



**FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

**2009 GENERAL ASSEMBLY PACKET**

**56<sup>TH</sup> FSMA ANNUAL CONVENTION**

**WHERE STARS LIGHT THE WAY THROUGH FSMA**

**HOLIDAY INN SELECT**

**ORLANDO, FLORIDA**

**APRIL 30-MAY 3, 2009**

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS**

**56<sup>TH</sup> ANNUAL MEETING OF THE FLORIDA SOCIETY OF MEDICAL ASSISTANTS**

**MAY 1, 2009  
AGENDA**

Friday May 1, 2009

**General Session begins at 8:00am**

Presiding	Theresa Errante, Parrino, CMA (AAMA) FSMA President
Presentation of Colors	Commander Clarence Wood, Orlando, VFW
Pledge of Allegiance	Commander Clarence Wood, Orlando VFW
National Anthem	Michael Montero, CMA (AAMA)
Invocation	_____
Welcome	Theresa Errante Parrino, CMA (AAMA) FSMA President
Welcome	Sandra Richardson-Brown, CMA (AAMA) FSMA President-Elect
Welcome	Carol Francis, CMA (AAMA) FSMA Meeting Coordinator
Welcome	Charlene Couch, CMA (AAMA) AAMA Representative

**First Session of the General Assembly-----Open to all members**

Call to Order	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Introduction of Head Table	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Introduction of Past Presidents And Physician Liaison	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Report of Credential Chair	Virginia Halligan, CMA (AAMA) Credentials Chair
Announcement of General Assembly Appointments	Deneice Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly

Presentation of Official Program	Carol Francis, CMA (AAMA) FSMA Convention Chair
Orientation of Voting Members	Karen Murray, CMA (AAMA) FSMA Vice-Speaker of the General Assembly
Adoption of Convention Rules	Karen Murray, CMA (AAMA) FSMA Vice-Speaker of the General Assembly
Selection of Tellers	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Nominating Committee Report	Sandra Richardson-Brown, CMA (AAMA) FSMA President-Elect
Nominations from the Floor	Deneice Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Presentation of the Candidates	Sandra Richardson-Brown, 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	Virginia Halligan, CMA (AAMA) FSMA Credentials Chair
Reference Committee Reports	Mary Keho, CMA (AAMA) Reference Committee Chair
Report of the Tellers	Charlene Couch, CMA (AAMA) Teller Chair
Announcement of New Officer	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Unfinished Business	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
New Business	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Speakers' Closing Statement	Deneice Jozefiak, CMA (AAMA) FSMA Speaker of the House

Announcements

Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Adjournment

Deneice Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

**GENERAL  
INFORMATION**

**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 31<sup>st</sup> 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](http://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.

**EXECUTIVE  
COUNCIL  
REPORTS**



## **FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Theresa Errante-Parrino, CMA (AAMA)  
FSMA President

RE: Annual Report

This officer has become familiar with Robert's Rules of Order, FSMA Bylaws, policies, procedures, and guidelines for this organization over the past year. In addition, this officer has been present at all Executive Council Meetings and fulfilled delegate duties at the National conference in Chicago, October 2008. All correspondences were sent out with advanced notice. There was open communication between the Executive Board, Committee Chairpersons, Chapter Representatives, and state members. Priorities for the overall strategic plan were based on goals, objectives, and activities. All resolutions to the decisions were approved by Executive Council and were carried through with setting of deadlines, and implemented in a professional manner. All documentation has been maintained and kept and will be forwarded to the President Elect.

All officers were encouraged to step into more active leadership positions. Communications between President- Elect, Vice-President, and other members of the Executive Council took place regarding organizational procedures and actions. Along with this, committee chairs and members carried out their goals and objectives. This officer monitored each committee for activities associated with FSMA and AAMA to help ensure the overall strategic plan. All events, dates, were provided to the Communications Chair and posted to the web in a timely manner. Lists of new member and recertifying members were requested from and received from the AAMA. All information regarding board members and elected officers were recorded to the AAMA as well.

Arrangements for annual meetings were also established and caucuses met to discuss AAMA annual meetings, proposed by-law changes, resolutions, other organization business such as candidates for officers/ delegates. E-mail and snail mail were also used for communication methods in these manners. All inquires about the FSMA were answered in a timely manner.

Speaking engagements to medical assisting students, chapters and other organizations have also been satisfied. Questions regarding the AAMA, FSMA, and chapters were answered. It was a pleasure to visit with some of the Chapters and see how their chapter meetings were held, the ideas they had, see the impressive number of members and students present and provided for a greater networking opportunity.

Financial responsibility to the budget was also maintained, through countersigning of check and working with the Treasurer. All receipts were accounted for each check written. To date, no receipts were presented over budget.

This officer has met with the President-Elect on several occasions to organize and mentor upcoming events, guide in the area of leadership, and has served as a resource. There will be continued support to the incoming President during her term.

For the annual conference, the program booklet and agenda were discussed with the convention chair, communications committee, education committee, Speaker and Vice-Speaker of the General Assembly. Recruitment of pages, tellers were suggested to the Speaker of the General Assembly. A National Representative was requested from the AAMA and communications and arrangements were made for her arrival. All documents will be transferred to the incoming President at the end of the Annual Conference.

Thank you to all the "Shining Stars" who supported this officer during the year. Through your generous time, understanding, mentoring, and guidance a success year was accomplished. In the upcoming year and the transitioning, this officer will continue to guide the light and help it to shine brightly within FSMA.



**FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Sandra J. Richardson-Brown, CMA (AAMA)  
FSMA President Elect /Nominating Committee Chair

RE: 5/1/09 Annual Officer Report

This Officer has been present at all FSMA executive board meetings and has upheld the duties as outlined in the bylaws. This officer has been available to the President and Vice President as needed. This officer has also met with the President and has been in touch via email on occasions and has discussed various issues that were needed to be handled. All meetings were handled and discussed in a professional manner and issues were resolved. This officer has also maintained email contact with the Vice President on various issues and all issues have been discussed and resolved,

As Nominating Committee Chair, I have been working very hard to find people in each chapter to fulfill additional leadership positions. I have been in contact with all chapter Presidents via email and asked them to be part of the Nominating Committee. I have kept them in touch about the on going process of positions needed to be filled and if any persons in their own chapters would step into a leadership position. I would like to thank each of them for their help and support.

**Committee Members:**

Joyce Baldwin, CMA (AAMA)  
Betty DeLoach, CMA (AAMA)  
Theresa Errante-Parrino, CMA (AAMA)  
Deniece Jozefiak, CMA (AAMA)  
Diane Klieger, CMA (AAMA)  
Maria Wiegelmann, CMA (AAMA)  
Christine Sanders, CMA (AAMA)

**AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**



**FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Jeanne Von Ohlsen, CMA (AAMA)  
FSMA Vice President

DATE: March 15, 2009

RE: Annual Report

This officer has attended to the duties of the position as set forth by the Bylaws of the FSMA and has attended most required meetings. This officer has been available when necessary. Please refer to the Membership Committee Report for related activity.

It has been a true pleasure to serve in this organization.



**FLORIDA SOCIETY OF MEDICAL ASSISTANTS, Inc.**

Date: February 25, 2009

To: FSMA Speaker of the General Assembly  
Deniece Jozefiak, CMA (AAMA)

FSMA Vice Speaker of the General Assembly  
Karen Murray, CMA (AAMA)

From: Linda MacInnes Wilbourne, CMA (AAMA)  
FSMA Executive Secretary

RE: 2008-2009 Annual Report

This officer has seen to the duties of Secretary as outlined in the Policy/Procedure Manual and has attended all Executive Board meetings.

This officer sent a thank you note from FSMA to Daniel Boss, MD, employer of Mary Lou Allison, CMA-C acknowledging the donation of a digital recorder. This will greatly enhance the transcription of meeting minutes.

It was an honor and privilege to attend the 52<sup>nd</sup> Annual Convention of AAMA in Chicago, IL October 17-21, 2008 as a representative of FSMA as an alternate for the HOD. The annual convention allows for many CEU'S to be earned as well as the business of AAMA to be carried out at the HOD. This officer was pleased to attend as one of this year's alternate delegates and found the experience very educational. This is the first time this member has attended as a HOD Alternate and the third AAMA Convention. It is a great chance to meet with many medical assistants from all parts of the country and from many different work settings. It is also great to see old friends.

This HOD Alternate had the opportunity to go to several classes and to report on Successful Communication in the Medical Office. The speaker was Karla Garcia LPN, MBA, DBA Candidate who gave some interesting ideas pertaining to setting up a Staff Development Program. Some suggestions were to start employees on Wednesdays. She stated that in some offices the doctor is not in and it may be less hectic than usual. Also suggested was to have an office procedure handout a new employee can read prior to the orientation to give them time to formulate any questions they may have.

It was a fantastic moment to watch as Kathryn Panagiotacos, CMA (AAMA) was installed as this year's AAMA National President at the banquet. The Florida Society can be all the more proud to have Betty Springer, CMA-C (AAMA) now the AAMA Speaker of the House.

This officer would like to thank all of the FSMA members that continue to offer their guidance and support and to wish all FSMA members a productive and fruitful year.



## Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA)  
Speaker of the General Assembly  
Karen Murray, CMA (AAMA)  
Vice Speaker of the General Assembly

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

Re: Annual Report

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

All bank statements have been reconciled. Updated Quicken Software was purchased.

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. Thanks to Theresa Errante-Parrino, CMA (AAMA) for a job well done.



## Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

From: Mary Morris, CMA (AAMA)  
FSMA Immediate Past President

Re: Annual Report

This officer has been available to Theresa, FSMA President and her board via email or by phone as needed.

All emails received have been answered in a timely manner and forwarded to the appropriate officer or committee chair if needed.

This officer had the privilege to attend the 52nd Annual Conference in Chicago last October as a delegate representing Florida. The education was outstanding as always with time to meet medical assistants from around the 50 states. Florida is well represented at the National level with Kathryn Panagiotacos, CMA (AAMA) as National President and Betty Springer, CMA-C (AAMA), Speaker of the House for AAMA. The President's Banquet this year was extra special getting to see these ladies get their well deserved recognition.

I want to take the time to let Theresa know, that despite her motor vehicle accident and the "trauma" associated with that, she did a wonderful job running our organization. I believe her "Shining Stars" played a big part in getting her through the past year. A job well done!



## FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC

March 2, 2009

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Deniece Jozefiak, CMA (AAMA)  
Speaker of the General Assembly

RE: Annual Report

This officer has attended all of the scheduled FSMA executive board meetings during this term. This officer has answered all correspondence to date.

This officer met with the Vice Speaker of the General Assembly at the fall seminar and the winter seminar to finalize the agenda of the General Assembly to be held on May 1, 2009. This officer has also been in contact via e-mail with the Vice Speaker over the agenda and how we would like it to be set up.

This officer has been in contact with the meeting coordinator on the set up for the room for the General Assembly.

This officer has obtained the following chairs for the General Assembly:

Reference Committee Chair-Mary Keho, CMA (AAMA)  
Minutes Committee Chair-Adie DeLaGuardia-Piz, CMA (AAMA)  
Teller Chair-Charlene Couch, CMA (AAMA)-AAMA Representative  
Credentials Chair-Virginia Halligan, CMA (AAMA)  
Parliamentarian-Marsha Benedict, CMA-A (AAMA)  
Time Keeper-Judy Seymour, CMA (AAMA)  
Sergeant at Arms-NEED  
Pages/Tellers-This officer has been in contact with some medical assistant students and names are not finalized at the time of this report.

If you are interested in being a chair or on a committee please let the Speaker and/or Vice Speaker know.

**AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**

The dead line for your annual report will be March 15, 2009. This officer requests that all reports be the normal 1 inch margin and in Arial font size 12. Please use .75 inch for margin for top and bottom and .5 for the right and left margins. This way the packet will look professional when it is put together. Reports not turned in by the set deadline will not be considered for discussion.

This officer looks forward to working with the Vice Speaker and her hard work that was put in to have the local VFW present the flags and help get the morning going. The VFW will be dedicating our new flags for FSMA.

This officer would like to thank Theresa Errante-Parrino, CMA (AAMA) for a job well done and who was always there when a question arose.

This officer would like to thank all the officers, committee chairs and chapter representatives who have turned in their reports correctly and on time. It made the job of this officer easier.



## Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA)  
FSMA speaker of the General Assembly  
Karen Murray, CMA,(AAMA)  
FSMA Vice Speaker of the General Assembly

From: Karen M Murray, CMA (AAMA)  
Vice Speaker of General Assembly

RE: Annual Report

This officer has been in contact with the President and Speaker for preparation of the Annual General Assembly. A meeting was held in January to work on the agenda and review the duties and obligations of this office.

Prices and sizes of flags were submitted for a vote to purchase for the FSMA seminars. Some of The hotels do not have flags available. The Speaker was able to find the flags and make stands compact for storage.

This officer contacted the VFW in Orlando to present the Colors at the General Assembly. Clarence Wood, Commander of the Color Guard, and several Veterans, will not only Present the Colors but the Pledge of Allegiance, Taps, for our fallen soldiers and dedicate the United States Flag and the Florida State Flag. This a voluntary service and contribution of \$100 will be given to the VFW organization. Michael Monterio will sing the National Anthem.

It was a privilege to serve as Vice Speaker of the General Assembly.

**COMMITTEE  
REPORTS**



## Florida Society of Medical Assistants, Inc.

Date: March 13, 2009

To: Deniece Jozefiak, CMA (AAMA)  
Speaker of the General Assembly  
Karen Murray, CMA (AAMA)  
Vice Speaker of the General Assembly

From: Mary Keho, CMA (AAMA)  
Bylaws/Policy Procedure Chair

Re: Annual Report

This chairman was appointed at the October 2008 FSMA board meeting.

This chairman has received no bylaw proposals or resolutions. Treasurer Coast sent an updated copy of their bylaws, which are in compliance. An incorrect copy of Brevard's bylaws were removed from the website. All chapter bylaws are on file and are in compliance.



**FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

March 9, 2009

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Deniece Jozefiak, CMA (AAMA)  
Jeanne Von Ohlsen, CMA (AAMA)  
Certification Co-Chairs

RE: Annual Report

This committee has met at the Septembers FSMA meeting and has communicated via e-mail since regarding the certification luncheon. As of today there have been 204 new CMA letters sent out and 120 re-certification letters were sent and 11 were sent via e-mail. The letter used was approved by President Theresa Errante-Parrino, CMA (AAMA).

At the time of this report this committee has no idea where the donated candles are from Adie DeLaGuardia-Piz, CMA (AAMA) are. It would be nice to have them back in the hands of FSMA to use for the Certification Luncheon.

This chair is working with the Communication Committee on re-designing the Achievement Certificates for the new CMA's and the re-certified CMA's.

This committee recommends looking at the budget for this committee. For the CMA Luncheon/CMA gifts the budget is \$175.00 combined and that is not enough to cover both. There is a \$100.00 for this committee to use to promote AAMA certification. This committee recommends that FSMA keep it simple with the new certificate that is being designed. AAMA no longer offers gifts to purchase (which was nice for the new CMA).

AAMA has provided this committee with all the mailing labels for this endeavor.



## Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA)  
Speaker of the General Assembly  
Karen Murray, CMA (AAMA)  
Vice Speaker of the General Assembly

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

Re: Annual Report

The Communications Committee has continued to update the "LINK" on a regular basis in an effort to not only serve the membership, but to save money for the FSMA.

All requests from Chapters and individuals to have information put on or changed on the FSMA Website have been complied with in a timely manner.

Postcards announcing upcoming FSMA meetings have been designed and mailed to all members directing them to the Website for detailed information.

Thank you for the opportunity to serve the FSMA. Special thanks to our President, Theresa Errante-Perrino, CMA (AAMA) for a job well done.

Mary Lou Allison, CMA-C (AAMA)  
Virginia Halligan, CMA (AAMA)  
Betty Springer, CMA-C (AAMA)



## Florida Society of Medical Assistants, Inc.

April 30, 2009

To: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

From: Linda Orr, CMA (AAMA)  
FSMA Education Chair  
Mary Morris CMA (AAMA) Member  
Christine Petsalis, CMA (AAMA) Member  
Deniece Jozefiak, CMA (AAMA) Member  
Maria Weigelman, CMA (AAMA) Member  
Marsha Benedict  
Ofelia Sunde  
Ashley Laufenberg  
Krystal Mantineau

Re: Education Committee Report

This chair has attended to the duties of the FSMA Education Committee for the year 2008-09.

The education team provided quality educational sessions to the members of FSMA. Here is a re-count of 2008-09 educational sessions.

**September, 2008 included the following topics for a total of 6.5 CEU's:**

Autism  
Customer Service-Tom Piz  
The Other Side of the Stethoscope-Marcus Engel

**January, 2009 included the following topics for a total of 6.5 CEU's:**

Osteoporosis  
Hemophilia and Von Willebrand Disease-David Patterson  
Health Literacy-Theresa Errante-Parrino

**May, 2009 included the following topics for a total of 11.0 CEU's:**

Skills refresher to include: Label the bones, basic x-ray positioning, autoclave procedures, surgical instrument identification, phlebotomy, pharmacology, medical terminology, and vital signs.  
Pet Therapy, Dental Health, Leadership.

The task of securing qualified speakers requires dedication, perseverance, teamwork, and time. I wish to thank them for their hard work and dedication. I also would like to express our sincere appreciation to the Educator's Forum for their support and willingness to participate in our educational sessions

On behalf of the education team for 2008-09, I want to thank the members of the FSMA for allowing us the privilege to serve you.



## FLORIDA SOCIETY OF MEDICAL ASSISTANTS

March 1, 2009

To: Deniece Jozefiak, CMA (AAMA) Speaker of the House  
Karen Murray, CMA (AAMA) Vice Speaker of the House  
From: Kris Hardy, CMA (AAMA)  
Educators Board Chair  
Re: Report/ May 2009 Executive Board Meeting/General Assembly

### **Year End Report:**

**This chair has attended all Executive Board meetings for the term 08-09. This chair has worked closely with educators in the state of Florida and throughout the nation in making suggestions and working on any issues pertaining the production and success of our programs and students and even more importantly, tried to get the FSMA to establish open communication with the Florida Board of Nursing.**

**At all executive board meetings I initiated engaging conversation and suggestions to the board about correspondence and ways to promote growth and membership initiatives. This chair believes that this state society has so much more to offer the membership and the profession but fails to see why no attempts at change or growth are ever made.**

**This chair has held 3 Educators Forum meetings.**

### **AAMA Conference/Responsibilities**

This chair attended the AAMA convention in Chicago. All sessions pertaining to curriculum, national testing, and MAERB meetings were attended and critical issues addressed. I continue to work with and monitor issues that pertain to the educational strategies associated with accredited schools and those that greatly affect quality healthcare and the practice of medical assisting.

### **Credentialing/Curriculum**

This chair was successful through the State of Florida Department of Education in having the certifying agency NHA removed from the state curriculum framework. I am happy to report that while there were many hours spent revising the wording and adding and deleting and conference calls the only accrediting bodies attached are now CAAHEP/AAMA and ABHES/AMT. I was also successful in suggestions to align the curriculum framework with the new AAMA 2008 standards and we are now working on decreasing the number of state hours to coincide with other private sectors. Community colleges should realign to make the educational goal and time consideration more manageable in today's tough economical times. This is not and did not cost the FSMA any additional budget but appreciate the offer for financial support in which to get this accomplished.

### **Mentor Award**

At present, there are no candidates that have shown interest in the "Mentor Award." I will continue to watch for any applications in the mail. As stated in a previous report, all information was sent to educators in the State of Florida at the end of 2008. I will inform the appropriate parties should we find we have a last minute candidate.

After the May2009 Educators Forum, this concludes the 08-09 term for this chair.

Kris Hardy, CMA



**FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Sandra J. Richardson-Brown, CMA (AAMA)  
FSMA Leadership Chair

RE: 5/1/09 Annual Officer Report

This Officer has been present at all FSMA executive board meetings and has upheld the duties as outlined in the bylaws. This officer has been working on with the help of Deniece Jozefiak, CMA (AAMA) and Linda Orr, CMA (AAMA) trying to line up information about obtaining a speaker for Leadership for this upcoming Conference.

This officer had been in touch with speakers previously while attending the AAMA conference in Chicago. This officer has obtained a Leadership speaker for our conference in May. This officer appreciates everyone's input on suggestions on topics and such. This officer hopes that everyone in FSMA will enjoy the upcoming Conference, speakers and festivities.

It is always a pleasure to serve FSMA.





## **FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC.**

March 8, 2009

To: Deniece Jozefiak, CMA (AAMA), Speaker of the General Assembly  
Karen Murray, CMA (AAMA), Vice Speaker of the General Assembly

From: Susanne Sniffin, CMA-C(AAMA), LRT  
Marketing Chair

Re: Annual Report

Representing FSMA, wrote to FMA sending them notice of our fall and winter meetings, along with application forms and agenda. Will be sending all information re our annual meeting at an appropriate time prior to that meeting.

Will also be sending same to Orange County Medical Society.

Wrote to Senator Durell Peaden, Jr., Chairman of the Health Committee Of the State of Florida requesting a Proclamation proclaiming the week of October 20-24, 2008 be declared as Medical Assistant Week in the State of Florida. Sen. Peaden complied and the Proclamation was received a week later. A thank you note was sent day of receipt.

Wrote to State Senator David Aronberg (District 27) about our organization. (told him about it last year)—Again, like last year, State Senate's last weekend is our annual meeting dates.

Suggestion: Every Medical Assisting Instructor should market the FSMA to their students.



## Florida Society of Medical Assistants, Inc.

Date: February 22, 2009

To: Deniece Jozefiak, CMA (AAMA)  
Speaker of the General Assembly  
Karen Murray, CMA (AAMA)  
Vice Speaker of the General Assembly

From: Carol Francis, CMA (AAMA)  
Meeting/Conference Chair

Re: Annual Report

This Chairperson has attended to all the duties as per the Policy and Procedure Manual. It has been my pleasure to continue on in this capacity in this position.

Our fall meeting was successful in attendance and keeping costs in line. Our winter meeting turned out the same way. One thing that I think was true in both instances is that the food has been consistency satisfactory and I hope you all agree. We know and understand that attending seminars for some, may be difficult due to the economy, and appreciate that our membership is so loyal to this organization. Our Education Chair has worked hard to try and secure the best possible topics and speakers to provide CEUs for all.

I thank everyone for the opportunity to be a delegate to our National Conference in Chicago this past year. It was exceptional in the educational programs that were offered. What made this a very special event was the chance to cast our vote for Kathryn Panagiotacos, CMA (AAMA) as our National President. We are all so proud of her.

My committee and I are busy working on our 56<sup>th</sup> Conference currently and looking forward to a nice turnout to celebrate Teresa Errante-Parrino, CMA (AAMA) President 2008/2009 accomplishments this year and Sandra Richardson-Brown, CMA (AAMA) as our incoming President.

A special thank you to all that have so willingly taken responsibility for the many aspects of this conference and to my committee, Mary Morris, CMA (AAMA) and Maria Wiegelmann, CMA (AAMA) for all your help this past year.



**FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Jeanne Von Ohlsen, CMA (AAMA)  
FSMA Membership Committee Chair

DATE: March 15, 2009

RE: Annual Report

This officer has attended to the duties of the position as set forth by the Bylaws of the FSMA. Membership list has been updated. New CMA's were contacted and encouraged to participate within this group for continued support throughout their career.

Mailings have been sent to schools to promote membership as well as the career of Medical Assisting. Individuals moving to Florida have contacted the group requesting information and contact was made with each. Some of these folks will be moving to areas without a local chapter so they were encouraged to participate at the state level.

In support of improving and expanding membership, the Southwest Chapter President, Deniece Jozefiak, CMA, (AAMA) has made arrangements to move the springtime meeting to the Manatee Technical Institute. Students there have shown an interest in getting involved. It would be of benefit to support this endeavor.

There has been some informal discussion in the Everglades chapter of possibly dissolving or merging into the Southwest Chapter because of low membership activity.

It is this chair's recommendation that the future membership committee look into working jointly with the Marketing committee and perhaps do some low-cost but effective career/organization promotion to stimulate participation.

This officer has updated inventory levels of brochures and information of FSMA and AAMA membership and made them available when needed.

It has been a true pleasure to serve in this organization.



**FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Sandra J. Richardson-Brown, CMA (AAMA)  
FSMA President Elect /Nominating Committee Chair

RE: 5/1/09 Annual Officer Report

This Officer has been present at all FSMA executive board meetings and has upheld the duties as outlined in the bylaws. This officer has been available to the President and Vice President as needed. This officer has also met with the President and has been in touch via email on occasions and has discussed various issues that were needed to be handled. All meetings were handled and discussed in a professional manner and issues were resolved. This officer has also maintained email contact with the Vice President on various issues and all issues have been discussed and resolved,

As Nominating Committee Chair, I have been working very hard to find people in each chapter to fulfill additional leadership positions. I have been in contact with all chapter Presidents via email and asked them to be part of the Nominating Committee. I have kept them in touch about the on going process of positions needed to be filled and if any persons in their own chapters would step into a leadership position. I would like to thank each of them for their help and support.

Committee Members:

Joyce Baldwin, CMA (AAMA)  
Betty DeLoach, CMA (AAMA)  
Theresa Errante-Parrino, CMA (AAMA)  
Deniece Jozefiak, CMA (AAMA)  
Diane Klieger, CMA (AAMA)  
Maria Wiegelmann, CMA (AAMA)  
Christine Sanders, CMA (AAMA)

**AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

PROPOSED BALLOT

2009-2010

OFFICERS

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

PRESIDENT-ELECT

DIANE KLIEGER, CMA (AAMA) \_\_\_\_\_ ( )

\_\_\_\_\_ ( )

VICE PRESIDENT

\_\_\_\_\_ ( )

\_\_\_\_\_ ( )

SECRETARY

DENIECE JOZEFIAK, CMA (AAMA) \_\_\_\_\_ ( )

\_\_\_\_\_ ( )

TREASURER

MARY LOU ALLISON, CMA-C (AAMA) \_\_\_\_\_ ( )

\_\_\_\_\_ ( )

SPEAKER OF THE GENERAL ASSEMBLY

JUDY SEYMOUR, CMA (AAMA) \_\_\_\_\_ ( )

\_\_\_\_\_ ( )

VICE SPEAKER OF THE GENERAL ASSEMBLY

LINDA MACINNES-WILBOURNE, CMA (AAMA) \_\_\_\_\_ ( )

\_\_\_\_\_ ( )

DELEGATES AND ALTERNATES TO AAMA NATIONAL CONVENTION

**VOTE FOR UP TO EIGHT BY PLACING AND "X" IN THE APPROPRIATE BOXES**

BONNIE CHRIMES, CMA (AAMA) \_\_\_\_\_ (    )

CAROL FRANCIS, CMA (AAMA) \_\_\_\_\_ (    )

DENIECE JOZEFIAK, CMA (AAMA) \_\_\_\_\_ (    )

LINDA MACINNES-WILBOURNE, CMA (AAMA) \_\_\_\_\_ (    )

MARY MORRIS, CMA (AAMA) \_\_\_\_\_ (    )

SAUNDRA RICHARDSON-BROWN, CMA (AAMA) \_\_\_\_\_ (    )

\_\_\_\_\_ (    )

\_\_\_\_\_ (    )

\_\_\_\_\_ (    )

\_\_\_\_\_ (    )



## Florida Society of Medical Assistants, Inc.

March 15, 2009

TO: Deniece Jozefiak, CMA (AAMA)  
Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
Vice Speaker of the General Assembly

FROM: Bonnie R. Chrimes, CMA (AAMA)  
Public Policy Annual Report

This chair has seen to the duties of Public Policy as outlined in the Policy/Procedure Manual. This chair attended the FSMA post convention meeting in May 2008; the Fall FSMA Executive Council meeting in September 2008; the AAMA National Convention in October 2008 and the Winter FSMA Executive Council meeting in January 2009. All correspondence and questions pertaining to this chair have been addressed and completed in a timely manner.

The Public Policy committee has continued to monitor the Florida Practice Act as well as other sites. This chair has communicated with Don Balasa, JD, MBA, Executive Director of AAMA in regards to any Public Policy information regarding FSMA. At this time, there have been no changes.

This chair appreciates the opportunity to serve FSMA and would like to thank the committee members for their dedication to our organization.

Bonnie R. Chrimes, CMA (AAMA), Chair  
Kathryn J. Panagiotacos, CMA (AAMA), Member  
Mary Lou Allison, CMA-C (AAMA), Member  
Virginia Halligan, CMA (AAMA), Member

Theresa Errante-Parrino, CMA (AAMA), Ex-officio

# **CHAPTER REPORTS**



## FLORIDA SOCIETY OF MEDICAL ASSISTANTS

March 1, 2009

**To:** Deniece Jozefiak, CMA (AAMA) Speaker of the House  
Karen Murray, CMA (AAMA) Vice Speaker of the House  
**From:** Mary Hill  
Brevard County Chapter President  
**Re:** Report/ May 2009 Executive Board Meeting/General Assembly

The Brevard County Chapter is excited to be very busy once again this year! We are excited to see so many of our more seasoned members return to the chapter. We are glad to welcome all of our new faces as well.

The Brevard County Chapter has a new slate of officers for the year 2009: Mary Hill will be president of the chapter this year and would like to welcome Deborah Prosper as our Vice-President, Leah Brundza as our Secretary, and Eileen Fisher, CMA (AAMA) as our Treasurer. Thank you to Kris Hardy, CMA (AAMA) for continuing to head-up our Education chair, Ofelia Sunde, CMA (AAMA) for continuing to head-up our "Ways and Means" Committee, and Mary Keho, CMA (AAMA) for continuing to head up our "Bylaws" Committee.

We are proud to be able to offer all of our members free CEU's at our monthly meetings. For our March 19<sup>th</sup> meeting, this chapter will be having a mini-"seminar", to take place in the BCC auditorium, (Melbourne campus), worth 2 free CEU's. All meetings for the remainder of the year will be posted accordingly.

We are continuing to sell the t-shirts and tote bags we began selling over the last year. The Brevard County Chapter intends to, once again, collect canned goods and gift certificates to be made into gift baskets and given to the needy during the 2009 holiday season. We hope to begin our food drive even earlier this year, so as to have even more baskets to donate than we did in 2008. Ofelia Sunde, CMA (AAMA) is working diligently on ideas for additional chapter fundraising and humanitarian projects for the rest of the upcoming year.

This chapter is looking into the possibility of having our own website established, so we would be easier to find online, (through such search engines as "Google", etc.), and someone who might be interested in finding out more about our chapter and/or how to contact us may do so without having to first be directed through the FSMA website.

The Brevard County Chapter of Medical Assistants is pleased to support our own Sandra Richardson-Brown, CMA (AAMA) as the incoming FSMA President for the year 2009-2010. Congratulations, Sandra!

Mary Hill



## Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA)  
Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
Vice Speaker of the General Assembly

From: Mary Morris, CMA (AAMA)  
President, Central Florida Chapter

Re: Annual Report

The Central Florida Chapter, formerly the Orange County Chapter, received our charter on 9/20/2008 at the FSMA executive council meeting. Since then we have been striving to build attendance at our business meetings and education seminars. As a reminder, the following counties were incorporated into the Central Florida Chapter: Highland, Hardee, Polk, Osceola, Orange, Seminole, Lake, Sumter, Marion, and Volusia.

Our November 15, 2008 seminar at Winter Park Tech was quite successful. There were 25 members in attendance, with 5.5 CEU'S approved by AAMA. Continental breakfast and lunch from Olive Garden was enjoyed by all. Interesting topics by a physical therapist, acupuncture physician, chiropractic physician, and a customer service representative were most informative and kept the interest of those in attendance.

During our seminar, those members in attendance collected 150.00 for our community service project, Harbour House. This money will be put to good use in the fight against domestic violence. We look forward to supporting the Coalition for the Homeless in 2009 with our monetary donations as well as household items etc.

Our next seminar is being planned for November 14, 2009 at Florida Technical College in East Orlando. It is the chapters hope that this seminar will provide 7-8 CEU'S for our members. Continue to check the FSMA web site periodically for further updates on the seminar and the agenda and registration form when the time draws nearer to November.

At the time of this writing, the chapter is actively looking to secure speakers for November. I invite all members to take an active part in helping us find quality speakers. We welcome all ideas and input for what members are looking to learn more about and what is most pertinent to them in their jobs. Please take that extra time to let us know if your employer, coworker, etc. is willing and able to speak to our group. A topic that is appropriate for medical assistants, along with an outline and a CV/resume must be submitted to AAMA for CEU approval.

The Central Florida Chapter meets the third Wednesday of the designated months, (January, March, May, September, October, and November) at the I-HOP Restaurant on Lee Road in Orlando at 6:30 pm. Dutch treat for dinner should you choose to eat.



## Florida Society of Medical Assistants, Inc.

March 10 2009

To: Deniece Jozefiak, CMA (AAMA) Speaker of the General Assembly  
Karen Murray, CMA (AAMA) Vice Speaker  
Chapter Presidents, Chapter Representatives, Committee Chairs

From: Diane M. Klieger RN, MBA, CMA (AAMA)  
Chapter President  
Central Gulf Coast Chapter

Central Gulf Coast Chapter has held monthly meetings throughout the year.. The chapter continues its goal of providing its members with quality educational CEUs at these monthly meetings. In November a half day seminar was held at Saint Anthony's Hospital. The chapter meetings continue to be held at Chili's, the corner of East Bay Drive and Route 19. The room is available from 5:30 pm until 8:00 PM. The chapter has continued to reach out to the membership the surrounding communities.

Prior to each meeting many veteran and student members come to eat, exchange in fellowship and than stay to participate in the CEU session offered. Our veteran members provide leadership to the students and in turn the students are encouraging other students to get involved.

Central Gulf Coast Chapter has continued taking food to the local food bank to support those having difficulty in this economic slow down. We were able to donate \$500 in food products this last year.

The chapter continues to foster the student membership and includes them when planning events.



## **FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly  
Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Christine M. Sanders, CMA (AAMA)  
President Everglades Chapter

RE: Annual Report

Date: March 3, 2009

The Everglades Chapter of Medical Assistants offers educational meetings bi- annually alternating between Naples & Lee Counties. We currently hold our workshops at Hodges University. We offer both chapter updates and education at our chapter workshops. We had only 5 members and 5 students attend our last workshop which was held in October 2008, our next workshop is scheduled in late May or early June 2009. The total amount of continued educational units that were offered from this last meeting equaled four.

Our leadership roles have stayed the same

Christine M. Sanders, CMA Chapter President;  
Jeanne Von Ohlsen, CMA, Vice President  
Karin Applegate, CMA, Secretary  
Carlene Harrison, CMA, Treasurer

The Everglades Chapter has tried to notify the local colleges and trade schools that offer Medical Assisting to see if we can get better awareness and attendance for our meetings. We never receive any communication of any interest. We will continue to strive for optimal learning for our continuing education workshops.

It was discussed that our last meeting to perhaps dissolve this chapter due to lack of interest. Even though we spend money and time on flyers and postage to get out information about the CEU meetings we offer to all of the CMA's in Collier, Lee, and Hendry County, (over 90 CMA's) we only hear from the same CMA's. It is sad that four out of the five or six members we see are all officers of this chapter. We plan on staying a chapter until the National Convention in Florida and then we will revisit this possibility.

**AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**



## Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA)  
Speaker of the General Assembly  
Karen Murray, CMA (AAMA)  
Vice Speaker of the General Assembly

From: Joyce Baldwin, CMA (AAMA)  
President

Re: Annual Report

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The South East Chapter has not had regular meetings this year.

We are going to be contacting our membership via a questionnaire to see if they have any interest in attending regular meetings.



## **FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**

March 9, 2009

TO: Deniece Jozefiak, CMA (AAMA)  
Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
Vice Speaker of the General Assembly

FROM: Deniece Jozefiak, CMA (AAMA)  
Southwest Chapter of Medical Assistants

RE: Annual Report

The Southwest Chapter of Medical Assistants offered 20 CEU's to members this year. A variety of topics included Von Willinbrands Disease, Alternatives to Weight Loss, Laughter is the Best Medicine, A 6 hour seminar on CPR Updates and Domestic Violence, Hospice-Medical Ethics, Pet Therapy, MRSA and a spring seminar to be held at Manatee Tech. Inst. on April 18, 2009 on Medical Billing. This will be the first time that this chapter is holding a meeting with students and as of the date of this report we have seven students attending. Some are members and some are not. We will be holding a meet and greet meeting after the meeting to get the non members involved and hopefully will be able to get members in the northern part of our chapter active and give them a place to call home..

This chapter received nine proclamations during Medical Assistants Week.

This chapter is in charge of Exhibitors at the Annual Meeting of FSMA and has at least 1-2 that have said yes. It was very difficult getting exhibitors this year due to the economy.

This chapter made a donation to the Relay for Life in support of our patients, family and friends who have suffered from cancer. Many members of this chapter have been put on a waiting list to volunteer at the free clinic one day a month.

The chapter will hold election of officers at the April meeting and will be made available to incoming President Sandra Richardson-Brown, CMA (AAMA) prior to the FSMA Annual Meeting.

This chapter continues to meet at Fawcett Memorial Hospital the first Thursday of the month at 6:30 pm for a business meeting (quarterly) and education at 7:00 pm. This year President Jozefiak was able to obtain free dinners for members attending the meetings.

This chapter would like to thank Mary Lou Allison, CMA-C (AAMA) for all her hard work of keeping up our chapter page on the FSMA web site.

**AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**



**FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC**  
**AN AFFILIATE OF THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**

TO: Deniece Jozefiak, CMA (AAMA)  
FSMA Speaker of the General Assembly

Karen Murray, CMA (AAMA)  
FSMA Vice Speaker of the General Assembly

FROM: Theresa Errante-Parrino, CMA (AAMA)  
Treasure Coast Chapter President

RE: Annual Report

Treasure Coast Chapter includes three counties: Indian River, St. Lucie, and Okeechobee. Our chapter meets every other month on the 2<sup>nd</sup> Wednesday of the month. Our meetings are generally held in Fort Pierce at Indian River State College- College of Medicine, Room 126 at 6:00pm.

During the past year, this chapter has offered 7 continued education credits in all areas of the medical assisting (Clinical, General, and Administrative )to its members through the chapter meetings and 16 continued education units , again covering all three sections of clinical, general, and administrative, through our 2 one day seminars.

The Chapter is seeing more new members/recent graduates taking on more leadership roles and responsibilities in our chapter. We are happy to see this growth and mentor them into these new positions and committees.

This year we have joined forces with the Sailfish Chapter of Professional Coders (AAPC) and have set our continued education programs up for the year. Together we are offering free continued education to both Medical Assisting members and Coding members to cover 11 months of the year, not including our combined seminars. In addition, we have also had some members from other chapters come to our educational meetings.

This chapter has recently obtained Indian River State College's support to host semi- annual day seminars. The College will provide lecture rooms, food, drinks, and most of the speakers. The college has also agreed to publicize the semi-annual day seminars. Seminar locations can now rotate from Vero Beach to Stuart at no extra cost to the chapter. Our first sponsored seminar is to take place in Vero Beach at the Mueller Campus of Indian River State College- Richardson Center, in June 2009, exact date to be determined.

This past year, our chapter also sponsored a student, Michael Montiero, CMA (AAMA) to attend the FSMA State Conference in Orlando, FL. The monetary funding we provided for this student has led Michael to enable him become more involved with a state committee and with the chapter. He is now part of the Welcome Party Committee as well as the Chapter Bylaw Committee. Michael also shows an interest in stepping up to a position on the Executive Board for the 2009-2010 Chapter year.

During this year, our chapter has also updated our bylaws to be more current, yet hold on to the history and formality of the chapter. The chapter plans to review the bylaws on a yearly basis to ensure their accuracy and to maintain compliance with the State.

This year our chapter was in charge of the State Conference Welcome Party. Our theme is Luau. Through our committee, we have been able to obtain decorations, prizes, and entertainment while working within our budget.

Our chapter looks forward to the upcoming year, working with additional professional organizations and chapters, and looks for greater opportunities to strengthen and grow our chapter.

# **BUDGET**

# FSMA BUDGET REPORT

Category	Description	ACTUAL	BUDGET	DIFFERENCE
	<b>INCOME</b>			
300	DUES	0	8550	-8550
301	DUES INNACTIVE CHAP	0	0	0
	TOTAL DUES	0	8,550.00	-8550
	<b>SEMINARS</b>			
302	FALL	0	1780	-1780
302.2	WINTER	0	1780	-1780
	TOTAL SEMINARS	0	3,560.00	-3560
	<b>MISC.</b>			
303	W & M	0	100	-100
303.1	MISC.	0	175	-175
303.2	TOTAL MISC.	0	275	-275
	<b>INTEREST</b>			
304		0	150	-150
	<b>SALES-MISC</b>			
305	Pin	0	150	-150
	TOTAL MISC INCOME	0	150	-150
	<b>ANNUAL MEETING</b>			
307	Registration Income	0	9700	-9700
307.1	Program Ads Income	0	300	-300
307.2	Exhibitors Income	0	300	-300
307.3	Misc. Convention income	0	1000	-1000
307.4	TOTAL ANNUAL MEETING	0	11,300.00	-11300
	<b>TOTAL INCOME</b>	0	23,985.00	-23985



## EXPENSES

500	<b>ACCOUNTING &amp; LEGAL</b>	0	100	-100
501	<b>OPERATING</b>			
501.1	Bank Chrg	0	100	-100
501.2	BULK RATE	0	0	0
501.3	CHECKS	0	0	0
	TOTAL OPERATING	0	100.00	-100
502	<b>AAMA CANDIDATE</b>	0	800	-800
503	<b>NATL. CONV</b>			
503.1	Flowers	0	30	-30
503.2	NATIONAL DEL/ALT	0	4400	-4400
503.3	Photo	0	30	-30
	TOTAL NATL. CONV	0	4,460.00	-4460
504	<b>MAXINE WILLIAMS</b>	0	200	-200
505	<b>SPEC PROJEC</b>			
505.1	LONG RANGE PLAN	0	10	-10
505.2	WEB	0	0	0
	AAMA EDUCATION	0	100	-100
	TOTAL SPEC PROJEC	0	110	-110
506	<b>LIFE MEMBERS</b>	0	135	-135
513	<b>PRESIDENT</b>			
513.1	COMMUNICA	0	30	-30
513.2	TRAVEL	0	100	-100
513.3	SUPPLIES	0	50	-50
	TOTAL PRESIDENT	0	180	-180
514	<b>PRES-ELECT</b>			
514.1	COMMUNICATION	0	25	-25
514.2	PRES GIFT	0	50	-50
514.3	Packets	0	100	-100
	TOTAL PRES-ELECT	0	175	-175

515	<b>SECRETARY</b>			
515.1	COMM POST	0	10	-10
515.2	PRINTING	0	10	-10
	TOTAL SECRETARY	0	20	-20
516	<b>TREASURER</b>			
516.1	COMMUNICATION	0	25	-25
516.2	BOND	0	120	-120
516.3	TREAS. SUPPLIES	0	10	-10
	TOTAL TREASURER	0	155	-155
517	<b>SPEAKER / VICE SPEAKER</b>			
517.1	COMMUNICATION	0	25	-25
517.2	CREDENTIALS	0	25	-25
517.4	MINUTES	0	25	-25
	TOTAL SPEAKER / VICE SPEAKER	0	75	-75
519	<b>MEMBERSHIP</b>			
519.1	COMM SUPP	0	100	-100
519.2	TRAVEL	0	75	-75
519.3	PRINTING	0	50	-50
519.4	AWARDS	0	25	-25
	TOTAL MEMBERSHIP	0	250	-250
520	<b>NOMINATING COMMITTEE</b>			
520.1	COMMUNICATION	0	50	-50
520.2	MISCELLANEOUS	0	10	-10
	TOTAL NOMINATING COMMITTEE	0	60	-60
521	<b>PIN</b>			
521.1	PPres Pin	0	95	-95
521.2	PIN Expense	0	5	-5
	TOTAL PIN	0	100	-100
522	<b>EDUCATION</b>			
522.1	COMMUNICATION	0	50	-50

526.1	EDUCATORS FORUM	0	50	-50
	TOTAL EDUCATION	0	100	-100
<b>523 BYLAW-P&amp;P</b>				
524	<b>CERTIFICATION</b>			
524.1	COMMUNICA	0	100	-100
	TOTAL CERTIFICATION	0	100	-100
<b>525 PUBLIC POL.</b>				
525.1	COMMUNICA	0	10	-10
525.2	PRINTING	0	10	-10
525.3	TRAVEL	0	0	0
	TOTAL PUBLIC POL.	0	20	-20
<b>531 Annual Meeting Expenses</b>				
531.1	AV	0	150	-150
531.1	Program Book	0	300	-300
531.11	Welcome Party	0	225	-225
531.12	CMA Gifts-Lunch	0	175	-175
531.13	PP Competition	0	50	-50
531.14	NSF	0	5	-5
531.2	Meals Expense	0	7000	-7000
531.3	Meeting Room Rentals	0	0	0
531.4	Hotel Room, P. PE., AAMA, Misc.	0	300	-300
531.5	Hotel Set Up Charges	0	400	-400
531.6	Decorations	0	100	-100
531.7	Reg Supp	0	200	-200
531.8	Educ Supp	0	100	-100
531.9	Speak Exp	0	600	-600
531.15	PRINTING MAILING REG	0	500	-500
	TOTAL Annual Meeting Expenses	0	10,105.00	-10105
<b>532 Communications Comm</b>				
532.1	Stationery	0	0	0
532.2	Link Printing	0	0	0
532.3	Link Postage	0	0	0
532.4	Website	0	150	-150
532.5	Supplies	0	50	-50
	TOTAL Communications Comm	0	200.00	-200

<b>533</b>	<b>Fall Seminar</b>			
533.1	AV	0	100	-100
533.2	Meals	0	1400	-1400
533.3	Meeting Rooms	0	100	-100
533.4	Reg Supplies	0	125	-125
533.5	Speaker Expense	0	300	-300
533.6	NSF	0	10	-10
533.7	PRINTING MAILING REG	0	500	-500
	TOTAL Fall Seminar	0	2,535.00	-2535
<b>534</b>	<b>Winter Seminar Expenses</b>			
534.1	AV	0	100	-100
534.2	Meals	0	1400	-1400
534.3	Meeting Rooms	0	100	-100
534.4	NSF	0	10	-10
534.5	Speaker Expense	0	300	-300
534.6	Registration Supplies	0	125	-125
534.7	PRINTING MAILING REG	0	500	-500
	TOTAL Winter Seminar Expenses	0	2,535.00	-2535
<b>535</b>	<b>Budget &amp; Finance</b>			
535.1	Communication	0	10	-10
535.2	Supplies	0	10	-10
	TOTAL Budget & Finance	0	20	-20
<b>536</b>	<b>LEADERSHIP</b>			
536.1	Education	0	1000	-1000
536.2	Supplies	0	50	-50
	TOTAL LEADERSHIP	0	1,050.00	-1050
<b>537</b>	<b>MARKETING</b>			
537.1	Communication	0	225	-225
537.2	Supplies	0	100	-100
	TOTAL MARKETING	0	325	-325
<b>538</b>	<b>Meeting Coordinator</b>			
538.1	Communication	0	25	-25
538.2	Supplies	0	25	-25

	TOTAL Meeting Coordinator	0	50	-50
				
539	ADJUSTMENTS	0		0
	TOTAL EXPENSES	0	23,985.00	-23985
	TOTAL INCOME	0	23,985.00	
				
	DIFFERENCE	0	0.00	

**FLORIDA SOCIETY OF MEDICAL ASSISTANTS**  
**An Affiliate of the**  
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**Adopted 05/04/2001 - Editorially Revised 05/4/2007, 9/13/2007 and 5/2/2008**

**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 because of race, religion, sex, national origin or political affiliation. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of 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. An AAMA Certified Medical Assistant (CMA) whose credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMA'S (see [www.aama-ntl.org](http://www.aama-ntl.org)).
2. Anyone who was an active member on December 31, 1987, and who maintains continuous active membership. (Continuous active membership shall be defined as having dues postmarked to the Executive Office by December 31.)

### 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, and who has not entered into another field 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

A Student member:

1. Shall be enrolled in a medical assisting program.
2. Shall carry a minimum of six (6) contact hours per week per term.
3. May retain membership for one additional dues year after graduation if active or associate membership is not chosen.
4. Shall be limited to a maximum of three (3) years as a student member.

### 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](http://www.aama-ntl.org)). will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

### **ARTICLE VI - 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, PRESIDENT-ELECT, 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, Associate, Student 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 mail 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 shall constitute a quorum.

**ARTICLE VIII: COMMITTEES**

**The Committees of the FSMA shall be:**

- BUDGET AND FINANCE
- BYLAWS/POLICY PROC
- CERTIFICATION
- COMMUNICATION
- EDUCATION
- EDUCATOR BOARD
- EXECUTIVE COMMITTEE
- LEADERSHIP
  - SPEAKERS BUREAU (SubCommittee)
- MARKETING
- MEETING COORDINATOR
- CONVENTION (SubCommittee)
- MEMBERSHIP
- NOMINATING
- PUBLIC POLICY

**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.
- 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. Dues shall become due and payable November 1 and shall be delinquent if not postmarked to AAMA by December 31<sup>st</sup>.
- B. Full dues will be assessed for active, associate and affiliate members.
- C. Half dues will be assessed sustaining members.
- D. Student members will be assessed \$20.
- E. AAMA & FSMA dues for Life Members shall be paid by FSMA.
- 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 to the AAMA Executive Office by December 31.
- 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 President-Elect, 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 President Elect or in the case of vacancy the Vice President, with the President-Elect serving 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 sixty (60) 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 Convention Committee.
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. No Chapter Ways and Means projects shall be held while the Executive Council Meetings of the FSMA are in session.
6. A 20% non-refundable fee will be charged for all cancellations of seminar and convention 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.

