

Tampa Bay Chapter

Medical Staff Services

Bylaws

**Local Chapter of Florida Association Medical Staff Services
(FAMSS)**

TAMPA BAY CHAPTER MEDICAL STAFF SERVICES

Section 1. Name

The name of this Organization shall be the Tampa Bay Chapter Medical Staff Services (TBCMSS).

Section 2. Objectives

The objectives of this Organization shall be to:

- a. provide an organized structure for those individuals in the Tampa Bay area engaged in medical staff activities, enabling them to work together on matters of mutual interest;
- b. conduct educational programs;
- c. serve as resources to hospitals and other organizations having medical staff service activities within the Tampa Bay area;
- d. promote the purpose of and membership in the National and Florida Associations and Tampa Bay Chapter Medical Staff Services.

Section 3. Membership

a. Membership in this Organization shall be as follows:

- 1) Active: Active members shall be those individuals having responsibility in medical staff services activities. Active members shall pay dues and shall be eligible to vote and hold office. Active members of this Organization must be members of the National Association Medical Staff Services (NAMSS) and/or the Florida Association Medical Staff Services (FAMSS).
- 2) Associate: Associate members shall be those individuals interested in the overall goals and objectives of the Chapter. Associate members shall not be eligible to vote or hold office. Associate members shall pay dues but are not required to be a member of NAMSS or FAMSS.
- 3) Honorary: Honorary membership may be awarded at the discretion of the Board of Directors to those individuals who have contributed to the advancement of the goals and objectives of the Organization. Honorary members shall not pay dues and shall not be eligible to vote or hold office.

Section 4. Officers

- a. The officers of this Organization shall be the President, President-Elect, Immediate Past President, Secretary and Treasurer who shall serve as the Board.
- b. A candidate for office must be a member in good standing of the Organization and must be an Active member of FAMSS.
- c. Election of officers shall be held bi-annually in April. Term of office shall be a two-year term effective July 1.
- d. A Nominating Committee shall make nominations for officers. Such nominations shall be provided to the membership at least fifteen (15) days prior to the elections. Nominations may be made from the floor at a regular or special meeting or through electronic mail communications.
- e. The Board may fill vacancies in office for the remainder of an unexpired term, with the exceptions of the offices of President and President-Elect. The President-Elect shall assume vacancy in the office of the President. Vacancy in the office of the President-elect shall be filled by mail or electronic mail ballot of the Active membership.

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Section 5. Duties of Officers of the Board

- a. President: The President shall be the Chief Executive Officer of the Organization and shall preside at all meetings and serve as chair of the Board of the Organization. It shall be the President's duty to supervise the activities of the Organization, to present a report at the Annual Meeting, plan the educational content of all programs of the Organization, and to perform such other duties as authorized by the Board.
- b. President-Elect: The President-Elect shall act for the President in his/her absence and at the discretion of the President. The President-Elect shall automatically succeed the President at the time of election of officers at the Annual Meeting. The President-Elect shall serve as Chair of the Membership Committee and shall be responsible for sending out and receiving new and renewed membership applications. The completed applications will then be sent to the Treasurer for processing.
- c. Immediate Past President: - The Immediate Past President shall act as consultant to the President and the Board of Director; and shall serve as Chair of the Nominating Committee. The Immediate Past President will transition into the role of Treasurer and be responsible for all of the Treasurer's duties listed below in section e. If the Immediate Past President is unable or unwilling to transition into the Treasurer role, then the Treasurer will be appointed by the Board at the time of the election of officers at the bi-annual Officer's Election Meeting. The Immediate Past President will also be responsible for keeping up with the Library Inventory and the Membership spreadsheet.
- d. Secretary: The Secretary shall keep accurate minutes of all meetings of the Organization and shall be the custodian of all records of the Organization. The Secretary shall issue all duly authorized notices of meetings and shall perform such other duties as may be necessary. The Secretary shall automatically succeed as the President-Elect at the time of election of officers at the Annual Meeting. Nominations will be accepted if the Secretary is unable to serve or fulfill the responsibilities of the office.
- e. Treasurer: The Treasurer, Chief Financial Officer, shall assume full responsibility for the Organization's financial transactions and shall perform such other duties as authorized by the Board. The Treasurer shall prepare a year-to-date expense report for each business meeting. The Treasurer shall be custodian of any funds collected or received by the Organization. The role of Treasurer shall be assumed by the Immediate Past President OR the Treasurer shall be appointed by the Board at the time of election of officers at the bi-annual Meeting if the Immediate Past President is unable or unwilling to assume the role. The Treasurer will be the custodian of all completed membership applications (new and renewed), membership dues, and will keep the membership spreadsheet current. The Treasurer will apply for the NAMSS CEU certificates for the Chapter Meetings.
- f. Board: The Board shall meet as necessary. A quorum must be present at any called Board meeting. The Board may act on any matters for the Organization except amendments to the Bylaws; and shall have the authority to make policy decisions for the Organization. The actions of the Board shall be final except on appeal by the Organization membership. A quorum of a meeting of the Board shall be a simple majority.

Section 6. Meetings

- a. Meetings of the Organization shall be held quarterly, at a date and time established by the membership.
- b. The regular meeting in April shall be the Annual Meeting and shall be for the purpose of election/change of officers, receiving reports of officers and committees, and other business that may arise.
- c. Special meetings may be called by the President, the Board, or at the request of at least four (4)

- members of the Organization. The purpose of the meeting shall be stated in the call.
- d. Those Active members present shall constitute a quorum.

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Section 7. Committees

Committees shall be standing and special. The President shall be an Ex Officio member of all committees, excepting the Nominating Committee.

- a. Standing committees shall be appointed by the President:
- 1) Membership Committee. The Membership Committee shall consist of at least three (3) members. The President-Elect shall serve as the Chair. The Membership Committee shall meet as often as required for the purpose of promoting the growth of the Organization and responding to inquiries about the Organization and the State or National associations.
 - 2) Nominating Committee: The Nominating Committee shall serve one year for the purpose of evaluating and nominating candidates for the officers elected at the succeeding Annual Meeting of the Organization. The Nominating Committee shall be responsible for identifying candidates from the Organization for office at the State Association elections. The Nominating Committee shall consist of three (3) members, including the Past President, who shall serve as Chair. The remaining two (2) members of the Committee shall be elected by the members of the Organization at a regular or special meeting.
- b. The President or the Board may appoint Special Committees, as needed.

Section 8. Fiscal and Membership Year

The Fiscal Year of this Organization shall be July 1 through June 30. The Membership Year of this Organization shall be the calendar year.

Section 9. Amendments

These Bylaws may be amended by a simple majority of Active members present at any regular meeting of this Organization. Notice of intent to review and/or amend these Bylaws shall be sent regular mail or electronically to Active members fifteen (15) days prior to the Chapter meeting.

Section 10. Parliamentary Procedure

Parliamentary authority shall be according to Robert's Rules of Order, Newly Revised.


Section 11. Dues

- a. Annual dues for membership shall be due and payable to the Tampa Bay Chapter Medical Staff Services at an amount set by the members of the Organization, not to be set higher than FAMSS dues. Dues collected shall be placed in an established bank account.
- b. Applications for initial membership and renewal membership shall be processed as follows:
- 1) Applications for initial membership shall be accepted at any time during the membership year. An individual who joins during the last quarter of the fiscal year shall pay the annual dues set for the current year, which shall satisfy dues requirements for the ensuing year.
 - 2) Applications for membership renewal shall be mailed to current members at least forty-five (45) days prior to close of the current membership year and shall be due by January 31. Applications for membership renewal will be accepted after the termination date. Renewing members shall pay the annual dues set for the current year regardless of time remaining in the current year in which the renewal application is received. There shall be no penalty for renewing membership after the termination date.
- c. **Failure to Pay:** Failure to pay dues by the specified date of January 31 shall result in termination of membership.
- d. If this Organization is disbanded, any and all assets of the Organization will be forfeited to FAMSS.

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APPROVALS:

Adopted by the Tampa Bay Chapter Medical Staff Services at its meeting of August 9, 2018.



TBCMSS President – Argelis White, CPCS

Approved by the Florida Association Medical Staff Services: _____



FAMSS President – Nancy A Taylor, CPMSM, CPCS

Adopted 07/25/1996

Revised 01/27/1999; 12/08/1999; 01/24/2001; 01/20/2005; 01/22/2008; 10/21/2010; 07/21/2011; 07/02/18

Reviewed 04/11/2017