

1 **BYLAWS**
2 **Nebraska Society of Medical Assistants, Incorporated**
3 **An Affiliate of the American Association of Medical Assistants**
4 **AMENDED April 20, 2018**

5
6 **ARTICLE I NAME**
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8 The name of this organization shall be Nebraska Society of Medical Assistants, Inc., an affiliate of the American
9 Association of Medical Assistants, hereinafter known as NSMA. It is a corporation of its component (local)
10 chapters.

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12 **ARTICLE II PURPOSE**
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14 The purpose of NSMA is to enable medical assisting professionals to enhance and demonstrate the knowledge,
15 skills and professionalism required by employers and patients; protect medical assistant's right to practice; and
16 promote effective, efficient health care delivery through optimal use of multi-skilled Certified Medical Assistants
17 (CMA-AAMA).
18

19 **ARTICLE III ORGANIZATIONAL POLICY**
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21 The Nebraska Society of Medical Assistants is hereby declared to be non-profit. It is not, nor shall it ever become a
22 trade union or collective bargaining agency. No person otherwise qualified for membership in the Nebraska Society
23 will be denied membership. No person who participates in the activities of organizations whose purpose is to over-
24 throw the Government of the United States, may become a member of this society.
25

26 **ARTICLE IV COMPONENT CHAPTERS**
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- 28 1. Component chapters are local chapters of medical assistants of the Nebraska Society.
29
30 2. A component chapter shall become a member of the Nebraska Society by:
31
32 a. Applying for membership to the Board of Directors, submitting written approval from the County
33 Medical Society, where feasible, and five copies of its proposed Bylaws.
34
35 b. These By laws are to be examined by the Nebraska Society Bylaws Committee. The Bylaws of the
36 component chapter shall not be in conflict with those of the Society of Medical Assistants, Inc. The Bylaws
37 of the Nebraska Society of Medical Assistants shall supersede those of a component chapter.
38
39 c. The Chair of the Bylaws Committee of this Society shall submit recommendations to the Board of
40 Directors, and after majority approval by the Board of Directors, the component chapter shall be notified
41 of its affiliation with the Nebraska Society of Medical Assistants, Inc.
42
43 3. Component chapters affiliated with the Nebraska Society, which have been approved by the Board of Directors
44 prior to December 31st of any year, shall be entitled to representation at the Annual Meeting. A component
45 chapter found guilty of any conduct or action deemed in contradiction to the American Association of Medical
46 Assistants Code of Ethics or Bylaws of the Association or otherwise inimical to the best interest of this Society shall
47 be subject to revocation of its charter. Written notice of intent to revoke charter shall be given ninety (90) days
48 prior to a meeting of the Board of Directors to give the Chapter an opportunity to appeal. A two-thirds ballot vote
49 of the Board of Directors shall be necessary for revocation.
50
51 4. Constituent society bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name
52 and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to
53 the House of Delegates, Dissolution.

54
55 5. It will be the responsibility of AAMA to notify constituent societies of any changes in those mandated bylaws. It
56 will be the responsibility of the constituent societies to make the mandated changes with copies of revised bylaws
57 returned to AAMA within 30 days of notification. Any action taken by a state society that is inconsistent with such
58 mandated language shall be immediately null and void and of no effect.

59
60 6. In the event of dissolution of Constituent Societies, a financial accounting of finances shall be due in the AAMA
61 Headquarters no later than ninety (90) days after said state is dissolved.

62
63 **ARTICLE V MEMBERSHIP**

64
65 **Section 1. Classes.**

66 There shall be eight classes of membership: Active, Affiliate, Associate, Honorary, Life, Member-at-Large, Student,
67 and Sustaining. NSMA will not have International members.

68
69 A. No other membership or quasi-membership classes shall be permitted by this Society or a component chapter
70 of this Society.

71
72 B. Membership in a component (local) chapter shall be required if the constituent society so mandates. If the
73 constituent society does not mandate that a member belong to a component (local) chapter, or if there is no
74 component (local) chapter, the member shall be considered a "state member at large" and may belong to the
75 AAMA and the constituent society without belonging to a component (local) chapter.

76
77 **Section 2. Qualifications.**

78
79 A. ACTIVE- an active member shall be one of the following:

80
81 1. A CMA (AAMA) holding current credential status and whose CMA (AAMA) credential has not been
82 revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA
83 (AAMA).

84
85 2. Anyone who was an active member on 12-31-87, who has never been a CMA (AAMA) and who has
86 maintained continuous active membership. Continuous active membership shall be defined as having
87 dues post-marked or submitted electronically to the AAMA Executive office by December 31st (the
88 controlling time is that of sending, not that of receiving).

89
90 B. AFFILIATE - an affiliate member shall be one who is not eligible for another category of membership but who is
91 interested the profession of medical assisting.

92
93 C. ASSOCIATE - an associate member shall be a medical assistant who is not yet an AAMA Certified Medical
94 Assistant (CMA) and who does not fall under any other category.

95
96 D. HONORARY - membership may be conferred upon any individual (not necessarily a member or former member)
97 who has made an outstanding contribution to the Society. This shall require a two-thirds vote of the House of
98 Delegates and there shall be no more than one honorary membership conferred in any one year. The name of a
99 candidate for honorary membership, together with a statement outlining his/her contribution shall be submitted
100 to the Board of Directors for approval and recommendation to the House of Delegates. Honorary members shall
101 not vote, hold office or serve as a committee chair.

102
103 E. LIFE - life membership may be conferred upon a member or former member who has made an outstanding
104 contribution to the Society. This shall require a two-thirds vote of the House of Delegates. There shall be no more
105 than one Life membership conferred in any one year. The name of a candidate for Life membership, together with

106 a statement outlining their contribution must be submitted to the Board of Directors for approval and
107 recommendation to the House of Delegates. They shall be able to vote, hold office and chair a committee.
108

109 F. MEMBER-AT-LARGE - is one who meets all the qualifications of active, life, sustaining, associate, student,
110 honorary or affiliate except that a component chapter does not exist within the zip code of residence. Such a
111 member shall pay only State and National dues.
112

113 G. STUDENT - a student member:

114 1. Shall be enrolled in a medical assisting program accredited by either the Commission on Accreditation
115 of Allied Health Education Programs or the Accrediting Bureau of Health Education School.
116

117 2. Shall be limited to a one-time enrollment, selecting either a one-year or a two-year membership term.
118

119 3. Cannot chair a committee.
120

121 H. SUSTAINING - anyone who has been an active or associate member for at least two years, who has retired from
122 medical assisting is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
123

124 **Section 3.** Revocation.

125 Any member who has had their CMA credential revoked by the Certifying Board as provided by the AAMA
126 Certifying Board Disciplinary Standards and Procedures for CMAs (see www.aama-ntl.org) will immediately lose
127 their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the revocation
128 of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.
129

130 **ARTICLE VI DUES**

131

132 **Section 1.** Annual dues shall be an amount fixed by the House of Delegates of the NSMA and shall be in the
133 medium range of standardization. Dues shall become due and payable November 1st and shall be delinquent if
134 postmarked or submitted electronically to the AAMA Executive Office by December 31, (the controlling time is that
135 of sending, not that of receiving).

136 A. Full dues will be assessed for active, affiliate and associate members.
137

138 B. Life and Honorary members are not required to pay State dues. NSMA will pay national membership
139 dues annually for Nebraska Life and Honorary members.
140

141 C. Member-at-Large members will be assessed State and National dues.
142

143 D. Student members will be assessed National student dues only. NSMA shall not assess student dues.
144

145 E. One-half of tri-level dues will be assessed for sustaining members.
146

147 **Section 2.** Membership belongs to the individual and shall be nontransferable.
148

149 **Section 3.** Reciprocity shall be offered to members transferring from another State or Chapter. The transferring
150 member shall present proof of current AAMA membership status.
151

152 **Section 4.** To serve as a delegate or an alternate, a member's dues shall be postmarked or submitted electronically
153 to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).
154 Officers must maintain current membership during their terms of office.
155

156 **ARTICLE VII OFFICERS**

157

158 A. The Officers of this Society shall be:

- 159 1. Elected:
- 160 a. President
- 161 b. Vice-President
- 162 c. Recording Secretary
- 163 d. Treasurer
- 164 e. Speaker of the House
- 165 f. Vice Speaker of the House
- 166 g. Immediate Past President
- 167
- 168 B. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted
- 169 by this Society.
- 170
- 171 C. The elected officers shall be chosen by ballot at the annual meeting of the House of Delegates to serve for one
- 172 year or until successors are elected, with exception of Treasurer, who shall serve for two years. The term of office
- 173 shall begin at the close of the annual meeting at which they are elected.
- 174
- 175 D. Appointed officers shall be named by the incoming President, with the approval of the BOD for a term of one
- 176 year.
- 177
- 178 E. Eligibility:
- 179
- 180 1. In order to be a candidate for state office, the candidate:
- 181
- 182 a. Shall be a current CMA (AAMA) who is an active, associate or a member-at-large in good
- 183 standing with NSMA.
- 184
- 185 b. Shall have served as a local chapter officer or local chapter committee chair and/or shall have
- 186 chaired a Society committee.
- 187
- 188 c. Shall have the written endorsement of the local chapter, or in the case of a member-at-large,
- 189 of the Society Board of Directors.
- 190
- 191 d. Shall have dues postmarked by December 31st.
- 192
- 193 F. Vacancies:
- 194
- 195 1. If there is a vacancy in the office of President, the Vice-President shall become President. If there is a
- 196 vacancy in the office of Vice-President, the office will be filled by a special vote of the re-convened HOD.
- 197 If there is a vacancy in the office of Speaker of the House, the Vice Speaker shall become Speaker of the
- 198 House. Any other office vacancy shall be filled by ballot vote of the Board of Directors.
- 199
- 200 G. Duties:
- 201
- 202 **1. PRESIDENT:**
- 203 a. Shall preside at all meetings of this Society except meetings of the House of Delegates.
- 204
- 205 b. Shall be Chair of the Board of Directors.
- 206
- 207 c. Shall be ex-officio, a member of all committee except the Nomination Committee.
- 208
- 209 d. Shall appoint special committee chairs with the approval of the BOD.

- 210
211 e. Shall have power to fill vacancies in the committee chairs occurring during the year with the approval of
212 the BOD.
213
214 f. Shall serve as a delegate to the National Conference of the American Association of Medical Assistants
215 held during their term of office.
216
217 g. Shall carry on correspondence of this Society.
218

219 **2. VICE-PRESIDENT:**

- 220 a. Shall assist the President throughout the year.
221
222 b. Shall assume the duties of the President in the absence of that office.
223
224 c. Shall automatically succeed to the office of President at the end of term or in the event of a vacancy in
225 that office.
226
227 d. Shall serve as delegate to the National Conference of the American Association of Medical Assistants
228 held during that term of office.
229
230 e. Shall select the three member State Medical Advisory Board, Standing Committee Chairs, and
231 Appointed Officer(s) for the upcoming year, subject to Board approval at the post-conference Board
232 meeting.
233
234 f. The Vice-President shall automatically serve on the Bylaws Committee.
235

236 **3. IMMEDIATE PAST-PRESIDENT:**

- 237 a. Shall serve as Chair of the Past President Society, keeping information on past Presidents current.
238
239 b. Shall send greeting cards to Past Presidents as discussed at meetings.
240

241 **4. RECORDING SECRETARY:**

- 242 a. Shall have the responsibility for keeping the minutes of all regular and special meetings of the Society,
243 all Board of Directors meetings.
244
245 1. House of Delegates Minutes to be distributed within 30 days of Meeting.
246
247 2. Regular Board of Director minutes to be distributed within 14 Days of meeting.
248
249 b. Shall be custodian of all important documents and property of the Society to include stationery.
250
251 c. Shall keep on file all committee reports, dating them as received.
252

253 **5. TREASURER:**

- 254 a. Shall have the responsibility of the monies of this Society.
255
256 b. Shall keep a detailed account of the receipts and disbursements and make reports to the Board of
257 Directors and the House of Delegates.
258
259 c. Shall be a member of the Budget and Finance Committee.
260
261 d. Shall be under a surety bond in the amount to be fixed by the Board of Directors, paid by the Nebraska
262 Society.

- 263
264 e. Shall keep the states material assets and report inventory with the annual Treasurer’s Report.
265
266 f. Shall serve a two-year term.
267
268 g. The NSMA Treasurer will make a detailed comparison report of the budget at the end of the fiscal year
269 and present it to the HOD with a copy to the Budget and Finance Chair.
270

271 **6. SPEAKER OF THE HOUSE:**

- 272 a. Shall preside at all meetings of the House of Delegates.
273
274 b. Shall appoint the Credentials Committee of the House of Delegates.
275
276 c. Shall prepare a delegate’s packet to be mailed to all delegates and alternates thirty (30) days prior to
277 the Annual Meeting.
278
279 d. Shall appoint four tellers, one timekeeper, two pages and two credentials committee members for the
280 House of Delegates and such other committees as necessary for the organization and operation of the
281 house.
282

283 **7. VICE-SPEAKER OF THE HOUSE:**

- 284 a. Shall assist the Speaker of the House in duties throughout the year.
285
286 b. Shall assume the duties of the Speaker of the House in absence of the Speaker.
287
288 c. Shall automatically succeed to the office of Speaker of the House at the end of the term.
289
290 d. Shall contact component chapters for nominations for state officers and delegates to the National
291 Conference.
292
293 e. Shall screen and examine all nominees for eligibility and notify each qualified candidate of their
294 nomination. Shall maintain confidentiality until the slate of candidates is officially presented to the
295 Speaker.
296
297 f. Must monitor that each nominee replies with a written acceptance, copy of Curriculum Vitae and
298 endorsement signed by two officers from the candidates Chapter or, in the case of a member-at-large, by
299 two elected officers of the NSMA.
300
301 g. Shall submit a final written report presenting the slate of verified candidates and appropriate
302 documents to the Speaker of the House 60 days before the Annual Meeting for inclusion in the Delegates
303 packet.
304
305 h. Shall prepare and present the official ballot of candidates at the House of Delegates and verify
306 qualifications of nominees submitted from the floor. Any candidate so nominated must meet the same
307 qualifications; obtain written acceptance and approval required for all nominees.
308

309 **ARTICLE VIII AUTHORITY**

310
311 **A. LEGISLATIVE AUTHORITY-HOUSE OF DELEGATES:**

- 312 1. Definition: The Legislative Body of the Nebraska Society shall be the House of Delegates which shall
313 have the authority to determine the policies of this Society, the power to amend the Bylaws, to act upon
314 such business as may be presented, and to conduct the annual election of officers.
315

- 316 2. Delegates:
317 a. Each delegate must be a member of good standing whose dues have been forwarded to AAMA
318 prior to December 31. The delegate is otherwise ineligible.
319
320 b. Each component chapter shall be entitled to elect three delegates and three alternates.
321
322 c. Members-at-Large shall be represented by one delegate and one alternate per every fifteen
323 members-at-large or fraction thereof, to be contacted by the Vice Speaker of the House and
324 approved by the BOD.
325
326 d. Elected officers and the Immediate Past President shall be delegates.
327
328 e. All delegates and alternate delegates to the NSMA HOD must be an active member or a
329 member-at-large of the AAMA with a current CMA (AAMA) credential.
330
331 f. Chapters must submit names of delegates and alternate delegates to the NSMA Speaker forty-
332 five (45) days prior to the NSMA annual meeting.
333
- 334 3. Chapters not in compliance with submission deadline for delegate and alternate names must submit in
335 writing to the Speaker of the House of Delegates a request to be seated. This request must be brought
336 before the House of Delegates before the Chapter's delegates may be seated.
337
- 338 a. An elected delegate may assign their vote to another qualified member of their chapter.
339
340 b. A proxy card shall be obtained from the Speaker of the House at the earliest possible time.
341
342 c. Completed cards signed by two officers of the chapter shall be returned to the Speaker.
343
344 d. The holder of the proxy is subject to all rules applied to an elected delegate.
345
346 e. In an emergency, the proxies may be granted by a majority vote of the House of Delegates.
347
- 348 4. Delegates and alternates shall be elected to serve for one year, from the opening of the House of
349 Delegates that year, until the opening of the House of Delegates the following year.
350
- 351 5. Meetings:
352 a. The House of Delegates shall convene at the annual spring conference, time and place to be
353 approved by the Board of Directors.
354
355 b. One-third of the members of the House of Delegates shall constitute a quorum.
356
357 c. Each delegate shall be entitled to one vote.
358
359 d. Emergency meeting of the House of Delegates may be held at the call of the President or at
360 the request of three members of the BOD.
361
362 e. The Speaker of the House may conduct an emergency vote of Delegates by phone, U.S.
363 postage mail, or electronic mail. Any actions taken must be verified in writing and made a part of
364 the minutes of the next BOD meeting.
365

366 **B. Executive Authority**
367

368 1. The Board of Directors shall consist of the President, Vice-President, Recording Secretary, Treasurer,
369 Speaker of the House, Vice Speaker of the House, Immediate Past President, Chairs of all Standing
370 Committees, and all affiliate Chapter Presidents. The State President shall be Chair.

371
372 a. Board members are expected to attend all meetings scheduled by the President and perform
373 the duties assigned to their position. Failure to comply with meeting attendance and job
374 functions may result in removal from position. Due process will be allowed with the right to
375 appeal sent to the BOD in writing. Refer to the "NSMA Board of Director Removal Policy" form.

376
377 b. Shall fill unexpired terms of office and standing committee chairs except for President, Vice
378 President and Speaker of the House.

379
380 c. Shall designate the amount of the surety bond covering the treasurer.

381
382 d. Shall appoint the Vice Speaker of the House as Chair of the Nominating committee. This Chair
383 serves without vote.

384
385 e. Shall approve the Vice-President's appointment of the State Medical Advisory Board.

386
387 f. Shall approve the time and place for the Society's annual meeting.

388
389 g. Shall adopt and/or amend Standing Rules following annual reviews and as needed.

390
391 h. Shall conduct the business of the Society between annual meetings.

392
393 2. Meetings:

394 a. There shall be a minimum of three meetings a year: post-conference, pre-conference and the
395 other(s) as designated by the Board of Directors. Meetings may be called by the President or by
396 request of three members of the Board of Directors.

397
398 b. A quorum shall consist of nine members of the Board Directors, three being elected officers.

399
400 c. Teleconferences and video conference meetings must be authorized by the BOD. All persons
401 must be able to hear each other at the same time and, if by video, must all be able to see each
402 other.

403
404 d. Urgent business, excluding elections, may be conducted by telephone and/or email.

405
406 1a. Telephone/email must be worded in the form of a motion which requires a yes, no
407 or abstain vote.

408
409 1b. Majority vote of the Board shall rule.

410
411 1c. Results of the telephone/email vote shall be sent to the Board within 7 days. Report
412 shall consist of BOD names, their vote, and a tally of Yes, No or Abstain votes.

413
414 3. Removal from office. An officer or committee chair, who fails to perform the required duties or give just
415 cause, will be removed from their office or position by a quorum vote of the BOD.

416
417 **ARTICLE IX NOMINATIONS & ELECTIONS**

418
419 A. ELECTIONS:

- 421 1. The Nominating Committee shall solicit, screen and present a slate of nominees for offices and
422 Delegate/Alternate to the AAMA National Conference.
423
- 424 2. The number of delegates and alternates to the AAMA Annual meeting is determined by AAMA Bylaws
425 with respect to the size of the State Membership. The President and Vice-President are delegates by
426 virtue of office. Additional delegates and alternates are elected in rank according to votes cast.
427
- 428 3. All elections shall be ballot vote on those names presented by the Nominating Chair or nominated from
429 the floor. The candidate receiving the majority of the votes cast will be declared elected. Where a clear
430 majority is not evident, the balloting will be repeated on the two candidates receiving the highest number
431 of votes. Where there are more than two candidates for the same office, plurality votes shall elect.
432
- 433 4. Candidates for election must be present at the Annual Meeting unless excused by the BOD.
434

435 **ARTICLE X MEETING**

- 436
- 437 A. There shall be an Annual Meeting of this Society, in the spring of each year at a time and place to be approved
438 by the Board of Directors. In the interim between Annual Meetings, the Board of Directors shall conduct the
439 business of the Society.
440
- 441 B. After final review of the annual conference profit/loss statement, payment of 5% profit shall be given to the
442 hosting chapter.
443

444 **ARTICLE XI COMMITTEES**

- 445
- 446 A. There shall be the following Standing Committees: Annual Conference, Archive, Awards, Budget and Finance,
447 Bylaws, Certification, Documents, Marketing, Membership, Mentor, Public Affairs, and Website.
448
- 449 B. All Standing and Special Committee Chairs shall be appointed by the incoming President, with the exception of
450 the Conference Committee.
451
- 452 1. The Committee Chair shall select their committee members, with the exception of the Education
453 Committees.
454
- 455 C. The President shall be ex-officio, a member of all committees.
456
- 457 D. The Chairs of all Standing Committees shall send copies of official correspondence to the President and Vice-
458 President.
459
- 460 E. The Chairs of each Standing Committee shall prepare written reports for all Board of Director meetings and for
461 the Annual Conference. Reports shall be sent to all Board members 7 days before meeting except Treasurer which
462 shall be sent 2 days prior to meeting.
463
- 464 F. All Standing and Special Committee Chairs shall be a current CMA (AAMA) who is an active, associate or member
465 at large in good standing with NSMA.
466
- 467 G. Each Standing Committee Chair shall be an active or associate member of this Society and have dues paid prior
468 to December 31.
469
- 470 H. Composition and Duties of Standing Committees:
- 471
- 472 1. **ANNUAL CONFERENCE:**
- 473 a. The Chair of this committee shall be appointed by the Host Chapter.

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b. This Committee shall organize the Annual State Conference, under the supervision of the Board of Directors.

1. 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.

3. AWARDS:

a. The Awards Committee shall be composed of the chair who has the option to add a society member to assist and mentor in committee duties.

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.

c. Shall manage Student Scholarship applications.

4. BUDGET & FINANCE:

a. The Budget and Finance Committee shall be composed of the Chair and the Treasurer and has the option to add a society member to assist in duties and mentor in the committee duties.

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.

5. BYLAWS & STANDING RULES:

- 526 a. Shall be composed of the chair and has the option to add a society member to assist and
527 mentor in the committee duties.
528
- 529 b. Chair requests and receives proposed bylaws amendments from component Chapters and the
530 NSMA Board two weeks prior to the fall NSMA Board Meeting.
531
- 532 c. Chair will review each proposed bylaws amendment for proper format and wording, check for
533 budgetary impact, check for conflicts and accuracy of information with AAMA Bylaws and/or
534 *Robert's Rules of Order Newly Revised*. Check for impact to other sections of the NSMA Bylaws
535 and redundancy.
536
- 537 d. After evaluation, the Chair will edit and make recommendations with listed rationale to the
538 Board. The Board will vote to adopt, not adopt, or take no position with each submitted
539 proposal. The Board retains the right to withdraw a proposal for further investigation and/or
540 debate.
541
- 542 e. The proposed bylaws amendments will be typed by the Chair and submitted to the Speaker of
543 the House 60 days prior to the annual meeting for placement in the Delegates packet.
544
- 545 f. Chair and committee members will be available for questions at the vote in the House of
546 Delegates.
547
- 548 g. Chair shall examine the Bylaws of newly organized chapters and review proposed changes of
549 component Chapter bylaws to determine conformity with NSMA and AAMA.
550
- 551 h. Chair shall annually review the Standing Rules and present recommendations to amend to the
552 Board as needed. Shall see that current Standing Rules are printed on a separate page appended
553 to the Bylaws and copies made available to the membership.
554
- 555 i. Chair shall, at the conclusion of term, prepare a current revised edition of the Bylaws and
556 Standing Rules and arrange for printing and distribution of either the entire revised edition or the
557 adopted amendments in cooperation with the Editorial Committee.
558
- 559 j. Chair shall forward copies of NSMA Bylaws to AAMA for review and approval when requested.
560
- 561 k. Shall advise the State Board on points of order and proper parliamentary procedure according
562 to the Bylaws of this Society and *Robert's Rules of Order Newly Revised* at all BOD meetings and
563 House of Delegates.
564
- 565 10. Immediately following the NSMA HOD, the Bylaws Chair is responsible for updating and revising the
566 original copy of the Bylaws. The President and Speaker of the House should examine for accuracy and give
567 approval. Amended editions of the Bylaws are to bear the date of revision and the name of the Bylaws
568 Committee Chair. Final copy is given to the Editorial Chair for print in the Fall Med-A-Gram that will be
569 distributed to all members. It is the responsibility of each BOD member to retain current amendments
570 until a revised copy is received.
571
- 572 11.. It is the responsibility of the Bylaws Chair to monitor AAMA mandated Bylaws changes with a copy of
573 the revised Bylaws returned to AAMA within 30 days of notification. A letter of compliance will be
574 returned and is required to allow Nebraska delegates to sit at the AAMA HOD.
575
- 576 **6. CERTIFICATION:**
- 577 a. Shall be composed of the chair and has the option to add a society member to assist and
578 mentor in the committee duties.

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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.

7. DOCUMENTS:

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

8. MARKETING:

- a. The Marketing Committee shall be composed of the Chair who has the option to add a society member to assist and mentor in the committee duties.

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 conference and meetings of the Board of Directors.

9. MEMBERSHIP:

- a. The Membership Committee shall be composed of the Chair who has the option to add a society member to assist and mentor in the committee duties.

b. Duties:

- 632 1. Maintain files of all CMA members and non-members in Nebraska.
633
634 2. Shall devise ways and means of increasing the membership of the Nebraska Society.
635
636 3. Shall promote, expand, stabilize and orient the membership of this Society by
637 assisting the Chapters and organizing new chapters.
638
639 4. Shall keep the members informed of the activities of the American Association of
640 Medical Assistants.
641
642 c. The chair of this committee will be appointed for a two year term.
643

644 **10. MENTOR:**

- 645 a. The Chair of the Mentoring Committee shall understand the organizational structure of NSMA and
646 all local chapters.
647
648 b. Duties:
649 1. Shall oversee the procedures used for Mentoring State and Chapter members.
650
651 2. Shall prepare Certified Medical Assistants to run for an office or serve as a committee
652 chair on state or local level.
653
654 3. Shall monitor and share Mentoring information from the AAMA with all members.
655
656 c. Shall monitor and affirm that member needs are being effectively addressed through the society.
657

658 **11. PUBLIC AFFAIRS:**

- 659 a. The Public Affairs Committee shall be composed of the chair who has the option to add a
660 society member to assist and mentor in the committee duties.
661
662 b. Duties:
663 1. Shall keep the members of this Society informed via communications to chapters and
664 members-at-large on proposed state and federal legislation pertaining to the medical
665 and allied professions.
666
667 2. Shall recommend policy and action concerning state and federal legislation.
668
669 c. Shall communicate with and solicit support for this Society from the Nebraska Medical
670 Association.
671
672 d. Shall establish and maintain a working relationship with the Nebraska county medical societies
673 and coordinate communication with local chapters.
674

675 **12. WEBSITE COMMITTEE:**

- 676 a. Maintain website by providing current and useful online member-driven information designed
677 to enhance the value of NSMA membership, members and non-members.
678
679 b. Update website at the beginning of each term, as needed, and in a timely manner.
680
681 c. Provide links to AAMA website and other pertinent websites as directed by the Board.
682
683 d. Assign a password to Chapter Presidents for access to the calendar section on the website.
684

685 **G. SPECIAL COMMITTEES**

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

688
689 1. These Committee Chairs have no vote on the Board of Directors unless they are voting members in
690 another capacity.

691
692 **ARTICLE XII REPRESENTATION DELEGATES TO AAMA CONVENTION**

693
694 A. Elections are conducted at the House of Delegates. The current President and Vice President are automatically
695 the first two delegates. The next in rank according to votes cast completes the delegation. The total number of
696 representatives is mandated by AAMA.

697
698 1. Candidates for Delegate/Alternate must have attended at least one NSMA Conference in its entirety.

699
700 2. Candidates shall have served as a state officer or \ Committee Chair for two full terms and have served
701 within the last three years. Candidates will be an NSMA officer or committee chair in the year of
702 Delegation.

703
704 3. Candidate will submit a written report to the NSMA House of Delegates.

705
706 B. Candidates and alternates shall be active or life members in good standing in AAMA and have served as an
707 NSMA officer or Committee Chair.

708
709 C. All Delegates/Alternate Delegates must abide by the established Standing Rules.

710
711 D. The names of delegates and alternates shall be submitted to the AAMA Executive Office at least 90 days prior
712 to the Annual Meeting of the House of Delegates.

713
714 E. The Number of delegates will be determined annually by the BOD at the fall meeting.

715
716 F. To serve as a delegate or an alternate, a member's dues shall be postmarked or submitted
717 electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of
718 receiving).

719
720 **ARTICLE XIII STATE MEDICAL ADVISORY BOARD**

721
722 The State Medical Advisory Board shall consist of three members named by the Vice-President, two of which shall
723 be physicians and the third may be a mid-level practitioner (Nurse Practitioner, Physician Assistant, or Midwife) if
724 so desired, whose appointment will be approved by the Board of Directors at the post-conference meeting. They
725 will serve for a period of one year. Any of them may serve for more than the appointed term, but must be re-
726 appointed and approved annually.

727 A. Duties:

728 1. Shall be familiar with and promote the goals and objectives of NSMA.

729
730 2. Shall encourage membership and certification awareness through direct endorsements and by
731 acting as liaison with the Nebraska Medical Association.

732
733 3. Shall provide guidance in continuing education program planning, and speak at workshops
734 /seminars as requested.

735
736 4. Shall serve on the panel of judges for the Nebraska Medical Assistant of the Year Award.

737

738 **ARTICLE XIV PARLIAMENTARY AUTHORITY**

739
740 The rules contained in Robert’s Rules of Order, Newly Revised, shall govern this Society in all cases to which they
741 are applicable, and in which they are not inconsistent with the Bylaws of this Society.

742
743 **ARTICLE XV AMENDMENTS**

744
745 Proposed amendments to these Bylaws shall be submitted in writing to the President, Vice-President, Speaker of
746 the House, and to the President of each component Chapter, sixty (60) days before the Annual Meeting. The
747 Speaker of the House will include them in the delegate’s packet that is sent to all members of the House of
748 Delegates thirty (30) days prior to the Annual Meeting. These Bylaws may be revised only upon authorization of
749 the House of Delegates. This proposed revision is to be submitted in the same manner as outlined for proposed
750 amendments. Any amendments shall be approved by a two-thirds vote.

751
752 **ARTICLE XVI ASSETS OF DISSOLUTION**

753
754 In the event of dissolution of this Society, none of the assets shall be distributed to any member, after payment of
755 all liabilities, assets shall be transferred to medical or charitable institutions or projects that a majority of the
756 members attending a meeting for the purpose of dissolution shall approve and designate. The President shall
757 notify the AAMA Executive Office no later than ten (10) days after meeting for the purpose of voting on
758 dissolution.

759
760
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762

763 **NSMA STANDING RULES**

764

765 **Section I: GENERAL**

766

767 1. Amendments to the Standing Rules approved by the BOD are presented to the HOD at the annual NSMA
768 conference for their edification.

769

770 2. No smoking, alcohol, mind altering substances, disruptive or inappropriate behavior will be allowed / tolerated
771 at educational functions or business meetings. Members will be asked to leave if suspected of using any of these
772 substances or if they are exhibiting this behavior. This decision will be made by a quorum of the Board of Directors
773 with a 2/3 majority vote.

774

775 3. All written materials of NSMA shall use gender neutral wording.

776

777 4. All committees and officers shall have a Procedure Notebook with the duties of that particular committee or
778 office, and contents may be destroyed after seven (7) years except for the Secretary's book.

779

780 5. NSMA dues are assessed by the AAMA and may be changed by NSMA and/or the AAMA HOD.

781

782 6. The NSMA checking and investment accounts will be maintained in a bank of the current NSMA Treasurer's
783 choice.

784

785 7. In an emergency, Chapter Presidents have the authority to appoint a substitute representative to attend a BOD
786 meeting in their absence and have the same voting power. This substitute should be another officer on the local
787 Chapter BOD. In this situation, a note from the Chapter President must be sent to the NSMA President in advance
788 with the name of the replacement member.

789

790 8. In an emergency, Standing Committee Chairs have the authority to appoint another active member from the
791 same State level committee to attend a BOD meeting in their absence and have the same voting power. In this
792 situation, a note from the Chair must be sent to the NSMA President in advance with the name of the replacement
793 member.

794

795 9. **NSMA Donation Policy:** It is the policy of NSMA (when funds allow) to donate annually to the AAMA Maxine
796 Williams Scholarship Fund, the AAMA Surveyor Training Fund, and the AAMA Conference Education Fund. All
797 other charitable solicitations for NSMA funds must come before the BOD for prior approval.

798

799 10. The **Adjunct Mailing Lists** supplement the NSMA membership list that is supplied by AAMA and include:

800 a. The Membership Chair maintains a roster to include the names and demographics for Honorary
801 Members, CMA (AAMA) nonmembers for two years following certification, ABHES and CAAHEP medical
802 assisting school program directors in Nebraska and the current Nebraska Medical Society Executive
803 Secretary.

804

805 b. The Treasurer maintains an ongoing roster of names and demographics of NSMA Life members.

806

807 c. The Immediate Past President maintains a demographic list of all Past Presidents and members of the
808 Past President's Society.

809

810 d. The Continuing Education Chair maintains a mailing list of other allied health care organizations.

811

812 e. The Marketing Chair maintains a list of Nebraska newspapers and mass media titles with addresses
813 and specific contact names when available.

814

815 11. **NSMA BOD Approved Courtesy Mailings:**

- 816
- 817 NSMA BOD Meeting Minutes (sent by the Secretary)
- 818 • Current Advisory Board Members minus financial information
- 819 • Future NSMA Conference Chairs (up to 3 years in advance)
- 820 • NSMA Delegates/Alternates to the AAMA conference
- 821
- 822 Annual Conference Registration (sent by the Annual Conference Chair)
- 823 • Neighboring State Presidents
- 824 • NSMA Past State Presidents
- 825
- 826 **12. Courtesy NSMA Conference Invitations:**
- 827 Annual NSMA Conference Installation/ Awards Ceremony:
- 828 • Incoming President (2)
- 829 • Medical Advisory Board (2)
- 830 • Master of Ceremonies (2)
- 831 • Past NSMA Presidents (2)
- 832 • Life Members (2)
- 833 • Honorary Members (2)
- 834 • Scholarship winner (2)
- 835
- 836 Annual NSMA Conference Registration:
- 837 • Conference Chair
- 838 • Conference Vice-Chair
- 839 • AAMA Representative
- 840 • Medical Advisory Board Members
- 841 • Current NSMA President
- 842 • Life Members
- 843 • Qualifying Student Advisory Board Members
- 844
- 845 13. All contracts that require a signature will be signed by 2 (two) board members, the Committee Chair for that
- 846 contract and the State Treasurer.
- 847
- 848 #14. NSMA Officers and Committee chairs will be reimbursed for copies made from home computer applicable to
- 849 duties of that office/committee. Members will be reimbursed at 10 cents for single side and 15 cents for double
- 850 sided copy. Member will need to submit a receipt for reimbursement to be approved by the Board. Printer
- 851 cartridges will not be reimbursed.
- 852
- 853 **Section II: NSMA CONFERENCE**
- 854 1. The Vice President obtains from the Treasurer, a President's pin, has it appropriately engraved and presents it to
- 855 the outgoing President at the NSMA conference.
- 856
- 857 2. The NSMA President will present a card to the incoming AAMA President with a note that a \$25.00 donation to a
- 858 charity/group of the AAMA President's choice, presented at the AAMA President's luncheon.
- 859
- 860 3. Bids for hosting the NSMA conference will be accepted three years in advance at the NSMA HOD.
- 861
- 862 4. Conference Chair sees that the annual NSMA conference registration material is sent to all surrounding states
- 863 accompanied by a letter of invitation.

- 864
865 5. The NSMA conference registration fee for nonmembers shall be (at a minimum) the cost of tri-level AAMA
866 membership plus the conference registration fee that is set for members. The NSMA conference registration fee
867 for student members shall be the cost of meals.
868
- 869 6. The NSMA delegate packet shall include the reports written by the delegates/alternates to the previous AAMA
870 conference.
871
- 872 7. All NSMA Conference Chairs (including those appointed three years in advance) are encouraged to attend all
873 BOD meetings.
874
- 875 8. For NSMA Conference refund policy, contact the NSMA Conference Chair. Refunds requested before NSMA
876 conference deadline will receive a full refund. Conference chair must be notified within 10 business days of end of
877 conference for an other refund requests to be approved by the board. Refunds will be subject to a \$50
878 administrative fee.
879
- 880 **Section III: AAMA CONFERENCE**
- 881 1. All delegates/alternates to the AAMA annual conference are expected to attend all NSMA BOD meetings
882 following their election. In addition, mandatory attendance by all delegates/alternates is required at a special
883 meeting called by the Chair of the Delegates following the annual NSMA HOD.
884
- 885 2. Delegates/alternates are expected to study and be familiar with the entire AAMA Delegate Packet prior to
886 mandatory attendance at the summer NSMA BOD meeting. At this meeting, delegates/alternates should facilitate
887 an open discussion regarding pertinent information contained in the packet including highlights of year end
888 reports, bylaws proposals, resolutions and nominations. Issues requiring a vote should be discussed and a majority
889 opinion formed. Delegates represent NSMA when voting but decisions should be based on the general welfare of
890 AAMA, NSMA and its component chapters.
891
- 892 3. Delegates/alternates are to be registered for the entire conference and in attendance prior to the opening s
893 session and remain until the end of conference. Delegates/alternates are expected to arrive at all functions at the
894 scheduled start time.
895
- 896 4. Attendance is required for all delegates/alternates at the AAMA House of Delegates (HOD) including the
897 Reference Committees and Meet the Candidates, AAMA Board of Trustees, (BOT) meetings held during the
898 conference, the State Leader’s meeting, the Excel Awards, HOD Orientation for Delegates/Alternates, and the
899 President’s Luncheon.
900
- 901 5. The AAMA conference agenda will be reviewed annually by both the NSMA BOD and the delegates/alternates at
902 the post conference and/or summer board meetings. Required attendance at leadership training functions and
903 sessions beneficial to NSMA will be reviewed and determined at that time. Delegates/alternates may be called
904 upon at any time during the annual meeting; therefore, the delegation should be prepared to forego other
905 activities if necessary.
906
- 907 6. Delegate/alternate participation in personal educational sessions at the AAMA conference is encouraged but at
908 the selection of the individual and must not conflict with other mandatory attendance requirements unless
909 excused in advance by the BOD.
910
- 911 7. At times there are last minute changes to the AAMA conference agenda. The Chair of the Delegates is in charge
912 of making on site decisions affecting delegate/alternate duties.
913
- 914 8. Delegates/alternates are elected for a period of one year from the opening of the AAMA HOD until the next
915 opening of the HOD and must be familiar with NSMA and AAMA Bylaws.
916

917 9. Delegates/alternates need to be familiar with parliamentary procedure as it pertains to the election of officers,
918 amendments to bylaws, the presentation of resolutions and other business in the AAMA HOD.

919
920 10. Alternate delegates must be as well prepared as the delegates since they may need to assume the duties of the
921 delegate at any time. If an alternate delegate must replace a delegate, the parties involved should contact the
922 AAMA Speaker of the House and the Credentials Committee Chair immediately.

923
924 11. The Delegates/alternates conference report will be a condensed business report to be written at the first
925 NSMA BOD meeting following the AAMA Conference. This report will be published in the HOD packet and available
926 on the website.

927
928 12. The expense allotment for delegates/alternates will be determined each year during the summer NSMA BOD.
929 Total reimbursed expenses must be kept within the budgeted amounts. If an employer pays any/all of the
930 conference expenses (including registration) this amount will not be duplicated for reimbursement.

931
932 13. Reimbursement requests must be itemized on the NSMA Travel Expense Voucher with original receipts
933 attached and submitted to the NSMA Treasurer within 30 days after the close of the conference. Voucher forms
934 are available from the Treasurer. A committee composed of the Treasurer, Budget & Finance chair, and Immediate
935 Past President (or a third member who did not attend the conference) will audit receipts and report back to the
936 BOD.

937
938 14. If a delegate/alternate to the AAMA conference does not fulfill the duties and responsibilities of the position,
939 the BOD will consider the option of requesting a refund from the delegate/alternate, not approving expenses for
940 reimbursement and/or disqualifying the member from this position for future years.

941
942 15. Prepayments to delegates/alternates may be made upon request by filling out the NSMA Travel Advance
943 Request form with verification of expenses at completion of travel. Any advanced payment in excess of the actual
944 expenses incurred must be returned to NSMA within 30 days. Forms are available from the NSMA Treasurer.

945
946 16. Not only are the delegates/alternates required to attend certain functions at the AAMA conference, they are
947 also expected to share information with NSMA on their return and actively participate on the NSMA BOD in the
948 year that they are elected.

949
950 Revised April 2011

951 Revised April 2012

952 Revised May 3, 2013

953 Revised April 25, 2014

954 Revised April 18, 2015

955 Revised April 16, 2016

956 Revised April 21, 2017

957 Revised April 20, 2018

958 Revised April 26, 2019

959

960

961 **CODE OF ETHICS**

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

964

965 Members of NSMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high
966 regard of the entire medical profession and the respect of the general public which they serve, do pledge
967 themselves to strive always to:

968

969 A. Render service with full respect for the dignity of humanity.

- 970
971 B. Respect confidential information obtained through employment unless legally authorized or required
972 by responsible performance of duty to divulge such information.
973
974 C. Uphold the honor and high principles of the profession and accent its disciplines.
975
976 D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients
977 and professional colleagues.
978
979 E. Participate in additional service activities aimed toward improving the health and well-being of the
980 community.
981

982 **DEFINITION OF THE PROFESSION**

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