make the mandated changes with copies of revised bylaws returned to AAMA within 30 days of notification. Any action taken by a state society that is inconsistent with such mandated language shall be immediately null and void and of no effect.
7. In the event of dissolution of Constituent Societies, a financial accounting of finances shall be due in the AAMA Headquarters no later than ninety (90) days after said state is dissolved.

ARTICLE V MEMBERSHIP

NSMA will not have International members.

Section 1. CLASSES.

There shall be eight classes of membership: Active, Affiliate, Associate, Honorary, Life, Member-at-Large, Student, and Sustaining.

- A. No other membership or quasi-membership classes shall be Permitted by this Society or a component chapter of this Society.
- B. Membership in a component (local) chapter shall be required if the constituent society so mandates. If the constituent society does not mandate that a member belong to a component (local) chapter, or if there is no component (local) chapter, the member shall be considered a "state member at large" and may belong to the AAMA and the constituent society without belonging to a component (local) chapter.

Section 2. Qualifications.

A. ACTIVE - an active member shall be one of the following:

1. An AAMA Certified Medical Assistant (CMA) whose CMA credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see www.aama-ntl.org).
2. Anyone who was an active member on 12-31-87 and who has maintained continuous active membership. (Continuous active membership shall be defined as having dues post-marked to the AAMA Executive office by December 31st).

B. AFFILIATE - an affiliate member shall be one who is not eligible for another category of membership but who is interested in the profession of medical assisting.

C. 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.

D. HONORARY - membership may be conferred upon any individual (not necessarily a member or former member) who has made an outstanding contribution to the Society. This shall require a two-thirds vote of the House of Delegates and there shall be no more than one honorary membership conferred in any one year. The name of a candidate for honorary membership, together with a statement outlining his/her contribution shall be submitted to the Board of Directors for approval and recommendation to the House of Delegates. Honorary members shall not vote, hold office or serve as a committee chair.

E. LIFE - life membership may be conferred upon a member or former member who has made an outstanding contribution to the Society. This shall require a two-thirds vote of the House of Delegates. There shall be no more than one Life membership conferred in any one year. The name of a candidate for Life membership, together with a statement outlining their contribution must be submitted to the Board of Directors for approval and recommendation to the House of Delegates. They shall be able to vote, hold office and chair a committee.

F. MEMBER-AT-LARGE - is one who meets all the qualifications of active, life, sustaining, associate, student, honorary or affiliate except that a component chapter does not exist within the zip code of residence. Such a member shall pay only State and National dues.

G. STUDENT - a student member:

1. Shall be enrolled in a medical assisting program.
2. Shall carry a minimum of six (6) contact hours per week, per term.

3. May retain membership for one additional dues year after graduation if active or associate membership is not chosen.
 4. Shall be limited to a maximum of three (3) years as a student member.
 5. Cannot chair a committee.
- H. SUSTAINING - anyone who has been an active or associate member for at least two years, who has retired from medical assisting and who has not entered into another field is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.

Section 3. 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 thereto and shall not be allowed reinstatement, unless the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

ARTICLE VI DUES

Section 1. Annual dues shall be an amount fixed by the House of Delegates of the NSMA and shall be in the medium range of standardization. Dues shall become due and payable November 1st and shall be delinquent if postmarked after December 31st.

- A. Full dues will be assessed for active, affiliate and associate members.
- B. Life and Honorary members are not required to pay State dues. NSMA will pay national membership dues annually for Nebraska Life and Honorary members.
- C. Member-at-Large members will be assessed State and National dues.
- D. Student members will be assessed National student dues only. NSMA shall not assess student dues.
- E. Half of tri-level dues will be assessed for sustaining members.

Section 2. Membership belongs to the individual and shall be nontransferable.

Section 3. Reciprocity shall be offered to members transferring from another State or Chapter. The transferring member shall present proof of current AAMA membership status.

ARTICLE VII OFFICERS

A. The Officers of this Society shall be :

1. Elected:
 - a. President
 - b. Vice-President
 - c. Recording Secretary
 - d. Treasurer
 - e. Speaker of the House
 - f. Vice Speaker of the House
 - g. Immediate Past President

B. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by this Society.

C. The elected officers shall be chosen by ballot at the annual meeting of the House of Delegates to serve for one year or until successors are elected, with the exception of Treasurer, who shall serve for two years. The term of office shall begin at the close of the annual meeting at which they are elected.

D. Appointed officers shall be named by the incoming President, with the approval of the BOD for a term of one year.

E. Eligibility:

1. In order to be a candidate for state office, the candidate:
 - a. Shall be a current CMA (AAMA) who is an active, associate or a member-at-large in good standing with NSMA.
 - b. Shall have served as a local chapter officer or local chapter committee chair and/or shall have chaired a Society committee.
 - c. Shall have the written endorsement of the local chapter, or in the case of a member-at-large, of the Society Board of Directors.

d. Shall have dues postmarked by December 31st.

F. Vacancies:

1. If there is a vacancy in the office of President, the Vice-President shall become President. If there is a vacancy in the office of Vice-President, the office will be filled by a special vote of the re-convened HOD. If there is a vacancy in the office of Speaker of the House, the Vice Speaker shall become Speaker of the House.
2. A vacancy in the office of Vice President shall require immediate election by the current voting body of the House of Delegates. Any other officer vacancy shall be filled by ballot vote of the Board of Directors.

G. Duties:

1. PRESIDENT:

- a. Shall preside at all meetings of this Society except meetings of the House of Delegates.
- b. Shall be Chair of the Board of Directors.
- c. Shall be ex-officio, a member of all committees, except the Nomination Committee.
- d. Shall appoint special committee chairs with the approval of the BOD.
- e. Shall have power to fill vacancies in the committee chairs occurring during the year with the approval of the BOD.
- f. Shall serve as a delegate to the National Conference of the American Association of Medical Assistants held during their term of office.
- g. Shall carry on correspondence of this Society.

2. VICE-PRESIDENT:

- a. Shall assist the President throughout the year.
- b. Shall assume the duties of the President in the absence of that office.
- c. Shall automatically succeed to the office of President at the end of term or in the event of a vacancy in that office.
- d. Shall serve as delegate to the National Conference of the American Association of Medical Assistants held during that term of office.
- e. Shall select the three member State Medical Advisory Board, Standing Committee Chairs, and Appointed Officer(s) for the upcoming year, subject to Board approval at the post-conference Board meeting.
- f. The Vice-President shall automatically serve on the Bylaws Committee.

3. IMMEDIATE PAST-PRESIDENT:

- a. Shall serve as Chair of the Past President Society, keeping information on past Presidents current.
- b. Shall send greeting cards to Past Presidents as discussed at meetings.

4. RECORDING SECRETARY:

- a. Shall have the responsibility for keeping the minutes of all regular and special meetings of the Society, all Board of Directors meetings.
- b. Shall be custodian of all important documents and property of the Society to include stationery.
- c. Shall keep on file all committee reports, dating them as received.

5. TREASURER:

- a. Shall have the responsibility of the monies of this Society.
- b. Shall keep a detailed account of the receipts and disbursements and make reports to the Board of Directors and the House of Delegates.
- c. Shall be a member of the Budget and Finance Committee.
- d. Shall be under a surety bond in the amount to be fixed by the Board of Directors, paid by the Nebraska Society.
- e. Shall keep the states material assets and report inventory with the annual Treasurer's Report.
- f. Shall serve a two-year term.

6. SPEAKER OF THE HOUSE:

- a. Shall preside at all meetings of the House of Delegates.
- b. Shall appoint the Credentials Committee of the House of Delegates.
- c. Shall prepare a delegate's packet to be mailed to all delegates and alternates thirty (30) days prior to the Annual Meeting.
- d. Shall appoint four tellers, one timekeeper, two pages and two credentials committee members for the House of Delegates and such other committees as necessary for the organization and operation of the house.

7. VICE-SPEAKER OF THE HOUSE:

- a. Shall assist the Speaker of the House in the duties throughout the year.
- b. Shall assume the duties of the Speaker of the House in her absence.
- c. Shall automatically succeed to the office of Speaker of the House at the end of the term.
- d. Shall be Chair of the Nominating Committee.
- e. Shall contact component Chapters for one member and one alternate member for a term of one year to assist with nominations for State Officers and delegates to National Conference.
- f. Shall screen and examine all nominees for eligibility and notify each qualified candidate of their nomination. Shall maintain confidentiality until the slate of candidates is officially presented to the Speaker.
- g. Must monitor that each nominee replies with a written acceptance, copy of CV and endorsement signed by two officers from the candidates Chapter or, in the case of a member-at-large, by two elected officers of the NSMA.
- h. Shall submit a final written report presenting the slate of verified candidates and appropriate documents to the Speaker of the House 60 days before the Annual Meeting for inclusion in the Delegates packet.
- i. Shall prepare and present the official ballot of candidates at the House of Delegates and verify qualifications of nominees submitted from the floor. Any candidate so nominated must meet the same qualifications, obtain written acceptance and approval required for all nominees.

ARTICLE VIII AUTHORITY

A. LEGISLATIVE AUTHORITY-HOUSE OF DELEGATES:

- 1. Definition: The Legislative Body of the Nebraska Society shall be the House of Delegates which shall have the authority to determine the policies of this Society, the power to amend the Bylaws, to act upon such business as may be presented, and to conduct the annual election of officers.
- 2. Delegates:
 - a. Each delegate must be a member of good standing whose dues have been forwarded to AAMA prior to December 31. The delegate is otherwise ineligible.
 - b. Each component chapter shall be entitled to elect three delegates and three alternates.
 - c. Members-at-Large shall be represented by one delegate and one alternate per every fifteen members-at-large or fraction thereof, to be contacted by the Vice Speaker of the House and approved by the BOD.
 - d. Elected officers and the Immediate Past President shall be delegates.
 - e. All delegates and alternate delegates to the NSMA HOD must be an active member or a member-at-large of the AAMA with a current CMA (AAMA) credential.
 - f. Chapters must submit names of delegates and alternate delegates to the NSMA Speaker forty-five (45) days prior to the NSMA annual meeting.
- 3. Chapters not in compliance with submission deadline for delegate and alternate names must submit in writing to the Speaker of the House of Delegates a request to be seated. This request must be brought before the House of Delegates before the Chapter's delegates may be seated.
 - a. An elected delegate may assign his/her vote to another qualified member of his/her chapter.
 - b. A proxy card shall be obtained from the Speaker of the House at the earliest possible time.
 - c. Completed cards signed by two officers of the chapter shall be returned to the Speaker.
 - d. The holder of the proxy is subject to all rules applied to an elected delegate.

- e. In an emergency, the proxies may be granted by a majority vote of the House of Delegates.
4. 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 the following year.
5. Meetings:
- a. The House of Delegates shall convene at the annual spring conference, time and place to be approved by the Board of Directors.
 - b. One-third of the members of the House of Delegates shall constitute a quorum.
 - c. Each delegate shall be entitled to one vote.
 - d. Emergency meeting of the House of Delegates may be held at the call of the President or at the request of three members of the BOD.
 - e. The Speaker of the House may conduct an emergency vote of Delegates by phone, U.S. postage mail, or electronic mail. Any actions taken must be verified in writing and made a part of the minutes of the next BOD meeting.

B. EXECUTIVE AUTHORITY:

1. The Board of Directors shall consist of the President, Vice-President, Recording Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, Immediate Past President, Chairs of all Standing Committees, and all affiliate Chapter Presidents. The State President shall be Chair.
- a. Board members are expected to attend all meetings scheduled by the President and perform the duties assigned to their position. Failure to comply with meeting attendance and job functions may result in removal from position. Due process will be allowed with the right to appeal sent to the BOD in writing. Refer to the “NSMA Board of Director Removal Policy” form.
 - b. Shall fill unexpired terms of office and standing committee chairs except for President, Vice President and Speaker of the House.
 - c. Shall designate the amount of the surety bond covering the treasurer.
 - d. Shall appoint the Vice Speaker of the House as Chair of the Nominating committee. This Chair serves without vote.
 - e. Shall approve the Vice-President's appointment of the State Medical Advisory Board.
 - f. Shall approve the time and place for the Society's annual meeting.
 - g. Shall adopt and/or amend Standing Rules following annual reviews and as needed.
 - h. Shall conduct the business of the Society between annual meetings.
2. Meetings:
- a. There shall be a minimum of three meetings a year: post-conference, pre-conference and the other(s) as designated by the Board of Directors. Meetings may be called by the President or by request of three members of the Board of Directors.
 - b. A quorum shall consist of nine members of the Board of Directors, three being elected officers.
 - c. Teleconferences and video conference meetings must be authorized by the BOD. All persons must be able to hear each other at the same time and, if by video, must all be able to see each other.
3. Removal from office. An officer or committee chair, who fails to perform the required duties or give just cause, will be removed from their office or position by a quorum vote of the BOD.

ARTICLE IX NOMINATIONS & ELECTIONS

A. ELECTIONS:

- 1. The Nominating Committee shall solicit, screen and present a slate of nominees for offices and Delegate/Alternate to the AAMA National Conference.
- 2. The number of delegates and alternates to the AAMA Annual meeting is determined by AAMA Bylaws with respect to the size of the State Membership. The President and Vice-President are delegates by virtue of office. Additional delegates and alternates are elected in rank according to votes cast.
- 3. All elections shall be ballot vote on those names presented by the Nominating Chair or nominated from the

floor: The candidate receiving the majority of the votes cast will be declared elected. Where a clear majority is not evident, the balloting will be repeated on the two candidates receiving the highest number of votes. Where there are more than two candidates for the same office, plurality votes shall elect.

4. Candidates for election must be present at the Annual Meeting unless excused by the BOD.

ARTICLE X MEETING

1. There shall be an Annual Meeting of this Society, in the spring of each year at a time and place to be approved by the Board of Directors. In the interim between Annual Meetings, the Board of Directors shall conduct the business of the Society.
2. The current President shall receive a courtesy registration to the NSMA annual conference.
3. The Conference Chair and Vice-Chair shall each receive a courtesy registration to the NSMA annual meeting.
4. After final review of the annual conference profit/loss statement, payment of 5% profit shall be given to the hosting chapter.

ARTICLE XI COMMITTEES

- A. There shall be the following Standing Committees: Editorial, Budget and Finance, Bylaws, Certification/Education, Annual Conference, Archives, Liaison, Membership, Mentor, Publication, Public Affairs, Marketing, Awards, and Document.
- B. All Standing and Special Committee Chairs shall be appointed by the incoming President, with the exception of the Conference Committee.
 1. The Committee Chair shall select their committee members, with the exception of the Education Committees.
- C. The President shall be ex-officio, a member of all committees.
- D. The Chairs of all Standing Committees shall send copies of official correspondence to the President and Vice-President.
- E. The Chairs of each Standing Committee shall prepare typewritten reports for all Board of Director meetings and for the Annual Conference. He/she shall give copies of such reports to the President, Vice-President and Recording Secretary. Additional copies shall be provided when directed.
- F. All Standing and Special Committee Chairs shall be a current CMA (AAMA) who is an active, associate or member at large in good standing with NSMA.
- G. Each Standing Committee Chair shall be an active or associate member of this Society and have dues paid prior to December 31.
- H. Composition and Duties of Standing Committees:

1. EDITORIAL COMMITTEE:

- a. The Editorial Committee shall be composed of a chair and a society member(s) as requested by the editor.
- b. **Duties:**
 - 1) Shall prepare, publish, and distribute issues of the NSMA publications under the guidance of the President and the Board of Directors.
 - 2) Shall correlate and assemble the information for the Med-A-Gram as presented from this committee.
 - 3) Shall adhere to the deadline schedule established by the printing company.
 - 4) Shall be responsible for correspondence between the printing company and this society.
 - 5) Shall be responsible for distribution to each member of this Society in whatever manner and time is most expeditious after the publication is ready.

2. BUDGET & FINANCE COMMITTEE:

- a. The Budget and Finance Committee shall be composed of the Chair, Treasurer and two members selected from the Board of Directors.

b. Duties:

- 1) Shall have general supervision of the finances of the Nebraska Society, subject to approval of the Board of Directors.
 - 2) Shall prepare an annual operating budget to be presented for consideration at the Fall Board of Directors meeting. After approval by the Board of Directors, the budget shall be presented to the House of Delegates for adoption.
 - 3) Shall prepare an Annual Conference budget, including income from estimated registrations, and all anticipated expenses, by September 1 (after reviewing budgets of previous State Conferences) to be presented to the Fall Board of Director's meeting.
 - 4) Shall develop financial policies for the Society and assist chapters in doing the same.
- c. The Fiscal year of the Society shall run from the close of the House of Delegates one year to the close of the House of Delegates the next.
- d. The accounts of the Society shall be audited annually following the close of the fiscal year by a committee composed of the Budget and Finance Chair and two other members from the Board with the Treasurer in attendance for consultation. A copy of this audit shall be made available to members for review.

3. BYLAWS & STANDING RULES COMMITTEE:

- a. Shall be composed of a chair and at least two members.
- b. Chair requests and receives proposed bylaws amendments from component Chapters and the NSMA Board two weeks prior to the fall NSMA Board Meeting.
- c. Chair will review each proposed bylaws amendment for proper format and wording, check for budgetary impact, check for conflicts and accuracy of information with AAMA Bylaws and/or *Robert's Rules of Order Newly Revised*. Check for impact to other sections of the NSMA Bylaws and redundancy.
- d. After evaluation, the Chair will edit and make recommendations with listed rationale to the Board. The Board will vote to adopt, not adopt, or take no position with each submitted proposal. The Board retains the right to withdraw a proposal for further investigation and/or debate.
- e. The proposed bylaws amendments will be typed by the Chair and submitted to the Speaker of the House 60 days prior to the annual meeting for placement in the Delegates packet.
- f. Chair and committee members will be available for questions at the vote in the House of Delegates.
- g. Chair shall examine the Bylaws of newly organized chapters and review proposed changes of component Chapter bylaws to determine conformity with NSMA and AAMA.
- h. Chair shall annually review the Standing Rules and present recommendations to amend to the Board as needed. Shall see that current Standing Rules are printed on a separate page appended to the Bylaws and copies made available to the membership.
- i. Chair shall, at the conclusion of term, prepare a current revised edition of the Bylaws and Standing Rules and arrange for printing and distribution of either the entire revised edition or the adopted amendments in cooperation with the Editorial Committee.
- j. Chair shall forward copies of NSMA Bylaws to AAMA for review and approval when requested.
- k. Shall advise the State Board on points of order and proper parliamentary procedure according to the Bylaws of this Society and *Robert's Rules of Order Newly Revised* at all BOD meetings and House of Delegates.

4. CERTIFICATION/EDUCATION CHAIR:

- a. Shall be composed of a Chair and a member from each component Chapter. The Chair shall be a current CMA (AAMA).
- b. **Duties:**
 1. Disseminate current information and answer questions regarding the CMA (AAMA) certification/recertification examination policies and procedures.
 2. Maintain a current listing with demographics for active CMAs (AAMA) in Nebraska, both members and nonmembers.
 3. Maintain files to include a mailing roster of allied health professional organizations.

4. Recognize newly certified and recertified CMAs (AAMA) with congratulatory letters and at the annual conference as part of the awards ceremony.
5. Cooperate with educational institutions in their planning of suitable courses to promote the objectives of AAMA.
6. Plan for AAMA approved CEU sessions under the direction of the BOD as needed.
7. Be available to assist the hosting Chapter of the annual conference in arranging educational sessions.
8. Be familiar with the AAMA Disciplinary Standards and Procedures, the Occupational Analysis of the CMA (AAMA) and the Advanced Practice of Medical Assisting documents.

5. ANNUAL CONFERENCE COMMITTEE:

- a. The Chair of this committee shall be appointed by the Host Chapter.
- b. This Committee shall organize the Annual State Conference, under the supervision of the Board of Directors.

6. ARCHIVES:

- a. Shall collect a State Conference agenda.
- b. Shall take possession of the Proclamation following the House of Delegates.
- c. Shall have a camera at conference or designate a person to take pictures.
- d. Collect all Med-A-Grams.

7. LIAISON COMMITTEE:

- a. Shall be composed of a Chair and a member from each component chapter of this Society.
- b. Shall establish and maintain a working relationship with the Nebraska county medical societies and coordinate communication with local chapters.
- c. Shall communicate with and solicit support for this Society from the Nebraska Medical Association.
- d. Shall monitor and affirm that member needs are being effectively addressed through the Society.
- e. Shall manage the selection and function of the Educator Advisory Board.
- f. Shall manage the selection and function of the Student Advisory Board.

8. MEMBERSHIP COMMITTEE:

- a. The Membership Committee shall be composed of a Chair and a member from each component Chapter of this Society.
- b. **Duties:**
 1. Maintain files of all CMA members and non-members in Nebraska.
 2. Shall devise ways and means of increasing the membership of the Nebraska Society.
 3. Shall promote, expand, stabilize and orient the membership of this Society by assisting the Chapters and organizing new chapters.
 4. Shall keep the members informed of the activities of the American Association of Medical Assistants.
- c. The chair of this committee will be appointed for a two year term.

9. MENTOR COMMITTEE:

- a. The Chair of the Mentoring Committees shall understand the organizational structure of NSMA and all local chapters.
- b. **Duties:**
 1. Shall oversee the procedures used for Mentoring State and Chapter members.
 2. Shall prepare Certified Medical Assistants to run for an office or serve as a committee chair on state or local level.
 3. Shall monitor and share Mentoring information from the AAMA with all members.

10. PUBLIC AFFAIRS:

- a. The Public Affairs Committee shall be composed of three members, the Chair preferably being from the Capital City.
- b. **Duties:**
 - 1. Shall keep the members of this Society informed via communications to chapters and members-at-large on proposed state and federal legislation pertaining to the medical and allied professions.
 - 2. Shall recommend policy and action concerning state and federal legislation.

11. MARKETING COMMITTEE:

- a. The Marketing Committee shall be composed of a Chair and a member from each component Chapter of this Society.
- b. **Duties:**
 - 1. Shall coordinate efforts at building a program which will broaden the contacts of this Society.
 - 2. Shall interpret the objectives of the American Association of Medical Assistants, through communications to direct press, radio, and television media of the state, and encourage chapters to do likewise.
 - 3. Shall study and participate in ways and means of acquainting the general public with functions and services of the National, State and local levels of American Association of Medical Assistants.
 - 4. Shall prepare publicity statements for release to the media at the time of convention and meetings of the Board of Directors.

12. AWARDS COMMITTEE:

- a. The Awards Committee shall consist of a Chair and a member from each chapter.
- b. Duties shall include managing the NSMA Medical Assistant of the Year Award, NSMA Special Recognition Certificates and other award programs as directed by the BOD. This includes submitting NSMA entries for the annual AAMA EXCEL awards competition.

13. DOCUMENT COMMITTEE:

- a. Shall ensure uniformity of NSMA forms and documents.
- b. Maintain the NSMA Policy Manual.

G. SPECIAL COMMITTEES

Special Committee Chairs, to perform specific business of this Society may be appointed. They shall be disbanded upon completion of their duties.

- a. These Committee Chairs have no vote on the Board of Directors unless they are voting members in another capacity.

ARTICLE XII REPRESENTATION DELEGATES TO AAMA CONVENTION

- A. Elections are conducted at the House of Delegates. The current President and Vice-President are automatically the first two delegates. The next in rank according to votes cast completes the delegation. The total number of representatives is mandated by AAMA.
- B. Delegates and alternates shall be active or life members in good standing in AAMA and have served as an NSMA officer or Committee Chair.
- C. All Delegates/Alternate Delegates must abide by the established Standing Rules.
- D. 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.
- E. The number of NSMA sponsored alternate delegates sent to the AAMA Annual Conference will be determined annually by the BOD.

ARTICLE XIII STATE MEDICAL ADVISORY BOARD

The State Advisory Board shall consist of three members named by the Vice-President, two of which shall be physicians and the third may be a mid-level practitioner (Nurse Practitioner, Physician Assistant, or Midwife) if so desired, whose appointment will be approved by the Board of Directors at the post-conference meeting. They will serve for a period of one year. Any of them may serve for more than the appointed term, but must be re-appointed and approved annually.

1. Duties:

- a. Shall be familiar with and promote the goals and objectives of NSMA.

- b. Shall encourage membership and certification awareness through direct endorsements and by acting as liaison with the Nebraska Medical Association.
- c. Shall provide guidance in continuing education program planning, and speak at workshops seminars as requested.
- d. Shall serve on the panel of judges for the Nebraska Medical Assistant of the Year Award.

ARTICLE XIV PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern this Society in all cases to which they are applicable, and in which they are not inconsistent with the ByLaws of this Society.

ARTICLE XV AMENDMENTS

Proposed amendments to these Bylaws shall be submitted in writing to the President, Vice-President, Speaker of the House, and to the President of each component Chapter, sixty (60) days before the Annual Meeting. The Speaker of the House will include them in the delegate's packet that is sent to all members of the House of Delegates thirty (30) days prior to the Annual Meeting. These Bylaws may be revised only upon authorization of the House of Delegates. This proposed revision is to be submitted in the same manner as outlined for proposed amendments. Any amendments shall be approved by a two-thirds vote.

ARTICLE XVI ASSETS OF DISSOLUTION

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

NSMA STANDING RULES

Section I: GENERAL

1. Amendments to the Standing Rules approved by the BOD are presented to the HOD at the annual NSMA conference for their edification.
2. No smoking, alcohol, mind altering substances, disruptive or inappropriate behavior will be allowed / tolerated at educational functions or business meetings. Members will be asked to leave if suspected of using any of these substances or if they are exhibiting this behavior. This decision will be made by a quorum of the Board of Directors with a 2/3 majority vote.
3. All written materials of NSMA shall use gender neutral wording.
4. All committees and officers shall have a Procedure Notebook with the duties of that particular committee or office, and contents should not be destroyed without the review of the NSMA Archive Chair.
5. The NSMA Treasurer will make a detailed comparison report of the budget at the end of the fiscal year and present it to the HOD with a copy to the Budget and Finance Chair.
6. NSMA dues are \$8.00 per year and National dues are in the medium range, (\$68) unless changed by NSMA and/or the AAMA HOD.
7. The NSMA checking and investment accounts will be maintained in a bank of the current NSMA Treasurer's choice.
8. The **Educator Advisory Board** was approved by the BOD to promote the voice of educators and encourage their involvement with NSMA. Appointment is for one term year. This is a courtesy position (observation status) without vote; however, active participation at meetings is welcome.
9. The **Student Advisory Board** was approved by the BOD to promote the voice of students and provide an opportunity for students to learn about and become involved in NSMA. Appointment is for one term year. This is a courtesy position (observation status) without vote; however, active participation at meetings is welcome. Student representatives will be eligible for a complimentary registration to the NSMA annual conference held at the end of their term in return for active participation on the Board and attendance at a minimum of four BOD meetings.
10. A BOD member may be removed from office/chair position for failure to perform thereby forfeiting the rights, privileges and benefits of the position. Future eligibility for BOD positions, grants, benefits and awards may be affected.
11. In an emergency, Chapter Presidents have the authority to appoint a substitute representative to attend a BOD meeting in their absence and have the same voting power. This substitute should be another officer on the local Chapter BOD. In this situation, a note from the Chapter President must be sent to the NSMA President in advance with the name of the replacement member.
12. In an emergency, Standing Committee Chairs have the authority to appoint another active member from the same State level committee to attend a BOD meeting in their absence and have the same voting power. In this situation, a note from the Chair must be sent to the NSMA President in advance with the name of the replacement member.
13. **NSMA Donation Policy:** It is the policy of NSMA (when funds allow) to donate annually to the AAMA Maxine Williams Scholarship Fund, the AAMA Surveyor Training Fund, and the AAMA Conference Education Fund. All other charitable solicitations for NSMA funds must come before the BOD for prior approval.
14. Immediately following the NSMA HOD, the Bylaws Chair is responsible for updating and revising the original copy of the Bylaws. The President and Speaker of the House should examine for accuracy and give approval. Amended editions of the Bylaws are to bear the date of revision and the name of the Bylaws Committee Chair. Final copy is given to the Editorial Chair for print in the Fall Med-A-Gram that will be distributed to all members. It is the responsibility of each BOD member to retain current amendments until a revised copy is received.

15. It is the responsibility of the Bylaws Chair to monitor AAMA mandated Bylaws changes with a copy of the revised NSMA Bylaws returned to AAMA within 30 days of notification. A letter of compliance will be returned and is required to allow Nebraska delegates to sit at the AAMA HOD.
16. The **Adjunct Mailing Lists** supplement the NSMA membership list that is supplied by AAMA and include:
 - a. The Membership Chair maintains a roster to include the names and demographics for Honorary Members, CMA (AAMA) nonmembers for two years following certification, ABHES and CAAHEP medical assisting school program directors in Nebraska and the current Nebraska Medical Society Executive Secretary.
 - b. The Treasurer maintains an ongoing roster of names and demographics of NSMA Life members.
 - c. The Immediate Past President maintains a demographic list of all Past Presidents and members of the Past President's Society.
 - d. The Continuing Education Chair maintains a mailing list of other allied health care organizations.
 - e. The Marketing Chair maintains a list of Nebraska newspapers and mass media titles with addresses and specific contact names when available.

17. NSMA BOD Approved Courtesy Mailings:

Med-A-Gram (sent by Editorial Chair)

- State Medical Society Executive Secretary
- Past NSMA Presidents
- Medical Advisory Board Members
- Medical Assisting School Program Directors (ABHES & CAAHEP)

NSMA BOD Meeting Notices & Agenda (sent by the President)

- Educator Advisory Board Members
- Student Advisory Board Members
- Medical Advisory Board Members
- Future NSMA Conference Chairs (up to 3 years in advance)
- NSMA Delegates/Alternates to the AAMA conference

NSMA BOD Meeting Minutes (sent by the Recording Secretary)

- Nebraska State Medical Society Executive Secretary
- Past NSMA Presidents
- Medical Advisory Board Members
- Educator Advisory Board Members
- Student Advisory Board Members
- Future NSMA Conference Chairs (up to 3 years in advance)
- NSMA Delegates/Alternates to the AAMA conference

Annual Conference Registration (sent by the Annual Conference Chair)

- Neighboring State Presidents
- NSMA Past State Presidents

18. **Courtesy AAMA Memberships:** To encourage active participation, NSMA will pay the dues for active membership to AAMA for the Treasurer, Recording Secretary, Speaker of the House, and Vice Speaker of the House. The officer will pay their dues and be reimbursed at the end of their term. If an officer does not fulfill the responsibilities and duties of the position the BOD will consider the option of not reimbursing dues and not allowing member to run for office in the future. If any of these officers are elected as a delegate/alternate to the AAMA annual conference, the officer must choose either the courtesy membership or the money that is allocated to a delegate/alternate.

19. Courtesy NSMA Conference Invitations:

Annual NSMA Conference Installation/ Awards Ceremony:

- Incoming President (2)
- Medical Advisory Board (2 ea)
- Master of Ceremonies (2)
- Past NSMA Presidents (2 ea)
- Life Members (2 each)
- Honorary Members (2 each)

Annual NSMA Conference Registration:

- Conference Chair
- Conference Vice-Chair
- AAMA Representative
- Medical Advisory Board Members
- Current NSMA President
- Life Members
- Qualifying Student Advisory Board Members

20. All contracts that require a signature will be signed by 2 (two) board members, the Committee Chair for that contract and the State Treasurer.

Section II: NSMA CONFERENCE

1. The Vice President obtains from the Treasurer, a President's pin, has it appropriately engraved and presents it to the outgoing President at the NSMA conference.
2. The President buys and presents a gift, with a suggested limit of \$25.00, to the AAMA Representative at the luncheon or banquet during the NSMA conference.
3. Bids for hosting the NSMA conference will be accepted three years in advance at the NSMA HOD.
4. Conference Chair sees that the annual NSMA conference registration material is sent to all surrounding states accompanied by a letter of invitation.
5. The NSMA conference registration fee for nonmembers shall be (at a minimum) the cost of tri-level AAMA membership plus the conference registration fee that is set for members. The NSMA conference registration fee for student members shall be the cost of meals.
6. The NSMA delegate packet shall include the reports written by the delegates/alternates to the previous AAMA conference.
7. All NSMA Conference Chairs (including those appointed three years in advance) are encouraged to attend all BOD meetings.

Section III: AAMA CONFERENCE

1. All delegates/alternates to the AAMA annual conference are expected to attend all NSMA BOD meetings following their election. In addition, mandatory attendance by all delegates/alternates is required at a special meeting called by the Chair of the Delegates following the annual NSMA HOD.
2. Delegates/alternates are expected to study and be familiar with the entire AAMA Delegate Packet prior to mandatory attendance at the summer NSMA BOD meeting. At this meeting, delegates/alternates should facilitate an open discussion regarding pertinent information contained in the packet including highlights of year end reports, bylaws proposals, resolutions and nominations. Issues requiring a vote should be discussed and a majority opinion formed. Delegates represent NSMA when voting but decisions should be based on the general welfare of AAMA, NSMA and its component chapters.
3. Delegates/alternates are to be registered for the entire conference and in attendance prior to the opening session, and remain until the end of conference. Delegates/alternates are expected to arrive at all functions at the scheduled start time.
4. Attendance is required for all delegates/alternates at the AAMA HOD including the Reference Committees and Meet the Candidates. All delegates/alternates will attend the AAMA BOT meetings held during the conference. All delegates/alternates will attend the Advisory Council meeting. Attendance at the Welcome Party, Awards Luncheon, Med Expo Box Lunch and the President's Banquet is required by all. If a meal included in the registration fee is skipped, no alternative meal receipt may be submitted.

5. The AAMA conference agenda will be reviewed annually by both the NSMA BOD and the delegates/alternates at the post conference and/or summer board meetings. Required attendance at leadership training functions and sessions beneficial to NSMA will be reviewed and determined at that time. Delegates/alternates may be called upon at any time during the annual meeting; therefore, the delegation should be prepared to forego other activities if necessary.
6. Delegate/alternate participation in personal educational sessions at the AAMA conference is encouraged but at the selection of the individual and must not conflict with other mandatory attendance requirements unless excused in advance by the BOD.
7. At times there are last minute changes to the AAMA conference agenda. The Chair of the Delegates is in charge of making on site decisions affecting delegate/alternate duties.
8. Delegates/alternates are elected for a period of one year from the opening of the AAMA HOD until the next opening of the HOD and must be familiar with NSMA and AAMA Bylaws.
9. Delegates/alternates need to be familiar with parliamentary procedure as it pertains to the election of officers, amendments to bylaws, the presentation of resolutions and other business in the AAMA HOD.
10. Alternate delegates must be as well prepared as the delegates since they may need to assume the duties of the delegate at any time. If an alternate delegate must replace a delegate, the parties involved should contact the AAMA Speaker of the House and the Credentials Committee Chair immediately.
11. Delegates/alternates will submit written individual reports that summarize and highlight all mandatory functions. This summary will include specific actions and resolutions from the HOD and a brief overview of mandatory sessions including issues discussed at the BOT meeting(s). Full reports will be printed in the next years NSMA delegate packet. Copies of all reports will be made available and distributed to the BOD at the next NSMA BOD meeting where delegates/alternates will report and discuss the proceedings of the annual conference. These reports shall be condensed by the President and submitted for inclusion in the next printing of the NSMA publication.
12. The expense allotment for delegates/alternates will be determined each year during the summer NSMA BOD. Total reimbursed expenses must be kept within the budgeted amounts. If an employer pays any/all of the conference expenses (including registration) this amount will not be duplicated for reimbursement.
13. Reimbursement requests must be itemized on the NSMA Travel Expense Voucher with original receipts attached and submitted to the NSMA Treasurer within 30 days after the close of the conference. Voucher forms are available from the Treasurer. A committee composed of the Treasurer, Budget & Finance chair, and Immediate Past President (or a third member who did not attend the conference) will audit receipts and report back to the BOD.
14. If a delegate/alternate to the AAMA conference does not fulfill the duties and responsibilities of the position, the BOD will consider the option of requesting a refund from the delegate/alternate, not approving expenses for reimbursement and/or disqualifying the member from this position for future years.
15. Prepayments to delegates/alternates may be made upon request by filling out the NSMA Travel Advance Request form with verification of expenses at completion of travel. Any advanced payment in excess of the actual expenses incurred must be returned to NSMA within 30 days. Forms are available from the NSMA Treasurer.
16. Not only are the delegates/alternates required to attend certain functions at the AAMA conference, they are also expected to share information with NSMA on their return and actively participate on the NSMA BOD.

Lori Kounovsky, CMA (AAMA)
 NSMA Bylaws Chair
 BOD Approved April 2011