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)

PROPOSED BYLAWS CHANGES

May 2017

CURRENT WORDING:

ARTICLE VI – EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS

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.

PROPOSED WORDING:

ARTICLE VI – EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS

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

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

Renumber present sections 4 & 5.

RATIONALE:

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.