

BY LAWS

NSMA

AFFILIATED WITH THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

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CODE OF ETHICS

The Code of Ethics of the American Association of Medical Assistants (AAMA), Inc. and Nebraska Society of Medical Assistants (NSMA) shall set forth principles of ethical and moral conduct as they relate to the medical profession and the practice of medical assisting.

Members of the AAMA and NSMA 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 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 employment 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 in 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.

ARTICLE I - NAME

The name of this organization shall be Nebraska Society of Medical Assistants, hereinafter known as NSMA. It is a constituent society affiliated with the American Association of Medical Assistants Inc. (AAMA).

ARTICLE II - OBJECTIVES/PURPOSE

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

ARTICLE III - ORGANIZATIONAL POLICY

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

ARTICLE IV-MEMBERSHIP

Section 1 - Member Classes

There shall be 6 classes of membership on the society level: Active, Affiliate, Associate, Member-At-Large, Student, and Sustaining (honorary and life membership categories are optional).

- A. Membership in a component chapter, a constituent society and AAMA shall be required (except for honorary members), unless there is no component chapter in the area.
- B. No other membership or quasi-membership classes shall be permitted by this society or a component chapter of this society.
- C. An individual, other than life or honorary member, may not belong to a component chapter without also belonging to this society and AAMA. If there is no component chapter, the member shall be considered a "member at large" and may belong to the AAMA and the constituent society without belonging to a component chapter.

Section 2 - Qualifications

- A. Active -An active member shall be one of the following:
 1. A credential Medical Assistant holding current status through a National Commission for Certifying Agencies(NCCA)- accredited certification program and whose credential has not been revoked as provided by the respective credentialing body.
 2. Anyone who was an active member on December 31, 1987, who has never been a CMA(AAMA) and who has maintained continuous Active Membership. Continuous Active membership shall be defined as having dues postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).
- B. Sustaining: Anyone who has been an active or associate member for at least two years and who has retired from medical assisting is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- C. Associate member:
 1. An associate member shall be a medical assistant who is not yet a CMA (AAMA) and who does not fall under any other category.

- D. Student -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. Affiliate member: 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.
- F. Member-at-Large- A member-at-large is one who meets all the qualifications of active, associate, affiliate, student, and sustaining 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. All rights and privileges of membership in this society shall be given to active and life members. Only members who are CMA (AAMA) may be candidates for office, unless otherwise specified by state society bylaws.
- B. Sustaining members shall not vote, hold office, chair committees or serve as delegates to the society's General Assembly, unless otherwise specified by society bylaws.
- C. Associate members may not vote, hold office, chair a committee or serve as delegates, unless otherwise specified by society bylaws.
- D. Student members may not vote, hold office, chair a committee or serve as delegates (unless specified by society bylaws).
- E. Honorary members may not vote, hold office, chair a committee, or serve as delegates.
- F. Affiliate members may not vote, hold office, chair a committee, or serve as delegates.

Section 4 - Revocation

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

Section 5 - Member in Good Standing

A member in good standing is one whose: a) dues are not delinquent, b) financial obligations to the organization have been met, c) actions are in conformance with the bylaws and Code of Ethics of AAMA/NSMA and d) whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (AAMA) (see www.aama-ntl.org).

ARTICLE V - DUES

Section I. Annual society dues for all classes of members shall be fixed by the General Assembly upon recommendation by the Board of Directors. 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 student members.
- D. Honorary and Life members are not required to pay dues.

Section 2 – Dues for new members joining on or after September 1 shall be credited to the following year.

Section 3 - To serve and continue to serve as a Delegate or 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). Officers and trustees must maintain current membership during their terms of office.

Section 4 - Constituent societies shall offer reciprocity to members transferring membership from a state society and/or component chapter. The transferring member shall present proof of current AAMA membership.

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

ARTICLE VI - OFFICERS AND QUALIFICATIONS

Section 1 - Officers

- A. Elected officers shall be as follows: President, Vice President, Secretary, Treasurer, Speaker, Vice-Speaker, and Immediate Past President.
- B. Appointed officers will be chair of Standing and Special committees.

Section 2 - Qualifications and Eligibility

- A. To be a candidate member shall be an Active member in good standing.
- B. Shall have served as a committee chair for 2 full terms in the previous 3 years.

ARTICLE VII – TERMS, VACANCY AND REMOVAL

Section 1 - Terms

- A. The elected officers shall be chosen by ballot vote during the Annual Meeting of the General Assembly to serve for one year or until successors are elected, except for the Treasurer, who shall serve for two years. The term of office shall begin at the close of the annual meeting at which they are elected.
- B. No retiring President may be re-elected to the office of Vice-President until after a lapse of one (1) year, so they may serve as Immediate Past President.

Section 2 - Vacancy

- A. Vacancy in the office of President shall be filled by the Vice President. If there is a vacancy in the office of Speaker of the House, the Vice Speaker shall become Speaker of the House.
- B. A vacancy in an elected office shall be filled by ballot vote of the Board of Directors within 30 days.
- C. A vacancy of a committee chair shall be filled by the President within 30 days.

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 by the Board of Directors.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1 – Duties

- A. Officers shall perform such duties as are prescribed by these Bylaws and are consistent with standard parliamentary procedures adopted by this society.
- B. Specific duties are enumerated in Appendix A.

ARTICLE IX – BOARD OF DIRECTORS

Section 1 – Board of Directors will consist of

- A. President, Vice-President, Secretary, Treasurer, Speaker, Vice-Speaker, and Immediate Past President and the Chairs of all Standing Committees. The State President shall be the chair.

Section 2 - Each of these shall be voting members of the Board of Directors.

- A. If a Board of Director member has a position as a committee chair or member, only one (1) vote will be considered for a quorum.

Section 3 – Meetings of the Board of Directors

- A. Date, time and place scheduled as needed and determined by the President and Board of Directors.
- B. Board of Directors and committee chairs are expected to attend all meetings and provide a written action report at each meeting. Reports should be sent out to the board 7 days before the meeting with the exception of the Treasurer report which should be 2 days before meeting.
- C. There shall be a minimum of three meetings a year: post-conference, pre-conference and the other(s) as designated by the Board of Directors. Meetings may be called by the President or by request of three members of the Board of Directors.

Section 4 – Majority

- A. A majority of the members of the Board of Directors shall constitute a quorum. Majority will be defined as one half plus one.

Section 5 - Business of the Society

- A. Transact necessary business of the Society between the Annual Meeting of the General Assembly.

Section 6 – Vacancies

- A. Shall approve vacancies in any office, chair of standing, or special committees.

Section 7 – Duties

- A. Shall designate the amount of the surety bond covering the treasurer.
- B. Shall adopt and/or amend Standing Rules following annual reviews and as needed.
- C. Shall approve the Vice-President's appointment of the State Medical Advisory Board.

ARTICLE X- COMMITTEES

Section 1 – Committee Chairs

- A. There shall be the following Standing Committees appointed by the incoming President: Annual Conference, Archive, Awards, Budget and Finance, Bylaws and Standing Rules, Procedure Manual, Membership, Public Policy, Public Relations, Social Media, and Website.
- B. Shall have the option to add society members to assist and mentor in committee duties with BOD approval.
- C. Shall send copies of official correspondence to the President and Vice President.
- D. Shall prepare written reports for all Board of Director meetings and for the Annual Meeting of the General Assembly. Reports shall be sent to all Board members 7 days before meeting.

Section 2 - Special committees

- A. Chair for Special committee may be appointed for a function or task and will remain active until their function is completed and/or dissolves upon the completion of their responsibility. If that chair has another position or is on the Board of Directors, only one (1) vote will be considered for a quorum.

Section 3 – Qualifications

- A. Shall be an Active member in good standing.

Section 3 –Removal as Committee Chair

- A. A Chair who fails to perform the required duties, or gives just cause for removal for office, shall be removed by the Board of Directors.

Section 4 – List and Duties for Standing and Special committees

- A. The List and Specific duties are enumerated in Appendix B.

ARTICLE XI - GENERAL ASSEMBLY

Section 1 – Governance Body of NSMA

- A. This Society shall be governed by the General Assembly and shall have the authority to determine the policies of NSMA, to amend bylaws, to conduct the elections of officers, delegates and alternates to the AAMA Annual Conference and act upon other business.

Section 2 – Meetings of the General Assembly

- A. The Annual Meeting of the General Assembly will convene annually in the spring. The date, time, place and agenda will be determined by the Board of Directors.
- B. Other meetings of the General Assembly may be called by the Board of Directors by two thirds (2/3) vote.

Section 3 - Appointments

- C. The Speaker of the General Assembly shall preside over the meetings and shall appoint such committees as necessary to perform the business of the General Assembly.

Section 4 – Qualifications and Eligibility

- A. To vote and/or address the General Assembly, an individual must be an Active member as determined by the Membership Chair.

Section 5 – Quorum

- A. A majority of the voting members shall constitute a quorum.

ARTICLE XII - NOMINATIONS, ELECTIONS AND VOTING

Section 1 – Nominations

- A. Vice Speaker shall serve as Chair of the Nominating committee.
- B. Nominations for elected officers with their qualifications and written consent to serve shall be submitted by the Nominating Chair to the Board of Directors no later than 60 days prior to the Annual Meeting of the General Assembly.
- C. The slate of nominees and their qualifications shall be posted on the NSMA website no later than 30 days prior to the General Assembly.
- D. Additional nominations may be made from the floor provided the nominees comply with the eligibility requirements in Article VI, Section 2.

Section 2 - Elections

- A. Election of officers shall be held during the Annual Meeting of the General Assembly
- B. Elections shall be by written ballot. The candidate receiving the majority of votes cast for each office will be elected.
- C. If a state of emergency precludes the holding of the Annual Meeting of the General Assembly Annual Meeting, the Board of Directors shall supervise and conduct an election by mail.

Section 3 – Voting

- A. NSMA Active members who are present are eligible to cast a vote at the Annual Meeting of the General Assembly.

ARTICLE XIII -AAMA HOUSE OF DELEGATES

Section 1

- 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 for one year from the opening of the House of Delegates for the year elected until the opening of the House of Delegates the following year.

- D. The names of delegates and alternates shall be submitted to the Executive Office at least 90 days prior to the annual meeting of the House of Delegates.
- E. Constituent societies not in conformity with the mandated sections of the AAMA Bylaws 30 days prior to the opening of the AAMA House of Delegates shall not be allowed delegate representation at the AAMA House of Delegates.

Section 2

- A. NSMA Delegates and Alternates shall be Active or AAMA National Life members whose membership has not been revoked, as delineated in Article VI, Section 4.
- B. Elections of NSMA Delegates and Alternates are conducted at the Annual Meeting of the General Assembly. The President and Vice President are the first two delegates. The total number of delegates is mandated by AAMA. The next delegate(s) and/or alternate(s) are ranked accordingly to votes cast during the General Assembly. The total number of delegates/alternate(s) will be determined annually by the Board of Directors at the fall meeting.
- C. NSMA Delegates and Alternates shall be elected to serve from the opening of the AAMA House of Delegates for the year elected until the next convening of the AAMA House of Delegates.
- D. An itemized expenditure report from the NSMA Delegates and Alternates is due within 30 days of close of AAMA Conference.
- E. Candidates for NSMA Delegate/Alternate must have attended at least one NSMA Conference and one General Assembly in its entirety. Candidates shall have served as a NSMA officer and/or Committee Chair for two full terms and have served within the last three years. Candidates will be an NSMA Officer or Committee Chair in the year of Delegation.
- F. NSMA Delegate/Alternate will submit a written report to the NSMA General Assembly and must abide by the established Standing Rules.
- G. Names of delegates and alternates shall be submitted by the President to the AAMA Executive Office at least 90 days prior to the Annual Meeting of the House of Delegates.

ARTICLE XIV NSMA MEDICAL ADVISORY BOARD

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

Section 1. Duties

- A. Shall be familiar with and promote the goals and objectives of NSMA.
- B. Shall encourage membership and certification awareness through direct endorsements and by acting as the NSMA liaison with the Nebraska Medical Association.
- C. Shall provide guidance in continuing education program planning and speak at workshops /seminars as requested.

D. Shall serve on the panel of judges for the NSMA Medical Assistant of the Year Award.

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, and most current edition shall govern this Society in all cases to which they are applicable.

ARTICLE XVI- AMENDMENTS

These Bylaws may be amended at any NSMA Annual Meeting of the General Assembly by a two-thirds (2/3) vote provided the proposed amendments have been submitted in writing to the Bylaws Chair and have been posted on the NSMA website at least thirty (30) days prior to the Annual Meeting of the General Assembly.

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 (members) attending a meeting of the membership for this purpose of dissolution shall approve and designate.

Section 2. The Nebraska State Society shall notify the AAMA Executive Office of its dissolution within ten (10) days of the meeting at which dissolution is approved by the society membership. A final accounting of finances shall be due in the AAMA Executive Office no later than 90 days after said constituent society is dissolved.

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. No funds are to be distributed to any member or officer of the Nebraska State Society of Medical Assistants. After all liabilities are paid, any remaining funds are to be donated to a charitable organization.

Approved by the NSMA HOD June 2020

NEBRASKA SOCIETY OF MEDICAL ASSISTANTS

APPENDIX A

DUTIES OF OFFICERS

Section 1 - Duties

A. PRESIDENT

1. Present agenda with items of business to discuss at Board meetings.
2. Call and preside at all meetings of the Board of Directors.
3. Serve as ex-officio on all committees, except the Nominating Committee.
4. Appoint chairs for Standing and Special Committees.
5. Fill committee chair vacancies with the approval of the Board of Directors.
6. Attend AAMA National Conference as a Delegate.
7. Distribute AAMA correspondence to Board of Directors.

B. VICE-PRESIDENT

1. Assist the President throughout the year.
2. Assume the duties of the President in their absence.
3. Attend to the Office of President at the end of the term.
5. Shall select the three-member NSMA State Medical Advisory Board, Standing Committee Chairs, and Appointed Officer(s) for the upcoming year, subject to Board approval at the post-conference Board meeting.
6. Shall automatically serve on the Bylaws Committee.

C. IMMEDIATE PAST PRESIDENT

1. Assist President and Vice President with their duties.
2. Maintain contact list of past Presidents.
3. Send greeting cards to Past Presidents.
4. Automatically serve on the Bylaws Committee and in case of a vacancy will assume the duties of the Bylaws Chair.

D. SECRETARY

1. Document and transcribe minutes of all meetings of the Board of Directors and the General Assembly.
2. Submit a copy of the minutes of all meetings to each BOD member within 14 days of the meeting.
3. Submit a copy of the General Assembly minutes to the BOD within 30 days of the meeting.
4. Shall be custodian of important documents and property of the Society to include stationery.

E. TREASURER

1. Shall have the responsibility of all monies and bonds of the Society.
2. Shall keep a detailed account of the receipts and disbursements of the Society.
4. Shall present treasurer report and comparison reports at Board of Directors meetings and General Assembly Meeting.
5. Shall be a member of the Budget and Finance Committee.
6. Shall be under a surety bond in the amount to be fixed by the Board of Directors, paid by NSMA.

F. SPEAKER

1. Shall preside at all General Assembly meetings.
2. Shall appoint the Credentials Committee Chair of the General Assembly.
3. Shall prepare and distribute or post on website a General Assembly meeting packet (30) days prior to the Annual Meeting.
4. Shall appoint four tellers, one timekeeper, two pages and two credentials committee members for the Annual Meeting of the General Assembly and other committees as necessary for the organization and operation of the meeting.

G. VICE SPEAKER

1. Shall assist the Speaker throughout the year.
2. Shall assume the duties of the Speaker in their absence.
3. Shall automatically succeed to the office of Speaker at the end of the term.
4. Shall contact members for nominations for state officers and delegates to the National Conference.
5. Shall screen and examine all nominees for eligibility and notify each qualified candidate of their nomination. Nominees must submit written acceptance and a copy of their vitae.
6. Shall submit a slate of verified candidates and required documents to the Speaker 60 days before the Annual Meeting for inclusion in the General Assembly packet.
7. Shall prepare and present the official ballot of candidates for the Annual Meeting of the General Assembly and verify qualifications of nominees submitted from the floor. Any candidate so nominated must meet the same qualifications; obtain written acceptance and approval required for all nominees.

NEBRASKA SOCIETY OF MEDICAL ASSISTANTS

APPENDIX B

DUTIES OF COMMITTEES

A. ANNUAL CONFERENCE

1. Consists of the Chair and other society members as needed.
2. Shall organize the Annual State Conference as outlined in the Procedure Manual, under the supervision of the Board of Directors.

B. ARCHIVES

1. Shall maintain NSMA History and the lists of Past Presidents terms and Medical Assistant of the Year.
2. Shall photograph activities at events and meetings.
3. Shall keep Proclamations received during the Annual Meeting of the General Assembly.

C. AWARDS

1. Shall manage the NSMA Medical Assistant of the Year Award, NSMA Special Recognition Certificates, Student Scholarship Applications, Membership Grant Applications, and entries for the annual AAMA EXCEL awards.
2. Shall recognize newly certified and recertified CMAs (AAMA) with congratulatory letter at the Annual Conference.

D. BUDGET & FINANCE

1. Shall be composed of the Chair and the Treasurer.
2. Shall have general supervision of the finances of NSMA and financial policies, subject to approval of BOD with the fiscal year running from the close of the General Assembly one year to close of the next General Assembly.
3. Shall prepare an Annual Operating Budget and Annual Conference budget to be proposed at the Fall BOD meeting with final approval by the BOD at the NSMA PreConference Board Meeting. The budget, as approved by the BOD, shall be provided to the General Assembly for its information.
4. Shall audit the accounts of the Society annually following the close of the fiscal year with
a committee composed of the Chair and two other members from the BOD with the Treasurer in attendance for consultation. Prepare a copy of the audit for the BOD.

E. BYLAWS & STANDING RULES

1. Shall review Bylaws and make recommendations.
2. Shall submit recommendations to the Speaker 60 days prior to the Annual Meeting of the General Assembly.
3. Shall advise the State Board on points of order and proper parliamentary procedure according to the Bylaws of this Society and *Robert's Rules of Order Newly Revised* at all Board of Director and General Assembly meetings.
4. Shall be responsible for updating the Bylaws following the Annual Meeting of the General Assembly. The President and Speaker should examine for accuracy. Amended editions of the Bylaws are to bear the date of revision and the name of the Bylaws Committee Chair.
5. Shall monitor AAMA mandated Bylaws changes with a copy of the revised Bylaws

returned to AAMA within 30 days of notification. A letter of compliance will be returned and is required to allow Nebraska delegates to sit at the AAMA House of Delegates.

F. PROCEDURE MANUAL

1. Shall maintain the NSMA Procedure Manual and ensure uniformity of forms and documents.

G. MEMBERSHIP

1. Shall obtain AAMA list of all CMA members, Associate, Student members and non-members.
2. Shall promote ways and means of increasing the membership.
3. Shall maintain files to include a mailing roster of medical assisting programs.

H. PUBLIC POLICY

1. Shall keep the members of this Society informed on proposed state and federal legislation pertaining to the medical and allied professions.
2. Shall recommend policy and action concerning state and federal legislation.
3. Shall communicate with and solicit support for this Society from the AAMA and the Nebraska Medical Association.
4. Shall establish and maintain a working relationship with the Nebraska county medical societies.

I. PUBLIC RELATIONS

1. Shall coordinate efforts at building a program which will broaden the contacts of this Society
2. Shall interpret the objectives of the AAMA, through communications to direct press, radio, and television media of the state, and encourage chapters to do likewise.
3. Shall participate in acquainting the general public with functions and services of the NSMA and AAMA.
4. Shall prepare publicity statements for release to the media at the time of conference and meetings of the Board of Directors.
5. Shall obtain Governor Proclamation for the Annual Meeting of the General Assembly.

J. SOCIAL MEDIA COMMITTEE

1. Shall maintain the Facebook Page.
2. Shall post monthly updates on medical observances.
3. Shall post Annual Conference information.
4. Shall post other updates as directed by the BOD.

K. WEBSITE COMMITTEE

1. Shall maintain website by providing information designed to enhance the value of NSMA membership to members and non-members.
2. Shall update website at the beginning of each term, as needed, and in a timely manner.
3. Shall provide links to AAMA website and other pertinent websites as directed by the Board of Directors.

4/28/2023

NSMA STANDING RULES

Section I: GENERAL

1. Amendments to the Standing Rules approved by the BOD are presented to the members annually at the General Assembly held during the NSMA annual conference.
2. No smoking, alcohol, mind altering substances, disruptive or inappropriate behavior will be allowed / tolerated at educational functions or business meetings. Members will be asked to leave if suspected of using any of these substances or if they are exhibiting this behavior. This decision will be made by a quorum of the Board of Directors with a 2/3 majority vote.
3. All written materials of NSMA shall use gender neutral wording.
4. All committees and officers shall have a Procedure Notebook with the duties of that particular committee or office, and contents may be destroyed after seven (7) years except for the Secretary's book.
5. NSMA dues are assessed by the AAMA and may be changed by NSMA and/or the AAMA HOD.
6. The NSMA checking and investment accounts will be maintained in a FDIC branch bank recognized statewide in the name of the NSMA (such as the Great Western Bank).
7. In an emergency, Standing Committee Chairs have the authority to appoint another active member from the same State level committee to attend a BOD meeting in their absence and have the same voting power. In this situation, a note from the Chair must be sent to the NSMA President in advance with the name of the replacement member.
8. NSMA Donation Policy: It is the policy of NSMA (when funds allow) to donate annually to the AAMA Maxine Williams Scholarship Fund and the AAMA Conference Education Fund. All other charitable solicitations for NSMA funds must come before the BOD for prior approval.
9. The Adjunct Mailing Lists supplement the NSMA membership list that is supplied by AAMA and include:
 - a. The Membership Chair maintains a roster, obtained from AAMA, to include the names and demographics for CMA (AAMA) nonmembers for two years following certification, medical assisting school program directors in Nebraska and the current Nebraska Medical Society Executive Secretary.
 - b. The Immediate Past President maintains a demographic list of all Past Presidents and members of the Past President's Society.

- c. The Public Relations Chair maintains a list of Nebraska newspapers and mass media titles with addresses and specific contact names when available.

10. NSMA BOD Approved Courtesy Mailings:

Annual Conference Registration (sent by the Annual Conference Chair)

- Neighboring State Presidents
- NSMA Past State Presidents

11. Courtesy NSMA Conference Invitations:

Annual NSMA Conference Installation/ Awards Ceremony:

- Incoming President (2)
- Medical Advisory Board (1)
- Past NSMA Presidents (1)
- Scholarship winner (2)

Annual NSMA Conference Registration:

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

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

13. NSMA Officers and Committee chairs will be reimbursed for copies made from home computer applicable to duties of that office/committee. Members will be reimbursed at 10 cents for single side and 15 cents for double sided copy. Member will need to submit a voucher request form for reimbursement to be approved by the Board. Printer cartridges will not be reimbursed.

Section II: NSMA CONFERENCE

1. The Vice President obtains from the Treasurer, a President's pin, has it appropriately engraved and presents it to the outgoing President at the NSMA conference.
2. Conference Chair sees that the annual NSMA conference registration material is sent to all surrounding states accompanied by a letter of invitation.
3. The NSMA conference registration fee for nonmembers shall be (at a minimum) the cost of tri-level AAMA membership plus the conference registration fee that is set for members. The NSMA conference registration fee for student members shall be the cost of meals.

4. The NSMA General Assembly packet shall include the reports written by the delegates/alternates to the previous AAMA conference.
5. For NSMA Conference refund policy, contact the NSMA Conference Chair. Refunds requested before NSMA conference deadline will receive a full refund. Conference chair must be notified within 10 business days of end of conference for any other refund requests to be approved by the board. Refunds will be subject to a \$50 administrative fee.

Section III: AAMA CONFERENCE

1. All delegates/alternates to the AAMA annual conference are expected to attend all NSMA BOD meetings following their election. In addition, mandatory attendance by all delegates/alternates is required at a special meeting called by the Chair of the Delegates following the annual NSMA General Assembly.
2. Delegates/alternates are expected to study and be familiar with the entire AAMA Delegate Packet prior to mandatory attendance at the NSMA BOD meeting held just prior to the AAMA conference. At this meeting, delegates/alternates should facilitate an open discussion regarding pertinent information contained in the packet including highlights of year end reports, bylaws proposals, resolutions and nominations. Issues requiring a vote should be discussed and a majority opinion formed. Delegates represent NSMA when voting but decisions should be based on the general welfare of AAMA, NSMA.
3. Delegates/alternates are to be registered for the entire conference and in attendance prior to the opening session and remain until the end of conference. Delegates/alternates are expected to arrive at all functions at the scheduled start time.
4. Attendance is required for all delegates/alternates at the AAMA House of Delegates (HOD) including the Reference Committees and Meet the Candidates, AAMA Board of Trustees, (BOT) meetings held during the conference, the State Leader's meeting, the Excel Awards, HOD Orientation for Delegates/Alternates, and the President's Luncheon/Banquet.
5. The AAMA conference agenda will be reviewed annually by both the NSMA BOD and the delegates/alternates at the post conference and/or summer board meetings. Required attendance at leadership training functions and sessions beneficial to NSMA will be reviewed and determined at that time. Delegates/alternates may be called upon at any time during the annual meeting; therefore, the delegation should be prepared to forego other activities if necessary.
6. Delegate/alternate participation in personal educational sessions at the AAMA conference is encouraged but at the selection of the individual and must not conflict with other mandatory attendance requirements unless excused in advance by the BOD.
7. At times there are last minute changes to the AAMA conference agenda. The Chair of the Delegates is in charge of making on site decisions affecting delegate/alternate duties.
8. Delegates/alternates are elected for a period of one year from the opening of the AAMA HOD until the next opening of the HOD and must be familiar with NSMA and AAMA Bylaws.

9. Delegates/alternates need to be familiar with parliamentary procedure as it pertains to the election of officers, amendments to bylaws, the presentation of resolutions and other business in the AAMA HOD.
10. Alternate delegates must be as well prepared as the delegates since they may need to assume the duties of the delegate at any time. If an alternate delegate must replace a delegate, the parties involved should contact the AAMA Speaker of the House and the Credentials Committee Chair immediately.
11. Delegates and Alternates are to submit a written report following the AAMA conference and is due in 60 after conference. This report is to be sent to all BOD members and will be published in the General Assembly packet.
12. The expense allotment for delegates/alternates will be determined each year during the summer NSMA BOD. Total reimbursed expenses must be kept within the budgeted amounts. If an employer pays any/all of the conference expenses (including registration) this amount will not be duplicated for reimbursement.
13. Reimbursement requests must be itemized on the NSMA Travel Expense Voucher with original receipts attached and submitted to the NSMA Treasurer within 30 days after the close of the conference. Voucher forms are available from the Treasurer. A committee composed of the Treasurer, Budget & Finance chair, and Immediate Past President (or a third member who did not attend the conference) will audit receipts and report back to the BOD.
14. If a delegate/alternate to the AAMA conference does not fulfill the duties and responsibilities of the position, the BOD will consider the option of requesting a refund from the delegate/alternate, not approving expenses for reimbursement and/or disqualifying the member from this position for future years.
15. Delegates and Alternates will receive half of the allotted amount for the AAMA Conference at the post conference meeting in order for them to make travel arrangements. The other half will be given at the NSMA BOD meeting prior to the AAMA conference. NSMA Travel Advance forms will be filled out for both payments prior to receiving any check Any advanced payment in excess of the actual expenses incurred must be returned to NSMA within 30 days. Forms are available from the NSMA Treasurer.
16. Not only are the delegates/alternates required to attend certain functions at the AAMA conference, they are also expected to share information with NSMA on their return and actively participate on the NSMA BOD in the year that they are elected.
17. The NSMA President will present a card to the incoming AAMA President with a note that a \$25.00 donation to a charity/group of the AAMA President's choice. This is presented to the new AAMA President at the end of the installation ceremony with the rest of the delegation present.

Revised 4/28/2023