



**TEXAS
SOCIETY OF
MEDICAL
ASSISTANTS**
*Helping Physicians
Care for Texans*



TSMA BYLAWS 2020-2021

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1 **ARTICLE I - NAME**

- 2
- 3 A. This organization shall be named the Texas Society of Medical Assistants and shall be an affiliate
4 member of the American Association of Medical Assistants.
- 5 B. Hereinafter in this document the Society shall be referred to as TSMA.
- 6 C. All official documents and correspondence shall be "Texas Society of Medical Assistants, affiliated with
7 the American Association of Medical Assistants".
- 8 D. Hereinafter in this document the American Association of Medical Assistants shall be referred to as
9 AAMA.

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11 **ARTICLE II - PURPOSE AND OBJECTIVES**

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14 The purpose of TSMA is to enable medical assisting professionals to enhance and demonstrate the knowledge,
15 skills and professionalism required by employers and patients; protect medical assistants' right to practice;
16 and promote effective, efficient health care delivery through optimal use of multi- skilled Certified Medical
17 Assistant® (CMA (AAMA) s). The objectives of TSMA are to:

- 18
- 19 A. Advance professionalism and continuing education for all medical assistants.
- 20 B. Assist and encourage the organization of local medical assistants into component chapters of TSMA
21 whose aim shall be to hold educational meetings for the benefit of all members.
- 22 C. Inspire its members to render honest, loyal and more efficient service to their employer and to the
23 public that they serve.
- 24
- 25

26 **Article III - ORGANIZATION POLICY**

27

28 TSMA is hereby declared to be not for profit. It is not, nor shall it ever become, a trade union or collective
29 bargaining agency. Any member or members attempting to organize as such hereby automatically forfeit their
30 membership. No person otherwise qualified for membership in this organization shall be denied membership.
31 Exception: That no person who participates in activities of organizations whose purpose is to overthrow the
32 government of the United States shall be a member of this organization.

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35 **ARTICLE IV - AFFILIATION**

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37 TSMA shall operate as a constituent society affiliated with the AAMA. All provisions of the bylaws of AAMA
38 shall, so far as applicable, be an integral part of the bylaws of TSMA.

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40 **ARTICLE V - COMPONENT CHAPTERS**

- 41
- 42 A. Component chapters shall be known as "_____ Chapter of Medical Assistants", affiliated with the
43 Texas Society of Medical Assistants and the American Association of Medical Assistants.

- 44 B. Component (Local) Chapters are those county or district chapters of medical assistants within the
45 geographic limits of a Constituent Society. The Component Chapters shall be under the jurisdiction of
46 that Constituent Society. **Annual chapter dues for all classes of members shall be fixed by the state**
47 **society.**
- 48 C. A medical assistant's chapter in the State of Texas with enough members to fill all offices, and eligible
49 for membership in TSMA, may apply for membership by forwarding to the Vice President of TSMA the
50 following:
- 51 1. Letter of intent
 - 52 2. Proposed chapter bylaws
 - 53 3. Slate of Officers
- 54 D. Multiple component chapters may be organized within any area where there is an interest and a need
55 has been established.
- 56 1. The organizing chapter must be sanctioned by TSMA
 - 57 2. The organizing chapter must then follow the above outlined procedure for all new chapters
 - 58 3. Chapter membership shall not be based on a geographical or employment location
- 59 E. The Vice President shall submit all completed applications for new component Chapters at the next
60 Executive Board meeting. Following approval by a majority vote, said chapter will become a component
61 chapter and will be issued a charter at the next annual meeting of TSMA.
- 62 F. All component Chapters of TSMA shall be affiliated with AAMA and TSMA. Their Bylaws and other
63 governance documents shall COMPLY with AAMA and TSMA governance documents. All component
64 Chapters will be required to review and revise their Bylaws at any time that AAMA or TSMA change their
65 governance documents and the revised Bylaws shall be submitted to TSMA for review and approval.
66 Component Chapters are given latitude in their policies and practices as long as they are not inconsistent
67 with the policies and practices of TSMA.
- 68 G. All component Chapters shall submit their Bylaws to TSMA at least every three years, and whenever a
69 substantive change to the Bylaws is made.
- 70 H. Chapters shall have an annual election of officers with new officers beginning their term on January 1st.

73 **ARTICLE VI - MEMBERSHIP**

74
75 There shall be seven (7) classes of membership: Active, Sustaining, Associate, Student, Affiliate, Honorary
76 and Life.

- 77 A. Active: An active member shall be one of the following;
- 78 1. A CMA (AAMA) holding current credential status and whose CMA (AAMA) credential has not
79 been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures
80 for the CMA (AAMA) (see www.aama-ntl.org).
 - 81 2. Anyone who was an active member in 12/31/87 and who has maintained continuous active
82 membership. Continuous active membership shall be defined as having dues postmarked or
83 submitted electronically to the AAMA Executive Office by December 31 (the controlling time is
84 that of sending, not that of receiving).
- 85 B. Sustaining: Anyone who has been an active or associate member for at least two years, who has retired
86 from medical assisting, is eligible for sustaining membership. This membership shall be forfeited if not
87 renewed annually.
- 88 C. Associate: An associate member shall be a medical assistant who is not yet an AAMA Certified
89 Medical Assistant® (CMA) and who does not fall under any other category.
- 90
91
92 D. Student: A student member

- 93 1. Shall be enrolled in a medical assisting program.
- 94 2. May choose a two-year student membership term or a one-year student membership term.
- 95 a. After a two-year membership term, the member is then eligible only for either
- 96 associate membership or active membership (if the member meets the active
- 97 membership requirements).
- 98 b. After one-year student membership term, the member is eligible for a second year of
- 99 student membership as long as the member renews during the member's one-year
- 100 student membership term. After the second-year of student membership, the member
- 101 is then eligible for either associate membership or active membership (if the member
- 102 meets the active membership requirements).
- 103 c. No member is eligible for more than a total of two consecutive years of student
- 104 membership.
- 105 E. Affiliate: An affiliate member shall be one who is not eligible for another category of membership but
- 106 who is interested in the profession of medical assisting.
- 107 F. Honorary:
- 108 1. The title honorary member may be confined upon members of the medical profession or other
- 109 individuals not eligible for active membership who have made an outstanding contribution to
- 110 TSMA.
- 111 2. Component chapters shall submit nominations for honorary members to the Executive Board at
- 112 least sixty (60) days prior to the annual meeting for consideration or recommendation to the
- 113 TSMA General Assembly. Honorary members shall be elected from recommendations of the
- 114 Executive Board by a two-thirds (2/3) vote of the General Assembly.
- 115 3. No more than two (2) honorary members shall be elected at any annual meeting.
- 116 4. Honorary members shall not hold office or have the right to vote. They shall not be required to
- 117 pay annual dues.
- 118 G. Life:
- 119 1. A life member shall have been an active member whose CMA credential has not been revoked as
- 120 provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see
- 121 www.aama-ntl.org) for at least ten (10) years and shall have continued to make outstanding
- 122 contributions to TSMA.
- 123 2. Nominations shall be made to the Nominating Committee by component chapters and/or the
- 124 Executive Board of TSMA no later than sixty (60) days prior to the annual meeting and are to
- 125 include a statement outlining the contribution made by the individual.
- 126 3. The names of the nominees will be selected by the committee and submitted to the Executive
- 127 Board for approval by a majority vote.
- 128 4. Life membership will be presented at each Annual Educational Conference dinner by the
- 129 Nominating Chair and President.
- 130 5. No more than one (1) life membership may be conferred in any one (1) year.
- 131 6. A life member shall not pay TSMA dues. Life member is responsible for paying Chapter and
- 132 National Dues.
- 133 7. One who is a member-at-large who is not affiliated with a component chapter and who meets
- 134 any of the above qualifications
- 135 H. Member-at-large: A member-at-large is one who meets all the qualifications of active, life, sustaining,
- 136 associate, student, honorary and affiliate except that a component chapter does not exist in the area of
- 137 residence. Such a member shall pay only state and national dues.
- 138 I. Member in Good Standing: A member in good standing is one whose (a) dues are not delinquent,
- 139 (b) financial obligations to the organization have been met, (c) actions are in conformance with the bylaws
- 140 and Code of Ethics of AAMA/TSMA and (d) whose CMA (AAMA) credential has not been revoked as
- 141 provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see [5](http://www.aama-</p></div><div data-bbox=)

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- J. Forfeiture of Membership: Membership of all classes may be declared forfeited by a two-thirds (2/3) vote of the Executive Board for failure to abide by the bylaws or Code of Ethics of AAMA/TSMA after such members have been given the opportunity to defend their actions to the Executive Board.
- K. Revocation: 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 CMA (AAMA) (see www.aama.natl.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 VII - DUES AND FISCAL YEAR

- A. Dues for all classes of TSMA membership shall be as fixed by the General Assembly upon recommendation of the Executive Board plus the designated AAMA dues. 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).
 - 1. Full dues will be assessed for active, associate, and affiliate members.
 - 2. One-half dues will be assessed for sustaining member.
 - 3. Honorary members are not required to pay dues.
 - 4. Members-at-large pay only Society and National dues.
 - 5. Life members will not be required to pay TSMA dues. Only to pay Chapter and National dues.
- B. Dues for a new member joining on or after September 1 will get rest of current year and the following year for the cost of the annual dues.
- C. In order to serve as a delegate, an alternate, an officer, a trustee or a voting member to the TSMA annual meeting, a members' dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending). **Officers and trustees must maintain current membership during their terms of Office.**
- D. The fiscal year of TSMA shall extend from April 1 through March 31 of the next year to conform to IRS non-profit organization reporting dates.
- E. Reciprocity of Members: Reciprocity shall be offered to members transferring from another state. The transferring member shall present proof of current AAMA membership status.

ARTICLE VIII – GENERAL ASSEMBLY

The legislative body of TSMA shall be the General Assembly, composed of members and procedures as follows:

- A. The Speaker shall preside over the General Assembly.
 - 1. The Speaker may appoint a Parliamentary Advisor.
 - 2. Oversee the transcription of the General Assembly.
 - 3. Serve as Co-Chair of Bylaws committee.
 - 4. The General Assembly shall have the authority to:
 - a. Determine the professional and administrative policies of the Society,
 - b. Amend the Society's Bylaws.
 - c. Elect the Society's Officers.
 - d. Elect the Society's Delegates and Alternates to the Annual meeting of the AAMA.
 - e. Approve proposed resolutions and/or amendments to the AAMA Bylaws prior to their submission.
 - 5. Members eligible to vote are Active, Sustaining or Associate in attendance whose dues are paid by

191 Dec 31 of the prior year. (Credentials are verified prior to being seated in The General Assembly)
192 6. If re-balloting becomes necessary during elections in The General Assembly, only the names of the
193 two nominees receiving the highest number of votes for the position in question shall be listed on
194 the new ballot.

195 B. The Vice Speaker shall:

- 196 a. Preside during the meetings of the General Assembly in the absence of or on the request the
197 Speaker.
198 b. Assist the Speaker in the appointment of Committees for the General Assembly.
199 c. Succeed to the Office of Speaker in case of vacancy.
200 d. Serve as Chair of the Bylaws Committee.
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202 **ARTICLE IX – ANNUAL EDUCATIONAL CONFERENCE**

203
204 A. The Annual Educational Conference shall consist of the following:

- 205 1. Annual Educational Conference
206 a. Annual Meeting
207 b. General Assembly
208 c. Continuing Education Sessions

209 B. The Annual Educational Conference shall be held at a place to be decided upon by the General Assembly.
210 The Annual Educational Conference site shall be chosen two (2) years in advance. The expenses of the
211 Annual Educational Conference shall be paid from the registration fees and donations. After all expenses
212 of the Annual Educational Conference are paid; the balance shall be equally divided between the host
213 component Chapter and TSMA.

214 C. The General Assembly shall meet during the Annual Educational Conference at the call of the Speaker.
215 (minimum of two (2) hours should be reserved)

216 D. Special meetings of the General Assembly of TSMA may be held by giving written/electronic notice to
217 the TSMA members.
218
219

220 **ARTICLE X – OFFICERS**

221
222 A. The Officers of the Society will be the Immediate Past President and the following: Elected Officers;
223 President, Vice President, Secretary, Treasurer, Speaker and Vice Speaker.

224 B. Qualifications for Office:

- 225 1. Elected officers will be Current or Associate members of the AAMA/TSMA and have been a member
226 of the Society for at least two (2) years.
227 2. Candidates for Office will have served as an elected Officer of a component Chapter with the exception
228 of a Member-at-Large. Members-at-Large must have been a member for two (2) years and have served
229 on a State Society Committee. Any candidate for Vice President or President must have served one
230 complete term in another Board role.
231 3. Elected Officers will be in attendance at the meeting of election except where prevented by an act of
232 God or employment obligation.
233 4. A candidate for office must have served on a State committee.

234 C. Term of Office:

- 235 1. The term of Office shall be one (1) year for the Immediate Past President, (2) years President, and Vice
236 President.
237 2. The term of Office will be two (2) years for the Secretary, Treasurer, Speaker, and Vice Speaker. **The**
238 **Speaker and Vice Speaker shall be elected in even-numbered years and the Secretary and Treasurer**

- 239 **shall be elected in odd-numbered years.**
- 240 3. Vacancies in elected Offices, with the exception of the President and Vice President, shall be filled by
- 241 the Executive Board.
- 242 4. A vacancy in the Office of Vice President shall be filled by the Executive Board until next election at the
- 243 General Assembly of TSMA Annual Education Conference.
- 244 5. A vacancy in the Office of Immediate Past President shall not be filled.
- 245 D. Election of Officers:
- 246 1. The nominations for Vice President, Secretary, Treasurer, Speaker and Vice Speaker shall be on a
- 247 biannual basis – to the Nominating Committee.
- 248 2. Nominations for each Office can be made from the floor of the General Assembly; intentions must be
- 249 submitted to the Chair of the Nominating committee **by noon the day of the TSMA Executive Board**
- 250 **preconference meeting** of the Annual Educational Conference.
- 251 3. Election shall be by ballot in the General Assembly except when there is only one (1) nominee for an
- 252 Office, in which case election shall be by verbal affirmation.
- 253 4. A majority vote shall elect.
- 254 5. When three (3) or more candidates are nominated, upon balloting no one receives a majority vote,
- 255 only the two (2) candidates receiving the highest number of votes shall be considered when re-
- 256 balloting.
- 257 E. Removal of Office: An elected or appointed Officer may be requested by the Executive Board to submit a
- 258 resignation in the event the Officer is unable to fulfill the duties of the Office and after the Officer has been
- 259 given the opportunity to appear before the Executive Board.
- 260 F. In addition to the duties set forth, Officers shall perform duties as are implied by their respective Offices
- 261 and are consistent with standard parliamentary procedure, or as are required by law.
- 262 1. The President shall:
- 263 a. Be the head of TSMA during the term of Office
- 264 b. Preside at all meetings of TSMA except the General Assembly.
- 265 c. Preside at meeting of the Executive Board as Chair.
- 266 d. Deliver an annual address to the membership at the time selected by the annual meeting
- 267 program chairman.
- 268 e. Counsel with all Officers, component Chapters, Committees, members, the profession and
- 269 public for the best interest of TSMA.
- 270 f. With the approval of the Executive Board:
- 271 1) Appoint all standing and special committees with the exception of the Nominating
- 272 and Mediations Committees.
- 273 2) Appoint coordinators and/or advisors to the committees from experienced members
- 274 and past Presidents.
- 275 3) Fill vacancies with the exception of the Nominating and Mediations Committees.
- 276 g. Be Bonded.
- 277 h. In the absence of the Treasurer, sign checks if authorized to do so by the Executive Board.
- 278 i. Serve as first Delegate to the AAMA annual Educational Conference.
- 279 j. Serve as the ex-Officio member of all standing and special committees with exception of the
- 280 Nominating and Mediations Committees.
- 281 k. Appoint an Ad Hoc committee as needed
- 282 l. Be a voting member of the General Assembly and the Executive Board.
- 283 m. Submit a report of the AAMA Annual Educational Conference to be printed in the official
- 284 publication of TSMA
- 285 2. The Vice President shall:
- 286 a. Serve as Chair of the Membership Committee and Public Relation/Marketing Committee.
- 287 b. Preside in the absence of the President at any meetings of TSMA.

- 288 c. In the event of death, resignation, or removal from Office of the President, immediately
289 succeed to that Office for the remainder of the term.
- 290 d. Be a voting member of the General Assembly and the Executive Board.
- 291 e. Appoint by the time of the Annual Conference the chair of the Standing Committees with the
292 exception of the Nominating and Medications Chairs, having secured each individuals consent to
293 serve. The term of Office of these Chairs shall coincide with the term of Office of the President.
- 294 f. Prepare to assume the Office of President following the installation at the close of the Annual
295 Educational Conference.
- 296 g. Serve as TSMA second Delegate to the annual meeting of AAMA.
- 297 h. Prepare proposed resolutions for consideration by the TSMA General Assembly.
- 298 i. Open each Executive Board meeting with an invocation.
- 299 j. Send appropriate cards in the event of illness and or death.
- 300 k. Send to the President of TSMA and AAMA Executive Office notifications of the deaths of
301 members.
- 302 l. Conduct a memorial service at the Annual Meeting of TSMA.
- 303 3. The Secretary shall:
- 304 a. Have the responsibility for keeping the minutes of all regular and special meetings of the
305 Executive Board.
- 306 b. Distribute copies of the minutes and/or summary of all regular meetings at least 30 days after the
307 Executive Board Meeting to the Executive Board for review. An Executive Board approved copy
308 of these minutes can be approved via email to TSMA members upon request.
- 309 c. Preserve records and important documents on digital storage with a back up digital storage
310 copy.
- 311 d. Carry on correspondence as designated by the President in the name of TSMA.
- 312 e. Make available printed reports as required by Officers and committee Chairmen.
- 313 f. Be a voting member of the General Assembly and Executive Board.
- 314 4. The Treasurer shall:
- 315 a. Be bonded
- 316 b. Receive all dues and monies paid to TSMA.
- 317 c. Monitor the adopted budget. The Treasurer shall submit a financial report at each Executive
318 Board meeting.
- 319 d. Pay by voucher check all obligations of TSMA, which have been allocated in the budget or
320 authorized by the Executive Board. No monies will be dispensed without a coded voucher
321 explaining the expenditure with attached invoice.
- 322 e. Make a full report to every meeting of the Executive Board and at any other time when
323 requested by the President or three (3) members of the Executive Board.
- 324 f. Verify to the General Assembly Credentials Committee Chair that the dues of TSMA members
325 have been paid by the dues deadline date.
- 326 g. Make an annual report as to the condition of the treasury.
- 327 h. Deliver to the successor within 60 days after the annual meeting all monies, vouchers, books
328 and papers of TSMA.
- 329 i. Serve as Chair of the Budget and Finance Committee.
- 330 j. Be a voting member of the General Assembly and the Executive Board.
- 331 k. Have a copy of the approved budget available at each Executive Board meeting.
- 332 l. Maintain the current bookkeeping system. The system may be changed only with the approval
333 of the Executive Board.
- 334 5. The Speaker shall:
- 335 a. Prepare an outline of duties for each General Assembly appointee and conduct an orientation
336 before the opening session.

- 337 b. Notify TSMA members of meetings of the General Assembly and the agenda thereof.
338 c. Appoint all members of Credentials Committee.
339 d. Preside during meetings of the General Assembly.
340 e. Perform such duties as custom and parliamentary usage requires.
341 f. Be a voting member of the General Assembly and the Executive Board.
342 g. Oversee the preparation of the minutes of the proceedings of the General Assembly for the
343 permanent records.
344 h. Serve as Co-Chair of the Bylaws Committee.
- 345 6. The Vice Speaker shall:
346 e. Preside during the meetings of the General Assembly in the absence of or on the request of the
347 Speaker.
348 f. Assist the Speaker in the appointment of Committees for the General Assembly.
349 g. Succeed to the Office of Speaker in case of vacancy.
350 h. Be a voting member of the General Assembly and the Executive Board.
351 i. Serve as Chair of the Bylaws Committee.
- 352 7. The Immediate Past President shall:
353 a. Serve as Chair of the Nominating Committee.
354 b. Keep the membership informed of public affairs and court decisions relating to medical
355 assisting.
356 c. Be responsible for submitting the TSMA's entries for Excel Awards to AAMA.
357 d. Be a voting member of the General Assembly and Executive Board.
358 e. Be conversant in parliamentary law.
359 f. Serve as parliamentary advisor.

362 **ARTICLE XI –THE EXECUTIVE BOARD**

- 363
- 364 A. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Speaker, Vice
365 Speaker and Immediate Past President.
- 366 B. The Executive Board shall:
- 367 1. Conduct the business of TSMA between the annual meetings.
368 2. Hold no more than three (3) regular meetings each year. Additional special meetings may be called
369 by the Chair. (See Article XI section C.)
370 3. Reimburse, if funds are available, members who are in attendance as follows:
371 a. An allotted amount for each elected Officer of TSMA who is in attendance at a regular meeting
372 of the TSMA annual meeting.
373 b. An allotted amount for each elected Office of TSMA who is in attendance at a regular meeting of
374 the TSMA Executive Board.
375 4. Have one (1) vote for each member, which must be exercised in person or via videoconferencing and
376 not to exceed one Executive Board meeting per calendar year, excluding the Annual Educational
377 Conference.
378 5. The Executive Board may;
379 a. Vote by mail/electronically between meetings. A majority vote shall rule. Letters shall be sent first
380 class or electronic to the voting members of the Executive Board. Instructions shall give ample
381 time and deadline for reply.
382 b. Ratify all balloting at the next Executive Board meeting, and the results of the balloting shall be
383 included in the official minutes.
384 6. Have general supervision of the financial affairs of TSMA.
385 7. Determine the amount of bond for the President and Treasurer.

- 386 8. Determine an allotted amount for each TSMA Delegate in attendance at the House of Delegates of
 387 the AAMA's annual conference.
- 388 9. In the event of death, resignation or removal from Office of the Secretary, Treasurer, Speaker or
 389 Vice Speaker, Nominating and Mediations Committee (Chair or member), appoint a member to fill
 390 the unexpired term. If the Nominating Committee Chair is appointed, the appointee shall not have
 391 voting privileges as chair.
- 392 10. Receive for approval all applications for new component Chapters.
- 393 11. Authorize the issuance of a Charter to each new component Chapter.
- 394 12. Receive recommendations for consideration by component Chapters for honorary membership in
 395 TSMA at least ninety (90) days prior to the annual meeting.
- 396 13. All bids for Annual Educational Conference shall be voted on by the General Assembly. Bids for
 397 Annual Educational Conference must have tentative dates included.
- 398 14. Submit a report of activities, through the Chair to the General Assembly at the annual meeting.
- 399 15. Approve all special awards.
- 400 C. Special meetings:
- 401 1. The Chair of the Executive Board may call a special meeting of the Executive Board by giving
 402 written/electronic notice to the members two (2) weeks prior to the meeting.
- 403 2. Three (3) elected Officers may call a special meeting by giving written notice to the members two
 404 (2) weeks prior to the meeting.
- 405 D. Standing and Special Committees, Presidents of the component Chapters, past State Society Presidents
 406 who are active members, and any TSMA members who may be serving as Officers, Trustees or Committee
 407 Chairmen of the AAMA shall receive due notice of all meetings of the Executive Board.
- 408 E. Officers and Committee Chairs shall submit reports of actions transpiring since the previous meetings.
 409 They shall receive a report of the transactions of the Executive Board from the Secretary.
- 410
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ARTICLE XII – AAMA DELEGATES AND ALTERNATES

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 414 Representation of this Society in the AAMA House of Delegates shall be in accordance with the Bylaws of
 415 AAMA (Article XV Section 2C 1.4) as follows:

- 416 A. Delegates and Alternates shall be active or AAMA life members whose membership has not been revoked,
 417 as delineated in Article VI, Section 4 of the AAMA bylaws.
- 418 B. The numbers of Delegates shall be determined by the TSMA's total active and associate membership
 419 and shall be submitted to the Speaker of The House of Delegates.
- 420 C. Delegates and Alternates shall be elected to serve as one year from the opening of The House of
 421 Delegates for the year elected until the opening of The House of Delegates the following year.
- 422 D. The names of the Delegates and Alternates shall be submitted to the Speaker of The House of Delegates
 423 and the Vice Speaker of The House of Delegates at least ninety (90) days prior to the annual meeting of
 424 The House of Delegates.
- 425 E. Election of Delegates and Alternate Delegates:
- 426 1. Names of nominees for the position of TSMA Delegate or Alternate Delegate to the AAMA House of
 427 Delegates shall be submitted to the Nominating Committee for presentation to the General Assembly
 428 at the annual meeting. The nominee shall have signed a consent-to-serve form prior to the submission
 429 of the nominee's name.
- 430 2. The Delegates shall be elected by majority vote and the Alternate Delegate by plurality. Delegates
 431 and Alternates shall be elected to serve one year from the opening of the General Assembly until the
 432 opening of the General Assembly of the following year.
- 433 F. The TSMA President shall serve as the first Delegate and the Vice President shall serve as second
 434 Delegate to the AAMA House of Delegates.

- 435 G. The AAMA Delegates and Alternate Delegates shall be responsible for performing duties as outlined in
436 the guidelines for AAMA Delegates and Alternates.
437 H. A report of the AAMA Annual meeting shall be printed in the official publication of TSMA.
438 I. An allotted amount will be provided to each TSMA Delegate and Alternate seated at The House of
439 Delegates of AAMA.
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442 **ARTICLE XIII –COMMITTEES**

- 443
444 A. With the approval of the Executive Board, the President shall appoint standing and special committees
445 with the exception of the Nominating and Mediations Committees.
446 B. The Executive Board shall elect the members of the Nominating Committee at the post-Annual
447 Educational Conference Executive Board meeting.
448 C. Committees shall be appointed or elected for a term of one (1) year and shall consist of no less than
449 three (3) members, unless otherwise indicated.
450 D. Records:
451 1. Committees shall keep a record of their proceedings. They shall make a written report at the meetings
452 of the Executive Board and a written annual report to the General Assembly.
453 2. Offices and Committee Chairmen shall maintain five (5) years of records and purge after the fifth year.
454 E. The Standing Committees of TSMA are:
455 1. Budget and Finance
456 2. Bylaws
457 3. Certification
458 4. Annual Educational Conference
459 5. Education
460 6. Executive Committee Credentials
461 7. Historian
462 8. Internal Audit
463 9. Medial Assisting Educators
464 10. Mediations
465 11. Membership
466 12. Nominating
467 13. Public Policy/Legislation
468 14. Publications
469 15. Public Relations/Marketing
470 16. Research & Development
471 17. Scholarship
472 18. Ways and Means
473 19. Web Page
474 F. Duties of Standing Committees:
475 1. Budget and Finance: the Treasurer shall serve as Chair of this committee.
476 a. This committee shall:
477 1) Prepare, prior to the annual meeting, a zero-based budget for approval at the post Annual
478 Educational Conference Executive Board meeting.
479 2) Make allowance as provided in these Bylaws and Standing Rules for expenses as follows if funds
480 are available.
481 a) An allotted amount for each elected Officer of TSMA who is in attendance at the TSMA
482 Annual meeting.
483 b) An allotted amount for each TSMA Delegate in attendance at the House of Delegates of

- 484 AAMA.
- 485 c) An allotted amount for each elected Officer in attendance at a regular meeting of the TSMA
- 486 Executive Board.
- 487 d) A two (2) position bond covering the President and Treasurer.
- 488 3) Maintain the TSMA Money Market account of not less than \$30,000.00.
- 489 4) No more than 90% of the annual interest income should be withdrawn from the reserve fund.
- 490 This withdrawal is to be used in an emergency or for special projects each organizational year
- 491 only if necessary.
- 492 5) Present and execute ways and means for TSMA to obtain funds whereby the elected Delegates
- 493 may attend the annual meeting of AAMA.
- 494 b. Non-budgeted expenses MUST be presented to this committee prior to presentation to the
- 495 Executive Board for consideration of payment.
- 496 2. Bylaws: The Speaker shall serve as Chairman. [The Parliamentary Advisor shall be a member of this
- 497 committee in an advisory capacity.]
- 498 a. This committee shall:
- 499 1) Present to the members at least (30) days prior to the TSMA Annual Educational Conference
- 500 proposed amendments to the Bylaws.
- 501 2) Prepare for all members a copy of the amended portion of the Bylaws after the annual
- 502 conference.
- 503 3. Certification:
- 504 a. Encourage all members to become Certified Medial Assistants[®].
- 505 b. Work in conjunction with AAMA in promoting certification.
- 506 c. Establish communication with all newly Certified Medial Assistants[®] in Texas.
- 507 4. Annual Educational Conference:
- 508 a. Make all arrangements referable to the annual meeting subject to the approval of the Executive
- 509 Board.
- 510 b. Present a detailed outline of the Annual Educational Conference plans and program to the
- 511 Executive Board at least (90) days prior to the annual meeting.
- 512 5. Education: This committee shall disseminate information among component Chapters, encourage
- 513 educational growth, and work for the attainment of the Society's goals (with the approval of the Executive
- 514 Board) by:
- 515 a. Planning and presenting traveling educational symposia.
- 516 b. Assist in planning and presentation of educational conferences. Be responsible for obtaining the
- 517 AAMA CEU credit approval and submitting the paper work to AAMA to credit attendees with the
- 518 CEU's earned at the Annual Educational Conference.
- 519 c. Offering continuing education units (CEU) at qualifying programs.
- 520 6. Executive Committee Credentials: Present attendance report and determines Quorum.
- 521 7. Historian: Maintain historical records. (Duties of the Secretary)
- 522 8. Internal Audit: This committee shall verify the Treasurer's accounts at the time of each Executive Board
- 523 meeting and the annual meeting.
- 524 9. Medical Assisting Educators:
- 525 a. This committee shall undertake the responsibility for organizing a medical assisting educator's
- 526 workshop at the TSMA Annual Educational Conference.
- 527 b. Maintain a list of and communicate with college and proprietary medial assisting programs in
- 528 Texas.
- 529 c. Shall undertake the responsibility of organizing a student forum at the TSMA Annual Educational
- 530 Conference.
- 531 10. Mediations:
- 532 a. This committee shall:

- 533 1) Be composed of five (5) of the most recent active Past Presidents.
534 2) Elect their Chairman.
535 3) At the request of the Executive Board, component Chapter or three (3) members of TSMA,
536 review, recommend and/or render final decision on controversial issues which cannot be
537 resolved in a routine manner.
538 4) Require that requests for action by this committee be submitted to the Chair.
- 539 11. Membership:
540 a. The Vice President shall serve as Chair of this committee.
541 b. This committee shall:
542 1) Have the responsibility of maintaining and increasing membership of this Society.
543 2) Assist medical assistants in the organization of new component Chapters.
544 3) Arrange for membership awards at the time of the annual meeting.
545 4) Keep records of membership.
- 546 12. Nominating:
547 a. The Immediate Past President shall serve as Chair of this committee.
548 b. This committee shall:
549 1) Be elected on a geographical basis by the Executive Board at its post annual educational
550 conference meeting.
551 2) Present one or more names for each elective office.
552 3) Arrange for the names and qualifications of each candidate to appear in the pre-annual
553 educational conference issue of the TSMA official publication.
554 4) The Chair of this committee shall receive written nominations for Honorary Member, Life
555 Member and Member of the Year no later than sixty (60) days prior to the annual meeting.
556 The Chair will be responsible for insuring that the names be included on the official ballot of
557 the General Assembly as well as providing the TSMA members with the nominee's
558 qualifications, contributions, etc...
- 559 13. Public Policy/Legislation: The Immediate Past President shall serve as Chair of this committee.
- 560 14. Publications:
561 a. This committee shall consist of an editor and members necessary to fulfill the duties of this
562 committee.
563 b. This committee shall:
564 1) Be responsible for publishing the FRONTLINE, the official publication of TSMA.
565 2) Recommend publication dates to be approved by the Executive Board.
566 3) Submit quarterly (or as necessary) to the Treasurer an itemized account of expenses incurred
567 in publishing and mailing the publication expenses shall be subject to Executive Board
568 approval.
569 c. The official publication shall contain:
570 1) Names of Society Officers.
571 2) Names of Component Chapters Presidents.
572 3) Information regarding AAMA Annual Conference and TSMA Annual Educational Conference
573 and meetings.
574 4) Educational material when available.
- 575 15. Public Relations/Marketing:
576 a. This committee shall:
577 1) Promote the value of medial assisting profession and certification.
578 2) Update, revise and have printed materials and supplies when necessary under the direction
579 of the Executive Board.
- 580 16. Research & Development: prepares TSMA Strategic Plan
- 581 17. Scholarship: Accepts and reviews applications for scholarships and makes recommendations to the

- 582 Executive Board.
- 583 18. Ways and Means: the Treasurer shall serve as Chair and present and execute ways and means for TSMA
584 to obtain funds.
- 585 19. Webpage:
- 586 a. This committee shall consist of a webmaster and members necessary to fulfill the duties of this
587 committee.
- 588 b. This committee shall:
- 589 1) Be responsible for maintaining/updating the TSMA official webpage as approved by the
590 committee and TSMA Executive Board.
- 591 2) Submit as necessary to the Treasurer an itemized account of expenses incurred for hosting the
592 webpage space and domain name (www.mytsma.org). Expenses shall be subject to the
593 Executive Board approval.
- 594 G. Any standing or special committee Chairman or member may be requested by the Executive Board to
595 submit a resignation in the event the duties are not fulfilled and after that chairman or member has been
596 given the opportunity to appear before the Executive Board.

ARTICLE XIV – BONDING

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- 601 A. A two (2) position bond shall be provided to include the President and Treasurer.
- 602 B. Funds for paying this bond shall be provided for in the annual budget.
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ARTICLE XV – RULES OF ORDER

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607 All parliamentary procedure and all matters not covered in the Bylaws shall be subject to Robert’s Rules of
608 Order, newly revised.

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ARTICLE XVI – AMENDMENTS TO BYLAWS

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612 TSMA Bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and
613 Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates and Alternates representation
614 to The House of Delegates, and Dissolution. It will be the responsibility of the AAMA to notify constituent
615 Societies of any changes in those mandated Bylaws. It will be the responsibility of the constituent Societies to
616 make the mandated changes with copies of revised Bylaws returns to AAMA within thirty (30) days of
617 notification. Any action taken by a State Society that is inconsistent with such mandated language shall
618 immediately be null and void and of no effect.

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- 620 A. TSMA Bylaws may be amended at any annual meeting of the General Assembly by two thirds (2/3) vote
621 of those present and voting.
- 622 B. Proposed amendments to these Bylaws may be submitted in writing to the TSMA Bylaws Committee Chair
623 and must be received at least sixty (60) days prior to the annual meeting at which they will be presented
624 for vote.
- 625 C. Proposed amendments must be submitted in writing/electronically or via the official preconference TSMA
626 publication to all members at least thirty (30) days prior to the annual meeting or special meeting called
627 by the TSMA Board.
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ARTICLE XVII – OFFICIAL SEAL AND PIN

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- A. Seal: The Official Seal of the TSMA shall be a circle one and one-half (1 ½) inches in diameter, its markings a conventional rope pattern. A circle one (1) inch in diameter, its markings a conventional dotted line. Central composition consisting of: superior half the word “ORGANIZED” center, the word “SEAL” inferior half, the year “1957”. The inferior half is occupied by the words “Texas Society”. The official seal at all times shall remain the custody of the Secretary.
- B. Pin: The Official Pin shall be that of the AAMA.

ARTICLE XVIII –CODE OF ETHICS

The Code of Ethics of TSMA shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting. Members of this organization, dedicated to the conscientious pursuit of their profession and thus desiring to merit the highest regard of the entire profession and respect of the general public, which they serve, do pledge themselves to strive always to:

- A. Render service to humanity with full respect for the dignity of person.
- B. Respect confidential information gained 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 continually to improve knowledge and skills for the benefit of patients and professional colleagues.
- E. Participate in additional service activities, which aim toward improving the health and well being of the community.

ARTICLE XIX – ASSETS ON DISSOLUTION

- A. In the event of dissolution of TSMA, none of the assets shall be distributed to any member. After all indebtedness has been paid, assets shall be transferred to the charitable or nonprofit medical institutions or projects, which a majority of the eligible TSMA members attending a meeting of the membership for the purpose of dissolution shall approve and designate.
- B. In the event of dissolution of a component Chapter of TSMA, none of the assets shall be distributed to any member. After all debts have been paid, remaining funds are to be held in escrow by the Texas Society for a period of three (3) years. If the component Chapter had not been reactivated within that period of time, the escrow monies shall be transferred to TSMA or to a charitable or nonprofit educational institution designated by the chapter at the time of dissolution.
- C. The President shall notify the AAMA Executive Office if its dissolution within ten (10) days of the meeting at which dissolution is approved by the Society membership.
- D. It shall be the responsibility of the President and the Treasurer to complete all necessary federal and state forms upon dissolution.

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STANDING RULES

STANDING RULE I – CONFERENCE RULES

- A. The host Chapter (Chapters) shall be responsible for:
 - 1) All decorations for the annual educational conference.
 - 2) Securing sponsors and donations for all events and purchases when at all possible so that Society funds may be conserved, and the individual registration fee will be as low as possible.
 - 3) Recommendations to the Executive Board for registration fee and meal function ticket charges by package plan and separately if sold separately, a slight increase in fee will be charged. Registration will go through the TSMA Treasurer and the electronic registration system of the TSMA's choice.
 - 4) Selecting the date of the annual educational conference between March 15 and June 1 and must be board approved before making any arrangements.
 - 5) Setting the time of the Annual Educational Conference to begin not before Friday morning and ending on Sunday.
- B. No definite commitments shall be made regarding Annual Educational Conference arrangements or program participants without the approval of the President and Vice President.
- C. The President and Annual Educational Conference Chair shall approve all complimentary tickets.
- D. If an invited AAMA representative attends the meeting the representative's expenses shall be calculated into the registration fee.
- E. Expenses of the General Assembly packets shall be charged to the Annual Educational Conference funds. Packets may be distributed electronically by the Speaker of The General Assembly.
- F. A complete financial record including a breakdown of all functions, number in attendance at all meal functions, costs, etc. shall be outlined in detail and included as a permanent part of the Annual Educational Conference file.
- G. Thirty (30) days will be allowed following the annual meeting for the payment of invoices for the previous year.
- H. The Annual Educational Conference Chair shall, when requested, assist the "Installing Officer" (who is selected by the Vice President) with arrangements for the annual installation of Officers.
- I. The Annual Educational Conference registration fee for the TSMA Annual Educational Conference Chair will be waived.

STANDING RULE II – DELEGATES TO AAMA ANNUAL CONFERENCE

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- A. The following expenses for the Delegates and the first Alternate to the AAMA Annual Conference shall be paid for if funds are available:
 - 1) The registration, travel expenses and ½ of hotel room charges plus eligible expenses will be allowed for each TSMA Delegate and first Alternate in attendance at the House of Delegates of the AAMA Annual Conference. TSMA expense report and copies of receipts are required for reimbursement.
 - 2) Per Diem expenses will be calculated using the IRS/GSA allotments, according to cities (www.gsa.gov/perdiem).
- B. AAMA Annual Conference registration will be reimbursed to TSMA Executive Board members in attendance at the AAMA House of Delegates, with submitted expense report and receipt after conference.
- C. Delegates shall submit to the Executive Board an itemized statement along with copies of receipts (no pictures allowed) and a completed signed TSMA reimbursement form of any expenses that were incurred

- 723 during the AAMA Annual Conference in connection with their duties.
724 D. The guidelines and protocol for delegates to the AAMA Annual Conference shall be attached to these
725 Bylaws and Standing Rules.
726 E. Each delegate and alternate shall be responsible for submission of a report to the President prior to
727 receipt of any expenses for the AAMA conference
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STANDING RULE III – EXECUTIVE BOARD MEETINGS

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733 A. Any Board member who cannot attend a Board meeting must advise the President and state the reason
734 for non-attendance. The member must make available to the Board a written report of the activities of
735 their Office since the last meeting.
736 B. The following expenses for the Executive Board shall be paid if the funds are available.
737 1) The amount of \$300.00 to be allowed for each elected Officer of TSMA who is in attendance at the
738 TSMA Annual Educational Conference.
739 2) The amount of \$200.00 is allowed for each elected Officer in attendance at a regular meeting of The
740 TSMA Executive Board. Any Board Officers, who are in attendance via video conferencing, may
741 receive 1/2 of the allotted stipend, providing that said Officer Reports and duties are submitted and
742 are in order.
743 3) Newly elected Officers at The TSMA Annual Educational Conference will be allotted expenses starting
744 with the summer meeting after being installed.
745 C. If any Board Official also serves in the capacity as a Chapter President, there will be no duplication of
746 travel stipend for dual roles.
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STANDING RULE IV – MEMBERSHIP

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752 A. There will be an award of \$100.00 annually to each Chapter that has a membership drive. Each
753 membership drive must be in a written submission to the TSMA EB at least 45 business days prior to the
754 drive. The Chapter will have to submit a detailed report, to include the names of any awarded
755 memberships, a list of all activities that was included in the membership and all receipts to the TSMA
756 Treasurer.
757 B. Upon submission of a request, \$150.00 could be used to assist new Chapters with start-up expenses.
758 C. First time Chapter Presidents attending the TSMA Executive Board and General Membership meeting may
759 receive a stipend of \$100.00.
760 D. During the Annual TSMA Education conference it is encouraged that the President and Vice-President
761 each award a free student membership during the Awards Banquet. This information should be included
762 in a report to the membership will be read at the next Executive Board meeting (post Annual Educational
763 Conference).
764 E. Student member's dues will be assessed as determined by the AAMA plus six dollars (\$6.00) for Society
765 dues and four dollars (\$4.00) for the local component Chapter. (Effective 01/01/2017)
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STANDING RULE V – PUBLICATIONS

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771 A. The Vice President shall appoint the Chair for Marketing/Publicity and editor of Texas Tidbits for the
772 following year by January 30. The newly appointed chair shall start with the post Annual Conference issue

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of Texas Tidbits.

- B. The TSMA Official Publication shall be published quarterly. The circulation shall be to the TSMA membership and all those that have signed up to receive information. There can be multiple issues published throughout the year and can be utilized for the Voting members Handbook, Nominee information, call for volunteers and solicitations for amendments to the Bylaws. Any updates, surveys and special notices to members only for discounts to events or member only events.
- C. Any article related to Society activities submitted for publication shall meet with approval of an Officer or member designated by the Society President/Vice President.

STANDING RULE VI – WAYS AND MEANS

- A. Silent auction items are to be donated by each chapter for the Annual TSMA Conference. The monies raised with these silent auction items will assist with defraying expenses for Delegates to AAMA Annual Educational Conference.
- B. Ways and Means Chair may request a fundraising at any TSMA meeting or may host an outside event to raise funds for assistance with AAMA Conference Expenses.

STANDING RULE VII – AWARDS

- A. Guidelines for the selection of the Member of the Year are as follows:
 - 1) Written nominations may be made by an active or associate member to the Awards Committee Chair no later than sixty (60) days prior to the annual meeting. Nominations may not be made from the floor of the General Assembly.
 - 2) The nominee shall be a paid member of AAMA/TSMA
 - 3) The nominee shall be involved at the State level.
 - 4) Nominations state the accomplishments of the nominee in education, organization, and membership.
 - 5) Nominations and accompanying letters shall be reviewed by the Awards Committee Chair to ascertain that the nominations are in order.
 - 6) The Member of the Year is to be selected by the Awards Committee by a majority of vote. Once nominee has been voted on Chair will notify Executive Board of recipient.
 - 7) The Awards-Committee Chair shall be responsible for securing and ordering a plaque to be mailed to the recipient.
- B. Membership Awards:
 - Membership Chair/Vice President are responsible for working together on the Membership and Member of the Year awards.
 - 1) Membership awards are given for percentage and numerical increase in membership on the Chapter level.
 - 2) The Membership Chair contacts AAMA Membership Department for the total active/associates membership of each Chapter on December 31, prior to the upcoming TSMA Annual Educational Conference for the year previous total membership for each Chapter. Membership chair should then notify Awards Chair of Winners, in order for certificate printing.
 - 3) First, second, and third place awards should be given in both categories' percentage and numerical increase.
 - 4) Appropriate recognition should be prepared and presented by the Membership Chair/Vice President and Awards chair at the awards at the annual meeting.

STANDING RULE VIII – AMENDMENTS

Standing rules can be made by executive Board with no notice to each component Chapter prior to the vote. Chapter shall be advised of the changes after the changes are voted upon.

GUIDELINES AND PROTOCOL FOR TSMA DELEGATES AND ALTERNATES TO THE AAMA ANNUAL CONFERENCE

A Delegate and/or Alternate is one given the power or authority to act for others. This is a serious and honorable responsibility. A Texas Society Delegate is an ambassador for the entire Texas Society membership.

- A. The names of Delegates and Alternates shall be submitted to the AAMA Executive Office immediately after Annual TSMA Conference and by the AAMA deadline
- 1) To be eligible to serve as a Delegate or Alternate, dues must be paid no later than December 31st of the prior year.
 - 2) The TSMA Treasurer will mail/email registration forms, which have been completed by the Delegates and the first Alternate to AAMA along with the fees for same. This should be done within 30 business days of election so as to take advantage of the Early Bird Registration price.
 - 3) Delegates/Alternates are responsible for making their own transportation arrangements.
 - 4) Keep accurate records of all expenditures. Within 30 days after Conference, submit your expense report with receipts to the Treasure, along with any unspent funds.
 - 5) Respond in a timely manner, to all correspondence and /or request from TSMA President regarding conference plans or Texas nominees for National Office. Be prepared to take part in Texas activities at the AAMA Educational Conference.
 - 6) Attend all State meetings and the Delegate/Alternate meeting when called by the President. Read the AAMA Delegate packet, including the Delegates' Guidelines regarding the HOD proceedings, voting, seating, etc. Serve on Reference Committees, if requested by the AAMA Speaker of the House. Carry out all assignments.
 - 7) Check in with Credentials at the appointed times. VERY IMPORTANT!!**
 - 8) The TSMA President will assign particular functions for Delegates/Alternates to attend and report back to TSMA. Check through your conference program and schedules so that you will be aware of what time to be at the Credentials, HOD, Reference Committee Meetings, etc.
 - 9) Attend as many educational programs as possible and/or assist other Texas members with conference activities or helping campaign for Texas nominees, etc.
 - 10) Arrange personal tours so as not to conflict with your responsibilities as a Texas Society Delegate/Alternate. Your primary duty is to represent TSMA in the AAMA HOD and Reference Committees.
 - 11) Submit completed conference reports to the TSMA President and Treasurer within thirty (30) business days of the conclusion of the AAMA Educational Conference. Expenses will not be reimbursed until report is submitted to President and Treasurer.**
 - 12) Expenses submitted later than thirty (30) business days of the conclusion of the AAMA Education Conference will be submitted to the TSMA Board for approval for reimbursement.**