

BYLAWS

of the

ILLINOIS SOCIETY OF MEDICAL ASSISTANTS

an affiliate of the

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

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Table of Contents

CODE OF ETHICS:	1
CREED:	1
ARTICLE I - NAME:	2
ARTICLE II - OBJECTIVES:	2
ARTICLE III - PURPOSE:	2
ARTICLE IV - ORGANIZATIONAL POLICY:	2
ARTICLE V - MEMBERSHIP:	2 - 4
ARTICLE VI - DUES:	4 - 5
ARTICLE VII - FISCAL YEAR:	5
ARTICLE VIII - OFFICERS AND THEIR QUALIFICATIONS:	6
ARTICLE IX - ELECTIONS:	7
ARTICLE X - DUTIES OF OFFICERS:	8 - 10
ARTICLE XI - MEETINGS:	10
ARTICLE XII - COMPONENT CHAPTERS:	10
ARTICLE XIII - EXECUTIVE COMMITTEE:	11
ARTICLE XIV - COUNCIL:	11
ARTICLE XV - BOARD OF TRUSTEES:	11
ARTICLE XVI - ADVISORY BOARD:	12
ARTICLE XVII - HOUSE OF DELEGATES:	12 - 13
ARTICLE XVIII - COMMITTEES:	13 - 16
ARTICLE XIX - DISSOLUTION:	16
ARTICLE XX - PARLIAMENTARY AUTHORITY:	16
ARTICLE XXI - AMENDMENTS:	16

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BYLAWS - ILLINOIS SOCIETY OF MEDICAL ASSISTANTS

CODE OF ETHICS

The Code of Ethics of the Illinois Society of Medical Assistants, Inc., an affiliate of the American Association of Medical Assistants 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 the Illinois Society of Medical Assistants, Inc., dedicated to the conscientious pursuit of their profession and the respect of the general public which they serve, do pledge themselves to strive always to:

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

CREED

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

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

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

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

ARTICLE I - NAME:

The name of this organization shall be Illinois Society of Medical Assistants hereafter referred to as the Society (ISMA). It is a constituent society affiliated with the American Association of Medical Assistants, Inc., and hereafter known as AAMA.

ARTICLE II - OBJECTIVES:

- A. To unite into one society the medical assistants in the State of Illinois for the purpose of educational programs;
- B. To establish a society for those residing in Illinois counties where no medical assistant chapters are organized;
- C. To assist with public relations work in the medical profession;
- D. To maintain and advance the standards of professional employment and to give honest, loyal and efficient service to the medical profession and the public.

ARTICLE III - PURPOSE:

The purpose of the Illinois Society of Medical Assistants, Inc. 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 the multi-skilled Certified Medical Assistants (CMA's)

ARTICLE IV - 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 will be denied membership because of race, religion, sex, national origin or political party affiliation. Exception: that no person who participates in the activities of an organization whose purpose is to overthrow the government of the United States may become a member of this Society.

ARTICLE V - MEMBERSHIP:

Section 1: Classes: there shall be eight classes of membership on the chapter and society level; active, sustaining, associate, student, honorary, life, member-at-large and affiliate.

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

Section 2: Qualifications:

A. ACTIVE - An active member shall be one of the following:

- 1) an AAMA Certified Medical Assistant (CMA) whose CMA credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMAs. (see www.aama-ntl.org).
- 2) anyone who was an active member on 12/31/87 and who has maintained continuous active membership (Continuous active membership shall be defined as having dues postmarked to the AAMA Executive Office by December 31).

B. SUSTAINING - Anyone who has been an active or associate member for at least two years, who has retired from medical assisting and who has not entered into another field, is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.

C. ASSOCIATE - An associate member shall be a medical assistant who is not yet an AAMA Certified Medical Assistant (CMA) and who does not fall under any other category.

D. STUDENT - A student member:

- 1) shall be enrolled in a medical assisting program;
- 2) shall carry a minimum of six (6) contact hours per week per term;
- 3) may retain membership for one additional dues year after graduation if active or associate membership is not chosen;
- 4) shall be limited to a maximum of three (3) years as a student member.

E. HONORARY - An honorary member shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assisting and/or the society. Honorary membership is conferred by a two-thirds vote of the House of Delegates after recommendation by the Board of Trustees. Names of candidates for honorary membership shall be presented to the Board of Trustees at least sixty (60) days prior to presentation at the House of Delegates.

Honorary membership in a constituent society does not transfer to the national level.

F. LIFE - A life member shall be one having active membership and has made outstanding contributions to the advancement of medical assisting and/or state society. Candidates for life membership shall be presented to the Board of Trustees at least sixty (60) days prior to the Annual Meeting. The Board of Trustees will select the recipient for life membership.

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

H. 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.

Section 3: Privileges:

- A. All rights and privileges of membership in this Society shall be given to active members and life members.
- B. Sustaining members shall not vote, hold office, chair a committee nor serve as a delegate to the state House of Delegates.
- C. Associate members may vote, hold office, chair a committee or serve as a delegate to the state House of Delegates.
- D. Student members may not vote, hold office, chair a committee nor serve as a delegate to the state House of Delegates.
- E. Honorary members may not vote, hold office, chair a committee nor serve as a delegate to the state House of Delegates.
- F. Life members are active members and hold all privileges of active members.

Section 4: Any member who has had their CMA credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMA (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: A member may choose to join the chapter, which is most conveniently located to the member's residence or place of employment.

ARTICLE VI - DUES:

Section 1: Annual state dues for all classes of members shall be fixed by the House of Delegates upon recommendation of the Council plus the designated AAMA national dues.

Section 2: Dues shall become due and payable November 1 and shall be delinquent if not postmarked to the AAMA Executive Office by December 31. Dues will be billed by and remitted directly to the AAMA Executive Office.

Section 3: In order to be a candidate for office or a delegate to the Annual Meeting of AAMA, dues must be postmarked to the AAMA Executive Office by December 31.

Section 4: Full dues will be assessed for active, associate, and affiliate members.

Section 5: Half dues will be assessed for sustaining and student members.

Section 6: Honorary and life members shall not be required to pay state dues.

Section 7: Membership dues may not be transferred from one member to another, nor are they refundable.

Section 8: Dues for a new member joining on or after September 1 shall be credited to the following year.

Section 9: Constituent societies and component chapters shall offer reciprocity to members transferring from another state or chapter. The transferring member shall present proof of current AAMA membership status.

Section 10: To serve as a delegate or an alternate delegate, a member's dues shall be postmarked to the AAMA Executive Office by December 31.

Section 11: Any member whose dues are not postmarked to the AAMA Executive Office by December 31 shall not vote, be eligible for office nor serve in any capacity at the annual meeting. All members must pay local, state and national dues except for life and honorary members.

Section 12: Membership belongs to the individual and shall be nontransferable.

ARTICLE VII - FISCAL YEAR:

The fiscal year of this Society shall be May 1 through April 30.

ARTICLE VIII - OFFICERS AND THEIR QUALIFICATIONS:

The officers of this Society shall be President, Immediate Past President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Speaker of the House and Vice Speaker of the House.

Section 1:

A. The officers of this Society shall serve a two year term from the close of the annual Meeting when elected until the close of the second Annual Meeting following her/his election.

B. All candidates for office shall have been an active/associate member for at least one year prior to elections.

C. All candidates for office shall have actively served at the chapter level for the year preceding her/his nomination.

D. Each candidate for office (except for nominations from the floor) shall submit to the Nominating Committee by the designated date:

1. Written consent to serve.
2. Written endorsement from the component chapter outlining candidate's qualifications.

E. A candidate for Vice President shall:

1. Have been an elected officer of Illinois Society for one year, or
2. Have served her/his local chapter as President and have served as a state committee chair.

Section 2: Vacancy in Office

A. In the case of resignation, death or removal of the President, the office shall automatically be filled by the Vice President for the unexpired term.

B. In the case of resignation, death or removal of the Vice President, the Nominating Committee shall hold a special meeting to nominate one or more active/associate members for this office. The House of Delegates shall be polled by mail or at a special meeting.

C. In case of resignation, death or removal of any other officer, the vacancy shall be filled by the Executive Committee with a two-thirds vote of those present and voting.

D. The Executive Committee may remove an officer or chair who fails to perform the required duties or for just cause, by a 2/3 vote after conducting a hearing consistent with the principles of due process.

ARTICLE IX - ELECTIONS

Section 1: OFFICERS

A. All officers shall be elected by the House of Delegates at the Annual Meeting of this Society. The election shall be by ballot and a candidate receiving a majority of votes cast for any office shall be declared elected. Where there is only one candidate for office, election may be voted by voice vote.

B. An officer may not serve more than two consecutive terms without approval of the Council.

Section 2: AAMA DELEGATES AND ALTERNATES

Representation of this Society in the AAMA House of Delegates shall be in accordance with the Bylaws of AAMA (Article XV Section 2C 1-5)

1. Delegates and alternates shall be active or AAMA life members in good standing in the AAMA.

2. 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.

3. Delegates and alternates shall be elected to serve 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.

4. The names of delegates and alternates shall be submitted to the Executive Office at least ninety (90) days prior to the Annual Meeting of the House of Delegates.

5. Constituent societies not in compliance with submission deadline for delegate and alternate names must submit in writing to the Speaker of the House of Delegates a request to be seated. This request must be brought before the House of Delegates before the society's delegates and alternates may be seated.

In addition the following policies must be followed as set forth by the ISMA

A. The President and Vice President are automatically first and second delegates. Other delegates and alternates shall be elected as determined by AAMA count.

B. ISMA shall elect one (1) alternate delegate.

Section 3: AAMA Nominations

Any nominations being submitted to the AAMA Nominating Committee for an officer must be approved by the Illinois Society Executive Committee and the House of Delegates.

ARTICLE X - DUTIES OF OFFICERS

A. PRESIDENT (2 year term) shall:

1. Preside at all meetings of the Council and Executive Committee.
2. Appoint the Chair of all committees, except the Archives and Nominating Committees, and serve as ex-officio member of all committees, except the Nominating Committee.
3. Sign all warrants of the treasury.
4. Be included in the honesty bond.
5. In the event of a tie vote on any question, may cast the deciding vote if she/he has not already voted.
6. Be one of the delegates to the AAMA House of Delegate
7. Serve as an active and voting member of the Board of Trustees.
8. Appoint the Corresponding Secretary, Chaplain, Historian and Parliamentary Advisor.
9. If needed, appoint the Overall Convention Chair for a one year term, with the approval of the Executive Committee.
10. Perform all other duties as specified under President in the Policy Manual.

B. VICE- PRESIDENT(2 year term) shall:

1. Be vested with all powers and perform all duties of the President in the latter's inability to act, and perform such other duties as may, from time to time, be requested by the Executive Committee or Council.
2. Be chair of the Nominating Committee.
3. Be included in the honesty bond.
4. Be one of the delegates to the AAMA House of Delegates.
5. Perform all other duties as specified under President Elect in the Policy Manual.

C. IMMEDIATE PAST PRESIDENT (2 year term) shall:

1. Act as chair of the Membership Committee with the Vice President.
2. Be a member of the Executive Committee, Council and Nominating Committee and ex-officio member of all committees with a right to vote.
3. Be responsible for organizing new chapters and sending information to prospective members; also be responsible for recommending ways to retain and increase membership.
4. Perform all other duties as specified under Immediate Past President in the Policy Manual.

D. RECORDING SECRETARY (2 Year term) shall:

1. Record the proceedings of all meetings of this Society, with the exception of the House of Delegates.
2. Be a member of the Executive Committee, Council, Nominating Committee and Website/Marketing Committee and the Reference Committee.
3. Mail a copy of the Council Meeting minutes, no later than 30 days following the meeting, to all elected and appointed Officers, Councilors, Committee Chairs, Chapter Presidents, Physician Advisors and the Board of Trustees. Executive Committee Meeting minutes shall be mailed to all elected and appointed Officers, Physician Advisors, two elected Councilors to the Executive Board and the Board of Trustees.
4. Perform all other duties as specified under Secretary in the Policy Manual.

E. CORRESPONDING SECRETARY (2 year term) shall:

1. Be appointed by the President.
2. Be a member of the Executive Committee and Council with a right to vote.
3. Conduct the correspondence of this Society as directed by the President and/or Executive Committee.
4. Perform other duties assigned by the President and as specified under Corresponding Secretary in the Policy Manual.

F. TREASURER (2 year term) shall:

1. Serve as custodian of all monies, securities and valuable papers of the Society.
2. Be bonded for the sum of dues annually collected, but not less than \$2,000.00.
3. Deposit the money in the bank approved by the Council and issue only checks signed by the President and the Treasurer.
4. Keep the Recording Secretary and President apprised of the exact numerical membership per chapter.
5. Keep a detailed account of all receipts and disbursements and submit a written report of the finances of this Society at the Annual Meeting, Executive Board meetings, and Council meetings as requested by the President.
6. Be a member of the Executive Committee, Council and Finance Committees with a right to vote.
7. Perform all other duties as specified under Treasurer in the Policy Manual.

G. SPEAKER OF THE HOUSE (2 year term) shall:

1. Preside at all meetings of the House of Delegates and perform such duties as parliamentary usage requires.
2. In the event there is a tie vote on any question at any meeting of the House of Delegates, cast the deciding vote, if she/he has not already voted.
3. Be a member of the Executive Committee, Council, Minutes Editing Committee, Bylaws Committee and Convention Committee.
4. Appoint the Reference Committee(s), tellers, pages and such other committees as may become necessary.
5. Perform all other duties as specified under Speaker of the House in the Policy Manual.

H. VICE SPEAKER OF THE HOUSE (2 year term) shall:

1. Be a member of the Executive Committee, Council, Minutes Editing Committee, Bylaws Committee and Convention Committee.
2. Be responsible for preparation and mailing of delegates packets at least 15 days before the Annual Meeting.
3. Preside for the Speaker of the House in the latter's absence or at her/his request.
4. Succeed to the office of Speaker of the House in case of vacancy.
5. Perform all other duties as specified under Vice Speaker of the House in the Policy Manual.

I. All retiring officers shall deliver, to their successors, all records and materials pertaining to their respective offices AFTER the close of the Annual Meeting.

ARTICLE XI – MEETINGS:

Section 1: An Annual Meeting shall be held in April or on such a date and in such a place as determined by the Council and Convention Committee.

Section 2: Quorums:

- A. House of Delegates shall consist of the majority of its members.
- B. Council shall consist of a majority of its members.
- C. Executive Committee shall consist of five members.
- D. Board of Trustees shall consist of five members.
- E. A Standing or Special Committee shall consist of a majority of the members of that committee.

ARTICLE XII - COMPONENT CHAPTERS:

Section 1: Any Illinois area may organize local medical assistant groups, called component chapters, if they comprise and maintain membership of not less than three active/associate members and are approved by the Council of this Society. New charters will be presented at the Annual Meeting.

Section 2: Organization of a Component Chapter:

- A. Must obtain approval of the Illinois Society Executive Committee for a new component chapter.
- B. Follow procedures as listed in the Policy Manual.

Section 3: In the event any component chapter finds it necessary to disband, it shall send all records, including their charter, to the President of this Society.

ARTICLE XIII - EXECUTIVE COMMITTEE:

The Executive Committee shall be comprised of the President, Vice President, Immediate Past President, Recording Secretary, Corresponding Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, Parliamentary Advisor, Historian, Chaplain, two Councilors elected by the Council and Chair of the BOT. All members of this committee shall have a vote, with the exception of the Parliamentary Advisor, Historian and Chaplain. The President shall act as chair and the committee shall function on call of the President, due notice being given. The committee shall carry out the politics of the Council between meetings of the latter.

ARTICLE XIV - COUNCIL:

Section 1: The elected Councilors, the officers and the Board of Trustees shall comprise the Council. Each Councilor and officer shall have a single vote except the Board of Trustees, who shall each have a voice but only one vote to be cast by its chair. The President shall serve as Chair and the Recording Secretary shall serve as Secretary of the Council. Regular meetings shall be held the third weekend of August each year, unless a change is authorized by the president. Special meetings may be held by mail or on call of the President, due notice being given.

Section 2: Each component chapter shall elect one Councilor and one Alternate Councilor for every fifty active/associate members or fraction thereof, based upon paid membership as of December 31 of the preceding year. A Councilor shall report all Council action to their component chapters and perform all duties as listed in the Policy Manual.

Section 3: Any Council member who becomes an officer of this Society shall declare her/his seat vacant on the Council to be filled by the component chapter represented. This duly elected Councilor shall serve the unexpired term or until the retiring officer is again entitled to resume her/his duties as Councilor.

ARTICLE XV - BOARD OF TRUSTEES:

Section 1: The Board of Trustees shall consist of any past Presidents whose dues are paid as of December 31 of the previous year and the current President of this Society.

Section 2: The chair of the Board of Trustees shall be an active/associate and voting member of the Executive Committee. The Chair of the BOT will be elected by the members of the BOT at the Annual Meeting in April.

Section 3: The Board of Trustees shall be ex-officio members of the Council with voice but only one vote to be cast by its chair.

Section 4: Select the recipient(s) of the Distinguished Service Award, the Mary Lu Ostrowski Award, the Member of the Year Award and Life Membership.

Section 5: Act in an advisory capacity of the Executive Committee.

Section 6: Serve as the Archives Committee.

ARTICLE XVI - ADVISORY BOARD:

The Advisory Board shall consist of physicians who are members of a licensing board. They shall have had experience as a local advisor so that they are familiar with the goals and objectives of this Society.

ARTICLE XVII - HOUSE OF DELEGATES:

Section 1: The House of Delegates shall be the governing body at the Annual Meeting. It shall have:

- A. The power to amend the Bylaws.
- B. The authority to determine the professional and administrative policies and act upon such business as may be presented.
- C. The power to conduct the annual election of officers and AAMA delegates and alternate delegates.
- D. The authority to appoint physicians to the Advisory Board as their term expires.

Section 2: The House of Delegates shall consist of:

- A. Delegates elected by the component chapters.
- B. Officers of this Society.
- C. Councilors.
- D. Board of Trustees, with one vote.

Section 3: Delegates to the Annual Meeting shall consist of:

- A. One delegate at large from each component chapter and one delegate representing each twenty active/associate members or fraction thereof, in each component chapter, based upon paid membership postmarked by December 31 of the previous year.
- B. Component chapters that maintain membership of six or less active/associate members shall be represented at the Annual Meeting with one vote.

Section 4: Delegates and alternate delegates shall be elected by and from the active/associate members of the component chapter. They shall serve one year or until their successors are elected.

Section 5: In the event any component chapter is unable to be represented by full complement of delegates and councilors to which it is entitled, it may assign proxy votes to another delegate or councilor from that component chapter. The proxy votes may be cast in voting on proposed amendments to the Bylaws and other business of the House of Delegates. Such proxies shall be submitted in writing and shall be signed by the President and Secretary of the component chapter.

Section 6: Reference Committees of the House of Delegates shall consist of members of the House of Delegates. These committees shall serve only during the session for which they are appointed. Such committees shall include as many Reference Committees as may be required to consider these items of business before the House of Delegates.

Section 7: All resolutions approved by the Resolutions Committee and all reports presented to the House of Delegates must first be considered by a Reference Committee. Reports and emergency resolutions must be in the hands of the Speaker of the House no later than the night before the opening of the House of Delegates.

ARTICLE XVIII - COMMITTEES:

Section 1: The committees of the Society shall be STANDING and SPECIAL.

- A. Committee chairs, with the exception of the Archives, Nominating, Membership, and Symposium, shall be appointed by the President with the approval of the Council.
- B. Committee actions shall be subject to the approval of the Council.
- C. All committee chairs shall submit an annual report and/or recommendations, with itemized expenses listed at the bottom of the report, to the Vice Speaker of the House.
- D. All committees except the Nominating Committee shall be required to notify the President, Vice President and Immediate Past President of all meetings.
- E. Committee chairs may make a motion on their report, and in the event of a tie, may cast a vote.

Section 2: STANDING COMMITTEES shall be:

A. The ARCHIVES COMMITTEE:

- 1. Shall be comprised of the Board of Trustees.
- 2. Shall perform duties as listed in the Policy Manual.

B. The AUDIT COMMITTEE:

- 1. Shall conduct a yearly audit/assessment of the Treasurer's books of this organization.
- 2. Shall perform duties as listed in the Policy Manual.

C. The BYLAWS COMMITTEE:

- 1. Shall receive amendments and recommendations and submit them along with any proposals the committee may have for discussion by the Council and action by the House of Delegates. The ISMA bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the AAMA House of Delegates, and Dissolution. Upon notification from AAMA of any mandated changes, it is the responsibility of this committee to make those changes with copies of the revised bylaws returned to AAMA within 30 days of notification. Any action taken by ISMA that is inconsistent with such mandated language shall immediately be null and void and of no effect.
- 2. The Bylaws committee shall consist of a chair and co-chair, the Speaker and Vice Speaker of the House, and the Parliamentary Advisor whom shall be an ex-officio member with voice and vote.
- 3. Shall perform duties as listed in the Policy Manual.

D. The CERTIFICATION AND CONTINUING EDUCATION COMMITTEE:

1. Shall include the chair and two additional members as needed by the chair.
2. Be responsible for informing members of educational programs available for CEU's.
3. Serve as a resource to assist members in accessing educational programs.
4. Shall perform all duties as listed in the Policy Manual.

E. The CONVENTION COMMITTEE:

1. Shall be comprised of the Convention Chair, all Convention Committee Chairs, President, Immediate Past-President, Speaker and Vice Speaker of the House, the Immediate Past Convention Chair and an Overall Chair if one is appointed.
2. The Convention Chair shall be a member of the hosting chapter(s) and approved by the Executive Committee.
3. Shall perform all duties as listed in the Policy Manual.

F. The FINANCE COMMITTEE:

1. Shall submit an annual budget.
2. Shall make recommendations to the Executive Committee regarding finances of the Society.
3. The Treasurer shall be a member.
4. Shall perform all duties as listed in the Policy Manual.

G. The MEMBERSHIP COMMITTEE:

1. Shall be comprised of the Immediate Past President and Vice President as co-chairs and Councilors of each component chapter as members.
2. Shall be responsible for increasing and maintaining the membership of this Society.
3. Shall perform all duties as listed in the Policy Manual.

H. The MENTORING COMMITTEE:

1. Shall consist of a BOT member as Chair, a Co-Chair as appointed by the Chair and a mentoring team of up to 11 members.
2. Shall perform all duties as listed in the Policy Manual.

I. The MINUTES EDITING COMMITTEE:

1. Shall record and transcribe minutes of the House of Delegates.
2. Shall be comprised of the Speaker and Vice Speaker of the House, Recording Secretary and two members who served as voting members and/or members of the Board of Trustees in attendance at the meeting.
2. Shall perform all duties as listed in the Policy Manual.

J. The NOMINATING COMMITTEE:

1. Shall be comprised of the Vice President as chair, the Immediate Past President, the Treasurer, one elected Councilor, and one member elected by the House of Delegates. All members should be present at this meeting.
2. Shall perform all duties as listed in the Policy Manual.

K. The POLICY MANUAL COMMITTEE:

1. The By-Laws chair is co-chair.
2. Shall be responsible for updating the manual as required.
3. Shall perform all duties as listed in the Policy Manual.

L. The RESOLUTIONS COMMITTEE:

1. Shall receive and review resolutions by December 31 presented by the component chapters and assist them in proper preparation for presentation at the House of Delegates. They shall direct any resolutions as recommended by Council for submission to AAMA and present them for approval at the Illinois Society House of Delegates.
2. Shall perform all duties as listed in the Policy Manual.

M. The PUBLIC AFFAIRS COMMITTEE:

1. Shall keep the members informed of proposed legislation and court decisions pertaining to medicine and its allied profession.
2. Shall perform all duties as listed in the Policy Manual.

N. The STRATEGIC PLANNING COMMITTEE:

1. Shall be responsible for implementing the strategic plan as approved by the Council.
2. Shall perform all duties as listed in the Policy Manual.

O. The SYMPOSIUM COMMITTEE:

1. Shall be comprised of a chair, selected by the hosting chapter(s), a co-chair, selected by the chair if desired, and members selected from the hosting chapter(s).
2. Shall perform all duties as listed in the Policy Manual to plan the annual symposium which is held in conjunction with the August Council Meeting.

P. The WAYS AND MEANS COMMITTEE:

1. Shall be responsible for planning and carrying out projects to supplement the treasury. All projects must be approved by the Council. All projects are to be supported by each of the Illinois Society chapters.
2. Shall perform all duties as listed in the Policy Manual.

Q. The WEBSITE and MARKETING COMMITTEE:

1. Shall maintain the website as decided on by the membership.
2. The President and Recording Secretary shall be members of this committee.
3. Shall be in charge of all publicity of this Society.
4. Shall perform all duties as listed in the Policy Manual.

Section 3: SPECIAL STANDING COMMITTEES AND COORDINATORS:

1. Shall be appointed by the President with the approval of the Council and/or the Executive Committee, as required to carry out the duties of this Society.
2. Shall confine the committees work to the purpose for which it is established and only take actions as are specifically granted by the resolutions which created such a committee.
3. Shall function only until it has completed its duties.
4. Shall submit a report to Council.
5. Shall perform all duties as listed in the Policy Manual.

Section 4: The Overall Convention Chair, if appointed, shall assume the responsibility of assisting and advising the Convention Planning Committee and shall have served as a Convention chair or vice chair

Section 5: Outgoing chairs, with the exception of the Immediate Past Overall Convention Committee chair, shall deliver to their successors the material or records pertaining to their respective committees AFTER the close of the Annual Meeting.

ARTICLE XIX - DISSOLUTION:

Section 1: In the event of the dissolution of the Society, none of the assets shall be distributed to any member, but they will be transferred to a medical or charitable institution or project which a majority of the delegates attending a meeting of the membership for this purpose of dissolution shall approve and designate.

Section 2: The President shall notify the AAMA Executive Office of its dissolution within ten days of the meeting at which dissolution was approved.

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

Section 4: In the event of dissolution of Constituent Societies, a financial accounting of finances shall be due in the AAMA Headquarters no later than ninety (90) days after said state is dissolved.

ARTICLE XX - PARLIAMENTARY AUTHORITY:

The Rules contained in "Robert's Rules of Order, Newly Revised" shall govern the Society in cases to which they are applicable and in which they are not inconsistent with the Bylaws

ARTICLE XXI - AMENDMENTS:

Any article of these Bylaws may be amended or repealed by:

Section 1: Submitting them to all members of the voting body of the House of Delegates at least 15 days prior to the Annual Meeting.

Section 2: Obtaining a two-thirds affirmative vote of the House of Delegates present at any properly called meeting or by mail ballot, if the Council deems it not feasible for such a meeting to be called.