



2024-2025
TEXAS SOCIETY OF
MEDICAL ASSISTANTS
(TSMA)
BY-LAWS



TABLE OF CONTENTS

ARTICLE I - NAME	3
ARTICLE II - PURPOSE AND OBJECTIVES	3
ARTICLE III - ORGANIZATION POLICY	3
ARTICLE IV – AFFILIATION	3
ARTICLE V – MEMBERSHIP	3-5
ARTICLE VI - DUES AND FISCAL YEAR	5-6
ARTICLE VII - GENERAL ASSEMBLY	6
ARTICLE VIII - ANNUAL EDUCATIONAL CONFERENCE	6-7
ARTICLE IX -OFFICERS	7-10
ARTICLE X - THE EXECUTIVE BOARD	10-11
ARTICLE XI - AAMA DELEGATES AND ALTERNATES	11-12
ARTICLE XII – COMMITTEES	12
ARTICLE XIII – BONDING	12
ARTICLE XIV - RULES OF ORDER	13
ARTICLE XV - AMENDMENTS TO BYLAWS	12
ARTICLE XVI- CODE OF ETHICS	13-14
ARTICLE XVII - ASSETS OF DISSOLUTION	14

PRESIDENT

Lisa Connelley, CMA (AAMA)
Dina Harrett, CMA (AAMA)

SPEAKER

Sherry Bogar, CMA (AAMA)
Sherry Bogar, CMA (AAMA)

REVISION DATE

January 26, 2024
June 4, 2024

Revision History

ARTICLE I – NAME

- A. This organization shall be named the Texas Society of Medical Assistants and shall be an affiliate member of the American Association of Medical Assistants.
- B. Hereinafter in this document the Society shall be referred to as TSMA.
- C. All official documents and correspondence shall be “Texas Society of Medical Assistants, affiliated with the American Association of Medical Assistants”.
- D. Hereinafter in this document the American Association of Medical Assistants shall be referred to as AAMA.

ARTICLE II - PURPOSE AND OBJECTIVES

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

- A. Advance professionalism and continuing education for all medical assistants.
- B. Inspire its members to render honest, loyal and more efficient service to their employer and to the public that they serve.

Article III - ORGANIZATION POLICY

TSMA is hereby declared to be not for profit. It is not, nor shall it ever become, a trade union or collective bargaining agency. Any member or members attempting to organize as such hereby automatically forfeit their membership. No person otherwise qualified for membership in this organization shall be denied membership.

Exception: That no person who participates in activities of organizations whose purpose is to overthrow the government of the United States shall be a member of this organization.

ARTICLE IV – AFFILIATION

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

ARTICLE V – MEMBERSHIP

Section 1. Classes: There shall be seven classes of membership on the society level: active, associate, affiliate, member-at-large, sustaining, student, honorary, and life (*honorary and life membership categories are optional*).

- A. Membership in 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.

Section 2. Qualifications.

- A. Active—An active member shall be one of the following:
 - 1. A credentialed medical assistant holding current status through a National Commission for Certifying Agencies (NCCA)–accredited certification program and whose credential has not been revoked as provided by the respective credentialing body.
 - 2. Anyone who was an active member on Dec. 31, 1987, who has never been a CMA (AAMA), and who has maintained continuous active membership. Continuous active membership shall be defined as having dues postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).
- B. Sustaining—Anyone who has been an active or associate member for at least two years and who has retired from medical assisting is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.
- C. Associate—An associate member shall be a medical assistant who is not 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—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. Honorary—An honorary member shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assisting and/or TSMA.
 - 1. Honorary membership is conferred by a two-thirds vote of the General Assembly after recommendation by the Executive Board.
 - 2. Names of candidates for honorary membership shall be presented to the Executive Board at least sixty (60) days prior to presentation at the General Assembly.
 - 3. Honorary membership in a constituent society does not transfer to the National level.
 - 4. No more than two (2) Honorary members shall be elected at any annual meeting.
 - 5. Honorary members shall not hold office, have the right to vote or pay AAMA Annual Dues.

- 87 G. Life-A Life member shall be an active member who has had life membership conferred by
88 two-thirds vote of the General Assembly for outstanding service to the society.
89 1. Life Member must have met the following the requirements:
90 a. Must be an CMA (AAMA) whose credential has not been revoked as provided
91 by AAMA.
92 b. Nominations must have been made to the Nominating Committee by
93 individuals and/or Executive Board no later than sixty (60) days prior to the
94 annual meeting.
95 c. The Nominations Committee will submit a list to the Executive Board for
96 approval by a majority vote.
97 d. No more than one (1) life membership may be conferred in a one (1) year
98 period.
99 e. A TSMA Life Member shall not pay TSMA State dues, however, is still
100 responsible for paying AAMA National Dues. AAMA Life Members are
101 responsible for State Dues only.
102 f. Life Membership for AAMA is done at a national level and must meet
103 separate requirements (see Life Member application)
104 H. Member in Good Standing: A member in good standing is one whose (a) dues are not
105 delinquent, financial obligations to the organization have been met, (c) actions are in
106 conformance with the bylaws and Code of Ethics of AAMA/TSMA and (d) whose CMA (AAMA)
107 credential has not been revoked as provided by the AAMA Certifying Board Disciplinary
108 Standards and Procedures for CMAs (see www.aama-ntl.org).
109 I. Forfeiture of Membership: Membership of all classes may be declared forfeited by a two-
110 thirds (2/3) vote of the Executive Board for failure to abide by the bylaws or Code of Ethics of
111 AAMA/TSMA after such members have been given the opportunity to defend their actions to
112 the Executive Board.
113 J. Revocation: Any member who has had their CMA (AAMA) credential revoked by the Certifying
114 Board –as provided by the AAMA Certifying Board Disciplinary Standards and procedures for
115 CMA (AAMA) (see www.aama.natl.org) will immediately lose their membership and all
116 privileges attached thereto and shall not be allowed reinstatement unless the revocation of
117 the credential is rescinded by the Certifying Board. No refund of any dues amount paid will
118 be made.
119

120 **ARTICLE VI - DUES AND FISCAL YEAR**

- 121
122 A. State dues for all classes of TSMA membership shall be as fixed by the Executive Board. Any
123 changes to the dues for TSMA will require a 60-day notice to the membership. Dues shall
124 become due and payable November 1 and shall be delinquent if not postmarked or
125 submitted electronically to the AAMA Executive Office by December 31 (the controlling time
126 is that of sending, not that of receiving)..
127 1. Full dues will be assessed for active, associate, and affiliate members.
128 2. One-half dues will be assessed for sustaining member.
129 3. Honorary members are not required to pay dues.
130 4. TSMA Life members will not be required to pay TSMA dues. Only to pay National dues.

- 131 B. Dues for a new member joining on or after September 1 will get rest of current year and the
132 following year for the cost of the annual dues.
- 133 C. To serve as a delegate, an alternate, an officer, a trustee, or a voting member to the TSMA
134 annual meeting, a members' dues shall be postmarked or submitted electronically to the
135 AAMA Executive Office by December 31 (the controlling time is that of sending). **Officers**
136 **and trustees must maintain current membership during their terms of Office.**
- 137 D. The fiscal year of TSMA shall extend from April 1 through March 31 of the next year to
138 conform to IRS non-profit organization reporting dates.
- 139 E. Reciprocity of Members: Reciprocity shall be offered to members transferring from another
140 state. The transferring member shall present proof of current AAMA membership status.
141

142 143 **ARTICLE VII – GENERAL ASSEMBLY**

144
145 The legislative body of TSMA shall be the General Assembly, composed of members and
146 procedures as follows:

- 147 A. The Speaker shall preside over the General Assembly.
- 148 1. The Speaker may appoint a Parliamentary Advisor.
- 149 2. Oversee the transcription of the General Assembly.
- 150 3. Serve as Co-Chair of Bylaws committee.
- 151 4. The General Assembly shall have the authority to:
- 152 a. Determine the professional and administrative policies of the Society,
- 153 b. Amend the Society's Bylaws.
- 154 c. Elect the Society's Officers.
- 155 d. Elect the Society's Delegates and Alternates to the Annual meeting of the
- 156 AAMA.
- 157 e. Approve proposed resolutions and/or amendments to the AAMA Bylaws prior
- 158 to their submission.
- 159 B. Members eligible to vote are Active, Associate, Life and Sustaining in attendance whose
- 160 dues are paid by Dec 31 of the prior year. (Credentials are verified prior to being seated in The
- 161 General Assembly).
- 162 C. If re-balloting becomes necessary during elections in the General Assembly, only the names
- 163 of the nominees receiving the highest number of votes for the position in question shall be
- 164 listed on the new ballot.
- 165 D. The Vice Speaker shall:
- 166 a. Preside during the meetings of the General Assembly in the absence of or on
- 167 the request the Speaker.
- 168 b. Assist the Speaker in the appointment of Committees for the General
- 169 Assembly.
- 170 c. Succeed to the Office of Speaker in case of vacancy.
- 171 d. Serve as Chair of the Bylaws Committee.
- 172
- 173

ARTICLE VIII – ANNUAL EDUCATIONAL CONFERENCE

- A. The Annual Educational Conference shall consist of the following:
 - 1. Pre-Conference Membership Meeting
 - 2. General Assembly
 - 3. Continuing Education Sessions
 - 4. Post Conference Membership Meeting
- B. The Annual Educational Conference shall be held at a place to be decided upon by the TSMA Executive Board. The Annual Educational Conference site shall be chosen two (2) years in advance. The expenses of the Annual Educational Conference shall be paid from the registration fees and donations.
- C. The General Assembly shall meet during the Annual Educational Conference at the call of the Speaker (minimum of two (2) hours should be reserved).
- D. Special meetings of the General Assembly of TSMA may be held by giving written/electronic notice to the TSMA members.

ARTICLE IX – OFFICERS

- A. The Officers of the Society will be the Immediate Past President and the following: Elected Officers; President, Vice President, Secretary, Treasurer, Speaker, and Vice Speaker.
- B. Qualifications for Office:
 - 1. Elected officers will be an Active or Associate members of the AAMA/TSMA and have been a member of the Society for at least two (2) years.
 - 2. Candidates for Office will have served as an elected Officer will have served on a State Society Committee. Any candidate for Vice President or President must have served one complete term in another Executive Board role.
 - 3. Elected Officers will be in attendance at the meeting of election except where prevented by an act of God or employment obligation.
- C. Term of Office:
 - 1. The term of Office shall be one (1) year for the Immediate Past President, (2) years President, and Vice President.
 - 2. The term of Office will be two (2) years for the Secretary, Treasurer, Speaker, and Vice Speaker. The Speaker and Vice Speaker shall be elected in even-numbered years and the Secretary and Treasurer shall be elected in odd years.
 - 3. Vacancies in elected Offices, except for the President and Vice President, shall be filled by the Executive Board.
 - 4. A vacancy in the Office of Vice President shall be filled by the Executive Board until next election at the General Assembly of TSMA Annual Education Conference.
 - 5. A vacancy in the Office of Immediate Past President shall not be filled.
- D. Election of Officers:
 - 1. The nominations for Vice President, Secretary, Treasurer, Speaker, and Vice Speaker shall be on a biannual basis – to the Nominating Committee.
 - 2. Nominations for each Office can be made from the floor of the General Assembly; intentions must be submitted to the Chair of the Nominating committee by noon the

- 218 day of the TSMA Executive Board preconference meeting of the Annual Educational
219 Conference.
- 220 3. Election shall be by ballot in the General Assembly except when there is only one (1)
221 nominee for an Office, in which case election shall be by verbal affirmation.
- 222 4. A majority vote shall elect.
- 223 5. When three (3) or more candidates are nominated, upon balloting no one receives a
224 majority vote, only the two (2) candidates receiving the highest number of votes shall
225 be considered when re- balloting.
- 226 E. Removal of Office: An elected or appointed Officer may be requested by the Executive Board
227 to submit a resignation in the event the Officer is unable to fulfill the duties of the Office and
228 after the Officer has been given the opportunity to appear before the Executive Board.
- 229 F. In addition to the duties set forth, Officers shall perform duties as are implied by their
230 respective Offices and are consistent with standard parliamentary procedure, or as are
231 required by law.
- 232 1. The President shall:
- 233 a. Be the head of TSMA during the term of Office.
- 234 b. Preside at all meetings of TSMA except the General Assembly.
- 235 c. Preside at meeting of the Executive Board as Chair.
- 236 d. Deliver an annual address to the membership at the time selected by the
237 annual meeting program chairman.
- 238 e. Counsel with all Officers, Committees, members, the profession and public
239 for the best interest of TSMA.
- 240 f. With the approval of the Executive Board:
- 241 i. Appoint all standing and special committees except for the Nominating
242 and Mediations Committees.
- 243 ii. Appoint coordinators and/or advisors to the committees from
244 experienced members and past Presidents.
- 245 iii. Fill vacancies except for the Nominating and Mediations Committees.
- 246 g. Be Bonded.
- 247 h. In the absence of the Treasurer, sign checks if authorized to do so by the
248 Executive Board.
- 249 i. Serve as first Delegate to the AAMA annual Educational Conference.
- 250 j. Serve as the Ex-Officio member of all standing and special committees with
251 exception of the Nominating and Mediations Committees.
- 252 k. Appoint an Ad Hoc committee as needed.
- 253 l. Be a voting member of the General Assembly and the Executive Board.
- 254 m. Submit a report of the AAMA Annual Educational Conference to be printed in
255 the official publication of TSMA.
- 256 2. The Vice President shall:
- 257 a. Serve as Chair of the Membership Committee.
- 258 b. Preside in the absence of the President at any meetings of TSMA.
- 259 c. In the event of death, resignation, or removal from office of The President,
260 immediately succeed to that office for the remainder of the term.
- 261 d. Be a voting member of the General Assembly and the Executive Board
- 262 e. Appoint by the time of the Annual Conference the chair of the Standing
263 Committees except for the Nominating and Medications Chairs, having

- 264 secured each individuals consent to serve. The term of Office of these Chairs
265 shall coincide with the term of Office of the President.
- 266 f. Prepare to assume the Office of President following the installation at the
267 close of the Annual Educational Conference.
- 268 g. Serve as TSMA second Delegate to the annual meeting of AAMA.
- 269 h. Prepare proposed resolutions for consideration by the TSMA General
270 Assembly.
- 271 i. Open each Executive Board meeting with an invocation.
- 272 j. Send appropriate cards in the event of illness and or death.
- 273 k. Send to the President of TSMA and AAMA Executive Office notifications of
274 the deaths of members.
- 275 l. Conduct a memorial service at the Annual Meeting of TSMA.
- 276 3. The Secretary shall:
- 277 a. Have the responsibility for keeping the minutes of all regular and special
278 meetings of the Executive Board.
- 279 b. Distribute copies of the meetings and all information of all regular meetings
280 at least 30 days after the Executive Board Meeting to the Executive Board for
281 review. An Executive Board approved copy of these minutes can be approved
282 via email to TSMA members upon request.
- 283 c. Preserve records and important documents on digital storage with a backup
284 digital storage copy.
- 285 d. Carry on correspondence as designated by the President in the name of
286 TSMA.
- 287 e. Make available printed reports as required by Officers and committee
288 Chairmen.
- 289 f. Be a voting member of the General Assembly and Executive Board.
- 290 4. The Treasurer shall:
- 291 a. Be bonded.
- 292 b. Receive all dues and monies paid to TSMA.
- 293 c. Monitor the adopted budget. The Treasurer shall submit a financial report at
294 each Executive Board meeting.
- 295 d. Pay by voucher check all obligations of TSMA, which have been allocated in
296 the budget or authorized by the Executive Board. No monies will be
297 dispensed without a coded voucher explaining the expenditure with
298 attached invoice.
- 299 e. Make a full report to every meeting of the Executive Board and at any other
300 time when requested by the President or three (3) members of the Executive
301 Board.
- 302 f. Verify to the General Assembly Credentials Committee Chair that the dues
303 of TSMA members have been paid by the due's deadline date.
- 304 g. Make an annual report as to the condition of the treasury.
- 305 h. Deliver to the successor within 60 days after the annual meeting all monies,
306 vouchers, books, and papers of TSMA.
- 307 i. Serve as Chair of the Budget and Finance Committee.
- 308 j. Be a voting member of the General Assembly and the Executive Board.

- 309 k. Have a copy of the approved budget available at each Executive Board
310 meeting.
311 l. Maintain the current bookkeeping system. The system may be changed only
312 with the approval of the Executive Board.
- 313 5. The Speaker shall:
- 314 a. Prepare an outline of duties for each General Assembly appointee and
315 conduct an orientation before the opening session.
316 b. Notify TSMA members of meetings of the General Assembly and the agenda
317 thereof.
318 c. Appoint all members of Credentials Committee.
319 d. Preside during meetings of the General Assembly.
320 e. Perform such duties as custom and parliamentary usage requires.
321 f. Be a voting member of the General Assembly and the Executive Board.
322 g. Oversee the preparation of the minutes of the proceedings of the General
323 Assembly for the permanent records.
324 h. Serve as Ex-Officio of the Bylaws Committee.
- 325 6. The Vice Speaker shall:
- 326 a. Preside during the meetings of the General Assembly in the absence of or on
327 the request of the Speaker.
328 b. Assist the Speaker in the appointment of Committees for the General
329 Assembly.
330 c. Succeed to the Office of Speaker in case of vacancy.
331 d. Be a voting member of the General Assembly and the Executive Board.
332 e. Serve as Chair of the Bylaws Committee.
- 333 7. The Immediate Past President shall:
- 334 a. Serve as Chair of the Nominating Committee.
335 b. Keep the membership informed of public affairs and court decisions relating
336 to medical assisting.
337 c. Be responsible for submitting the TSMA's entries for Excel Awards to AAMA.
338 d. Be a voting member of the General Assembly and Executive Board.
339 e. Be conversant in parliamentary law.
340 f. Serve as parliamentary advisor.
341

342 **ARTICLE X –THE EXECUTIVE BOARD**

- 343
- 344 A. The Officers of the Society will be the Immediate Past President and the following: Elected
345 Officers; President, Vice President, Secretary, Treasurer, Speaker, and Vice Speaker
- 346 B. The Executive Board shall:
- 347 1. Conduct the business of TSMA between the annual meetings.
348 2. Hold no more than three (3) regular membership meetings each year. Additional
349 special meetings may be called by the Chair. (See Article XI section C.)
350 3. Reimburse, if funds are available, members who are in attendance as follows:
351 a. An allotted amount for each elected Officer of TSMA who attends the entire
352 TSMA's Annual Conference (Pre-Conference, General Assembly, CEUs and
353 Post Conference Meeting)

- 354 b. An allotted amount for each elected Officer of TSMA who attends a regular
355 membership meeting at the Quarterly TSMA Membership Meetings
356 4. Exercise one (1) vote for each officer at regular membership or Executive Board
357 Meetings.
358 5. Elected Officers must attend all three regular meetings in person. May attend one
359 virtually due to extenuating circumstance, excluding the Annual Conference.
360 C. The Executive Board may:
361 1. Vote by mail/electronically between meetings. A majority vote shall rule. Letters shall
362 be sent first class or electronic to the voting members of the Executive Board.
363 Instructions shall give ample time and deadline for reply.
364 2. Ratify all balloting at the next Executive Board meeting, and the results of the
365 balloting shall be included in the official minutes.
366 3. Have general supervision of the financial affairs of TSMA.
367 4. Determine the amount of bond for the President and Treasurer.
368 5. Determine an allotted amount for each TSMA Delegate in attendance at the House of
369 Delegates of the AAMA National Conference.
370 6. In the event of death, resignation or removal from Office of the Secretary, Treasurer,
371 Speaker, or Vice Speaker, Nominating and Mediations Committee (Chair or member),
372 appoint a member to fill the unexpired term. If the Nominating Committee Chair is
373 appointed, the appointee shall not have voting privileges as chair.
374 7. Receive for approval all applications for new component Chapters.
375 8. Authorize the issuance of a Charter to each new component Chapter.
376 9. Receive recommendations for consideration by active members” for honorary
377 membership and from the Nominations Committee for Life membership in TSMA at
378 least ninety (90) days prior to the annual conference. All bids for Annual Educational
379 Conference shall be voted on by the General Assembly. Bids for Annual Educational
380 Conference must have tentative dates included.
381 10. Submit a report of activities, through the Chair to the General Assembly at the annual
382 meeting.
383 11. Approve all special awards.
384 D. Special meetings:
385 1. The Chair of the Executive Board may call a special meeting of the Executive Board by
386 giving written/electronic notice to the members two (2) weeks prior to the meeting.
387 2. Three (3) elected Officers may call a special meeting by giving written notice to the
388 members two (2) weeks prior to the meeting.
389 E. All TSMA Members, listed on active member roster, must be notified in writing at least 2
390 weeks in advance of any TSMA Membership Meeting, regular or special.
391 F. Officers and Committee Chairs shall submit reports of actions transpiring since the previous
392 meetings. They shall receive a report of the transactions of the Executive Board from the
393 Secretary.
394

395 **ARTICLE XI – AAMA DELEGATES AND ALTERNATES**

396

397 Representation of this Society in the AAMA House of Delegates shall be in accordance with the
398 AAMA Bylaws Article XV Section 2C 1.4 as follows:

- 399 A. Delegates and Alternates shall be active or AAMA life members whose membership has not
400 been revoked, as delineated in Article VI, Section 4 of the AAMA bylaws.
- 401 B. The numbers of Delegates shall be determined by the TSMAs' total active and associate
402 membership and shall be submitted to the Speaker of The House of Delegates.
- 403 C. Delegates and Alternates shall be elected to serve as one year from the opening of The
404 House of Delegates for the year elected until the opening of The House of Delegates the
405 following year.
- 406 D. The names of the Delegates and Alternates shall be submitted to the Speaker of The House
407 of Delegates and the Vice Speaker of The House of Delegates at least ninety (90) days prior
408 to the annual meeting of The House of Delegates.
- 409 E. Election of Delegates and Alternate Delegates:
- 410 1. Names of nominees for the position of TSMA Delegate or Alternate Delegate to the
411 AAMA House of Delegates shall be submitted to the Nominating Committee for
412 presentation to the General Assembly at the annual meeting. The nominee shall have
413 signed a consent-to-serve form prior to the submission of the nominee's name.
- 414 2. The Delegates shall be elected by majority vote and the Alternate Delegate by
415 plurality. Delegates and Alternates shall be elected to serve one year from the
416 opening of the General Assembly until the opening of the General Assembly of the
417 following year.
- 418 F. The TSMA President shall serve as the first Delegate and the Vice President shall serve as
419 second Delegate to the AAMA House of Delegates. If additional delegates or alternates are
420 allowed nominees can come from the general active membership whose dues have been
421 paid by Dec 31st of preceding year and meet TSMA Qualifications. (See Qualifications in
422 Policy and Procedure Manual for Delegate/Alternate)
- 423 G. The AAMA Delegates and Alternate Delegates shall be responsible for performing duties as
424 outlined in the guidelines for AAMA Delegates and Alternates.
- 425 H. A report from all TSMA delegates of the AAMA Annual Meeting shall be made available in the
426 official TSMA publication
- 427 I. An allotted amount will be provided to each TSMA Delegate and Alternate seated at The
428 House of Delegates of AAMA.
- 429
430

431 **ARTICLE XII –COMMITTEES**

- 432
- 433 A. With the approval of the Executive Board, the President shall appoint standing and special
434 committees except for the Nominating and Mediations Committees.
- 435 B. The Executive Board shall elect the members of the Nominating Committee at the post-
436 Annual Educational Conference Executive Board meeting.
- 437 C. Committees shall be appointed or elected for a term of one (1) year and shall consist of no
438 less than three (3) members, unless otherwise indicated.
- 439 D. Any standing or special committee Chairman or member may be requested by the Executive
440 Board to submit a resignation in the event the duties are not fulfilled and after that chairman
441 or member has been given the opportunity to appear before the Executive Board.
- 442
443

ARTICLE XIII – BONDING

- A. A two (2) position bond shall be provided to include the President and Treasurer.
- B. Funds for paying this bond shall be provided for in the annual budget.

ARTICLE XIV – RULES OF ORDER

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

ARTICLE XV – AMENDMENTS TO BYLAWS

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

- A. TSMA Bylaws may be amended at any annual meeting of the General Assembly by two thirds (2/3) vote of those present and voting.
- B. Proposed amendments to these Bylaws may be submitted in writing to the TSMA Bylaws Committee Chair and must be received at least sixty (60) days prior to the annual meeting at which they will be put forth for a vote.
- C. Proposed amendments must be submitted in writing/electronically or via the official preconference TSMA publication to all members at least thirty (30) days prior to the annual meeting or special meeting called by the TSMA Board.

ARTICLE XVI–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 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 medical profession and 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 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 improve knowledge and skills of Medical Assistants for the benefit of patients and professional colleagues.
- E. Participate in additional service activates, aimed toward improving the health and wellbeing of the community.

ARTICLE XVIII – 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. 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.
- C. It shall be the responsibility of the President and the Treasurer to complete all necessary federal and state forms upon dissolution.