

# ILLINOIS SOCIETY OF MEDICAL ASSISTANTS

## STANDING RULES

First Revision January 2009

Updated April 2009

Updated April 2010

## STANDING RULES:

1. Convention rules:
  - a. All delegates shall wear their badges to all sessions and be seated in the section reserved for them.
  - b. A delegate wishing to speak shall rise, go to the microphone, address the chair, and give her/his name and chapter.
  - c. Delegates to the convention should be in their seats at least five minutes before scheduled time.
  - d. No delegates shall speak more than twice on a question, the second being granted only after every other delegate desiring the floor for the first time has spoken.
  - e. Debate shall be limited to two minutes for each speaker.  
Debate on any question shall be limited to two minutes.
  - f. All main motions should be written, signed by the mover, and given to the Speaker of the House before the close of the session at which they are made.
  - g. The Convention SURPLUS FUNDS are to be equally divided with the Illinois Society and the hosting component chapter(s). These SURPLUS FUNDS are to be placed into the General Fund.
2. For a motion to pass (per Robert's Rules of Order):
  - a. Without prior written notice – 2/3 vote is needed
  - b. With prior written notice – majority vote is needed.
3. All state officers shall keep the President advised of their activities by sending copies of all correspondence.
4. A meeting between outgoing and incoming officers and committee chairs shall be held to exchange reference materials.
5. Itemized receipts for all monies from the treasury should be turned in for permanent records within thirty days following the use of funds, if possible. An Expense Report and Reimbursement Request needs to be turned in to the Treasurer with official receipts before reimbursement can be made.
6. The August Council shall be held in the area hosting the symposium in conjunction with August Council Meeting. (rev 4/09)
7. Component Chapter Presidents and any members may attend council meetings at their own expense.
8. Officers and committee chairs must obtain permission from the Executive Committee before spending over the budget.
9. The Annual Symposium's SURPLUS FUNDS are to be equally divided with the state society and the hosting component chapter(s). Money made from a raffle at a Symposium shall be kept by the hosting component chapter(s).
10. Illinois Society delegates and alternate delegates attending the AAMA Annual Meeting are to receive monies as outlined in the Policy Manual.
11. Officers and Committee Chairs may take a sum not to exceed \$25.00 be from the Miscellaneous Expense for emergency telephone calls when time is not adequate to correspond by letter.
12. The name, address and phone number of each officer is to be forwarded to Registered Agent, by the new ISMA President.
13. The Minutes Editing Committee will be responsible for the taking of minutes at the business session of the House of Delegates.

14. Any ISMA member who attends an AAMA Board of Trustees meeting for parking and gas will be reimbursed. Proper receipts and a completed Expense Report and Reimbursement Request must be submitted to the Treasurer.
15. An Expense Report and Reimbursement Request must be completed and submitted with receipts to the Treasurer before ANY reimbursements can be made. A separate voucher is needed for each office or committee for which a member is submitting a voucher for.
16. Membership can be based on where you live or where you work. Any member can contact the AAMA to change their chapter affiliation.
17. Convention registration fees for members can be up to \$100 and symposium registration fees up to \$50.00 as to be determined by the hosting chapter. Non-Member fees to be determined by the hosting chapter.
18. The Recording Secretary shall bring the ISMA laptop and printer to every meeting.
19. ISMA will sponsor an email account through Webs Dot Com for the incoming President and that it remains active for 2 years.
20. Any member who receives word of illness or death of an ISMA member or ISMA member's family may notify the President and Correspondence Secretary if they wish that the officers of the society to be informed.
21. The ISMA will donate \$100.00 annually to the Maxine Williams Scholarship Fund in memory of deceased ISMA members and their deceased loved ones. (Added 1/09), If Funds available.
22. The ISMA will donate \$100.00 annually to the AAMA Education Fund, if funds are available. (4/10)