



FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC

2017 GENERAL ASSEMBLY PACKET

64th FSMA ANNUAL CONVENTION

“WE” WILL PAVE THE WAY WITH FSMA

HILTON GARDEN INN

ORLANDO @ SEAWORLD

MAY 5-6, 2017

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

64TH ANNUAL MEETING OF THE FLORIDA SOCIETY OF MEDICAL ASSISTANTS

MAY 5, 2017

AGENDA

Friday May 5, 2017

General Session Begins at 4PM

Presiding	Maria Wieglemann, CMA (AAMA) FSMA President
Presentation of Colors	Roger Schwartz
Pledge of Allegiance	To be announced
National Anthem	To be Announced
Invocation	Carol Francis, CMA, (AAMA)
Welcome	Marie Wieglemann, CMA (AAMA) FSMA President
Welcome	Judy Seymour, CMA (AAMA) FSMA President Elect
Welcome	Marsha Benedict, CMA, (AAMA) FSMA Meeting Coordinator
Welcome	Debby Houston CMA, (AAMA) Speaker of the House of Delegates AAMA Convention

FIRST SESSION OF THE GENERAL ASSEMBLY ----- OPEN TO ALL MEMBERS BEGINS AT 4PM

Call to Order	Patricia Allen, CMA (AAMA) FSMA Speaker of the General Assembly
---------------	--

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Introduction of the Head Table	Patricia Allen, CMA, (AAMA) FSMA Speaker of the General Assembly
Introduction of Past Presidents	Patricia Allen, CMA, (CMA)
And Physician Liaison	FSMA Speaker of the General Assembly
Announcements of General	Patricia Allen, CMA, (AAMA)
Assembly Appointments	FSMA Speaker of the General Assembly
Report of Credential Chair	Marylou Allison, CMA (AAMA) Credentials Chair
Approval of Agenda	Patricia Allen, CMA, (AAMA) FSMA Speaker of the General Assembly
Presentation of Official Program	Marsha Benedict, CMA, (AAMA) FSMA Convention Chair
Orientation of Voting Members	Mary Morris, CMA (AAMA) FSMA Vice Speaker of the General Assembly
Adoption of Conference Rules	Patricia Allen, CMA (AAMA) FSMA Speaker of the General Assembly
Selection of Tellers	Patricia Allen, CMA (AAMA) FSMA Speaker of the General Assembly
Report of Nominating Chair	Judy Seymour CMA, (AAMA) FSMA President Elect
Nominations from the Floor	Patricia Allen, CMA (AAMA) FSMA Speaker of the General Assembly

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Presentation of the Candidates	Judy Seymour, CMA (AAMA)
	FSMA President Elect

BREAK

Second Session of the General Assembly

VOTING TO TAKE PLACE IN THE GENERAL ASSEMBLY

Report of the Credential Chair	Marylou Allison CMA, (AAMA)
	FSMA Credentials Chair
Reference Committee Reports	Mary Morris, CMA, (AAMA)
	Reference Committee Chair
Report of the Tellers	Pam Giannone, CMA,(AAMA)
	Teller Chair
Announcement of New Officers	Patricia Allen, CMA, (AAMA)
	FSMA Speaker of the General Assembly
Unfinished Business	Patricia Allen, CMA, (AAMA)
	FSMA Speaker of the General Assembly
New Business	Patricia Allen, CMA, (AAMA)
	FSMA Speaker of the General Assembly
Speakers Closing Statement	Patricia Allen, CMA (AAMA)
	FSMA Speaker of the General Assembly
Announcements	Patricia Allen, CMA (AAMA)
	FSMA Speaker of the General Assembly
Adjournment	Patricia Allen, CMA (AAMA)
	FSMA Speaker of the General Assembly

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

A GUIDE FOR ELIGIBLE VOTING MEMBERS AT THE FSMA ANNUAL MEETING

REVISED 5/3/2008

REGISTRATON PROCEDURES:

1. Pick up your convention registration packet at the Registration Desk, which will be clearly marked for your convenience.
2. Register with the Credentials Committee at the Credentials Desk, which will be clearly marked for your convenience.

CREDENTIALS:

Credential check in # 1:

The Credential Committee is located near the Registration Desk. The Credentials Desk is open only as specified in your program booklet. The Credentials Committee will verify that you are an eligible voting member as of 12/31 of the year preceding the Annual Meeting of FSMA. Honorary members are not eligible to vote. Eligible voting members will receive a colored index card to use during all voting sessions. Please place your name on the card. This is in case it is lost, it can be returned to the eligible voting member.

There will be no proxy votes allowed at the General Assembly.

Subsequent Credential Checks:

Be prepared to show your credentials card at subsequent credentials verification points at the entrance to all of the General Assembly sessions and for voting.

Only the members that are seated at the close of the first session of the General Assembly will be eligible to vote at the second session of the General Assembly.

BALLOTING PROCEDURES IN THE GENERAL ASSEMBLY

All voting will take place in the General Assembly.

Ballots will include the names of **ALL** candidates, including names of those nominated from the floor.

A majority of votes is necessary for election.

The Tellers distribute ballots. Do not engage in conversation with the Tellers.

Only eligible voting members that are seated during the General Assembly session are eligible to vote.

Spoiled ballots are returned to the Tellers, who will then issue a new ballot.

Pencil marked ballots are acceptable.

Be sure any correction(s) on the ballot is legible.

After marking your ballot, fold it once. Ballots folded together will be rejected.

Ballot boxes are passed by the Tellers to collect the ballots.

Place your ballot in the ballot box. Do not hand to the Tellers.

When all the voting is completed the Tellers will retire to count the votes. The business of the General Assembly will continue until the Chair of the Tellers indicates that the report of the Tellers is ready for announcement by the chair.

STANDING VOTE OR SHOW OF HANDS

When the Speaker calls for a standing vote or show of hands vote, the Tellers appointed will be asked to make the count. Please stand and remain standing (with colored index card in hand) or raise your hand and keep it up until the Tellers have counted you. Then be seated or lower your hand.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

HOW THE FSMA REFERENCE COMMITTEES OPERATE AND WHY YOU SHOULD ATTEND

- Reference Committees shall hold hearings to consider all reports, proposed bylaw changes and resolutions and all issues that are germane to those that are scheduled for presentation to the General Assembly. The Reference Committee will report to the General Assembly with recommendations based on the consensus of opinions expressed by those attending the hearings. The time and room assigned to the Reference Committee will be published in the official program for the Annual Meeting.
- The Reference Committee is composed of active members of the FSMA who are appointed by the Speaker of the General Assembly.
- Each Reference Committee is provided suitable space and time in which to hold an open hearing to discuss items that have been referred to the Committee.
- The members attending each Reference Committee Meeting will be given ample opportunity to present views on all issues germane to the subject areas assigned to each specific Reference Committee.
- The Chair of the Reference Committee is the final authority on the range of topics and the amount of time taken in discussion. No parliamentary authority is present for the Reference Committee Meetings so that members can engage in completely free discussion. Each member shall be limited to two minutes of debate on each question with debate on each being limited to fifteen minutes. A member may not speak a second time on the same question if one who has not spoken asks for the floor and no member shall speak more than twice on the same question.
- The Chair, in presenting each topic of discussion, will ensure that the membership has a full appreciation for the issue calling for additional information as needed among committee members.
- Every voting member should feel free to enter into discussion to express questions or concerns. The Chair will make every effort to make all members feel that their voices have been heard and the entire committee will render an objective report to the General Assembly based on discussion at the Reference Committee Meeting.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

NOW THAT I AM AN ELIGIBLE VOTING MEMBER-WHAT DO I DO?

Appointed by Speaker of the General Assembly

Governing Body -----General Assembly-----Credential Chair
Page
Tellers
Timekeeper
Sergeant-At-Arms
Reference Committees

- All eligible voting members must be in good standing. Dues must be paid by December 31st preceding the General Assembly.
- All eligible voting members voting during the General Assembly will serve from the opening of the General Assembly of that year until the subsequent Annual Meeting of FSMA.
- All members of the General Assembly shall check in with credentials and be verified as eligible to vote in the General Assembly.
- The General Assembly may transact business by mail, e-mail and/or fax, but in all such cases the affirmative vote of the majority of the eligible voting members shall be necessary for a decision.

As an eligible voting member of the state society:

- Be thoroughly familiar with the current FSMA Bylaws (which can be found on fsmaonline.org) and Roberts Rules of Order Newly Revised.
- Read and study the General Assembly Rules and all reports (which will be posted on the FSMA website) so that you will be informed on all issues to be presented in the General Assembly.
- A voting member decides those matters brought before the General Assembly which could include state policies, bylaw amendments, resolutions, elections of Executive Council Members and Delegates/Alternates to AAMA, (**Remember that student members are not permitted to be a delegate/alternate to the AAMA HOD**) as well as other business that comes before the General Assembly.
- Discuss all items with your chapter officers and as many members as possible.

- Be prepared to vote for Executive Council Members during the annual election. Become familiar with these individuals and those nominated from the floor by talking with other members and chapter members and especially by speaking to the candidates themselves. Examine their qualifications and contributions to the society rather than only considering popularity.
- Time of debate is to be limited and is stated in the General Assembly Rules.
- Members should speak clearly, stating your name and chapter so that the Minutes Committee will record the correct information.
- If a lengthy or complicated motion is to be made by a member or an item discussed in advanced, the member should prepare it in writing and give a copy to the Speaker of the General Assembly and the Minutes Committee at the time the motion is being made. (A page will take it to the appropriate person)
- The member would go to the microphone, wait to be recognized by the Speaker and state, “Madam, Speaker, I move
- The member should completely state the motion and not, “I so move.....”
- The member making the motion may speak to the motion first, if desired. But others must be allowed to speak before the member making the motion may speak again.
- All members planning on voting during the General Assembly should attend the Reference Committee Meetings to listen to the discussion, perhaps enter into it. The member should listen carefully during the General Assembly when the decisions of the Reference Committee are read as recommendations for acceptance or rejection by the members.
- You should become familiar with the hotel facilities in advance. Learn where the nearest restrooms are, where the voting will take place, where the General Assembly will be held, etc. in order to avoid being late or having to rush around prior to the meeting.
- Members should maintain a positive, impartial, cooperative and pleasant attitude about the association and the business to be considered.
- Members should be attentive and orderly during the sessions of the General Assembly, considerate of each other and enthusiastic about AAMA/FSMA.

ADDITIONAL TIPS

- To listen and think objectively are the two most important duties you have as a voting member. Consider all issues for the good of the entire association, not just from the standpoint of one individual or chapter. It is your duty to report back to your members of your local chapter. You should remember to keep an open mind. Base your decisions on the deliberations of the General Assembly and not on a preconceived opinion.
- Parliamentary procedure is designed to let a majority accomplish its ultimate goal within a reasonable time. Be prepared to express your views and then be gracious if your opinion does not prevail. Learn to abide by majority rule; this is the basis of our democracy.
- Reference Committees are for everyone. These committee meetings provide an opportunity for all members to express opinions and hear the opinions of others. Everyone is urged to attend these meetings, but you as a voting member are obligated to do so.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Rules of the General Assembly

I. General Assembly

The governing body of the Florida Society shall be the General Assembly, which shall have the authority to determine the professional policies of the society and the power to amend the Bylaws, act upon such business as may be presented and conduct the annual election of the Executive Council Members, Delegates and Alternates to AAMA.

II. Voting Body

The voting body of the FSMA General Assembly shall consist of all eligible members in good standing of FSMA.

III. Seating of the Eligible Voting Member

The voting body shall be seated in the front of the room. They shall be in their seats **five minutes** before the opening of the business meeting. To facilitate the work of the General Assembly, they will occupy the same seat until final adjournment. No member may leave a session without good cause. No officer or voting member shall be absent from a session without just cause. If an eligible member must leave a session, he/she must surrender their voting card. When that member returns they can receive the card back providing there is not a vote in progress on the floor.

IV. Discussion

When you wish to speak in the General Assembly, approach the nearest microphone, wait to be recognized by the Chair, state your name and your chapter, and continue your comments. Speak clearly into the microphone so your comments may be heard by the delegation. All remarks and discussion will be directed to the Chair. The Chair shall be addressed as "Madam Speaker".

The Chair with the majority vote of voting members may grant the right to the floor to the non eligible voting member. A member who has been assigned the floor shall be interrupted only for a parliamentary cause. It is out of order to be standing when another member has the floor.

When two or more members rise at about the same time to obtain the floor, all other things being equal, the member who rises first after the floor has been yielded and addresses the Chair is entitled to the floor.

Each member shall be limited to two minutes of debate on each question with debate on each being limited to ten minutes. Additional time may be obtained by a two-thirds (2/3) vote of

the voting members. A member may not speak a second time on the same question if one who has not spoken asks for the floor and no member shall speak more than twice on the same question except by two-thirds (2/3) vote of the voting members present and voting.

V. Voting

Orders of the day for the session of the convention will be shown in the official convention program and when once adopted by a majority vote, cannot be deviated from except by a two-thirds (2/3) vote of the General Assembly.

VI. Motions

Motions may be introduced and voted upon ONLY by members of the voting body. It is encouraged that all main motions that are lengthy or involved be presented to the Minutes Committee in writing and signed by the member making the motion before the close of the business session at which the motion was stated.

VII. Point of Information

When a member does not understand the questions and needs clarification they should rise to a "Point of Information".

VIII. Appointments

The Speaker of the General Assembly shall appoint a Credentials Chair, Reference Committee Chair, Tellers, Sergeant-At-Arms, Timekeeper and Pages.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 1, 2017

To: Executive Council Members
Physician Liaison

From: Maria Wiegelmann, CMA (AAMA)
President – Florida Society of Medical Assistants

This officer has responded to written correspondence, emails, and telephone calls in a timely manner.

In January 2017 we were notified by AAMA that FSMA would be entitled to send 4 delegates to the 2017 AAMA House of Delegates. A vote was taken by the FSMA Executive Council to send 2 alternates. Each delegate/alternate would receive approximately \$833.00 to cover costs of attending the conference. To serve as an FSMA delegate/alternate in the AAMA House of Delegates you must be an active member whose dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

In February 2017 a Core Legislative Task Force (CLTF) was formed to initiate a tasking list to set activities, priorities, mitigation processes, oversee task projects, reporting to a CLTF Chair and Medical Assisting Organizations. Our initial effort will be to come to agreement with the other certifying agencies to set a recognizable standard of education component, reliable testing, and for the Medical Assistant to be supervised by the “provider” (to include alternate providers such as NPs).

I would like to thank our FSMA Officers, Committee Chairs and Committee Members, Chapter Officers and members who work so hard to keep our organization going. If you have not yet made a commitment to serve, WE can use your help. Volunteer a little bit of your time today!

It was a pleasure meeting so many of you this past year. Thank you for the opportunity to serve you - the members of the Florida Society of Medical Assistants.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 5, 2016

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Judith M. Seymour, CMA (AAMA)
FSMA Vice President

This officer has been available and has corresponded with the FSMA President and Board members as necessary and in a timely manner.

This officer has attended all board meetings to date.

This officer did respond by email when FSMA President Maria Wiegelmann, CMA (AAMA) requested the FSMA Board's decision in a timely manner.

This officer did attend the Planning Session held on August 20, 2016 in Orlando.

This officer was asked to be on the Task Force with regards to the Medical Assisting Practice Act Legislation and did attend a preliminary meeting at FSMA President Maria Wiegelmann's home on 02/18/2017.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

February 28, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Gayle Bell, CMA (AAMA) FSMA Secretary

RE: Annual Report

This officer has seen to the duties of FSMA Secretary. This officer has been available to the executive council via email and phone as needed.

The minutes of May 1st, 2016 for Executive Council Meeting held at the Courtyard by Marriott Cocoa Beach, FL were emailed to President Maria Wiegmann, CMA (AAMA) on 5/31/16.

I was present and took roll at the August 20th 2016 planning session at Holiday Inn Disney Springs Orlando FL that followed Fetal Alcohol Spectrum Disorders training.

The minutes of November 5, 2016 for Executive Council Meeting held at the Holiday Inn Lakewood Ranch, Sarasota, FL were emailed to President Maria Wiegmann, CMA (AAMA) on 1/16/17.

The above minutes have been emailed to Mary Lou Allison, CMA-C, (AAMA), FSMA web master for placement on the FSMA web site. All minutes are placed on the FSMA web site with time for review by all members prior to the next meeting. All meetings are recorded and the tape reviewed after each meeting to make sure that the minutes are accurate and in order.

I also had the privilege of representing the Florida Society of Medical Assistants at the 60th AAMA Annual Conference and House of Delegates in Reston, VA as a delegate.

It has been my pleasure, for this officer to serve as your FSMA Secretary this past year.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

May 5, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Mary Lou Allison, CMA-C(AAMA)

RE: Treasurer Annual Report

All financial data is in order. The FSMA bank accounts are at Bank of America.

All bank statements have been reconciled. The Quicken Upgrade to 2016 was installed and is functioning properly.

The FSMA Executive Council has been provided with up to date and accurate computer generated reports regarding the Society's financial position.

Thank you for the opportunity to serve the FSMA in this capacity.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

May 5, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Patricia Allen, CMA (AAMA) Speaker of the General Assembly

This speaker has been available for all calls and meeting as requested. I have responded to all emails received.

I wish to thank Maria and all those who have been so helpful throughout this year.

During the Assembly I will be looking for a few volunteers to help make things move Along smoothly.

Parliamentarian

Reference chair may need some assistance

Minutes chair

Teller in the Assembly Pam Gianonne (students will help out with ballots and pages)

Sargent at Arms

Thank you in advance to all those who take the time to volunteer.

Convention is will be here in no time, hope to see all of you there.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

May 5, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

Re: Vice Speaker Annual Report

This officer has seen to the duties of the Vice Speaker of the General Assembly as outlined in the Policy/Procedure manual. This officer has been available to the executive board and members as needed and attended all meetings and responded to all email business between meetings.

This officer would like to thank Maria Wiegmann, CMA (AAMA) for securing the color guard for the General Assembly.

This officer will be available to Patricia Allen, CMA (AAMA), Speaker of the General Assembly as we prepare for the 64th Annual FSMA Conference.

This officer will oversee and instruct the activities of the orientation and reference committee prior to the General Assembly. A reference committee chair and two to three members will be needed. Please make a note that the time schedule for Friday, May 5, 2017 has changed from previous years. The orientation and reference committee meeting is from 2:30 to 3:00 pm with a break afterwards and the General Assembly starting at 4 pm. The Pre General Assembly board meeting will start at 2:00 pm.

This officer challenges all members to step up and help when asked so that the General Assembly will run smoothly and efficiently.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

May 5, 2017

To: Patricia Allen, CMA (AAMA)
Speaker of the General Assembly

Mary Morris, CMA (AAMA)
Vice Speaker of the General Assembly

Re: 64th Annual General Assembly-Hilton Garden Inn Orlando at SeaWorld

From: Kathryn J. Panagiotacos, CMA (AAMA)
Immediate Past President

This officer has been available and has corresponded with the FSMA President and Board members as necessary and in a timely manner.

This officer did attend the Planning Session held on August 20, 2016 in Orlando. Also, had the opportunity to attend the AAMA Annual meeting in Reston, Virginia.

This officer wishes to express appreciation to President Maria Wiegmann, CMA (AAMA), the FSMA Board members and the members of the FSMA state society for the opportunity to serve. Best wishes for the incoming 2017-2018 Officers and Board members.



Florida Society of Medical Assistants, Inc.

Date: May 5, 2017

To: Pat Allen, CMA (AAMA) - Speaker of the General Assembly
Mary Morris CMA (AAMA) - Vice Speaker of the General Assembly

From: Carol Francis, CMA (AAMA)
Bylaws / Policies and Procedures

BYLAWS The Bylaws Committee met and the attached Proposed Bylaws changes are presented for consideration by the General Assembly.

P AND P Policy and Procedure addition is attached and will be presented to the Executive Council at the Pre Conference Board meeting.

A special thank you to MaryLou and Maria for all their help and support during my recovery from surgery. I couldn't have done this without them.

Carol Francis CMA (AAMA), Committee Chair
Mary Lou Allison, CMA-C (AAMA)
Maria Wiegelmann, CMA (AAMA)

37 **PROPOSED BYLAWS CHANGES**

38 **May 2017**

39
40
41 **CURRENT WORDING:**

42 **ARTICLE VI – EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS**

43 Section 2. The Executive Council shall consist of the PRESIDENT, VICE PRESIDENT,
44 SECRETARY, TREASURER, IMMEDIATE PAST PRESIDENT, SPEAKER AND
45 VICE SPEAKER OF THE GENERAL ASSEMBLY, CHAPTER PRESIDENTS and
46 COMMITTEE CHAIRS.

47
48 Section 3. The Members and Officers of the Executive Council shall be active
49 members. Officers shall have previously served as an FSMA Committee
50 Chair and/or Chapter Officer.

51
52 **PROPOSED WORDING:**

53 **ARTICLE VI – EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS**

54
55 Section 3. The Members and Officers of the Executive Council shall be active
56 members. **Officers shall have paid dues in full as of December 31 of**
57 **the year preceding the General Assembly.** Officers shall have
58 previously served as an FSMA Committee Chair and/or Chapter Officer.

59 Section 4. **(new) The Vice President shall automatically succeed to the office of**
60 **President at the end of the term as Vice President.**

61 Renumber present sections 4 & 5.

62
63 **RATIONALE:**

64 To better clarify the wording of these sections of the Bylaws.

CHAPTER REPRESENTATIVE
May 2017 (Corrected)

Name: Chapter Representative

Purpose: The Chapter Representative serves as a liaison between the chapter and the Executive Council.

Number of Members: There will be one member of each active chapter that will serve as the Chapter Representative on the Executive Council.

Qualifications: The Chapter Representative must be the Chapter President. The chapter representative will be an active member.

Reports to: FSMA President and Executive Council.

Responsibilities:

The Chapter Representative should:

1. Encourage chapter members to become active in the state organization.
2. Distribute FSMA Executive Council information to the members of the chapter.
3. Attend all FSMA Executive Council meetings throughout the year.
4. In the event that the Chapter Representative is unable to attend, make certain a proxy letter is presented and secure a member from your chapter to serve as proxy at the Executive Council Meeting.
5. The chapter representative will serve on the Nominating Committee.
6. Answer correspondence in a timely manner.
7. The Chapter president is responsible for informing FSMA when there are any changes made to their respective chapter officers and shall notify the FSMA president and Communications Chair.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: May 5, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Judith M. Seymour, CMA (AAMA)
Continuing Education Chair

This Chair secured 4 AAMA CEU's for the "Introduction to Fetal Alcohol Spectrum Disorders" FSMA Seminar held on August 20, 2016 in Orlando. The attendance sheet was submitted to AAMA with a copy sent to FSMA President, Maria Wiegelmann, CMA (AAMA).

This Chair secured 2 AAMA CEU's for an online presentation entitled "VFC, Vaccine for Children Program". This program will be available on the FSMA website.

This Chair with the help of the Co-Chair for the Fall Seminar did fill the Educational Agenda. The Chair did submit to AAMA for 7 CEU's, with 7 CEU's being approved. This Chair would like to extend her thanks to the Mid-Gulf Coast Chapter, especially Ann Rousseau Morris, CMA (AAMA) and Debra Hancock, CMA (AAMA). Due to scheduling conflicts, one of the speakers had to cancel his presentation. Deb Hancock, CMA (AAMA) graciously stepped up to the plate. A special thank you also to Maria Wiegelmann, CMA (AAMA) FSMA President for her help in organizing the agenda.

This Chair with the help of Christine Petsalis-Giri, CMA (AAMA) and Maria Wiegelmann, CMA (AAMA) did secure the Educational Agenda for the Annual Meeting to be held on Orlando on May 6, 2017. 8 CEU's have been submitted to AAMA for approval.

A reminder to all members, it is your responsibility to check and make sure CEU credit has been applied to your transcript.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

February 28, 2015

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Betty Springer, CMA-C(AAMA)
Communications and Community Outreach Chairperson

ANNUAL REPORT OF COMMUNICATIONS/COMMUNITY OUTREACH COMMITTEE 2016-2017 TERM

This Chair has continued the ongoing commitment to FSMA membership with eMail marketing via Constant Contact. The current membership listing is updated for "new" and "non-renewals" at beginning of dues term and then quarterly. The variables include non-renews, non-renew period back to active membership, bounced emails, no emails and unsubscribed, name changes, in addition to status change of student to credential, delinquent recertification, email changes, student to associate, etc..

Seventy plus eBlasts were distributed to varying subscriber lists. Approximately twenty were job opportunities, market area related which could be a single chapter or several chapters for multiple locations. Recommendation for future is to develop a more accurate "response" mechanism to monitor the return on effort for the job notices and evaluate for improvement. It was assumed that school programs keep contact ability with prior students, but this does not appear the case for a longer period post-graduation.

The email listings include current active members, varied credentials, students, associates, affiliates, employers, medical societies, CAAHEP and ABHES medical assisting programs, contacts of interest. We also utilize the "single" contact ability for special eBlasts that may be of interest or for promo to specific parties.

Some examples of types of eBlasts are new CMA announcements, recently Recertified, Educ8 to provide new or FYI organizational information, State and Chapter seminars, eSpot interviews and "news"

Special thank you to George LaBarca, CMA(AAMA), Treasure Coast Chapter for assisting with the post card mailings for email update requests.

This Committee produces the "boxes" for the seminar/events page on the FSMA web. This Committee administrates the FSMA Facebook page. Special thank you to Jeanne Von Ohlsen, CMA(AAMA), Southwest Chapter for assisting with postings for a period of time. "Pop Up" seminars were instituted, the first being held as free to attendees seminar in Orlando in 2016. The CDC in conjunction with the University of Nevada CASAT, Mountain Plains, FASD & Implementation Center.

43 Collaborated with our national organization and we arranged for a morning seminar on
44 topic "Fetal Alcohol Syndrome". The FSMA absorbed refreshment costs and the
45 CASAT group supported the room fee, speaker travel and handout costs.
46 Unfortunately, the attendance was slightly less than the registered list, and it needs to
47 be decided if we burden the future registrants with a small cover charge fee to continue
48 to request of FSMA contribution and that being a meaningful utilization of funds to cover
49 costs that would certainly exceed collected registration fees.
50 Preliminary plans are in process for a "pop up" on opiate use, planned request to new
51 term Council for discussion on timing and resources.

52
53 This Committee is in the concept phases for an Educator Roundtable to discuss
54 legislative/organizational issues in order to define communication and action pathways.

55
56 This Committee assisted with the format of a proposed action plan for the legislation,
57 taking in to consideration the delays secondary to elections, state representation
58 changes on health committees, etc.

59
60 The format of Survey Monkey to utilize for online learning changed. Limited resources
61 and ability to format for use created delay in ability to offer. There was an average
62 response to online learning, however it was decided by this Committee Chair and with
63 Officer input that we should try again. This Chair decided to promote differently.
64 Member Charles Cleary, CMA(AAMA) has generously contributed a program on
65 vaccines and immunization, this enterprise was delayed due to our technical change
66 adjustment and we should shortly be able to announce the availability. This Chair
67 thanks Mr. Cleary for contributing to the maintenance of relevant education for our
68 members and for his patience on the long delay to being able to present.

69
70 This Committee tested interest in Student Page on web, and it is recommended it be a
71 revisit of format with students input and task lead.

72
73 This Chair has completed responsibilities regarding correspondence, requested
74 participation, Chapter requests for assistance, worked with other Committee Chairs and
75 advised and/or recommended when requested.

76
77 Thank you to Web Master Mary Lou Allison, CMA-C(AAMA) for participating with
78 requests for placing promotion and information on web.

79
80 It is to be noted that some of the planned activities get delayed and some new concepts
81 not realized with the lack of resources for the pre plan/post plan tasks.

82
83 Thank for this opportunity to serve the members of Florida Society of Medical Assistants



Florida Society of Medical Assistants, Inc.

May 5, 2017

To: Patricia Allen, CMA (AAMA),
Speaker of the General Assembly

Mary Morris, CMA (AAMA)
Vice Speaker of the General Assembly

From: Marsha Benedict MSA, CMA-A (AAMA)
FSMA Meeting Coordinator Chair
Linda Evans, CMA(AAMA); Registration

Re: Annual Report

Fall, 2016 Fall Conference was held at the Holiday Inn-Lakewood Ranch, 6231 Lake Osprey Dr; Sarasota, FL ; 941-782-4400 for November 5, 2016. Everyone seemed to enjoy the location and speakers. This site will be considered for future conference Fall 2019.

A contract has been signed and arrangements were negotiated for the Annual Conference May 5, 2017- May 6, 2017 at the Hilton Garden Inn Orlando at SeaWorld; 6850 Westwood Blvd.; Orlando, FL 32821; 407-354-1500. The rate will be \$109 single/double and \$119 triple/quad Breakfast included.

A contract has been signed for the Fall, 2017 Conference at the Hilton Daytona Beach Resort/Ocean Walk Village; 100 North Atlantic Avenue. Date of the conference is November 4, 2017. Room rate is \$109 single, \$119 double, \$129 Triple.

A contract has been signed for Annual Conference 2018 at the Best Western Lake Buena Vista Resort Hotel; 2000 Hotel Plaza Blvd; Orlando, FL. Dates of the Annual Conference are April 20-21, 2018. Room rates are \$99 for a double. Breakfast coupons can be purchased for \$12. Parking will be \$7 per day.

A contract has been signed for the Fall 2018 Conference at the DoubleTree by Hilton Sunrise-Sawgrass Mills, 13400 West Sunrise Blvd; Sunrise, FL. November 17, 2018. The room rate is \$109 single-triple; \$119 quad.

It has been another good year for FSMA networking. We always look forward to new registrants for our meetings and hope that the members are satisfied with moving the conferences around the State to accommodate all our members. The topics for Education are always interesting knowing there is always "something" to learn from each one. The packets for Registration are consistent and informative so glance through and remind ourselves of what we are accomplishing and what more we can do for our organization.

44
45
46
47
48
49
50
51
52
53
54
55
56
57

A special thank you to Linda Evans, Registration Chair that prepared the registration forms, packets and greeted all the members and guests on their arrival at all the conferences. Thank you to Maria and Betty for visiting some of the hotels with me. Thank you to all who worked diligently to provide excellent education.



Florida Society of Medical Assistants, Inc.

March 1, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Jeanette Smith, CMA (AAMA) Chapter President, Brevard County

Our chapter has had a pretty good year! Here are the highlights:

- Our Facebook group page has grown to nearly 160 members. It has been a great tool to communicate the activities of our chapter. It has also proven to be an effective networking tool as well--several practices looking for quality medical assistants have reached out to us to spread the word about career opportunities.
- At our annual Holiday Dinner, our members gathered donations of blankets and hygiene products to donate to Greater Love for the Homeless, an organization based on Merritt Island that serve those experiencing homelessness in Brevard County.
- Despite a few setbacks, our Winter Seminar was a success! We had 17 attendees that enjoyed a half day on a Saturday getting CEUs and networking with fellow medical assistants.

Our chapter is considering hosting 2 to 3 half-day seminars for CEUs as opposed to having monthly chapter meetings. This is still in the discussion stage.

Respectfully submitted,

Jeanette Smith, CMA (AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: March 1, 2017

To: Executive Council Members
Physician Liaison

From: Maria Wiegelmann, CMA (AAMA)
Central Florida Chapter President

The Central Florida Chapter meets 6 times a year at 6:30pm at the I-HOP located at 1345 Lee Rd, Orlando, FL – education (1CEU) from 6:30 – 7:30 – meeting immediately following. The remaining meetings for 2017 are:

March 15, 2017 - speaker on Bipolar Disorder

May 17, 2017 - speaker on latest information on health insurance

September 20, 2017 – speaker TBA

October 18, 2017 – Medical Assistants Recognition Day – celebrate all week! - speaker TBA

November 15, 2017 – speaker TBA

Florida Technical College, Kissimmee, FL campus, will host our spring mini-seminar on March 18, 2017 – 8am – 12:30pm – 4 CEUs – free for AAMA members - \$10 for non-members – breakfast will be served. Agenda and registration form will be posted on the FSMA website, Central Florida Chapter page.

Since FSMA is holding its Fall 2017 seminar and meeting in Daytona Beach, FL, which is part of the Central Florida Chapter area, we encourage Central Florida Chapter members to attend this seminar at the Hilton Daytona Beach Oceanfront on November 4, 2017. Agenda and registration form will be posted on the FSMA website.

I continue to serve on the Program Advisory Boards of 3 local schools which gives me the opportunity to keep up to date on what is being taught and also to network with providers on what their needs are. Information is passed on to MAs and students attending chapter meetings and seminars. Employment opportunities also come from attending the advisory board meetings. Everyone stresses the importance of being a credentialed medical assistant. The large hospital groups in the greater Orlando area are hiring only credentialed medical assistants.

We want to thank Betty Springer, CMA-C (AAMA) our Marketing/Communications Chair, for sending out all the eBlasts to keep our members informed. Thank you also to Mary Lou Allison, CMA-C (AAMA), our Webmaster, for posting our many updates on the FSMA website.

Thank you Central Florida Chapter members for your help and support. We look forward to seeing you at local and state meetings and seminars.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

May 5, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Patricia Allen, CMA, (AAMA) President
Central Gulf Coast Chapter

We have been pleased this year to have made several changes to hopefully Boost up the chapter. Christine Petsalis has stepped up as education chair and Bonnie Chrimes will continue as Treasurer. I am still President for now.

We have changed our scheduled meetings to every other month. As usual there will be one CEU at each meeting. Please check the web site for further information.



Florida Society of Medical Assistants, Inc.

1
2
3 April 24, 2015
4
5

6 To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
7 Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly
8

9 From: Debra Hancock, Mid Gulf Coast Chapter of Certified Medical Assistants
10

11 Our Chapter has been meeting on a regular basis mostly every other month. We have
12 also been having regular officer meetings to discuss upcoming events, dates and times.
13 We continue to provide outstanding speakers and CEU's for our members at no charge.
14

15 We have been successful in searching out many different types of speakers from
16 insurance to office safety. Our meetings prove to be enlightening to our members as
17 well as provide them with their much needed CEU's.
18

19 Our chapter is now 5 years in existence and it has been very gratifying to see members
20 become involved and participate and spread the word about our chapter.
21 Understanding the needs and advantages of attending meetings and attaining much
22 needed CEU's and networking with other CMA's has been the goal of our chapter.
23

24 Our meetings begin with discussion about ideas for any upcoming meetings and making
25 contacts with employers that may have job openings as well. Our agenda is prepared in
26 advance, items to be discuss and expressed. Speakers and Topics are mentioned in
27 our networking page, as well as Facebook. Advertising is done with our Marketing
28 Officer. Our Marketing Officer does an excellent job at posting our meetings and
29 sending emails out to our chapter members reminding them of those meetings as well
30 as asking for suggestions for upcoming meetings.
31

32 Our goal for this coming year has always been to obtain as many CEU's as possible.
33 We have been fortunate in obtaining a diversity of different speakers who are generous
34 with their time and expertise.
35

36 Although, we have lacked a Secretary, our Vice-President has been generous with her
37 time to assist in submitting requests for the CEU's to the AAMA in Chicago. We are

38 hoping to get more participation this upcoming year with the new CMA's that have
39 joined our chapter.

40
41 The following is a tentative schedule of events for our chapter for the 2017 year:

42
43 Tuesday, March 28th evening meeting at Meridian College:
44 Speakers will be from the Dental Department at the college as well as the Ultra Sound
45 Department

46
47 Tuesday, April 25th evening meeting at Meridian College
48 Medical Jeopardy Game
49 Homeopathic speaker on diagnosing the body through the Tongue

50
51 Tuesday, May 23rd evening meeting at Meridian College
52 Medical Jeopardy Game
53 Radiation Oncologist speaker (tentative)
54 Election of officers for upcoming year.

55
56 Current Chapter Officers:

57
58 Debra Hancock, CMA AAMA- President
59 Jennifer Shepherd, CMA AAMA- Vice President
60 Cheryl Wagner, CMA AAMA-Treasurer
61 Ann Rousseau Morris, CMA AAMA- Marketing Officer



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

May 5, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Gayle Bell, CMA (AAMA) North Florida Chapter President

The North Florida Chapter consists of Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Nassau, Putnam, St. John's, Suwannee, and Union counties.

We have provided CEU meetings held at Flagler Hospital 400 Health Park Blvd. St. Augustine, FL 32086 for our members. On Saturday, May 21, 2016 "Help and Hope for the families and care givers of those with mental health illness." With speaker: Dr. Uma Eyyunni MD, Community Educator at Mother's Cry Inc. This program promoted mental health awareness. Focus on the emotional challenges, and address the financial, social issues and supportive ideas. Defined the role of NAMI (the National Alliance on Mental Illness) as a mental health organization. On Saturday, August 6, 2016 "Caregiving for Companion and Personal Care Clients" with speaker: Barbara Dodson, Recruiter for Home Instead Senior Care. A look into compassionate senior care as a profession.

We plan to continue to provide CEU opportunities. On March 11, 2017, 10am – 1:30pm we will hold a CEU meeting speaker :Dr. Uma Eyyunni MD of 'A Mother's Cry' on "Mental Health Awareness" focus is on mental illness in the youth, early diagnosis & intervention mental health issues, and when rehabilitation is required and its goals. Afterwards the election of chapter officers at Flagler Hospital 400 Health Park Blvd, St Augustine, FL 32086 Matanzas room.

Chapter president met with students at First Coast Technical College for the MAR week celebration. Questions asked of students were ones asked on the certification exam. Prizes given to students that answered them correctly.

36 We have corresponded with area employers and medical assistants to answer various
37 questions as they arise.
38
39 Our ongoing community service project; We have three member volunteers at Good



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

May 5, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Joyce Baldwin, CMA (AAMA)

Re: Southeast Chapter Annual Report

The Southeast Chapter has not had formal meetings this year. We continue our relationship with the Broward County Medical Association. We have provided our membership with online information regarding job openings within our chapter. We also use the communication opportunities supplied by the FSMA Communication Chair and our Chapter Member Betty Springer, CMA-C(AAMA) who keeps our members up to date with Constant Contact e-mails.

We also continued our sponsorship of providing refreshments to the CAAHEP Schools in our Chapter for Medical Assistants Day.



Florida Society of Medical Assistants, Inc.

March 1, 2017

TO: Patricia Allen, CMA (AAMA)
FSMA Speaker of the General Assembly

Mary Morris, CMA (AAMA)
FSMA Vice Speaker of the General Assembly

FROM: Deniece Jozefiak, CMA (AAMA)
Southwest Chapter President

RE: Southwest Chapter Annual Report

The Southwest Chapter holds monthly meetings and two seminars offering CEU's. The chapter meets at Fawcett Memorial Hospital the first Thursday of the month. This year we struggled as a chapter to obtain speakers. We have had to cancel a few meetings and a seminar. The chapter will meet and do some planning for a better upcoming year. We strive to provide continuing education to keep our members abreast of the ever changing healthcare field.

The chapter would like to thank Mary Allison, CMA-C for keeping our chapter web page up to date and to Betty Springer, CMA-C for her continued e-blasts of chapter and state events.

Chapter events and contact information can be found on the FSMA website. The chapter continues to use Face Book, e-mail and personal contract as a way to help promote membership and keep members informed of what is happening in our area.

The chapter had a great time at the local comedy club, Visani's. This was a fund raising effort by the chapter. Funds from this will be used to help members attend the FSMA General Assembly. Thank you Ruth Lapio, CMA (AAMA) for your hard work and effort to organize this great event.

The officers for this chapter are not set yet for 2017-2018. Information will be available after our election of officers at an upcoming meeting as there will be changes made to in our Officer positions.

This President would like to thank all the chapter members for their hard work and dedication.

Deniece Jozefiak, CMA (AAMA)
Southwest Chapter President



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

March 1, 2017

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Treasure Coast Chapter of Medical Assistant

Re: 2017 Annual Report

The Treasure Coast Chapter of Medical Assistants covers Indian River, St. Lucie, and Okeechobee Counties. The leadership board meets several times throughout the year. During these meetings, topics such as seminars, community service projects, and chapter needs are discussed. Our chapter meetings are held September through May on a monthly basis. The meetings are currently being held at 5:45pm at Indian River State College, located at 3209 Virginia Avenue, Fort Pierce, FL 34981 in the Smith Center for Medical Education Building, Room 126. The chapter does rotate meeting days, so be sure to check out our webpage on the FSMA webpage and calendar for our event days. In addition, we have a page on Facebook-type in Treasure Coast Chapter Of Medical Assistants in the search box and like us.

The Treasure Coast Chapter of Medical Assistants continues to hold a variety of AAMA approved events to its members free of charge. We have joined up and established relationships with some local doctors of different specialty for these chapter presentations.

Through this joint venture, our chapter has gain recognition with local employers in the area and now the employers are only hiring credentialed medical assistants (CMAs and RMAs). With these new relationship being established, one employer went from 63% of their employers who were not credentialed to 5% not who are not credentialed. This percentage change occurred over 1 year. With the credentialing of medical assistants in the area, Treasure Coast Chapter has gained increased recognition.

During the past year, this chapter has been able to offer **19.5** continued education credits to our members through our monthly chapter meetings. For the remainder of the year, we have the following events planned:

Monthly Chapter Meetings with Continued Education Units are scheduled for:

- Thursday, April 13, 2017 Topic- TBA
- Tuesday, May 30, 2107 Topic- Anti-Aging with Dr. D. Viggiano

Over the year, the Treasure Coast Chapter has also participated in several community service events as well. In October, members participated in and raised over \$400 for Making Strides for Breast Cancer. In addition, there is on-going food collection for IRSC students and Treasure Coast Food Pantry. We ask members to donate non-perishable food items at each of the chapter meetings.

This chapter has worked closely with various committees, such as Executive Council, Marketing, Communications and Meeting Coordinator. Treasure Coast Chapter will continue to offer additional educational opportunities to the members and continue communications with the various committees.

We look forward to your continued support.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 5, 2016

To: Patricia Allen, CMA (AAMA) Speaker of the General Assembly
Mary Morris, CMA (AAMA) Vice Speaker of the General Assembly

From: Judith M. Seymour, CMA (AAMA)
Nominating Chair
Ruth Lapio, CMA (AAMA) Committee member
Marsha Benedict, CMA-A (AAMA) Committee Member

This Committee Chair actively sought to recruit qualified members, as per FSMA Bylaws, to volunteer to serve on the Board of FSMA for the year 2017-2018.

The FSMA Bylaws detail the requirements to serve on the Board of FSMA.

Individuals willing to serve were asked to notify this chair by email or in person at the FSMA Fall Seminar held in Sarasota on 11-5-2016.

This Chair did reach out to members qualified to run for an officer's position that had not served in this capacity prior with no positive feedback.

All members were advised that Consents to Serve would need to be submitted to this Chair and these forms are available on the FSMA web site.

FLORIDA SOCIETY OF MEDICAL ASSIATANTS

PROPOSED BALLOT 2017-2017

OFFICERS

VOTE FOR ONE IN EACH OFFICER POSITION BY PLACING AN "X" IN THE PAPPROPRIATE BOX

PRESIDENT

Judy Seymour, CMA (AAMA) _____(____)

Write In Vote _____(____)

VICE PRESIDENT

Write In Vote _____(____)

SECRETARY

Mary Morris, CMA (AAMA) _____(____)

Write In Vote _____(____)

TREASURER

Mary Lou Allison, CMA-C (AAMA) _____(____)

Write In Vote _____(____)

SPEAKER OF THE GENERAL ASSEMBLY

Write In Vote _____(____)

VICE SPEAKER OF THE GENERAL ASSEMBLY

Kathryn Panagiotacos, CMA (AAMA) _____(____)

Write In Vote _____(____)

DELEGATES AND ALTERNATES TO AAMA NATIONAL CONVENTION 2017

VOTE FOR UP TO SIX BY PLACING AN "X" IN THE APPROPRIATE BOXES

Mary Lou Allison, CMA-C (AAMA)_____ (____)

Marsha Benedict, CMA-A (AAMA)_____ (____)

Mary Morris, CMA (AAMA)_____ (____)

Judy Seymour, CMA (AAMA)_____ (____)

Write In_____ (____)

Write In_____ (____)

Write In_____ (____)

Write In_____ (____)

Write In_____ (____)

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

**An Affiliate of the
American Association of Medical Assistants**

Adopted 04/24/2015

ARTICLE I - NAME

The name of this organization shall be the Florida Society of Medical Assistants, hereinafter known as FSMA, an affiliate of the American Association of Medical Assistants. Each chartered chapter shall use as part of its name the city, town, county or district in which it is located.

ARTICLE II - PURPOSE

The purpose of the Florida Society 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 health care delivery through optimal use of multi-skilled Certified Medical Assistants - CMA (AAMA).

ARTICLE III - ORGANIZATIONAL POLICY

The FSMA 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 FSMA 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 FSMA.

ARTICLE IV – COMPONENT CHAPTERS

- Section 1. Five (5) individual eligible for active or associate membership may petition the Membership Committee to charter a chapter. The necessary documents for formation of a chapter shall be submitted to the 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 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 a component chapter.
- Section 4. A component chapter found guilty of any conduct/action deemed 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 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 is 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 his/her choice.
- B. No other membership or quasi-membership classes shall be permitted by a component chapter.
- C. Any individual, other than a chapter Life or Honorary member, may not belong to a component chapter without also belonging to FSMA 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 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. 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 AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

B. LIFE MEMBER

A FSMA Life Member shall be an active member who has had Life Membership conferred by a two-thirds (2/3) vote of the Executive Council for outstanding service to the FSMA. Only one (1) 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 FSMA, may be made by the component chapters or by a member of the Executive Council.

C. SUSTAINING MEMBER

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

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 MEMBER

1. Shall be enrolled in a medical assisting program accredited by either the Commission on Accreditation of Allied Health Education Programs or the Accrediting Bureau of Health Education Schools.
3. Shall be limited to a one-time enrollment, selecting either a one-year or two-year 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 assisting and/or the FSMA. Honorary membership is conferred by a two-thirds (2/3) vote of the Executive Council. No more than two (2) honorary memberships may be conferred in any year. Nominations with supporting documentation, submitted to the Executive Council at least sixty (60) days in advance of the FSMA Annual Meeting, may be made by the component chapters or by a member of the Executive Council.

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 the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

ARTICLE VI - EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS

- Section 1. The Officers shall be elected by the General Assembly.
- Section 2. The Executive Council shall consist of the PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, IMMEDIATE PAST PRESIDENT, SPEAKER AND VICE SPEAKER OF THE GENERAL ASSEMBLY, CHAPTER PRESIDENTS and COMMITTEE CHAIRS.
- Section 3. The Members and Officers of the Executive Council shall be active members. Officers shall have previously served as an FSMA Committee Chair and/or Chapter Officer.
- Section 4. Candidates for office shall submit qualifications and written consent to serve to the Nominating Committee Chair.
- Section 5. The PRESIDENT shall be Chair of the Executive Council.

ARTICLE VII- GENERAL ASSEMBLY

- Section 1. The Society shall be governed by the General Assembly, which has the authority to determine policies of this society, to amend bylaws (with 2/3 vote), to conduct Election of officers, to select delegates and alternates to the AAMA Annual Convention and to act upon other business as which may be presented.
- Section 2: All members in good standing to include membership classes of Active, Active Life, Student CMAs (AAMA) and Active Member at Large whose dues have been paid in full as of December 31 of the year preceding the General Assembly shall make up the composition of the General Assembly and have the right to vote. The Majority vote of the General Assembly shall be determined by the total eligible number of voting members present.
- Section 3. The Speaker of the General Assembly shall appoint the Credentials Committee, Minutes Committee, Reference Committees, Chairman of the Tellers, Pages, Timekeeper, Sergeant-at-Arms and other committees as necessary for the organization and operation of each session of the General Assembly.
- A. The Credentials Committee shall verify credentials and establish that a quorum is present. A quorum shall be determined by the total eligible number of voting members present. The Chair shall announce the voting power of the Assembly prior to each session and shall be confirmed by the Speaker who will announce the majority number of votes and 2/3 number of votes.
 - B. The Minutes Committee shall record, transcribe and review the minutes of the meeting(s) of the General Assembly.
 - C. The Credentials Chair shall determine the voting power of the Assembly and provides it to the Speaker who then confirms and announces the majority number of votes and 2/3 number of votes to the Assembly.

- D. Reference Committees shall be composed of Active members of FSMA. They shall hold hearings to consider all reports, proposed bylaw changes and resolutions that are scheduled for presentation to the General Assembly and report to the General Assembly with recommendations based upon the consensus of opinions expressed by those attending the hearings.
- E. Emergency resolutions shall be submitted to the Speaker of the General Assembly by noon on the day preceding the opening of the General Assembly.

Section 4. Meetings

- A. The Annual Meeting of the General Assembly shall be held during the Annual Meeting of FSMA.
- B. Special meetings of the General Assembly may be held at the call of the Executive Council or the Speaker of the General Assembly by written notice mailed/e-mailed/posted on the FSMA WEB to each member of FSMA at least thirty (30) days in advance of such meeting.

Section 5. In the event of an administrative emergency, declared as such by the Executive Council, the Executive Council may take a vote of the membership by e-mail and FSMA website announcement instead of calling a special meeting of the General Assembly. Ballots shall be sent and returned by certified mail with ample time, not less than fifteen (15) days, allowed for reply.

Section 6. The geographical area of the Annual Meeting of the FSMA shall be determined by the Executive Council.

Section 7. A quorum shall be determined by the total eligible number of voting members present

ARTICLE VIII - FINANCES / FISCAL YEAR / DUES

Section 1. Finances/Fiscal Year

- A. All monies received as donations and/or grants shall be placed in the general operating fund unless the conditions of the donation should stipulate otherwise.
- B. The Executive Council shall approve a budget for the ensuing year. The budget shall be provided to the General Assembly for its information.
- C. The fiscal year for the FSMA shall be May 1st of one year through April 30th of the following year.

Section 2. Dues

- A. Annual dues for all classes of members shall be established by the AAMA House of
 - 1. Delegates upon recommendation by the Board of Trustees. FSMA dues shall be established by the General Assembly. Dues shall become due and payable November 1 and shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).
- B. Full dues will be assessed for active, associate and affiliate members.
- C. One-half dues will be assessed for sustaining members.
- D. Dues will be assessed for student members.
- E. Life and honorary members are not required to pay dues.
- F. Dues for a new member joining on or after September 1 shall be credited to the following year.

- G. To serve as a AAMA delegate or an alternate, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving). Officers and trustees must maintain current membership during their terms of office.
- H. The FSMA and component chapters shall offer reciprocity to members transferring membership from another constituent society and/or another component chapter of another state. The transferring member shall present a letter of membership status from the original constituent society and/or component chapter and shall be exempt from paying FSMA dues until the November 1 due date.
- I. Membership belongs to the individual and shall be non-transferable.

ARTICLE IX – PHYSICIAN(s) LIAISON

Section 1. The Physician(s) Liaison:

- A. Encourage physicians to support the medical assistants' active involvement in the FSMA and their educational programs.
- B. Seek alliance with the Florida Medical Association and other Medical Associations for support of the credentialing of medical assistants.

ARTICLE X - EXECUTIVE COUNCIL DUTIES

Section 1. Plan / manage / evaluate the business of the FSMA. May conduct business electronically.

Section 2. A majority of the members present at the Executive Council meeting shall constitute a quorum.

ARTICLE XI - THE EXECUTIVE COUNCIL: TERM OF OFFICE / VACANCIES IN OFFICE / REMOVAL FROM OFFICE.

Section 1. Term of Office

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

Section 2. Vacancies in Office

- A. In the event of a vacancy in the office of Vice President, the office shall remain vacant until the next meeting of the General Assembly when a President shall be elected.
- B. In the event of a vacancy in any other office, not provided for elsewhere in these Bylaws, the Executive Council shall appoint a member to serve the unexpired term, who shall meet the qualifications as described in Article VI.

Section 3. Removal from Office

- A. An Executive Council member who fails to perform the required duties or gives just cause for removal from office shall be removed by the Executive Council.

ARTICLE XII- DUTIES OF OFFICERS

Officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedure and/or as required by law. The Treasurer by name and position be bonded.

ARTICLE XIII- NOMINATIONS AND ELECTIONS

Section 1. Nominations

- A. There shall be a Nominating Committee consisting of at least three (3) members appointed by the Vice President, who will serve as Chair.
- B. The Nominating Committee shall be responsible for soliciting / screening / presenting a slate of nominees for the Executive Council.
- C. The Nominating Committee shall examine and determine the eligibility of each nominee for office.
- D. The name and qualifications for candidates meeting eligibility requirements shall be presented by the Nominating Chair in the General Assembly and available for posting on the WEB as the official slate not less than thirty (30) days prior to the Annual Meeting.
- E. Additional nominations may be made from the floor provided: Nominees comply with eligibility requirements and documentation of the qualifications of the nominees has been submitted to the Nominating Committee prior to nominations.

Section 2. Elections

- A. The Officers shall be elected by ballot and a majority as determined by the total eligible number of voting members present shall elect.
- B. If there is a tie between candidates receiving the highest number of votes, another ballot shall be taken of the tied candidates to determine the successful candidate.
- C. Delegates and Alternates to AAMA shall be elected at the FSMA Annual Meeting of the General Assembly by a plurality vote.
- D. Delegates and Alternates to AAMA shall be Active members of FSMA.
- E. To serve as a Delegate or Alternate to AAMA candidates dues shall be postmarked to the AAMA Executive Office by December 31.
- F. The number of AAMA delegates shall be determined by AAMA Guidelines.
- G. AAMA delegates and alternates shall be elected to serve for one year from the opening of the AAMA House of Delegates that year until the opening of the AAMA House of Delegates the following year.
- H. The names of delegates and alternates shall be submitted by the FSMA President to the Executive Office at least 90 days prior to the Annual Meeting of the AAMA House of Delegates.

ARTICLE XIV - DISSOLUTION

In the event of dissolution of FSMA, the Executive Council 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 XV - PARLIAMENTARY AUTHORITY

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

ARTICLE XVI - AMENDMENTS

These Bylaws may be amended at any FSMA Annual Meeting of the General Assembly by a two-thirds (2/3) vote provided the proposed amendments have been submitted in writing to the Bylaws Chair and have been posted on the FSMA Web site at least thirty (30) days prior to the General Assembly. Members without internet access will notify the Speaker of the General Assembly at least sixty (60) days prior to the General Assembly to allow the proposed amendments to be mailed and received by the member thirty (30) days prior to the General Assembly.

STANDING RULES

REVISED 04/26/2015

1. All members of the association who attend the Annual Meeting of the FSMA shall pay registration fee with the exception of the President, whose registration fee and room shall be paid by the FSMA.
2. The Committees of the FSMA shall be:
 - BUDGET AND FINANCE
 - BYLAWS/POLICY PROCEDURES
 - CERTIFICATION AND MEMBERSHIP
 - COMMUNICATION
 - CONTINUING EDUCATION
 - EDUCATOR ASSEMBLY
 - EXECUTIVE COMMITTEE
 - MARKETING AND COMMUNITY OUTREACH
 - MEETING COORDINATOR
 - NOMINATING
2. A Past President's pin shall be presented to the out-going President.
3. FSMA shall allocate an amount of money yearly (within the limits of the budget) that will be divided equally between the elected Delegates and Alternates to AAMA and will be used to subsidize the expenses for Registration, Travel and Lodging at the AAMA Annual Meeting.
4. The FSMA Delegates / Alternates to AAMA shall attend meetings at the AAMA Annual Meeting as directed by the President of the FSMA with written reports to be presented at the next meeting of the Executive Council following the AAMA Annual Meeting.
5. The chapter who resides within the area of the Executive Council Meeting will be allowed Ways and Means Projects.
6. A 20% non-refundable fee will be charged for all cancellations of seminar and conference registration fees. Requests for refunds must be made in writing and received four (4) days prior to the event. The Executive Council shall consider all requests for refunds.
7. Student registration fees shall be established for all seminars and conventions. To qualify for student rates a student must be currently enrolled in a Medical Assisting Program.
8. No member of FSMA shall be compensated above and beyond expenses.

FSMA BUDGET 2016-2017

Description	ACTUAL	BUDGET
INCOME		
DUES	9650	10500
TOTAL DUES	9650	10500
SEMINARS		
FALL	2110	2445
Ways & Means Income	0	0
TOTAL SEMINARS	2110	2445
ANNUAL MEETING		
Registration Income	0	9055
Ways & Means Income	0	550
TOTAL ANNUAL MEETING	0	9605
FUND TRANSFER FOR SPECIAL PROJECTS		
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
TOTAL INCOME	11760	22550
EXPENSES		
AAMA ANNUAL MEETING		
Flowers/Misc	0	50
NATIONAL DEL/ALT	4999.96	5000
Photo	20	50
TOTAL AAMA ANNUAL MEETING	5019.96	5100

SCHOLARSHIPS

MAXINE WILLIAMS	100	100
FSMA	0	0
TOTAL SCHOLARSHIPS	100	100

SPECIAL PROJECTS

Aug 20 Meeting Hotel Deposit	648.43	0
GAS/Misc Special Meetings	174.69	0
REGISTRATION SUPPLIES (all seminars)	64.72	0
HOTEL DEPOSIT SAWGRASS 11.16.2018	1000	0
TOTAL SPECIAL PROJECTS	887.84	0

PRESIDENT

Travel	103.46	125
Misc Expense	17.24	25
TOTAL PRESIDENT	17.24	150

PRES-ELECT

Presidents Gift	0	50
Packets	0	50
Misc Expense	0	10
TOTAL PRES-ELECT	0	110

SECRETARY

Misc Expense	0	10
TOTAL SECRETARY	0	10

TREASURER & PIN

Bond	122	125
Pres. Pin Expense	0	175
Shredding Treasurer Paper Files	65.34	100
Quicken Software Upgrade	44.95	50
TOTAL TREASURER	232.29	450

SPEAKER / VICE SPEAKER

Misc Expense	0	10
--------------	---	----

TOTAL SPEAKER / VICE SPEAKER	0	10
Budget & Finance		
Misc Expense	0	10
TOTAL Budget & Finance	0	10
BYLAW-P&P		
Misc Expense	0	10
TOTAL BYLAW-P&P	0	10
CERTIFICATION & MEMBERSHIP		
TRAVEL	0	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	665	650
Website	119.4	320
Survey Monkey	300	300
Misc Expense		10
TOTAL Communications	1084.4	1280
CONTINUING EDUCATION		
Misc Expense	0	10
TOTAL CONTINUING EDUCATION	0	10
EDUCATOR ASSEMBLY		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
MARKETING & COMMUNITY OUTREACH		
Communication	0	1000
Marketing	0	1000
Misc Expense	0	10
TOTAL MARKETING	0	2010

Meeting Coordinator

Misc Expense	0	10
--------------	---	----

TOTAL Meeting Coordinator	0	10
---------------------------	---	----

NOMINATING COMMITTEE

Misc Expense	0	10
--------------	---	----

TOTAL NOMINATING COMMITTEE	0	10
----------------------------	---	----

Annual Meeting Expenses

AV	0	1000
----	---	------

HOTEL DEPOSIT (5.12.2017)	500	0
---------------------------	-----	---

Hotel Expense	0	6000
---------------	---	------

Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
--	---	------

Color Guard HOD	0	100
-----------------	---	-----

Decorations Installation	0	50
--------------------------	---	----

Reg Supp	0	350
----------	---	-----

Speaker Honorarium	0	1250
--------------------	---	------

Misc Expense	0	10
--------------	---	----

TOTAL Annual Meeting Expenses	500	9760
-------------------------------	-----	------

Fall Seminar

AV	0	250
----	---	-----

Hotel Expense/FOOD	2012.85	2500
--------------------	---------	------

Reg Supplies	104.83	150
--------------	--------	-----

Speaker Honorarium	0	500
--------------------	---	-----

Misc Expense	0	10
--------------	---	----

TOTAL Fall Seminar	2117.68	3410
--------------------	---------	------

TOTAL EXPENSES	9959.41	22550
----------------	---------	-------

TOTAL INCOME	11760	22550
--------------	-------	-------