

CENTRAL FLORIDA CHAPTER OF MEDICAL ASSISTANTS  
An Associate of the Florida Society of Medical Assistants  
BYLAWS (Revised May 2019)

**ARTICLE I - NAME**

The name of this organization shall be the Central Florida Chapter of Medical Assistants, hereinafter known as CFCMA, an associate of the Florida Society of Medical Assistants which is an affiliate of the American Association of Medical Assistants. The chapter shall be comprised of the following counties: Lake, Levy, Marion, Orange, Osceola, Polk, Seminole, Sumter, and Volusia Counties.

**ARTICLE II - PURPOSE**

The purpose of the CFCMA 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 Assistants – CMA (AAMA).

**ARTICLE III - ORGANIZATIONAL POLICY**

The CFCMA is hereby declared to be non-profit. It is not nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in the CFCMA shall be denied membership. 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 CFCMA.

**ARTICLE IV - COMPONENT CHAPTERS**

Section 1. Five (5) individuals eligible for active or associate membership may petition the FSMA Membership Committee to charter a chapter. The necessary documents for formation of a chapter shall be submitted to the FSMA Membership Committee for approval by the Executive Council.

Section 2. Should the number of active or associate members of a chapter fall below five (5), it shall be referred to the FSMA Membership Committee.

Section 3. The Chapter Bylaws and Standing Rules shall not be in conflict with the Bylaws of the FSMA/AAMA. The Bylaws of the FSMA shall supersede those of CFCMA.

Section 4. A component chapter found guilty of any conduct/action in violation of the Code of Ethics or the Bylaws of the FSMA/AAMA shall be subject to revocation of its charter by a three-fourths (3/4) vote of the FSMA General Assembly.

Section 5. A chapter that is not attempting to meet and not cashing dues checks will be placed in an inactive status. The President will notify the AAMA membership department that the chapter has become inactive and the FSMA will take the responsibility of chapter funds until that chapter can be reorganized.

## **ARTICLE V - MEMBERSHIP**

### **Section 1. Classes**

There shall be eight (8) classes of membership: Active, Life, Sustaining, Associate, Student, Honorary, Member-at-Large and Affiliate.

- A. Membership in a component (local) chapter shall be required of all classes except Honorary, unless there is no component chapter in the area. The member has the right to join the chapter of their choice.
- B. No other membership or quasi-membership classes shall be permitted by a component chapter.
- C. Any individual, other than a Life or Honorary member, may not belong to a component chapter without also belonging to a constituent society and AAMA.

### **Section 2. Qualifications**

#### **A. ACTIVE MEMBER**

An active member shall be one of the following:

- 1. A CMA (AAMA) holding current credential status, and whose credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA) (see [www.aama-ntl.org](http://www.aama-ntl.org)).
- 2. Anyone who was an active member on December 31, 1987, who has never been a CMA (AAMA), and who maintains continuous active membership. Continuous active membership shall be defined as having dues postmarked or submitted electronically to the Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

#### **B. LIFE MEMBER**

A CFCMA Life Member shall be an active member who has had Life Membership conferred by a two-thirds (2/3) vote of the Board for outstanding service to the Chapter. Only one (1) Life Membership may be conferred in any year. Nominations with supporting documentation shall be submitted to the Board at least 60 days in advance of the annual meeting of the Chapter.

#### **C. SUSTAINING MEMBER**

Anyone who has been an active or associate member for at least two (2) years and who has retired from medical assisting is eligible for Sustaining Membership. This membership shall be forfeited if not renewed annually.

#### **D. ASSOCIATE MEMBER**

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

#### **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.

F. HONORARY MEMBER

An Honorary member shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assistants and/or to the CFCMA. Honorary membership is conferred by a two-thirds (2/3) vote of the membership; no more than two (2) Honorary memberships may be conferred in one year. Nominations with supporting documentation shall be submitted to the Chapter Officers at least sixty (60) days in advance of the Chapter Annual Meeting and may be made by an Officer or Member of the Chapter.

G. 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.

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.

I. REVOCATION

Any member who has had their CMA (AAMA) credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (AAMA) (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 VI – THE BOARD AND THEIR QUALIFICATIONS**

Section 1. The Board shall be elected by the chapter members at the Annual Meeting of the Chapter.

Section 2. The Board shall consist of the President, Vice-President, Secretary, and Treasurer.

Section 3. Officers shall be active or associate members who have paid their dues in full as of December 31 of the year preceding the Annual Meeting of the Chapter.

Section 4. Members shall submit qualifications for office and written consent to the Nominating Committee Chair.

Section 5. The President shall serve as the Chair of the Board.

Section 6. The Board shall notify the members of all chapter meetings.

## **ARTICLE VII - FINANCES/FISCAL YEAR DUES**

Section 1. Finances/Fiscal Year

- A. All monies received as donations, ways and means or memberships shall be placed in an operating fund unless the donation should stipulate otherwise.
- B. The Board shall approve a budget for the ensuing year.
- C. The fiscal year for the CFCMA shall be May 1st of one year through April 30<sup>th</sup> of the following year.

Section 2. Dues

- A. Annual dues for all classes of membership shall be established by the AAMA House of Delegates upon recommendation by the Board of Trustees. FSMA dues shall be established by the General Assembly.
- B. Dues shall become due and payable November 1 and shall be delinquent if not postmarked or submitted electronically by December 31<sup>st</sup> (the controlling time is that of sending, not that of receiving).
- C. Dues for a new member joining after September 1st shall be credited to the following year.
- D. To serve as a delegate or alternate for AAMA, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31<sup>st</sup> (the controlling time is that of sending, not that of receiving). Officers and trustees must maintain current membership during their term of office.

- E. The CFCMA shall offer reciprocity to members transferring membership from a component chapter. The transferring member shall present a letter of membership status from the original component chapter and shall be exempt from paying CFCMA/FSMA dues until the November 1st due date.
- F. Membership belongs to the individual and shall be non-transferable.

**ARTICLE VIII - BOARD DUTIES**

Section 1. The Board shall:

- A. Plan/manage/evaluate the business of CFCMA. May conduct business electronically.
- B. Provide a summary of each business meeting to all members.
- C. Develop a pool of qualified/interested volunteer leaders.
- D. Appoint committees of the CFCMA.
- E. Fill vacancies in CFCMA Committees.
- F. Replace a committee chair or member who fails to perform the required duties.
- G. Through the chair, submit a report of its activities to the membership.
- H. Be authorized to vote electronically, with the report of any actions taken verified and made a part of the minutes at the next meeting.

Section 2. A majority of the members of the Board shall constitute a quorum.

**ARTICLE IX - THE BOARD: TERM OF OFFICE/ VACANCIES IN OFFICE/REMOVAL FROM OFFICE**

Section 1. Term of Office

- A. The term of office for the Board Members shall be one (1) year or until their successors are elected.
- B. The Board members shall assume office at the close of the meeting at which they are elected.

Section 2. Vacancies in Office.

- A. In the event of a vacancy in the office of President, the Vice-President shall serve for the remainder of the term of office.
- B. In the event of a vacancy in any other office, not provided elsewhere in these Bylaws, the Board shall appoint a member to serve the unexpired term who shall meet the qualifications, as described in Article VII.

Section 3. Removal from Office

- A. A CFCMA Board Member who fails to perform the required duties or gives just cause for removal from office shall be removed by the Board, approved by the membership.

**ARTICLE X - DUTIES OF OFFICERS**

Section 1. In addition to the duties as set forth by these Bylaws, officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedures and/or as required by law.

Section 2. The President shall:

1. Be Chair of the Board and preside at all meetings.
2. Be ex-officio member of all committees except the Nominating Committee.

Section 3. The Vice-President shall:

1. Be Chair of the Membership and Nominating Committees.

Section 4. The Secretary shall:

1. Maintain the minutes of the CFCMA in chronological order.

Section 5. The Treasurer shall:

1. Collect/have custody/be responsible for all funds and securities of the CFCMA.
2. The name and position may be bonded if the Board deems it advisable.

## **ARTICLE XI - NOMINATIONS AND ELECTIONS**

### **Section 1. Nominations**

- A. There shall be a Nominating Committee appointed by the Board.
- B. The Vice President shall serve as the Chair of the Nominating Committee and select its members.
- C. The Nominating Committee shall be responsible for soliciting/screening/presenting the slate of nominees to the membership at the time of election of officers.
- D. The Nominating Committee shall examine and determine the eligibility of each nominee for office.
- E. Additional nominations may be made from the floor provided:
  - Nominees comply with the eligibility requirements.
  - The nominee agrees to serve.

### **Section 2. Elections**

The Officers shall be elected by ballot and a majority vote shall elect.

- A. If there is a tie between candidates receiving the higher number of votes, another ballot shall be taken to determine the successful candidate.
- B. Any AAMA member whose dues have been paid by December 31 of the previous year shall be a voting member.

## **ARTICLE XII – DISSOLUTION**

In the event of dissolution of CFCMA, the Board shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the members at a meeting called for the purpose of dissolution.

Notification shall be sent to the AAMA Executive office by the state President no later than ten (10) days after meeting for the purpose of voting on dissolution.

## **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The rules contained in "Robert's Rules of Order Newly Revised" shall govern the CFCMA in cases to which they are applicable and in which they are not inconsistent with the Bylaws or the Standing Rules of CFCMA/FSMA/AAMA.

## **ARTICLE XIV - AMENDMENTS**

These Bylaws may be amended at any meeting of the chapter by a two-thirds (2/3) vote provided that the proposed amendments have been submitted in writing to the members and having been posted on the FSMA web site no later than sixty (60) days prior to the meeting at which they are to be acted upon.

## STANDING RULES

1. The committees of the CFCMA shall be:

- A. Bylaws/ Policy and Procedures
- B. Certification and Membership
- C. Continuing Education
- D. Communication/Marketing
- E. Nominating

Section 1. Each committee shall consist of members in good standing in sufficient numbers to carry out the duties of the committee.

Section 2. The chair of each committee shall keep the President and Membership advised of the activities of the committee.

Section 3. Committees deemed necessary from time to time to carry on the work of the CFCMA may be created by the Board. Ad Hoc Committees may be appointed for a specific activity and cease to function when the activity is completed.

Section 4. The specific duties of the Committees shall be:

- A. Bylaws/ Policy and Procedures  
Develop and maintain Bylaws, Policies and Procedures
- B. Certification and Membership  
Promote the credentialing of medical assistants and continued recertification of credentials. Promote the benefits of membership in the AAMA.
- C. Continuing Education  
Book speakers for CFCMA seminars, submit CEUs to AAMA
- D. Communication/Marketing  
Send chapter information to the FSMA Webmaster to be posted on the FSMA website; post updates on the CFCMA Facebook page and send emails to members to keep them up to date on Chapter events.
- E. Nomination Committee  
See section XI



2. Fees for seminars sponsored by CFCMA shall be established for members, non-members and students. These fees shall be recommended by the Continuing Education Committee to the CFCMA Board for approval.
  - a. Subsidy of registration fees or other expenses for members attending FSMA/AAMA seminars or annual meetings shall be decided by the Board as the budget will allow.
  - b. A 20% non-refundable fee will be charged for all cancellations of seminar and convention registration fees. Requests for refunds must be received four days prior to the event. The Board shall consider all requests for refunds.
  - c. No members of CFCMA shall be compensated above and beyond expenses.