

# OSMA BYLAWS

2018-2019

## **Mission Statement**

**The mission of the Oregon Society of Medical Assistants is to provide the professional Medical Assistant with continuing education, credential recognition, mentoring and networking opportunities and to advocate for patient-centered quality health care.**

## **Vision Statement**

**Oregon Society of Medical Assistants supporting CMAs (AAMA) who collaborate with all medical care professionals to provide excellent health care in every setting.**

# OSMA BYLAWS

---

Oregon Society of Medical Assistants

Affiliate of the American Association of Medical Assistants

## **Article I – Name**

The name of this organization shall be Oregon Society of Medical Assistants, hereinafter known as OSMA. It is a constituent society, affiliated with the American Association of Medical Assistants, hereinafter known as AAMA.

## **Article II – Purpose**

The purpose of OSMA 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 CMAs (AAMA).

## **Article III – Organizational Policy**

Section 1. OSMA is hereby declared to be a mutual benefit organization. It is not, nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in OSMA shall be denied membership. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of OSMA.

Section 2. The fiscal year of OSMA shall be from May 1<sup>st</sup> through April 30<sup>th</sup>.

Section 3. The OSMA annual budget will be based on the average of the actual income from the previous four years.

## **Article IV – Dissolution**

Section 1. In the event of dissolution of OSMA, the Executive Board shall, after payment of all liabilities, distribute any remaining assets to nonprofit medical or charitable institutions, or projects designated by a majority of the delegates at a meeting called for the purpose of dissolution.

Section 2. The President shall notify the AAMA Executive Office of its dissolution within ten (10) days of the meeting at which dissolution is approved by the members of OSMA.

Section 3. It shall be the responsibility of the President and Treasurer to complete all necessary federal and state forms upon dissolution. Copies of those forms will be sent to the AAMA Executive Office.

## **Article V – Component Chapter**

Section 1. Component Chapters, hereinafter known as Chapters, shall consist of those county or district Chapters of medical assistants contained within the geographic limits of the state of Oregon, which hold unrevoked charters from OSMA. They shall be under the jurisdiction of OSMA.

Section 2. A Chapter may become an affiliate of OSMA by submitting a copy of its bylaws to the OSMA Bylaws Team for review, and when approved by the OSMA Board, be presented to the OSMA General

Assembly. An affirmative vote of at least two-thirds (2/3) of the eligible voting members in attendance shall be required for acceptance.

Section 3. A Chapter's bylaws shall not be in conflict with the bylaws of OSMA or AAMA. The bylaws of OSMA shall supersede those of a Chapter.

Section 4. A Chapter found guilty of any conduct or action deemed in violation of the Code of Ethics, the bylaws of AAMA or the bylaws of OSMA by the OSMA Board shall be given sixty (60) days in which to conform or ask for a hearing before the Board or the charter may be revoked. Chapter members shall be notified by certified mail by the OSMA Board.

Section 5. A Chapter's charter may be revoked by a two-thirds (2/3) vote of the General Assembly provided a Board Recommendation is presented. Reinstatement may be accomplished by the same procedure. In the event of revocation, a final accounting of Chapter finances shall be due to the OSMA Treasurer, no later than 30 days after the Chapter charter is revoked.

- A. All Chapter funds, after payment of outstanding bills, shall be surrendered to the OSMA Treasurer.
- B. The OSMA treasury shall hold those funds in reserve for a period, not to exceed three (3) years, in the event local members-at-large choose to reestablish an active chapter.

Section 6. Application for Chapter affiliation or acceptance or use of any privileges of membership in OSMA shall be deemed and taken to be an agreement on the part of the Chapter to be bound by the bylaws of OSMA, together with regularly adopted amendments thereto, and the actions of OSMA or officers thereof, taken pursuant to such bylaws, exclusive of any other remedy.

Section 7. Any Chapter may withdraw from OSMA by submitting written resignation with two-thirds (2/3) of the signatures of their active membership to the OSMA Board. In the event of withdrawal, a final accounting of Chapter finances shall be due to the OSMA Treasurer, no later than 90 days after the Chapter is dissolved. This accounting must include the distributions of Chapter funds in accordance with the Chapter's Bylaws.

## **Article VI – Membership**

### **Section 1 – Classes**

There shall be seven (7) classes of membership: active, life, sustaining, associate, affiliate, student and honorary.

- A. Membership in a Chapter, OSMA and AAMA shall be required for all classes, except honorary, unless there is no Chapter in the area.
- B. If there is no Chapter within the member's county of residence, the member shall be designated as an OSMA member-at-large.
- C. No other membership or quasi-membership classes shall be permitted by a Chapter or OSMA.

### **Section 2. Qualifications**

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

1. An AAMA Certified Medical Assistant (CMA) holding current credential status and whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA).
  2. Anyone who was an active member on December 31, 1987, who has never been a CMA (AAMA), and who has maintained continuous active membership. Continuous active membership shall be defined as having dues postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).
- B. Life – a life member shall be an active member who has provided outstanding service to OSMA. Life membership is conferred by an affirmative vote of at least two-thirds (2/3) ~~vote~~ of the voting members of the General Assembly. Only one (1) life membership may be conferred in any year. Nominations, with supporting documentation, submitted no later than Winter Quarterly Board meeting may be made by a Chapter or a member of the OSMA Board.
- C. Sustaining – a sustaining member shall be anyone who has been an active or associate member for at least two (2) years, and who has retired from medical assisting, is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- D. Associate – an associate member shall be a medical assistant who is not yet a CMA (AAMA) and who does not fall under any other category.
- E. 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
- F. Affiliate – an affiliate member shall be one who is not eligible for another class of membership but who is interested in the profession of medical assisting.
- G. 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 OSMA. Honorary membership is conferred by an affirmative vote of at least two-thirds (2/3) of the voting members of a General Assembly. No more than two (2) honorary memberships may be conferred in any year. Nominations, with supporting documentation, submitted to the OSMA Board at least sixty (60) days prior to the annual conference, may be made by a Chapter or a member of the OSMA Board. Honorary membership in OSMA does not transfer to AAMA.

### Section 3. Privileges

- A. Active and Life members, who are CMAs (AAMA) holding current credential status and whose dues have been paid by December 31<sup>st</sup>, are eligible to serve as President, President Elect, Treasurer and Oregon Delegate to the AAMA House of Delegates.
- B. All classes of membership, except Honorary, whose dues are paid by December 31<sup>st</sup>, are eligible to serve as Secretary, Speaker, Vice Speaker, Leaders of Teams and all other appointed positions.
- C. Privileges on the Chapter level shall be determined by the Chapter.

### Section 4. Revocation

- A. Any member who has had their CMA (AAMA) credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA) 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 will be made.
- B. Any member attempting to promote unionization of OSMA or its membership automatically forfeits membership.

## **Article VII – Dues**

Section 1. Annual state dues for all classes of members shall be fixed by the General Assembly upon recommendation of the OSMA Board. Dues shall become due and payable November 1<sup>st</sup> and shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31<sup>st</sup> (the controlling time is that of sending, not that of receiving). Dues shall be billed by and payable to the AAMA Executive Office. State and local reimbursement shall come from AAMA.

- A. Full dues will be assessed for active, associate and affiliate members.
- B. One-half dues shall be assessed for sustaining members.
- C. Dues will be assessed for student members.
- D. Members-at-large shall only be assessed OSMA and AAMA dues.
- E. OSMA shall pay AAMA dues for OSMA Life members.
- F. 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. To serve as a delegate or alternate to the AAMA House of Delegates, or as an OSMA officer, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving). Officers and delegates must maintain current membership during their terms of office.

Section 4. OSMA and its component Chapters shall offer reciprocity to members transferring membership from a constituent society and/or component Chapter. The transferring member shall present proof of current AAMA membership status.

Section 5. Membership belongs to the individual and shall be nontransferable and nonrefundable.

## **Article VIII – Officers and Their Qualifications**

Section 1. The officers of OSMA shall be President, President Elect, Secretary, Treasurer, Speaker, Vice Speaker, and Immediate Past President.

Section 2. All candidates for OSMA office and elected officers must have paid membership dues by December 31<sup>st</sup> of the previous year and maintain membership throughout their term of office.

Section 3. A candidate for President, President Elect or Treasurer shall be a CMA (AAMA) holding current status and shall be an active or Life member whose credential has not been revoked as delineated in Article VI, Section 4.

Section 4. A candidate for Secretary, Speaker or Vice Speaker shall be a member of any class, except Honorary.

Section 5. Additional qualifications for specific officers shall be:

A. The President Elect shall:

1. hold the CMA (AAMA) credential;
2. have been a member of OSMA no less than three (3) years;
3. have served as an OSMA Officer or Chapter President;
4. have attended the OSMA House of Delegates or General Assembly no less than two (2) times as a voting member.

B. The Secretary shall:

1. have been a member of OSMA no less than two (2) years;
2. have served as an officer of a Chapter;
3. have attended the OSMA House of Delegates or General Assembly no less than one (1) time as a voting member.

C. The Treasurer shall:

1. hold the CMA (AAMA) credential;
2. have been a member of OSMA no less than three (3) years;
3. have attended the OSMA House of Delegates or General Assembly no less than two (2) times as a voting member;
4. have served as an officer of a local Chapter;
5. have a basic understanding of accounting procedures.

D. The Speaker shall:

1. have been a member of OSMA no less than two (2) years;
2. have served as OSMA President, OSMA Vice Speaker, ~~of the House~~ or a Chapter President;
3. have attended the OSMA House of Delegates or General Assembly no less than two (2) times as a voting member.

E. The Vice Speaker shall:

1. have been a member of OSMA no less than one (1) year;
2. have served as an OSMA Team Leader or a Chapter President;
3. have attended the OSMA House of Delegates or General Assembly no less than one (1) time as a voting member.

## **Article IX – Nominations and Elections**

### Section 1. Nominations

A. There shall be a Nominations Team of no less than five (5) members as follows:

1. All members shall be nominated from the floor during the General Assembly;
2. No more than two (2) members shall be from the same Chapter;
3. Team members shall be elected by plurality vote of the eligible members of the General Assembly on written ballot;
4. The individual who receives the most votes shall serve as Team Leader.
5. The Immediate Past President shall be ex-officio member.

B. Nominations for officers and Oregon Delegates to the AAMA House of Delegates may be made from the floor, during the General Assembly, provided the Nominations Team has examined the qualifications, determined eligibility and received consent from each member to be nominated.

### Section 2. Elections

A. The election of Officers, Oregon Delegates to the AAMA House of Delegates and the Nominations Team shall be held during the OSMA General Assembly.

B. Positions to be considered for election are as follows:

1. President Elect
2. Secretary
3. Treasurer



4. Speaker
  5. Vice Speaker
  6. Oregon Delegate to the AAMA House of Delegates & Alternates (minimum of 2 each)
  7. Nominations Team Members (minimum of 5)
  8. Nominations Team Leader (from among the list of Nominations Team Member candidates)
- C. Officers shall be elected by majority vote of the eligible members of the OSMA General Assembly.
- D. Oregon Delegates to the AAMA House of Delegates shall be elected by plurality vote of the eligible members of the OSMA General Assembly. Alternate Oregon Delegates shall be listed in order by greatest number of votes received.
- E. Voting shall be done by written ballot.
- F. The Tellers Team report and tally sheet shall become a permanent record attached to the minutes of the General Assembly.
- G. Installation of Officers shall be held after the election at the OSMA Annual Conference and prior to the OSMA Transitional Board meeting.

## **Article X – Officers – Terms of Office, Vacancy in Office, Removal from Office**

### Section 1. Term of Office

- A. The term of office for President and President Elect shall be one (1) year or until their successor is elected.
- B. The term of office for Secretary shall be two (2) years. They shall not serve more than two (2) consecutive terms.
- C. The term of office for Treasurer shall be one (1) year. There shall be no term limit provided quarterly audits are performed.
- D. The term of office for Speaker and Vice Speaker shall be one (1) year. They shall not serve more than two (2) consecutive terms.

### Section 2. Vacancy in Office

- A. In the event of a vacancy in any office not provided for elsewhere in these Bylaws, the Executive Board shall appoint a member to serve until the next meeting of the OSMA House of Delegates, at which time a new officer can be elected to begin a new term. This appointee shall meet the qualifications prescribed in these Bylaws and the OSMA Board Manual.
- B. In the event of a vacancy in the office of President Elect, the office shall remain vacant until the next meeting of the OSMA House of Delegates when a President shall be elected.
- C. In the event of a vacancy in any office not provided for elsewhere in these Bylaws, the Executive Board shall appoint a member to serve the unexpired term. This member shall meet the qualifications prescribed in these Bylaws and the OSMA Board Manual.

### Section 3. Removal from Office

- A. An officer who fails to perform the required duties or gives just cause for removal from office shall be removed from the office by the Executive Board. An officer whose credential has been revoked as delineated in Article VI, Section 4 shall be removed from office.

## **Article XI – Duties of Officers**

Section 1. In addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedure and/or as required by law.

Section 2. Specific duties are enumerated in the OSMA Board Manual.

Section 3. The President shall:

- A. preside at all OSMA meetings except meetings of the General Assembly;
- B. be Chair of the Board;
- C. report to the General Assembly;
- D. be ex-officio member of all teams except Nominations and teams of the General Assembly;
- E. have the power, in the event of a Team Leader vacancy, to appoint a Leader from among the members of that team, when possible.

Section 4. The President Elect shall:

- A. assume the duties of the President in the latter's absence;
- B. succeed to the office of President in the event of vacancy;
- C. appoint, subject to confirmation by the Board, Leaders of Standing Teams, except Nominations, and miscellaneous positions for the ensuing year, having secured each member's consent to serve.
- D. automatically succeeds to the office of President at the end of the term as President Elect.

Section 5. The Secretary shall:

- A. record and transcribe the minutes of all regular and special meetings of the Board, Executive Board and the General Assembly.
- B. maintain the permanent records of all regular and special meetings of the OSMA Board, Executive Board and the General Assembly.

Section 6. The Treasurer shall:

- A. be responsible for the collection and distribution of funds for OSMA.
- B. present a proposed budget based upon the average of the actual income received by the OSMA during the previous four years, for the ensuing fiscal year to be approved by the General Assembly.

Section 7. The Speaker shall:

- A. preside at the General Assembly.

C. appoint General Assembly teams to include Tellers and other teams as may become necessary.

Section 8. The Vice Speaker shall:

- A. preside at meetings of the General Assembly in the absence of the Speaker;
- B. collect year-end reports for electronic distribution to the membership, via the OSMA web page, no less than 60 days prior to the General Assembly.
- C. succeed to the office of Speaker in the event of vacancy;
- D. obtain a head count of eligible voters in the General Assembly.

Section 9. The Immediate Past President shall serve as Chair of the Past Presidents Council.

**Article XII – Boards**

Section 1. Board

- A. The Board shall consist of the Officers identified in Article VIII, the Standing Team Leaders identified in Article XIII, and the Presidents of each Chapter. Each position shall carry one (1) vote. The Parliamentarian and Professional Liaison shall serve as ex-officio member without a vote.
- B. The Board shall meet quarterly to conduct the business of OSMA. It shall meet prior to the General Assembly and following the close of the annual Conference.
- C. Special meetings of the Board may be called by the President or one-quarter (1/4) of its members.
- D. The Board shall be authorized to vote by mail, email, teleconference call, or facsimile, with the report of any actions taken verified and made part of the minutes of the next meeting of the Board.
- E. A majority of the members of the Board shall constitute a quorum.

Section 2. Executive Board

- A. The Executive Board shall consist of the Officers identified in Article XI, with one (1) vote each. The Parliamentarian shall be ex-officio member without a vote.
- B. The Executive Board shall be empowered to act, by a majority vote of its members, for OSMA between quarterly Board meetings.
- C. Meetings may be called by the President or any two (2) Officers. A documented attempt to notify all Executive Board members of such a meeting must be made.
- D. A majority of the members of the Executive Board shall constitute a quorum.

Section 3. Past Presidents Council

- A. The Past Presidents Council shall consist of the three (3) most recent Past OSMA Presidents.
- B. The Immediate Past President shall serve as chair.
- C. The Professional Liaison may be appointed to this council at the discretion of the OSMA Board.
- D. This Council shall be responsible for the selection and submission of OSMA and its members for AAMA Excel Awards.
- E. This Council shall participate on the Bylaws Team.

- F. In the event of vacancy, this Council shall solicit other Past OSMA Presidents to fill the position. Appointment shall be made by the Executive Board.
- G. This Council shall maintain an up-to-date mailing list of past OSMA Presidents.

## **Article XIII – Teams**

### **Section 1. The Teams of OSMA shall be standing, special and teams of the General Assembly.**

- A. In addition to the duties set forth in these Bylaws, Team Leaders shall perform such duties as are enumerated in the Board Manual.
- B. All standing team leaders for the forthcoming year, except Nominations, shall be appointed by the President Elect and presented to the Board at the pre-conference Board meeting.
- C. All team materials and records are the property of OSMA and shall be kept in good order. These shall be passed to the succeeding team leader at the transitional Board meeting.
- D. Team leaders shall summarize the year's progress and team's recommendations in a written year-end report. Report shall be submitted to the Vice Speaker for inclusion in the electronic distribution to the membership, via the OSMA web page.
- E. In the event of a vacancy in a Team Leader position, the President shall appoint a new Leader from the existing team members whenever possible.
- F. A majority of the members of any team shall constitute a quorum.

### **Section 2. The Standing Teams are:**

- A. Bylaws
- B. Communications
- C. Leadership & Mentoring
- D. Membership & Marketing
- E. Nominations
- F. Public Affairs
- G. Strategic Planning

### **Section 3. Duties**

- A. Bylaws – this team shall:
  - 1. review the bylaws of the OSMA annually and recommend changes.
  - 2. review the bylaws of Chapters for compliance with the Bylaws of AAMA and OSMA.
  - 3. review the Bylaws of any Chapter wishing to become a component Chapter of OSMA.
  - 4. incorporate AAMA mandated changes to bylaws and return two (2) copies to AAMA within thirty (30) days of notification. Any action taken by OSMA that is inconsistent with such mandated language shall immediately be null and void.
  - 5. have Past Presidents Council members serve as members of this team.

6. have the Parliamentarian be ex-officio member without a vote.

B. Communications –this team shall:

1. manage the OSMA website: [www.onlineosma.org](http://www.onlineosma.org), the OSMA Facebook pages, and any other social media (Linkedin, Twitter) if added
2. manage the inquiry line email ([info@onlineosma.org](mailto:info@onlineosma.org)) by responding to messages or forwarding messages to the appropriate OSMA Board member within at least 15 days.
3. prepare an annual postcard, containing dates and locations of all OSMA events for the next calendar year, to be distributed to all members of OSMA via USPS during the last week in December of each year.

C. Leadership & Mentoring – this team shall:

1. coordinate coaching and training opportunities for all members.
2. create, update, and maintain currency of documents included in the leadership manual.

D. Membership & Marketing

1. This team shall be responsible for the retention and recruitment of OSMA members.
2. This team's subcommittees shall include Speakers Bureau and Certification.
  - a. Speakers Bureau shall maintain an out-reach program promoting the CMA (AAMA) credential.
  - b. Certification shall provide assistance to members for recertification of the CMA (AAMA) credential.

E. Nominations

1. The members of this team and the Team Leader shall be elected in accordance with Article IX, Section 1 of these Bylaws.
2. The Nominations Team shall be responsible for soliciting, screening and presenting a slate of nominees for each elected position, except this team's members, by Winter Quarterly Board meeting.
3. This team shall prepare the ballots for the elections at the annual conference.

F. Public Affairs – this team shall:

1. be the public voice of OSMA.
2. respond to all inquiries regarding Scope of Practice, Right to Practice and other issues.
3. refer to the Executive Director of AAMA, all inquiries of a legal nature or that require further explanation.

G. Strategic Planning – this team shall:

1. evaluate the needs of OSMA and incorporate them into the strategic plan.
2. oversee compliance with current strategic plan.
3. provide support to other teams and positions striving to achieve set goals.

Section 4. Special Teams

- A. Special (ad hoc) teams shall be appointed by the President to perform a special function or task subject to approval by the Board.
- B. Such a team shall confine its work to the purpose for which it was established and shall submit a report to the House of Delegates.
- C. Special teams shall serve until their function is complete or until dissolved.

Section 5. General Assembly Teams

A. Tellers – this team shall:

1. be appointed by the Speaker who also designates the team chair;
2. be responsible for the distribution, collection and counting of ballots during the General Assembly.
3. not be voting members of the OSMA General Assembly
4. total an odd number not fewer than three (3).

**Article XIV – General Assembly**

Section 1. The governing body of the OSMA shall be a General Assembly. It shall determine the policies of OSMA, amend the bylaws, act upon such other business as may come before it and conduct the elections of officers, delegates and alternate delegates to the AAMA House of Delegates, the Nominations Team leader and members.

Section 2. Voting Members

- A. The voting members of the General Assembly include every current member of Oregon Society Medical Assistants (except Honorary), with each individual being entitled to one (1) vote .
- B. The Conference Planning Team [hosting chapter] will identify the OSMA members eligible to vote during the General Assembly and provide each member with a voting card.
- C. A Quorum shall be three (3) percent of the OSMA membership, based on the membership numbers provided by the AAMA, as of March 1 of the current year.
- D. A Parliamentarian shall be present and will determine if the quorum is met following the count of members in attendance.

## **Article XV – Meetings**

Section 1. The OSMA shall hold an annual conference between April 1<sup>st</sup> and May 15<sup>th</sup>, the exact time and place determined by the hosting Chapter. During the annual conference, a General Assembly shall be conducted.

Section 2. All current OSMA members may attend the General Assembly and participate in the proceedings, discussions and voting.

Section 3. The OSMA Board shall meet no less than five (5) times per year.

- A. The Board meetings shall be held prior to the General Assembly, following the General Assembly, and once each during the summer, fall and winter quarter.
- B. All current OSMA members whose credential has not been revoked as delineated in Article VI, Section 4, may attend and participate in the proceedings and discussions of the Board.
- C. Only eligible voting members of the Board may cast votes.

Section 4. The Board may call a special meeting of the General Assembly by attempting to notify every current member of OSMA via US Postal Service, email, or telephone.

Section 5. Education shall be scheduled by the hosting chapter in conjunction with the Board meetings held in winter and fall. The President selects the date and location of the summer Board meeting. Education in conjunction with the summer Board meeting is optional.

Section 6. Proceeds, after expenses, from OSMA sponsored meetings shall be distributed as follows: one-half to the hosting Chapter and one-half to the OSMA general fund. If a deficit is incurred by the hosting Chapter, the Chapter may request assistance from the OSMA general fund, not to exceed 50% of the shortfall.

## **Article XVI – Representation to the AAMA Conference**

Section 1. The OSMA shall be entitled to two (2) delegates for the first one hundred (100) active and associate members or fraction thereof, plus one (1) delegate for each additional four hundred (400) active and associate members or fraction thereof.

Section 2. Delegates and alternates shall be Active or AAMA Life members whose membership has not been revoked as delineated in Article VI, Section 4, and have been a member of OSMA for no fewer than three (3) years. A delegate must have served at the Chapter level as an elected officer or at the Society level as an elected OSMA Officer and must have attended the OSMA House of Delegates or General Assembly no fewer than two (2) times.

Section 3. Determination for the number of delegates shall be the total number of active and associate members of OSMA for the previous membership year. Alternates shall be those who ran for the position of Oregon Delegate but did not receive a majority of the votes from the voting members at the annual House of Delegates meeting.

Section 4. The names and addresses of the Oregon Delegates and alternates to the AAMA House of Delegates shall be submitted to the AAMA Executive Office at least ninety (90) days prior to the AAMA House of Delegates.

Section 5. In the event OSMA is unable to be represented by a full complement of delegates to which it is entitled, it may assign proxy votes to another elected delegate. Such proxies shall be submitted in writing and shall be signed by the President and Secretary of OSMA to be verified by the AAMA Credentials Chair.

Section 6. The OSMA President and President Elect shall attend the AAMA House of Delegates as the first two (2) Delegates from Oregon. In the event the President or President Elect is unable to attend, the order shall be as follows: 1) Secretary, 2) Treasurer. If one or more is unable to attend, an elected alternate delegate shall attend in the officer's/delegate's place.

Section 7. All other Oregon Delegates shall be elected by plurality vote of the OSMA. An equal number of delegates and alternate delegates shall be elected. If an elected delegate is unable to attend the AAMA House of Delegates, the candidate receiving the next plurality vote shall become the delegate.

Section 8. Delegate expenses to the next AAMA Conference shall be approved in the annual budget by a majority vote of the OSMA General Assembly. All expenses above the budgeted amount shall be approved by a majority vote of the Board. Except under confirmed emergency situations, the delegate will be expected to refund any and all advanced funds, if the delegate does not attend the AAMA House of Delegates meetings. Because delegates are expected to represent OSMA at the entire Conference, per diem, including meals and lodging, will be paid to delegates only for one (1) day of travel each way and on days the delegate attends education and other non-meal functions or meetings associated with the Conference. See OSMA Board Manual for expanded responsibilities.

#### **Article XVII – Parliamentary Authority**

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the OSMA in cases to which they are applicable and in which they are not inconsistent with the Bylaws or Standing Rules of OSMA.

#### **Article XVIII – Amendments**

Section 1. These Bylaws may be amended at any annual meeting of the eligible voting members of the OSMA General Assembly with a two-thirds (2/3) vote, provided the proposed amendment(s) have been submitted in writing to the voting members no less than thirty (30) days prior to the meeting at which they are to be considered.

Section 2. The Board Manual may be changed without prior notification by a two-thirds (2/3) vote of the eligible voting members of the OSMA Board.

#### **Article XIX – Conformity**

No provisions of the OSMA Bylaws shall be in conflict with those stipulated by the AAMA.



## **Appendix A**

### **Definition of the Profession**

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

### **Code of Ethics**

The code of ethics of the Oregon Society of Medical Assistants, hereinafter referred to as OSMA, shall set forth principles and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

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

- A. Render service with full respect for the dignity of humanity;
- B. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information;
- C. Uphold the honor and high principles of the profession and accept its disciplines;
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues;
- E. Participate in additional service activities aimed toward improving the health and well-being of the community.

### **Creed**

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

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

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

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.