

**BYLAWS**

**SOUTH CAROLINA SOCIETY  
OF  
MEDICAL ASSISTANTS, INC.**

**Affiliated with the American Association of Medical Assistants, Inc.**

## Model State Bylaws

### INTRODUCTION

Constituent society bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws. (Refer to AAMA Bylaws, Article IV, Constituent Societies, Section 7):

Constituent society bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution. It will be the responsibility of the AAMA to notify 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 immediately be null and void and of no effect.

The following areas are mandatory compliance and therefore must be present in all bylaws

1. Society name and affiliation statement
2. Purpose
3. Organizational policy
4. Membership requirements
5. Dues
6. Reciprocity of membership
7. Dissolution
8. Delegate representation of AAMA

**These areas of mandatory compliance are editorial changes for the state society and do not require prior approval by the society's legislative body.**

**No state society may make rules of membership eligibility which are more stringent or more lenient than national's...e.g., requirements for attending a certain number of meetings per year or having council on the state level which challenges a member's membership except for honorary and life membership.**

**AAMA has terminated the three-year rule of sending bylaws to AAMA for approval every three years, effective 9/2002. We will need to send bylaws to AAMA for approval when mandated changes have been made by AAMA, or, as a constituent society, if we should make changes that are questionable with AAMA mandates.**

## **PURPOSE**

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

## CODE OF ETHICS

The Code of Ethics of the American Association of Medical Assistants and the **South Carolina Society of Medical Assistants** shall set forth principles of ethical and moral conduct as they relate to the medical profession and the practice of medical assisting.

Members of AAMA (American Association of Medical Assistants) and the **South Carolina Society of Medical Assistants, Inc.**, dedicated to the conscientious pursuit of their profession, and 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 through or required by responsible performance of duty to divulge such information;
- C. Uphold the honor and high principles of the profession and accepts its disciplines;
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues;
- E. Participate in additional service activities aimed toward improving the health and well being of the community.

## **CREED**

I believe in the principles and purposes of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

**BYLAWS**  
**SOUTH CAROLINA SOCIETY OF MEDICAL ASSISTANTS, INC.**  
**AFFILIATE OF**  
**AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS, INC.**

**ARTICLE I. NAME**

The name of this organization shall be the **South Carolina Society of Medical Assistants, Inc.**, hereinafter referred to as the Society (SCSMA). It is a constituent society affiliated with the American Association of Medical Assistants, hereinafter known as AAMA.

**ARTICLE II. OBJECTIVES**

To promote the professional identity and stature of its members, and the medical assisting profession through education and credentialing.

**ARTICLE III. ORGANIZATIONAL POLICY**

The Society is hereby declared to be non-profit. It is not nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in this Society will be denied membership. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of this Society.

**ARTICLE IV. COMPONENT CHAPTER**

- Section 1. Component chapters are those medical assistant associations within the state of South Carolina which are or which hereafter may be affiliated with AAMA and the South Carolina Society.
- A. A component chapter may become a member of the South Carolina Society by applying for membership to the Chairman of the Board of Directors. Bylaws shall be approved by the Chairman of the Bylaws Committee and the Parliamentarian for the South Carolina Society.
  - B. The Bylaws Committee Chairman and the Parliamentarian shall submit their recommendations to the Chairman of the Board of Directors. Following a majority approval of the Board of Directors, the component chapter shall be notified of its affiliation with the South Carolina Society by the Chairman of the Board of Directors.
  - C. Component chapter bylaws shall not be in conflict with the Bylaws of AAMA and/or the South Carolina Society. The Bylaws of AAMA

and the South Carolina Society shall supersede those of a component chapter.

- D. Component chapters which have been approved by the Board of Directors at least sixty (60) days prior to the Annual Meeting of the Society shall be entitled to representation in the House of Delegates as provided in Article XVI, Section 2, C-3.
- E. A component chapter found guilty of any conduct or action deemed in violation of the Code of Ethics or the Bylaws of AAMA and/or the South Carolina Society shall be subject to revocation of its charter by a three-fourths (3/4) vote of the Board of Directors.
- F. After initial approval of component chapter's bylaws, the component chapter must submit for approval three copies of any amendment adopted to their bylaws. A copy shall be sent to the South Carolina Society President, the Chairman of the Bylaws Committee and the Parliamentarian. These shall be submitted within thirty (30) days of the adoption for review and approval.

#### **ARTICLE V. MEMBERSHIP**

Section 1. Classes. There shall be eight (8) classes of membership on the chapter and society level; active, sustaining, associate, student, honorary, life, affiliate, and member-at-large. Membership is available in each class under a member-at-large category in areas where there is no component chapter.

Membership in a component chapter, a constituent society and AAMA shall be required unless there is no component chapter in the area. No other membership or quasi-membership classes shall be permitted by this Society or a component chapter of this Society.

Section 2. Qualifications:

- A. **Active.** An active member shall be one of the following:
  - 1. A credentialed medical assistant holding current status through a National Commission for Certifying Agencies (NCCA) – accredited certification program and whose credential has not been revoked as provided by the respective credentialing body
  - 2. Anyone who was an Active member on Dec. 31, 1987, who has never been a CMA (AAMA), and who has maintained continuous Active membership. Continuous Active membership shall be defined as having dues postmarked or submitted electronically to the AAMA Executive Office by

December 31 (the controlling time is that of sending, not that of receiving).

- B. **Sustaining.** Anyone who has been an active or associate member for at least two years, who has retired from medical assisting is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- 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. **Student.** A student member:
1. shall be enrolled in a medical assisting program.
  2. may choose a two-year student membership term or a one-year student membership term.
    - a. After a two-year student membership term, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
    - b. After a one-year student membership term, the member is eligible for a second year of student membership as long as the member renews during the member's one-year student membership term. After the second-year of student membership, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
    - c. No member is eligible for more than a total of two consecutive years of student membership.
- E. **Honorary.** An honorary member shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assisting and/or the Society. Honorary membership is conferred by a two-thirds vote of the House of Delegates. Names of candidates for honorary membership shall be presented to the Speaker of the House at least sixty (60) days prior to the presentation at the House of Delegates.
- Honorary membership in a constituent Society does not transfer to the National level.
- F. **Life.** A life member shall be one having active membership. Nominees for Life Member shall be given to the President of the South Carolina Society of Medical Assistants (SCSMA) by December 31 of each year. A majority vote of the Executive Committee will result in a nominee becoming a Life Member.



Life Membership in a constituent Society does not transfer to the National level.

- G. **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.
- H. **Member-At-Large.** A member-at-large is one who meets all the qualifications of active, life, sustaining, associate, student, honorary and affiliate except that a component chapter does not exist in the area of residence. Such a member shall pay only state and national dues.

### Section 3. Privileges.

- A. Active members. All rights and privileges of membership in this Society shall be given to active members.
- B. Sustaining members. Sustaining members shall not vote, hold office, chair a committee or serve as delegate to the State House of Delegates.
- C. Associate members. Associate members may vote and may chair a committee.
- D. Student members. Student members may not vote, hold office, chair a committee or serve as delegate.
- E. Honorary members. Honorary members may not hold office, vote, chair a committee or serve as delegate.
- F. Life members. Life members are active members and hold all privileges of active members.
- G. Affiliate members may vote and may chair a committee.
- H. Members-at-large. All rights and privileges of membership in this Society shall be given to members-at-large.

Section 4 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](http://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 for all classes of members shall be established by the House of Delegates upon recommendation by the Board of Trustees. Dues shall become due and payable November 1 and shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).
- A. Full dues will be assessed for active, associate, and affiliate members.
  - B. One-half dues will be assessed for sustaining members.
  - C. Dues will be assessed for international members.
  - D. Dues will be assessed for student members.
  - E. Life and honorary members are not required to pay dues.
- Section 2. Dues for a new member joining on or after September 1 shall be credited to the following year.
- Section 3. In order to serve and continue to serve be a candidate for a committee chair, a state or a national officer, trustee, or a delegate or an alternate to the Annual State Meeting or to the Annual Meeting of AAMA, member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 for each year of office (the controlling time is that of sending, not that of receiving).
- Officers and trustees must maintain current membership during their terms of office.
- Section 4. All classification of members shall submit their dues directly to AAMA.
- Section 5. Full dues shall be assessed for active, associate, affiliate, and members-at-large (with the exception members-at-large do not pay local dues) categories.
- Section 6. Half dues will be assessed for sustaining members.
- Section 7. Student members shall be assessed one-half dues for state and chapter.
- Section 8. Honorary and life members shall not be required to pay state dues.
- Section 9. Membership belongs to the individual and shall be non-transferable.

(adopted by the 51<sup>st</sup> AAMA House of Delegates)

Membership dues may not be transferred from one member to another, nor are they refundable.

Section 10. Dues for a new member joining on or after September 1 shall be credited to the following year.

Section 11. Constituent societies and component chapters shall offer reciprocity to members transferring from another state or chapter. The transferring member shall present proof of current AAMA membership status.

### **ARTICLE VII. BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of elected officers: President, Vice President, Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, Immediate Past President, Chairmen of Standing Committees, Chairmen of Special Committees, Chairmen of subcommittees and one member of each component chapter.

Section 2. The Board of Directors shall have full authority to transact the business of this society between Annual Meetings, but shall take no action contrary to any general policy which shall have been adopted at the Annual Meeting and is still in effect.

Section 3. A quorum shall consist of a majority of those Board members present.

Section 4. A majority vote of the quorum shall be required for action on an order of business.

Section 5. The Board of Directors shall:

- A. have charge of the property and financial affairs of the South Carolina Society;
- B. conduct the business of the South Carolina Society between Annual Meetings;
- C. elect three members of the Board to the Nominating Committee, appoint committees essential to the proper functioning of the South Carolina Society and committees established by the House of Delegates;
- D. fill vacancies in office according to Article IX, Section 4;
- E. be authorized to vote by mail or email, with the report of any actions taken by mail or email, verified and made a part of the minutes of

the next meeting of the Board of Directors. Requests for vote by mail or email shall allow ample time (not less than ten days) for reply;

- F. approve at the Pre-Conference Meeting, the standing and special committee appointees of the Vice President; and thereafter in contents
- G. recommend a fiscal year budget to the House of Delegates;
- H. through the Chairman, submit a report of its activities to the House of Delegates.

Section 6. The Board of Directors shall meet immediately prior to and following the Annual Meeting of the House of Delegates, at the January and August workshops, and at such other times as determined by the Chairman of the Board. In addition, the Chairman shall call special meetings of the Board of Directors upon the written request of five members of the Board.

### **ARTICLE VIII. EXECUTIVE COMMITTEE**

Section 1. There shall be an Executive Committee composed of the President, Vice President, Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, and Immediate Past President. The Parliamentarian shall serve ex-officio member without vote. The President shall serve as Chairman.

Section 2. Duties. The duties of this committee shall be to:

- A. transact necessary business between meetings of the Board of Directors and to report any action taken within thirty days;
- B. study budget proposals and submit its recommendation to the Board of Directors through the state treasurer;
- C. recommend to the Board of Directors the amount of financial aid to be given to the National Delegates;
- D. establish the editorial policy of the professional journal.
- E. In the event of a vacancy in any office not provided for elsewhere in these Bylaws, the Executive Committee shall appoint a member to serve the unexpired term. This member shall meet the qualifications prescribed.

- F. Review the minutes prior to the Board of Directors meeting and make recommendations and report to the Board
- G. shall be responsible for making stationery and other material provided by SCSMA available to chapters.

## **ARTICLE IX. OFFICERS**

Section 1. Officers shall be elected as follows: President, Vice President, Secretary, Treasurer, Speaker of the House and Vice Speaker of the House.

Section 2. Appointed officers will be a Parliamentarian and Chaplain.

Section 3. Qualifications and Eligibility.

- A. A candidate for office shall:
  - 1. be a member in good standing,
  - 2. submit completed Nomination Consent form,
  - 3. have dues postmarked to the National Office by December 31,
  - 4. have chaired a Standing Committee of the SCSMA,
  - 5. have attended at least one previous SCSMA meeting as a Delegate.
- B. Additional qualifications for specific offices shall be as follows:
  - 1. A candidate for Vice President shall have:
    - a. served as President of a component chapter or as an officer of the South Carolina Society.
  - 2. A candidate for Secretary shall have:
    - a. served as an elected officer of a component chapter,
    - b. attended at least one previous South Carolina Society Meeting,
    - c. proficient skills in recording and transcribing.
  - 3. A candidate for Treasurer shall have:
    - a. served as an elected officer of a component chapter,
    - b. attended at least one previous South Carolina Society meeting,
    - c. previous experience in record keeping and financial reporting.
  - 4. A candidate for Speaker of the House shall have:
    - a. served as a past chapter president,

- b. attended at least one previous South Carolina Society meeting,
  - c. knowledge of Robert's Rules of Order and parliamentary procedure.
5. A candidate for Vice Speaker of the House shall have:
- a. served as a past chapter president,
  - b. attended at least one previous South Carolina Society meeting,
  - c. to ascend to the office of Speaker of the House,
  - d. knowledge of Robert's Rules of Order and parliamentary procedure.

Section 4. Term and Vacancy in Office.

- A. A retiring president may be re-elected to the office of Vice President after a lapse of one year.
- B. All officers with the exception of President and Vice President can serve no more than two (2) consecutive terms.
- C. The term of office for all elected and appointed officers, with the exception of the Treasurer, shall be for one year or until their successors are elected and/or appointed and have assumed office.  
  
The term of office for Treasurer shall be for two years or until a successor has been elected and assumed office.
- D. A vacancy in the office of President shall be filled by the Vice President.
- E. In the event of a vacancy in the office of Vice President, the office shall remain vacant until the next Annual Meeting when a President shall be elected by the House.
- F. When a Vice President assumes the Office of President under the conditions of a vacancy, any restrictions on consecutive terms is lifted and she/he may run for President at the Annual Meeting.
- G. A vacancy in an appointed office shall be filled by the President appointing a successor. A vacancy in an elected office shall be filled by the Board of Directors within 30 days.

Section 5. Removal from Office.

An officer who fails to perform the required duties or gives just cause for removal from office shall be removed from office by the Board of Directors.

Section 6. Resignation from Office.

An officer who for any reason is unable to perform the duties of office for a period of 90 days shall submit a resignation to the Board of Directors.

Section 7. Duties of Officers.

- A. Officers shall perform such duties as are implied by their respective offices consistent with standard parliamentary procedures and/or as required by law.
- B. The President shall:
1. preside at all meetings of the South Carolina Society and the Board of Directors, except the House of Delegates,
  2. be Chairman of the Board of Directors and the Executive Committee,
  3. submit in writing all annual reports,
  4. report to the opening meeting of the House of Delegates,
  5. be ex-officio member without vote of all committees except the Nominating Committee,
  6. in the event of a vacancy in a committee chair, have the power to appoint a new chair from among the members of the committee in which the vacancy occurred,
  7. appoint, subject to the approval of the Board of Directors, committee members to fill vacancies occurring during the year,
  8. appoint a parliamentarian and chaplain,
  9. be able to sign all checks and be bonded, premiums on such bond to be paid by the Society,
  10. appoint special committees subject to the approval of the Board of Directors,
  11. serve as a delegate to the AAMA Annual Meeting.
- C. The Vice President shall:
1. assist the President throughout the year,
  2. assume the duties of the President in the latter's absence,
  3. succeed to the office of President in the event of a vacancy in that office,
  4. appoint, subject to approval of the Board of Directors, at its Pre-Conference Meeting, standing and special committees (except the Nominating Committee) for the ensuing year, having secured the individual's consent to serve,
  5. serve as delegate to the AAMA Annual Meeting.
  6. succeed to the office of President at the end of the term of Vice President.

- D. The Secretary shall:
1. record, transcribe and keep the minutes of all regular and special meetings of the House of Delegates and/or Board of Directors,
  2. distribute a copy of the minutes of any meeting of the House of Delegates and/or Board of Directors to the Executive Committee no later than forty-five (45) days following the meeting,
  3. maintain a current list of officers, committees, and members,
  4. serve as custodian of important documents and records except financial records.
- E. The Treasurer shall:
1. be custodian of all funds.
  2. keep a detailed account of receipts and disbursements and furnish a financial report to the Executive Committee and Board of Directors and an annual financial report to the House of Delegates,
  3. serve as Chairman of the Budget and Finance Committee,
  4. submit a proposed fiscal year budget to the Board of Directors at the Pre-Conference Board Meeting for review, discussion, and approval,
  5. be bonded in an amount established by the Board of Directors, the premium of such bond shall be paid by the South Carolina Society,
  6. close the Treasurer's books fourteen days prior to the Annual Meeting and submit for audit,
  7. be responsible for preparation and filing of annual tax return.
  8. not give a reimbursement without a receipt and voucher.
- F. The Immediate Past President shall:
1. serve in an advisory capacity,
  2. assist the Executive Committee and other members of the Board of Directors in making an orderly transition of administration,
  3. serve as a member of the Board of Directors and Executive Committee for one year.
  4. serve as Awards Chairman and preside at the Annual Meeting Awards Celebration.
- G. The Speaker of the House shall:
1. preside at meetings of the House of Delegates,
  2. appoint the following for the House of Delegates: Credentials Committee, Reference Committee, Tellers, Pages, and other such committees as may become necessary.



- H. The Vice Speaker of the House shall:
  - 1. preside in the absence of the Speaker of the House of Delegates,
  - 2. assist the Speaker in the appointment of Committees for the House of Delegates,
  - 3. succeed to the office of Speaker of the House in the event of a vacancy,
  - 4. succeed to the office of Speaker of the House at the end of the term of Vice Speaker.

Section 8. Transfer of Files.

- A. Immediately following an Annual Meeting, retiring officer shall transfer files and records in her possession to her successor.
- B. An officer vacating an office before the expiration of a term shall immediately transfer to the successor the records of that office.

**ARTICLE X. COMMITTEES**

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

Section 2. Standing committees shall be:

- A. Budget & Finance
  - 1. Subcommittee of Audit
  - 2. Subcommittee of Ways and Means.
- B. Bylaws
  - 1. Subcommittee of Policy Handbook
- C. Certification
- D. Continuing Education
- E. Conference
- F. Educator's Peer Group
- G. Executive Committee
- H. Judicial
- I. Marketing
- J. Membership
- K. Nominating

- L. Public Policy
- M. Scholarship
- N. South Carolina Radiation Quality Standard Association (SCRQSA)
- O. Strategic Planning
  
- P. Website Committee

Section 3. The specific duties of the Standing Committees shall be as follows:

- A. The Budget and Finance Committee shall:
  - 1. develop and submit a budget for the following year to be considered by the Executive Committee, and then presented to the Board of Directors at the Annual Pre-Conference Board Meeting for approval and recommendation for adoption by the House of Delegates.
  - 2. Subcommittee: Audit Committee shall:
    - a. audit books at each State Meeting,
    - b. serve on the budget and finance committee,
    - c. be comprised of at least 5 members; at least 3 members must be present when auditing the books.
    - d. no two members of the committee shall be from the same component chapter.
  - 3. Subcommittee: Ways and Means Committee shall:
    - a. draw up and submit to the Board of Directors a method(s) of augmenting the South Carolina Society funds,
    - b. serve as advisory committee to the Board of Directors on financial affairs,
    - c. present items to sell at all SCSMA functions.
  
- B. The Bylaws Committee shall:
  - 1. edit and/or correlate amendments to the South Carolina Society Bylaws proposed by component chapters,
  - 2. originate amendments to South Carolina Society Bylaws deemed appropriate by the committee,
  - 3. assist new chapters with the preparation of Bylaws,
  - 4. review component chapter bylaws every 3 years. Review chapter bylaws amendments,

5. keep informed of amendments to AAMA Bylaws and determine that there are no conflicts in South Carolina Society of component chapter Bylaws,
6. incorporate into the South Carolina Society Bylaws pertinent motions adopted by the House of Delegates,
7. include the Parliamentarian as ex-officio member without vote.
8. Subcommittee of Policy Handbook shall:
  - a. refer to the Policy Handbook for duties.
  - b. originate resolutions to the South Carolina Society,
  - c. edit/correlate proposed resolutions,
  
  - d. submit proposed resolutions to the South Carolina Society House Delegates via delegates' packet,
  - e. shall include the current Secretary and Treasurer with President and Parliamentarian as ex-officio members.

C. The Certification Committee shall:

1. promote the AAMA Certification and Recertification programs,
2. maintain a current roster of Certified Medical Assistants in the South Carolina Society.

D. The Continuing Education Committee shall:

1. promote the educational goals of the South Carolina Society and AAMA,
2. assist component chapters in development of educational activities,
3. plan and conduct all educational seminars and apply for CEUs,
4. be in charge of onsite registration for all South Carolina Medical Assistant functions except the state conference.

E. The Conference Committee shall:

1. be composed of Chairman, Vice Chairman, SCSMA Executive Committee, Chairman of the Education Committee, and other members if deemed appropriate,
2. make arrangements for the Annual Meeting.

F. The Educators Peer Group Committee shall:

1. be composed of Chairman, who is a South Carolina Society of Medical Assistants (SCSMA) member in good standing, all medical assisting program educators statewide and one non-educator member of the SCSMA,
2. promote the American Association of Medical Assistants (AAMA) and SCSMA to all medical assistants students,

3. host the Bowl of Knowledge for students at the Annual Conference,
  4. meet during the SCSMA Annual Conference.
- G. The Executive Committee shall: Refer to Article VIII for duties and responsibilities.
- H. The Judicial Committee shall:
1. be a committee composed of the five active immediate past State Presidents, and the State Parliamentarian, who shall serve as an ex-officio member without a vote,
  2. the Immediate Past President shall serve as Chair of the Judicial Committee,
  3. the Judicial Committee shall handle all matters relating to ethics, their decisions being approved by the Executive Committee,
  4. this Committee will have jurisdiction in all questions involving the membership status of a person. This jurisdiction also covers all controversies arising under the Bylaws, its Code of Ethics, or the interpretations of these,
  5. meet during the Annual Conference to consider any business pending. It shall also meet on a consultant basis upon a call of the chairman,
  6. requests for judicial action are directed to the Chairman,
  7. a quorum shall consist of three (3) voting members,
  8. Chairman shall submit an Annual Report to the House of Delegates.
- I. The Marketing Committee shall:
1. consist of as many members as deemed appropriate,
  2. shall include the chair of the following committees:
    - a. Continuing Education
    - b. Membership
    - c. Public Policy
    - d. Strategic Planning
  3. market the medical assistant profession,
  4. shall be responsible for SCSMA display.
- J. Membership Committee shall:
1. work toward maintaining and increasing membership of the South Carolina Society,
  2. encourage the organization in new chapters of medical assistants.
- K. The Nominating Committee shall:

1. be elected and have the duties and responsibilities as outlined in Article XII.
- L. The Public Policy Committee shall:
1. keep the members informed of proposed legislation and court decisions pertaining to the practice of medicine and its allied professions.
- M. The Scholarship Committee shall:
1. consist of three members of the SCSMA,
  2. no two members of the committee shall be from the same component chapter or be an educator.
  3. send out scholarship information packets to the Medical Assistant Program Directors,
  4. review applications received by the deadline given,
  5. choose a scholarship recipient from applications received who meets the guidelines given in the scholarship packet,
  6. award the scholarship(s) at the SCSMA Annual Conference.
- N. The South Carolina Radiation Quality Standards Association (SCRQSA) liaison committee shall:
1. consist of two members, a chairman who serves on the Board of Trustees of the SCRQSA, and one alternate member,
  2. be certified limited practice radiographers and certified medical assistants, work with this corporation to perform activities that relate to the practice of radiologic technology,
  3. report activities of the SCRQSA to the South Carolina Society of Medical Assistants.
- O. The Strategic Planning Committee shall:
1. study and provide in conjunction with the Executive Committee the planning framework for all activities of the South Carolina Society of Medical Assistants,
  2. seek to help members attain high professional status and greater career success,
  3. develop, assess, modify, and carry out strategic planning for the South Carolina Society of Medical Assistants.
- P. The Website Committee shall:
1. consist of an appointed chair, the Marketing chair, Publication chair and all Chapter Presidents,
  2. update, maintain, and monitor the Society website,
  3. work with publications editor, executive board, and AAMA to obtain and post accurate information and forms,

4. assist local chapters with web page development and linking,
5. negotiate and maintain hosting and domain agreements.

Section 4. Special committees are appointed by the President for a special function or task and will remain active until their function is completed and/or dissolved upon the completion of their responsibility.

Section 5. A special committee chair has a vote on the Board of Directors. If that chair has another position/chairmanship on the Board, there will be only one vote and that will be considered as one for the purpose of quorum count.

### **ARTICLE XI. STATE HOUSE OF DELEGATES**

Section 1. The governing body of this Society shall be the House of Delegates which shall have the authority to determine the policies of the Society, the power to amend the Bylaws, act upon such business as may be presented, conduct the election of officers and delegates and alternate delegates to the AAMA House of Delegates.

Section 2. Each component chapter shall be entitled to three delegates. Any chapter having over fifty active members shall be entitled to one additional delegate. Delegates and alternates shall serve the year elected from the opening of the House of Delegates until the opening of the next House of Delegates if all eligibility requirements are met.

Section 3. The members-at-large shall be entitled to representation by one delegate and one alternate, to be elected by majority vote of the members-at-large present on the first day of the annual meeting. The name of the delegate and alternate shall be submitted in writing to the President and Secretary on the first day of the Annual Meeting or Special Meeting.

Section 4. The determination for the number of delegates shall be the total membership based upon the payment of dues postmarked to AAMA by December 31 prior to the Annual Meeting.

Section 5. In the event any component chapter is unable to be represented by the full complement of delegates to which it is entitled, it may assign proxy votes to another delegate from that chapter. Such proxies shall be submitted in writing to the Credentials Chairman and shall be signed by the President (and/or one other officer) of the component chapter.

Section 6. A majority of the members seated in the House of Delegates shall constitute a quorum.

Section 7. The names of delegates and alternates shall be submitted to the President, and to the Speaker of the House at least sixty (60) days prior to the Annual Meeting of the House of Delegates.

Section 8. Meetings.

- a. The House of Delegates may be held during the Annual Meeting of the South Carolina Society.
- b. Special meetings of the House of Delegates may be held at the call of the Board of Directors by written notice being mailed or emailed to each member of the House of Delegates at least fifteen days in advance of such meeting.
- c. In the event of an administrative emergency, declared as such by the Board of Directors, the Board may take a vote of the House of Delegates by mail or email instead of calling a special meeting of the House of Delegates.
  1. The Speaker of the House shall distribute and receive ballots by certified mail or E-mail with receipt. Ample time (not less than ten days) shall be allowed for reply.
- d. The Speaker of the House shall appoint the Credentials Committee, Tellers, Pages, timekeepers, and such other committees as necessary for the organization and operation of each session of the House of Delegates.
- e. The Credentials Committee shall:
  1. verify credentials,
  2. establish that a quorum is present.

## **ARTICLE XII. NOMINATIONS AND ELECTIONS**

Section 1. There shall be a Nominating Committee composed of three members elected as follows:

- A. All members shall be elected by the Board of Directors at its Post-Conference Meeting following nominations from the floor, with a plurality vote electing.
  1. If there is a tie between candidates receiving the third highest number of votes, another ballot will be taken to determine the successful candidate.
  2. No two members of the committee shall be from the same component chapter. If more than one member receives

sufficient votes to be elected, the one receiving the largest number of votes shall serve.

3. From the three elected, the Chairman of the Board shall appoint the Chairman.

B. The Nominating Committee shall be responsible for soliciting, screening, verifying eligibility, and presenting a slate of nominees for office in accordance with Article IX, Section 3, of these Bylaws.

C. In order to be considered by the Nominating Committee, the names and qualifications of proposed candidates for elected office shall be submitted by the component chapters to the Chairman of the Nominating Committee so that they are received sixty days prior to the Annual Meeting. Names submitted in any other manner shall not be considered by the committee.

D. Additional nominations may be made from the floor during the South Carolina Society House of Delegates meeting provided:

1. all eligibility requirements as outlined in Article IX, Section 3 are met,
2. documentation of the qualifications and eligibility of nominees and specified written endorsements have been submitted to the Chairman of the Nominating Committee before the name is placed in nomination.

E. All candidates must comply with the campaign rules as set forth in the South Carolina Society Policy Handbook.

## Section 2. Elections.

A. Officers shall be elected by ballot and a majority vote shall elect. If no candidate receives a majority vote, balloting will be repeated on the two candidates receiving the highest number of votes. Election of officers shall be held during the Annual Meeting.

B. If a state of emergency as defined by the Board of Directors precludes the holding of an Annual Meeting of the South Carolina Society, the Board of Directors shall supervise and conduct an election by mail or email. (Article VII. Section 5-E).

## **ARTICLE XIII. AAMA HOUSE OF DELEGATES**



Section 1. Representation of this Society in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV, Section 2C 1-4) as follows:

- A. Delegates and Alternates shall be active or AAMA Life members, whose membership has not been revoked, as delineated in Article VI, section 4.
- B. The number of delegates shall be determined by the constituent society's total active and associate membership of the membership year prior to the date on which names of delegates and alternates shall be submitted to the Speaker of the House.
- C. Delegates and alternates shall be elected to serve one year from the opening of the House of Delegates for the year elected until the next convening of the House of Delegates.
- D. The names of delegates and alternates shall be submitted to the Executive Office at least ninety (90) days prior to the Annual Meeting of the House of Delegates.

Section 2. Delegates to AAMA.

- A. The State President shall serve as the first delegate to the National Conference of AAMA.
- B. The Vice President shall serve as the second delegate to the National Conference of AAMA.
- C. Any additional delegates as indicated by AAMA, Inc., shall:
  - a. be required to submit a completed nomination consent form to the Nominating Committee,
  - b. be elected by ballot. A plurality vote shall elect.
- D. No elected delegate shall serve two (2) consecutive years with the exception of the Vice President.
- E. There shall be two (2) alternate delegates elected in like manner. An alternate delegate may serve as an elected delegate the following year, but may not serve as alternate delegate two (2) consecutive years.
- F. Financial aid will be given to the delegates and alternates commensurate with funds available within 60 days after the Annual State Conference.

- G. E-mail itemized expense report to Executive Board prior to the January Board Meeting and shall provide an itemized expense report with receipts to the Treasurer at the January Board Meeting.

Section 3. A nominee from the South Carolina Society to AAMA shall have:

- A. been an active member of the South Carolina Society for two years,
- B. held a state office or have been an active chairman of a state standing committee,
- C. served the South Carolina Society one year as a delegate,
- D. have dues postmarked to the National Office by December 31.

Section 4. Alternates shall meet the same qualifications as the delegates.

#### **ARTICLE XIV. FINANCES**

The SCSMA requires each component chapter submit documentation in the chapter report for the Delegates Packet of chapter finances to include evidence of a chapter account through a financial institution and a yearly audit.

#### **ARTICLE XV. AUTHORITY**

Section 1. The Bylaws of the AAMA shall supersede the Bylaws of this Society. In the event of conflict, the Bylaws of AAMA shall take precedence.

Section 2. 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 XVI. AMENDMENTS**

Section 1. These Bylaws may be amended by a two-thirds vote at any Annual Meeting of the House of Delegates, provided that the proposed amendments shall have been submitted in writing to the elected delegates no later than thirty (30) days prior to the meeting upon which they will be acted.

Section 2. These Bylaws may be amended at the Annual Meeting of the House of Delegates without previous notice by the unanimous vote of the voting body. In the event any provision in these Bylaws is in conflict with the Bylaws of AAMA, then that provision which is in conflict shall be automatically amended to comply.

## **ARTICLE XVII. DISSOLUTION**

- Section 1. In the event of the dissolution of the Society, none of the assets shall be distributed to any member, but they will be transferred to a medical or charitable institution or project, which a majority of the Delegates attending a meeting of the membership for this purpose of dissolution shall approve and designate.
- Section 2. The President shall notify the AAMA Executive Office of its dissolution within ten days of the meeting at which dissolution was approved.
- Section 3. It shall be the responsibility of the President and the Treasurer to complete all necessary federal and state forms upon dissolution. Copies of those forms will be sent to the AAMA Executive Office.
- Section 4. 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.

CURRENT BYLAWS: APRIL, 1999  
Bobbie Sox

8/26/2000: Most recent distribution:  
Bobbie Sox, CMA-A

8/26/2000 Test housekeeping corrections. (Audit Committee duties had been inadvertently omitted. Marketing Committee and duties had been inadvertently omitted. (Other spell corrections, formatting, change caps to lower case)

4/20/2001 Revised (Added: Medical Assistant of The Year & Rad Tech Liaison. Revised: Treasurer's term in office.)

8/12/2001: Most recent distribution:  
Bobbie Sox, CMA-A

4/19/2002: Revised: Added Website Committee and duties.

8/18/2002: Revised: Added mandate from AAMA (change of AAMA Purpose statement)

8/18/02 Most recent distribution:  
Bobbie Sox, CMA-A  
Ameenah I. Luqmaan, CMA

10/2002: Revised: Added mandates from AAMA House of Delegates meeting in 9/2002: (Changed Article IV, Constituent Societies, Section 7 - refer to SCSMA introduction page for these mandates; Dues: Reciprocity (refer to SCSMA, Article VI. Dues, Section 11; & AAMA House of Delegates criteria (refer to SCSMA, Article XIII. AAMA House of Delegates, Section 1. Our Section 1 becomes Section 2, etc.)

3/27/2003: Most recent distribution:  
Bobbie Sox, CMA-A  
Ameenah I. Luqmaan, CMA

10/2003: Revised: Added mandates from AAMA House of Delegates meeting in 9/2003 (AAMA 47<sup>th</sup> House of Delegates to AAMA Bylaws: (#1. Changed Article VI, Membership, Section 2G Honorary Membership: No change needed since our bylaws do not reference honorary membership on the national level, and #2. Changed Article XV, House of Delegates, Section 2C4: changed to read ..shall be submitted to Executive Office... (deleted: ...Executive Director, Speaker of the House of Delegates and the Vice-Speaker of the House of Delegates...)). Refer to SCSMA Bylaws, Article XIII, AAMA House of Delegates, Section 1D). (These mandates inserted in bylaws, then entire revised bylaws document e-mailed to: klangley@aama-ntl.org & rlwalker@simflex.com & cdriggers3@cs.com. Bobbie Sox, CMA-A.)

3/25/2004 Most recent distribution  
Ameenah I. Luqmaan, CMA

8/24/04 Revised: Added amendments adopted at the SCSMA 32<sup>nd</sup> Annual Meeting

3/19/04 Distributed 8/29/04.  
Ameenah I. Luqmaan, CMA.

- 1/18/05 Revised: Added mandates from AAMA House of Delegates meeting in 10/2004 (AAMA 48<sup>th</sup> House of Delegates to AAMA Bylaws (#1. Changed Article V, Membership, Section 2A-1 Active membership. #2. Added Section 4 to Article V, Membership – Revocation). These changes were inserted into SCSMA Bylaws, then the entire revised bylaws document was emailed to Susan M. Hawes. CMA, MBA, Chair, Bylaws and Resolutions Committee. A copy was mailed to Kathy Langley, Staff Liaison, AAMA.  
Ameenah I. Luqmaan, CMA
- 4/8/06 Revised: Added amendments adopted at the 34<sup>th</sup> SCSMA Annual Meeting.  
Ameenah I. Luqmaan, CMA
- 4/9/07 Revised: Added amendments adopted at the 35<sup>th</sup> SCSMA Annual Meeting.  
Ameenah I. Luqmaan, CMA
- 11/07/07 Revised: Added mandated Bylaws changes for State Societies adopted by the 51<sup>st</sup> AAMA House of Delegates (#1 - Changed Article VI - Dues, Section 9; #2 - Inserted new Section to Article XVII – Dissolution). These changes were Inserted into SCSMA Bylaws, then the entire revised Bylaws document was emailed to Kathy Langley, CMP, staff liaison at AAMA Headquarters.  
Ameenah I. Luqmaan, CMA (AAMA)
- 04/20/09 Revised: Added amendment adopted at the 37<sup>th</sup> SCSMA Annual Conference.  
Ameenah I. Luqmaan, CMA (AAMA)
- 08/16/10 Revised: Added amendments adopted at the 38<sup>th</sup> SCSMA Annual Conference.  
Ameenah I. Luqmaan, CMA (AAMA)
- 01/19/11 Reviewed Bylaws and checked if incorporation of changes adopted at 54<sup>th</sup> Annual AAMA Conference were applicable. After careful review it was determined that the amendments adopted at 54<sup>th</sup> Annual AAMA Conference did not apply to SCSMA Bylaws. A copy was emailed to Kathy Langley, CMP, staff liaison at AAMA for review for compliance. Ameenah I. Luqmaan, CMA(AAMA)
- 04/27/11 Revised: Added amendments adopted at the 39<sup>th</sup> SCSMA Annual Conference including Scholarship Committee as a standing committee. Patty Licurs, CMA (AAMA)
- 11/19/2012 Revised: Added mandated Bylaws changes for State Societies adopted by the 56<sup>th</sup> AAMA House of Delegates (#1 – Changed Article III - Organizational Policy; #2 – Changed Article V Membership, Section 2, Qualifications, B. Sustaining; #3 – Changed Article XIII AAMA House of Delegates, Section 1, A). These changes were inserted into SCSMA Bylaws and the entire revised Bylaws document was emailed to Kathy Langley, CMP, staff liaison at AAMA Headquarters. Patty Licurs, CMA (AAMA)
- 03/20/2013 Revised: Added amendments adopted at the 41<sup>st</sup> SCSMA Annual Conference.  
Patty Licurs, CMA (AAMA)
- 11/05/2013 Revised: Added mandated Bylaws changes for State Societies adopted by the 57<sup>th</sup> AAMA House of Delegates (#1 – Changed Article V. Membership, Section 2, Qualifications, A. Active and D. Student; #2 – Changed Article VI. Dues, Sections 1 and 3). These changes were inserted into SCSMA Bylaws and the entire revised Bylaws document was e-mailed to Kathy Langley, CMP, staff liaison at AAMA Headquarters. Patty Licurs, CMA (AAMA)

- 03/27/2014 Revised: Added amendment adopted at the 42<sup>nd</sup> SCSMA Annual Conference. Patty Licurs, CMA (AAMA)
- 11/18/2014 Revised: Added mandated Bylaws changes for State Societies adopted by the 58<sup>th</sup> AAMA House of Delegates – Added to Article V, Membership, Section 2, Qualifications, A. Active and #2 – added statement **who has never been a CMA(AAMA)**. Patty Licurs, CMA (AAMA)
- 05/30/15 Revised: Added amendments adopted at the 43<sup>rd</sup> SCSMA Annual Conference: AAMA House of Delegates Article XIII Section 2, D; Section 2, E; Section 2 F. Patty Licurs, CMA (AAMA)
- 04/11/17 Revised: Added amendments adopted at the 45<sup>th</sup> SCSMA Annual Conference: Article IX. Officers, Section 7, E. #8; Article X. Committees, Section 3, P., #6. Subcommittee of Newsletter. Patty Licurs, CMA (AAMA)
- 12/04/17 Revised: Added mandated Bylaws changes for State Societies adopted at the 61<sup>st</sup> AAMA House of Delegates – Revised Article V. Membership, Section 2, Qualifications, D. Student, #2, a, b and c. These changes were inserted into SCSMA Bylaws and the entire revised Bylaws document was e-mailed to Kathy Langley, CMP, staff liaison at AAMA Headquarters. Patty Licurs, CMA (AAMA).
- 05/30/18 Revised: Added amendments adopted at the 46<sup>th</sup> SCSMA Annual Conference: Article IX. Officers, Section 7, C., #4 – deleted; Section 7, F., #4, additional wording; Article X. Committees, Section 3, A., #2 – added d.; Section 3, M. #2 - added new #2, old #2 became #3. Patty Licurs, CMA (AAMA)
- 05/03/21 Revised: Amended Article V. Membership, Section 2., F. Life. Amended to say Life Member nominees would be voted on by the Executive Committee by majority vote instead of the HOD in order to keep element of surprise for nominee. Patty Licurs, CMA (AAMA), CPC
- 03/04/22 Revised: Added mandated Bylaws changes for State Societies adopted at the 2021 AAMA National Conference, 1. Article VI—Dues, Section 3: To serve and continue to serve as a .... [AAMA] Delegate, an Alternate, an Officer, or a Trustee, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 for each year of office (the controlling time is that of sending, not that of receiving); 2. Article XIII—House of Delegates, Section 1, A: [AAMA] Delegates and Alternates shall be Active or AAMA National Life members whose membership has not been revoked, as delineated in Article VI, Section 4.; 3. Article XIII—House of Delegates, Section 1, C: [AAMA] Delegates and Alternates shall be elected to serve from the opening of the House of Delegates for the year elected until the next convening of the House of Delegates. Patty Licurs, CMA (AAMA), CPC
- 04/01/22 Revised: Added amendments adopted by the 50<sup>th</sup> Annual SCSMA Conference: Article IX. Officers, Section 3, Qualifications and Eligibility A. (added #4 and #5); Section 3, 4., deleted last portion of the sentence, “and a committee chair of the South Carolina Society”; Section 3, 5., deleted last portion of sentence as Section 3, 4; Section 3. B., deleted section b. Article IX. OFFICERS. Section 7., Duties of Officers., E., changed 30 days to 14 days; Article X. COMMITTEES., Section 2., P. Website Committee, 1., deleted Subcommittee of Newsletter; Section 3., A., 2., c., changed to “be comprised of 5 members; at least 3 members must be present when auditing the books”: Section 3, B., 4., changed to “Review component chapter bylaws every 3 years. Review chapter bylaws amendments”; Section 3., E., 1., changed “elected officers” to “SCSMA Executive

Committee”; Section 3., F., 1., added “...one non-educator member...”; Section 3., P., 6., Deleted #6 in its entirety; Article XI. STATE HOUSE OF DELEGATES, Section 2, changed last sentence to read, “Delegates and Alternates shall serve the year elected from the opening of the House of Delegates until the opening of the next House of Delegates if all eligibility requirements are met”; Section 8.,c., added “email”. Added Article XIV. FINANCES, therefore changing the numeration for the rest of the articles in the bylaws to XV, XVI, AND XVII. Patty Licurs, CMA (AAMA), CPC

01/16/24

Applied mandated bylaws amendments passed at the AAMA House of Delegates September 2023 for Article V. Membership, Section 2. Qualifications, A. Active #1 and #2. This changed Active membership from an Active Member requirement of being a CMA (AAMA) to a credentialed medical assistant through an NCCA accredited certification program.

PL/2024