

## **BYLAWS**

### **BREVARD COUNTY CHAPTER OF MEDICAL ASSISTANTS**

**An Affiliate of the**

### **FLORIDA SOCIETY OF MEDICAL ASSISTANTS**

**An Affiliate of the**

### **AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**

**Revised June 2007**

#### **ARTICLE I: NAME**

The name of this organization is the Brevard County Chapter of Medical Assistants, a not for profit organization, an affiliate of the Florida Society of Medical Assistants and the American Association of Medical Assistants.

#### **ARTICLE II: PURPOSE**

The purpose of the Brevard County Chapter of Medical Assistants is to promote the professional identity and stature of its members and the medical assisting profession through education and credentialing.

#### **ARTICLE III: ORGANIZATIONAL POLICY**

The Brevard County Chapter of Medical Assistants is hereby declared to be not for profit. The Brevard County Chapter of Medical Assistants is not, nor shall it ever become, a trade union or collective bargaining agency. No person otherwise qualified for membership in this organization shall be denied membership because of race, religion, sex, national origin, or political affiliation. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of the Brevard County Chapter of Medical Assistants.

#### **ARTICLE IV: MEMBERSHIP**

There shall be seven (8) classes of membership: ACTIVE, LIFE, SUSTAINING, ASSOCIATE, STUDENT, HONORARY, AFFILIATE AND MEMBER AT LARGE. Membership in a component (local) chapter (Brevard County Chapter of Medical Assistants), the constituent (State) society (FSMA) and AAMA (National) shall be required for all classes except honorary membership, unless there is no constitute society and/or component chapter in the area. No other membership or quasi membership class shall be permitted by a component or constitutional society.

### **Section 1: ACTIVE MEMBER**

An Active member shall be one of the following:

1. An AAMA Certified Medical Assistant (CMA) whose credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMA'S (see [www.aama-ntl.org](http://www.aama-ntl.org)).
2. Anyone who was an active member on December 31, 1987, and who maintains continuous active membership. (Continuous active membership shall be defined as having dues postmarked to the Executive Office by December 31.)

### **Section 2: LIFE MEMBER**

1. A life member shall be an active member who has had a life membership conferred for having made an outstanding contribution to the Brevard County Chapter of Medical Assistants, and shall continue to enjoy all the rights and privileges of active membership.
2. The name of the candidate for life membership, together with a statement outlining the member's contribution, shall be submitted to be the Executive Board for its approval.

### **Section 3: SUSTAINING MEMBER**

Anyone who has been an active or associate member for at least (2) 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.

### **Section 4: ASSOCIATE MEMBER**

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

### **Section 5: STUDENT MEMBER (revised May 1, 2019)**

E. STUDENT- A 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.

## **Section 6: HONORARY MEMBER**

An Honorary member shall be one who is not eligible for active membership but has made an outstanding contribution(s) to the advancement of medical assisting and/or the Brevard County Chapter of Medical Assistants. Honorary membership is conferred by a two-thirds (2/3) vote of the Executive Board. No more than one (1) honorary membership may be conferred in any year. Nominations with supporting documentation, submitted to the Executive Board at sixty (60) days in advance of the Brevard County Chapter of Medical Assistants Annual Meeting,

## **Section 7: 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 8: MEMBER-AT-LARGE**

A Member-at-large shall be one who meets all the requirements for active membership, except that a component chapter does not exist in their area. Members-at-large shall pay full dues and if a component chapter is organized in their area, membership in this category can no longer be maintained.

## **Section 9: REVOCATION**

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'S (see [www.aama-ntl.org](http://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.

## **ARTICLE V: EXECUTIVE BOARD**

### **Section 1: Executive Board**

- A. The Executive Board shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, and the Immediate Past President. They shall be elected annually and shall not serve for more than two (2) consecutive years.
- B. The Parliamentarian shall be ex-officio a member without vote.

C. The President shall be Chair of the Executive Board.

**Section 2: Eligibility, (revised May1, 2019)**

A member of the Executive Board shall be any member in good standing, elected at the annual meeting of the Brevard County Chapter of Medical Assistants.

**Section 3: Duties of the Executive Board**

1. To conduct the business of the Brevard County Chapter of Medical Assistants between annual, regular, and special meetings.
2. To approve appointments by the President.
3. To make recommendations to the membership.
- 4 To fill vacancies in office except that of President and President-Elect.
5. To fill vacancies in committees.

**Section 4 Vacancies**

If any office other than that of the President shall become vacant, the remaining members of the Executive Board shall recommend a successor to the membership to serve the unexpired term.

**Section 5: Meetings**

The Executive Board shall meet the third week of the month prior to the regular meeting of the Brevard County Chapter of Medical Assistants, the day; time and place will be chosen at the discretion of the President.

**Section 6: Quorum**

A quorum for the Executive Board shall be a majority of its members.

**Section 7: Committees**

Committee Chair shall receive notice of all Executive Board meetings, and may attend, with voice, but shall not be eligible to vote.

**Section 8: Special Meetings**

The Chair or any four members of the Executive Board may call a meeting. The call shall be given at least fifteen (15) days prior to the meeting. (Robert's Rules of Order Newly Revised, "special called meeting.").

## **Article VI: OFFICERS**

### **Section 1: Officers**

The officers shall be President, President-Elect, Vice-President, Secretary, Treasurer, and the Immediate Past President.

### **Section 2: Appointed Officers**

The appointed officers shall be Parliamentarian and Historian.

### **Section 3: Candidates for Office (revised May 23, 2007)**

The candidates for office shall be members in good standing of the Brevard County Chapter of Medical Assistants and possess skills needed for the appropriate office.

## **ARTICLE VII: DUTIES OF ELECTED AND APPOINTED OFFICERS**

### **Section 1: General Duties**

- A. In addition to the duties set forth in these Bylaws, officers shall perform such duties as are implied by their respective offices consistent with standard parliamentary procedure and/or as required by law. They shall refer to the Policy Handbook for further guidance in the performance of their duties, ensuring it is not in conflict with the Bylaws.
- B. All officers shall serve for a term of one year or until their successors have been elected, or appointed by the Executive Board. Officers other than the President or the President-Elect may be eligible for re-election the following year.
- C. In filling a vacancy for an unexpired term, an appointed officer who has served more than half a term is considered to have served a full term in that office but still is eligible to be elected to serve two full terms.
- D. All officers installed at the annual meeting shall take office immediately following the installation service.
- E. Retiring officers shall within fifteen (15) days deliver to their successors the materials pertaining to their respective office.
- F. All officers shall submit a written annual report to the president prior to the annual meeting, a copy of this report to be given to the Secretary, and a copy to be included in the files of the respective officer.

### **Section 2: Elected Officers**

A. The President shall:

1. Serve as Chief Executive Officer of the Brevard County Chapter of Medical Assistants, as Chair of the Executive Board, and shall preside at all meetings of the Brevard County Chapter of Medical Assistants;
2. Appoint standing and special committee chairs and committee members except the Chair of the Budget and Finance Committee, Membership Committee, and the Nominating Committee, with approval of the Executive Board;
3. Countersign all warrants with the Treasurer;
4. Serve as ex-officio member of all committees except the Nominating Committee;
5. Remove from office, with Executive Board approval, any elected or appointed officer, committee chairman or committee member who ceases to function for any three (3) month period, or who, for any cause, shall become unable to serve. Written notice thereof shall be submitted to the officer, committee chair or committee member in question;
6. See that all orders and resolutions of the Executive Board are put into effect, or presented to the membership for a vote;
7. Fill vacancies occurring in office, with approval of the Executive Board, except those of President and President-Elect.
8. Appoint a Parliamentarian and Historian.

B. The President-Elect shall:

1. Assist the President and Vice-President with their duties throughout the year;
2. Assume the duties of the President in the absence of the President and Vice-President;
3. Become familiar with the duties of each office and committee;
4. In the event of a vacancy in the office of the President-elect, the office shall remain vacant until the next annual meeting, when a President shall be elected.
5. Shall serve as nominating committee chair.

C. The Vice-President shall;

1. Assist the President during the year;
2. Assume the duties of the President in the absence of the President;

3. Succeed to the office of President for the balance of the term of office in the event of a vacancy;
4. Serve as Chair of the Membership Committee.

D. The Secretary shall:

1. Attend all meetings of the Brevard County Chapter of Medical Assistants and the Executive Board;
2. Be responsible for having the minutes of all proceedings of each meeting recorded and kept on file, sending copies of the minutes to the President, President-Elect and Vice President.
3. Furnish committees with materials referred to them;
4. Be custodian of all official records except those assigned to others;
5. Maintain a current copy of the Bylaws and Standing Rules of the Brevard County Chapter of Medical Assistants;
6. Be responsible for the general correspondence and notice of the Brevard County Chapter of Medical Assistants, as directed by the President.
7. Shall serve as Bylaws committee Chair

E. The Treasurer shall;

1. Collect, have custody of, and be responsible for all funds and securities of the Brevard County Chapter of Medical Assistants;
2. Deposit and credit all monies in the name of the Brevard County Chapter of Medical Assistants in a FDIC bank;
4. Make a financial report at each meeting of the Executive Board and meetings of the membership, with copies to the President, President-Elect, Vice President and the Secretary;
5. Sign all warrants which bear the name of the Brevard County Chapter of Medical Assistants, countersigned by the President, for all disbursements;
6. Serve as Chair of the Budget and Finance Committee; prepare a proposed budget with the assistance of the Budget and Finance Committee, to be submitted to the Executive Board thirty (30) days prior to the annual meeting;
7. Give all committee chair and officers a copy of the fiscal year budget, noting the amount of money allotted for the use of the appropriate committee or officers;
8. Prepare for the Nominating Committee a complete roster of eligible members for office;

9. The Treasury books shall be closed within ten (10) days following the annual meeting. A Public Accountant or a Committee appointed by the Executive Board must then complete the audit within thirty (30) days of the closing of the books. A copy of the audit shall be sent to the President, President-Elect, and Vice-President, with a copy retained in the permanent files of the Treasurer within ten (10) days following the audit. At that time all the Books of Finance shall be forwarded to the successor.

11. Keep in a separate folder an up-to-date list of the names, addresses and professional affiliation of each member of the Brevard County Chapter of Medical Assistants.

F. Immediate Past President shall:

1. Attend all meetings of the Brevard County Chapter of Medical Assistants and the Executive Board;
2. Be available to the President and the President Elect as an advisor.

### Section 3: Appointed Officers

A. The Parliamentarian shall:

1. Serve as a consultant to the President and other members of the Executive Board, committees, and members of the Brevard County Chapter of Medical Assistants on all points of Parliamentary Procedures:
2. Serve as ex-officio member of the Executive Board, the Bylaws Committee and the Brevard County Chapter of Medical Assistants Meetings, without vote.

B. The Historian shall:

1. Keep the Brevard County Chapter of Medical Assistants history up-to date;
2. Prepare a written update of the activities of the Brevard County Chapter of Medical Assistants to be incorporated in the official history each year;
3. A copy of the history adopted, together with a copy of the President's annual report, shall become a permanent part of the history of the Brevard County Chapter of Medical Assistants.

## **ARTICLE VIII: MEETINGS**

### **Section 1: Regular Meetings**

Regular meetings shall be held the fourth week of every month, at a time and place designated by the President.

### **Section 2: Annual Meetings**



Annual meetings shall be held in February, at which time election of Executive Board Members and the Nominating Committee shall take place.

### **Section 3: Special Meetings**

Special meetings of the Brevard County Chapter of Medical Assistants may be called at any time by the President, with the approval of the President, with the approval of the Executive Board, and shall be called by the President upon written request made by two-thirds (2/3) of the members of the Executive Board, or one third (1/3) of the active membership of the Brevard County Chapter of Medical Assistants. The President shall give no less than three days' notice in writing prior to the date thereof.

### **Section 4: Call to Annual Meeting**

The call to the annual meeting shall be sent to all members of the Brevard County Chapter of Medical Assistants at least (30) days prior to the date of the meeting.

### **Section 5: Quorum**

At all Brevard County Chapter of Medical Assistants meetings, a majority of the members present shall constitute a quorum.

## **ARTICLE IX: COMMITTEES**

### **Section 1: General Information**

- A. The committees of the Brevard County Chapter of Medical Assistants shall be standing and special committees, composed of three or more members, and shall promote the activities and purposes of the Brevard County Chapter of Medical Assistants.
- B. The Committee Chairs may attend the Executive Board meetings with a voice but no vote.
- C. The President with approval of the Executive Board shall appoint all committees, except those of the Nominating, Budget and Finance, and the Membership Chair.
- D. All committee action shall be subject to approval of the Executive Board, and/or the Brevard County Chapter of Medical Assistants membership.
- E. A majority of the members of the committee shall constitute a quorum.
- F. No committee meeting shall be considered valid unless all members of the committee are notified in advance of the meeting.
- G. Committee Chairs shall give an oral or written report monthly or annually, as appropriate, and shall submit a written report to the President, President-Elect, Vice President, and the Secretary at the Annual Meeting, or at the completion of a special committee activity.

- H. Appointment shall be for one year, unless vacancies should occur, at which time the President with the approval of the Executive Board will fill the vacancies.
- I. Committee Chair shall deliver to the President their files containing all material pertaining to the committee within fifteen (15) days following the annual meeting.

## Section 2: Standing Committees

- A. Awards Committee
- B. Budget and Finance Committee
- C. Bylaws Committee
- D. Education/Program Committee
- E. Membership Committee
- F. Nominating Committee
- G. Projects Committee
- H. Public Policy Committee
- I. Public Relations/Publications Committee
- J. Scholarship Committee
- K. Social Committee
- L. Ways and Means Committee

## **Section 3: Special Committees**

The President shall appoint special committees, with approval of the Executive Board

## **ARTICLE X: DUTIES OF COMMITTEES**

### **Section 1: Awards Committee**

1. This committee shall choose the Outstanding Member Awards as set forth in the Standing Rules.
2. This committee shall present the awards as set forth in the Standing Rules.

### **Section 2: Budget and Finance Committee**

1. The Treasurer of the Brevard County Chapter of Medical Assistants shall be the Chair of the Budget and Finance Committee.
2. The Budget and Finance Committee shall draft a budget prior to the annual meeting for approval by the Executive Board and the Brevard County Chapter of Medical Assistants members and give counsel upon any and all financial matters of the Brevard County Chapter of Medical Assistants.

### **Section 3: Bylaws Committee**

The Bylaws Committee shall review, revised and submit recommendations on proposed amendments or revisions to the Bylaws and Standing Rules for approval by the Executive Board and adoptions by the membership, submit a written report to the President for the annual meeting, retain a copy of the revised Bylaws and Standing rules, adopted by the membership, in the Bylaws Committee Files, and make changes, as necessary, in the Brevard County Chapter of Medical Assistants bylaws to conform with the bylaws of the Florida State Society and AAMA, without need for approval of the membership. A copy of the revised Bylaws and Standing Rules shall be forwarded to the Chair of the Bylaws Committee of the FSMA for review.

### **Section 4: Education/Program Committee**

This committee shall be responsible for planning programs for the regular meeting of the Brevard County Chapter of Medical Assistants, except when the membership shall plan other activities and for planning programs of study for the professional advancement of the members.

### **Section 5: Membership Committee**

1. The Chair of the Membership Committee shall be the Vice President.
2. The Membership Committee shall be responsible for maintaining and increasing membership in the Brevard County Chapter of Medical Assistants, obtain current membership materials from AAMA. Provide the President and Executive Board with a membership count at each Executive Board Meeting. Obtain the non-renewing membership list from AAMA and contact these members with a reminder to renew. Prepare a complete membership roster of paid members for the Nominating Committee Chair as of December 31<sup>st</sup>. Maintain an up to date membership list at all times.

### **Section 6: Nominating Committee**

1. The Chair of the Nominating Committee shall be the President Elect.
2. The Nominating Committee shall be responsible for presenting a slate of nominees for office at the annual meeting, examine the qualifications of each nominee, and determine the eligibility of the proposed nominees and verify that all nominees have paid their dues by December 31<sup>st</sup>.

**Section 7:** The Project Committee

The Project Committee shall be responsible for making proposals or projects in the community to the Executive Board and the membership for approval.

**Section 8:** Public Policy Committee

The Public Policy Committee shall keep the membership informed of proposed legislation pertaining to the medical and/or allied health professions, and make recommendations deemed necessary.

**Section 9:** The Public Relation/Publications Committee

The Public Relation/Publications Committee shall be responsible for all public relations and the publicity activities of the Brevard County Chapter of Medical Assistants, for forwarding information on education activities to the Editor of the official journal of the Florida Society of Medical Assistants.

**Section 10:** The Scholarship Committee

1. The Scholarship Committee shall notify schools, public or private, that scholarships may be available to students in the medical assistant course, review applications of prospective scholarship recipients, make recommendations to the Executive Board, and notify the applicants of the action of the Executive Board.
2. The scholarships shall be awarded annually within the limits of the yearly budget.

**Section 11:** The Social Committee

The Social Committee shall be responsible for all social activities of the Brevard County Chapter of Medical Assistants, work with the Ways and Means Committee as appropriate, prepare badges for membership as appropriate, and maintain contact with members who are hospitalized or are ill at home, or have a death in the family, by sending cards and/or flowers as the budget permits.

**Section 12:** The Ways and Means Committee

The Ways and Means Committee shall be responsible for obtaining funds to aid in meeting the budget for the year, decide on activities for fund-raising projects, submit to the Executive Board and the membership a presort of recommendations for fund-raising projects for approval, and submit a written report to the President within 15 days following the completion of each project.

**ARTICLE XI FISCAL YEAR AND DUES**

## **Section 1: Fiscal Year**

The fiscal year of the Brevard County Chapter of Medical Assistants shall be April 1<sup>st</sup> of one year through March 31<sup>st</sup>, of the following year.

## **Section 2: Dues**

Membership belongs to the individual and shall be non-transferable.

A. Dues shall become due and payable November 1<sup>st</sup> and shall be delinquent if not postmarked to AAMA by December 31<sup>st</sup>.

B. Dues for a new member joining on or after September 1<sup>st</sup> shall be credited to the following year.

C. The Brevard County Chapter of Medical Assistants shall offer reciprocity to members transferring membership from a component chapter. The transferring member shall present a letter of membership status from the original chapter, and shall be exempt from paying chapter dues until November due date.

## **ARTICLE XII NOMINATIONS**

### **Section 1: The Nomination Committee**

A. Consists of at least three (3) members, elected at the annual meeting of the Brevard County Chapter of Medical Assistants;

B. The Chair of the Nomination Committee shall be the President Elect.

### **Section 2: Nominees on the Ballot**

A. Nominations for elections of officers shall be submitted to the Nomination Committee prior to the Annual Meeting.

B. The Nominating Committee shall present at the Annual Meeting a slate consisting of at least one nominee for each office.

C. Nominations shall be made from the floor, provided the member nominated meets the qualifications for eligibility.

D. A list of members eligible to be nominated shall be provided to the Nominating Committee by the Treasurer.

## **ARTICLE XIII: ELECTIONS**

### **Section 1:**

- A. The candidate receiving the majority of the votes cast will be declared elected.
- B. Where a clear majority of votes is not evident; the balloting will be repeated on the two candidates receiving the highest number of votes.
- C. All classes of membership except Honorary have the right to vote.
- C. Election shall be conducted by ballot, prepared by the Nominating Committee.
- D. The Nominating Committee shall act as Tellers.

## **ARTICLE XIV: CONVENTION AND BOARD MEETING EXPENSES**

### **Section 1: Per Diem**

Expenses for officers or members designated to attend the Executive Board or other meetings of the Florida State Society, representing the Brevard County Chapter of Medical Assistants shall be submitted to the Budget and Finance Committee for review and recommendation to the membership, as approved by the Executive Board.

## **ARTICLE XV: DISSOLUTION**

### **Section 1:**

- A. In the event of dissolutions of this component chapter, it shall be the responsibility of the Brevard County Chapter of Medical Assistants to notify the President of the Florida Society of Medical Assistants, in writing, of the inactive status of the chapter.
- B. The Brevard County Chapter of Medical Assistants may maintain inactive status for a period not to exceed twelve (12) months, at which time it may return to active status or dissolve.
- C. For dissolution the following procedures shall be followed:

Five (5) certified letters of the following shall be sent to the Florida Society of Medical Assistants, accompanied by the charter of this component chapter.

- Written notification, on official letterhead, indicating the dissolution action, signed by the members present at the meeting on dissolution.
- A statement of the balance of the treasury at the date of the dissolution meeting.
- An accounting of the disbursements of any assets after payment of all liabilities. Any remaining assets shall be distributed to medical or charitable institutions or projects designated by a majority of the members attending a meeting for the purpose of dissolution.

- The above information shall be sent to the Membership Chair of the Florida Society of Medical Assistants by certified mail, within thirty (30) days of the date of dissolution.

#### **ARTICLE XVI: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the proceedings of the Brevard County Chapter of Medical Assistants in all matters not in conflict with the Bylaws or Standing Rules of the Brevard County Chapter of Medical Assistants.

#### **ARTICLE XVII: AMENDMENTS**

The Bylaws of the Brevard County Chapter of Medical Assistants may be amended by a two-thirds (2/3) vote of the members at the annual meeting, or special meeting, of the Brevard County Chapter of Medical Assistants, provided thirty (30) days notice shall have been given to the membership prior to the meeting at which action is to be taken on the Bylaws.

#### **ARTICLE XVIII: PHYSICIAN ADVISORY BOARD**

- A. Physician Advisor(s) shall be, or be eligible to be, members of the Florida Medical Association and the Brevard County Medical Society.
- B. Shall be interested in, and work toward, the advancement of the AAMA-FSMA & Brevard County Chapter of Medical Assistants.
- C. Names and qualifications of prospective members shall be presented to the Nomination Committee, for consideration, and election by the members.
- D. The Advisor(s) shall be available for consultation, as needed, and shall be invited to attend meetings of the Brevard County Chapter of Medical Assistants when possible.
- E. Shall be liaison between the Brevard County Chapter of Medical Assistants and the Brevard County Medical Society.
- F. Shall promote membership of the Association.

Revised and Adopted:

June 2007

## STANDING RULES

1. At the Installation meeting a perfect attendance award will be given to each member who has attended all meetings from January to December of that year, with no excused absences.
2. The Outstanding Member Award each year is selected by use of the point system as follows:
  - Education 5 points
  - Attendance 5 points
  - Service above obligation of office or committee 3 points
  - Ethics, Character, Diplomacy 2 points

The Award is presented at the Installation meeting to the member chosen by the Awards Committee, using these guidelines.

3. With the approval of the Executive Board, a reasonable sum of money shall be allotted each year to assist the President financially with expenses to attend the Annual AAMA convention, contingent upon the budget and whether or not the President attends the meeting.
4. Any member who violates the Bylaws of the Brevard County Chapter of Medical Assistants or the standard of the professional ethics or engages in any activity felt by the membership or the Executive Board to be detrimental or harmful to the Brevard County Chapter of Medical Assistants may be suspended from membership by the Executive Board by a two-thirds (2/3) vote, after a hearing, with fifteen (15) days' written notice of the time and place of such hearing being given to the member by registered or certified mail, return receipt requested.