

BY-LAWS

SOUTH WEST CHAPTER OF MEDICAL ASSISTANTS



AN AFFILIATE OF:

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

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ARTICLE I - NAME

The name of this organization shall be: The South West Chapter of Medical Assistants, an affiliate of the Florida Society of Medical Assistants and the American Association of Medical Assistants. The Southwest Chapter consists of the following five (5) counties: Charlotte, Collier, Hardy, Lee and South Sarasota County.

ARTICLE II - PURPOSE

The purpose of the South West Chapter of Medical Assistants 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 healthcare delivery through optimal use of multi-skilled Certified Medical Assistants-CMA (AAMA).

ARTICLE III - ORGANIZATIONAL POLICY

This organization is hereby declared to be non-profit. It is 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 this organization.

ARTICLE IV - MEMBERSHIP

SECTION 1 - CLASSES

There shall be seven (8) classes of membership: ACTIVE, LIFE, SUSTAINING, ASSOCIATE, STUDENT, HONORARY, MEMBER-AT-LARGE AND AFFILIATE. Membership in a component (local) chapter, a constituent (state) society and AAMA shall be required for all classes except HONORARY, unless there is no constituent society and/or component chapter in the area. No other membership or quasi membership classes shall be permitted by a component or constituent society.

SECTION 2 - QUALIFICATIONS

A. ACTIVE MEMBER SHALL BE ONE OF THE FOLLOWING:

An Active member shall be one of the following:

1. A CMA (AAMA) holding current credential status and whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA) (see www.aama-ntl.org).
2. (AAMA), and who maintains 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. LIFE MEMBER SHALL BE ONE OF THE FOLLOWING:

A SOUTH WEST Chapter of Medical Assistants LIFE member shall be an active member who has had LIFE membership conferred by a two-thirds (2/3) vote of the Executive Board for outstanding service to the Chapter. Only one LIFE membership may be conferred in any year. Nominations with supporting documentation, submitted to the Executive Council at least sixty (60) days in advance of the annual meeting of the chapter.

C. SUSTAINING MEMBER SHALL BE ONE OF THE FOLLOWING:

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

D. ASSOCIATE MEMBER SHALL BE ONE OF THE FOLLOWING:

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.

E. STUDENT MEMBER SHALL BE ONE OF THE FOLLOWING:

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 SHALL BE ONE OF THE FOLLOWING:

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 Southwest Chapter of Medical Assistants. HONORARY membership is conferred by a two thirds (2/3) vote of the Executive Board. No more than two (2) HONORARY memberships may be conferred in any year. Nomination with supporting documentation, is to be submitted to the Executive Council at least sixty (60) days in advance of the annual meeting 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 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) will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

ARTICLE V-PHYSICIAN LIAISON:

- A. Encourage physicians to support the medical assistants' active involvement in the SWCMA/FSMA/AAMA and encourage their educational programs.
- B. Seek alliance with the Local Medical Societies and the Florida Medical Association for support of the credentialing of medical assistants.

ARTICLE VI – OFFICERS

SECTION I. THE ELECTED OFFICERS OF THIS CHAPTER SHALL BE:

- A. PRESIDENT, PRESIDENT-ELECT, SECRETARY, TREASURER AND IMMEDIATE PAST PRESIDENT.
- B. Shall be active, associate or life members. They shall hold office for one (1) year or until a successor is elected or appointed.
- C. Officers may serve a consecutive second term, but a one (1) year interval must lapse before they may again be re-elected to the same office. Pending on member's ability to serve and take on the responsibilities. The chapter needs come before the term allowed.
- D. Plan/manage/evaluate the business of the SWCMA-May conduct business via: phone, text, fax and e-mail.

SECTION II - DUTIES OF OFFICERS

A. **DUTIES OF THE PRESIDENT SHALL BE:**

- 1. The President shall be chief executive officer of the chapter, shall serve as chair of the Executive Council and preside at all meetings of the chapter and board.
- 2. Shall appoint standing, special and other committees with the approval of the board; except for the following chairmen: Budget & Finance, By-Laws.
- 3. Shall serve as ex-officio member of all committees except the Nominating Committee
- 4. Shall countersign all warrants with the Treasurer.
- 5. To remove from office, with the approval of the Executive Board any elected/appointed officer or committee chair who within three (3) months after her election/appointment fails to perform the duties of the office or committee, or for any cause, shall become ineligible to hold office or appointment, with written notice thereof to be submitted to the officer or committee chair in question.

B. **DUTIES OF THE PRESIDENT-ELECT SHALL BE:**

- 1. To assist the President in their duties throughout the year. Shall assume the duties of the President in the absence of the President. Shall assume the office of the President at the close of the Installation meeting.
- 2. Become acquainted with all duties involving the President and all officers.
- 3. Be familiar with the duties of each chair and committee.
- 4. Shall be chair of the Membership Committee

C. DUTIES OF THE SECRETARY SHALL BE:

1. To attend all meetings of the Chapter and Executive Board; shall be responsible for having the minutes of the proceedings of each meeting recorded in books to be kept for that purpose with copies to the President.
2. To keep in a separate folder, an up to date list of the names, addresses and professional affiliation of each member of the chapter; said list of names to be provided by the Treasurer.
3. To keep in a separate folder, a copy of the By-Laws and Standing Rules of the chapter.
4. To furnish officers, committees or members information needed by them.
5. To be custodian of all records except those assigned to others.
6. To keep an accurate roll of attendance of members at meetings of the chapter.
7. To conduct the general correspondence of the chapter as directed by the President
8. To send notices of all meetings and other notices where previous notice is required.
9. Shall be appointed as the HISTORIAN & DUTIES SHALL BE:

- D: To prepare a history of the chapter during the year and keep all records of the chapter's history.

DUTIES OF THE TREASURER SHALL BE:

1. To receive and have custody of all funds and securities of the chapter.
2. To keep full and accurate accounts of all receipts and disbursements in the books belonging to the chapter.
3. To deposit and credit all monies in the name of the chapter in a national bank.
4. To sign all warrants/countersigned by the President, for all disbursements.
5. To present a complete record of all transactions to members of the Budget & Finance committee, Executive Board and a monthly and annual report to the chapter.
6. To be Chair of the Budget & Finance Committee.
7. To notify chairmen of each committee of the amount of money budgeted for the use of that committee.
8. To prepare for the Nominating Committee a complete list of eligible members of nominees for the slate of Officers, Board members, and Nominating committee.

E. THE DUTIES OF THE IMMEDIATE PAST PRESIDENT SHALL BE:

1. To act as Chair of the By-Laws Committee.
2. To act as Chair of the Nominating Committee.
3. To act as Parliamentarian and serve as advisor to the points of Parliamentary Procedure to the President and Executive Board.

All officers shall perform the duties prescribed in the adopted text on Parliamentary Law in addition to those specified by the By-Laws and Standing Rules of the chapter. They shall deliver to their successors all material pertaining to their office within fifteen (15) days following installation.

SECTION 3 - VACANCIES IN OFFICE

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 vote of the membership to serve the unexpired term.

SECTION 4 - NOMINATIONS AND ELECTIONS

Election of officers, shall be held at the annual meeting.

NOMINATING COMMITTEE shall consist of the Immediate Past President and two (2) members of the chapter. This committee shall present at the next annual meeting a slate consisting of at least one (1) nominee for each office; at least one (1) nominee for each Board member; two (2) nominees for the nominating committee

- A. NOMINATIONS MAY ALSO BE MADE FROM THE FLOOR. After nominations are closed, the election shall be conducted by ballot. The nominating committee shall prepare and distribute ballots for voting. The list of eligible nominees shall be obtained from the Treasurer.
- B. The committee's of SWCMA shall be:

- Bylaws
- Budget & Finance
- Education/Program
- Marketing
- Membership
- Newsletter
- Nominating
- Service
- Ways and Means

ARTICLE VII - MEETINGS

- A. Regular meetings will be held at such time and place as designated by the chapter and at the discretion of the Executive Board.
- B. The annual meeting will be held in April. Election of officers, and nominating committee members shall take place at this meeting.
- C. Special meetings of the chapter may be called at any time by the President with the approval of the Executive Board and shall be called by the President upon request made by two-thirds (2/3) of the members of the Board, or one-third (1/3) of the active membership of the chapter. The secretary shall give no less than three (3) days notice prior to the date thereof.
- D. At all meetings of the membership a quorum shall constitute a majority of the members present.

ARTICLE VIII - EXECUTIVE BOARD

SECTION 1

The Executive Board shall consist of the elected officers, the Immediate past president and committee chairs. Each Board member shall be an active or associate member in good standing and shall be elected at the same time and in the same manner in which the officers are elected at the annual meeting of the chapter and prior to the annual meeting of the FSMA.

SECTION 2 - GOVERNMENT

The government of this chapter shall be vested in the Executive Board. The Executive Board shall have general control of the purposes and the activities between regular and special meetings of the chapter. The duties of the Executive Board shall be:

- A. To recommend a member to fill a vacancy on the Nominating Committee.
- B. To approve appointments by the President.
- C. To approve committee action.
- D. To make recommendations to the membership.
- E. To recommend a member to fill vacancies in elective offices, except that of the President.

SECTION 3 - MEETINGS OF THE EXECUTIVE BOARD

- A. The Executive Board may meet at such time and place as designated by the chapter and at the discretion of the Executive Board.

ARTICLE IX-FINANCES/FISCAL YEAR/ DUES

SECTION 1-Finances/Fiscal Year

- A. All monies received as donations, ways and means or membership shall be placed in an operating fund unless the donation should stipulate otherwise.
- B. The members shall approve a budget for the ensuing year.
The fiscal year for the SWCMA shall be June 1 of one year through May 31 of the following year.

SECTION 2-DUES

- A. Dues shall become and payable November 1 and shall be delinquent if not postmarked by December 31st.
- B. Dues for new members joining after September 1st shall be credited to the following year.\
- C. To serve as a voting member at the FSMA General Assembly member's dues must be postmarked to the Executive Office by December 31st
- D. To serve as a delegate of alternate to AAMA, a member's dues shall be postmarked to the Executive Office by December 31st.
- E. The SWCMA shall offer reciprocity to members transferring membership from a component chapter. The transferring member shall be exempt from paying dues until the November 1st due date.
- F. Membership belongs to the individual and shall be non-transferable.

ARTICLE X- DISSOLUTION

In the event of dissolution of this chapter, the Executive Board shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the delegates 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 XI- PARLIAMENTARY AUTHORITY

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

ARTICLE XII- AMENDMENTS

These Bylaws may be amended at the Annual Meeting of the chapter by a two-thirds (2/3) vote provided the proposed amendments have been submitted to the Bylaws Chair 60 days prior to the Annual meeting.