FLORIDA SOCIETY OF MEDICAL ASSISTANTS
An Affiliate of the
American Association of Medical Assistants

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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 (CMAs).

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.

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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) 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.

2. 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 Officers of the Executive Council shall be active members who 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 up other business as which may be presented.

Section 2: All members in good standing to include membership classes of Active, Life, Sustaining, Student CMAs (AAMA) and 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.

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.

B. The Minutes Committee shall record, transcribe and review the minutes of the meeting(s) of the General Assembly.

C. Reference Committees shall be composed of members of FSMA in good standing. 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.

D. 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 majority of the voting members present shall constitute a quorum.

ARTICLE VIII: COMMITTEES

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

ARTICLE IX - 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.

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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**

Annual dues for all classes of members shall be established by the House of Delegates upon recommendation by the Board of Trustees. 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 X – 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 XI - EXECUTIVE COUNCIL DUTIES

Section 1. Plan / manage / evaluate the business of the FSMA.

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

ARTICLE XII - 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 XIII- 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 XIV- 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 vote shall elect.

D. If there is a tie between candidates receiving the highest number of votes, another ballot shall be taken 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.

1. Delegates and Alternates to AAMA shall be active or life members with the AAMA and the FSMA.

2. To serve as a Delegate or Alternate to AAMA members' dues shall be postmarked to the AAMA Executive Office by December 31.

D. The number of AAMA delegates shall be determined by the FSMA's total active and associate membership of the membership year prior to the date on which names of delegates and alternates shall be submitted to the AAMA Speaker of the House.

E. 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.

F. 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 XV - 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 XVI - 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 XVII - 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.

ARTICLE XVIII

The word "she", "her", and "herself" whenever used in these Bylaws shall be deemed to include the male gender.

STANDING RULES

REVISED AND ADOPTED 05/04/2001

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. 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.