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FLORIDA ASSOCIATION FOR
MEDICAL TRANSCRIPTION
(07-01-02)

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**of
Florida Association
for
Medical Transcription**

**Article I
NAME, BOUNDARIES, & PRINCIPAL
ADDRESS**

This unincorporated nonprofit mutual benefit organization is recognized by petition to be a component association of the American Association for Medical Transcription.

Section 1. Name

The name of this component association is the Florida Association for Medical Transcription of the American Association for Medical Transcription (AAMT), hereafter referred to as the FAMT.

Section 2. Boundaries

The boundaries of FAMT shall be the State of Florida.

Section 3. Principal Address

The principal location for the transaction of business of the Florida Association for Medical Transcription shall be the address of the current President or other location designated by the Board of Directors.

**Article II
OBJECTIVES AND PURPOSES**

The objectives and purposes of the Florida Association for Medical Transcription are:

- (a) To do all things appropriate to the advancement and maintenance of high standards in the art, science, and skills of medical transcription and to encourage, establish, and maintain high standards of medical education and training for the medical transcriptionist, in order to benefit the public.
- (b) To promote general awareness of the field of medical transcription as an allied health profession.
- (c) To gather, publish, and disseminate information pertinent to growth, development, and improvement in the skills of medical transcription.
- (d) To affiliate, cooperate, and work with medical societies and other agencies, professionals, and associations in the health services field, to improve and maintain high standards in the field of medical transcription.
- (e) To assist the public by developing high standards of education and training for medical transcriptionists and to implement these standards of education and training through appropriate channels.

- (f) To stimulate and encourage research concerning the knowledge needed to perform efficient and accurate medical transcription and the sociologic, environmental, and legal issues related thereto
- (g) To do any and all things that are lawful and not inconsistent with objectives (a) through (f), and not inconsistent with the objectives, purposes, bylaws, and rules of AAMT.

Article III MEMBERSHIP

Section 1. Classes of Membership

The membership of FAMT shall be divided into eight (8) categories as follows:

- (a) Practitioner
- (b) Student
- (c) Postgraduate
- (d) Sustaining
- (e) Honorary
- (f) Associate
- (g) Institutional
- (h) Corporate

Section 2. Qualifications, Rights, and Privileges of Membership

An individual or institution may hold only (1) class of membership at a time. The rights and privileges of all members shall be equal except as herein stated. Submission of resolutions to the House of Delegates is limited to members.

- (a) Practitioner Membership: Any person who is a Practitioner Member of AAMT and whose primary employment is or has been the transcription of medical reports. All component association Practitioner Members are required to be members of AAMT. Any person holding Practitioner Membership in good standing with AAMT shall be entitled to all membership privileges, including the right to vote, to hold office and a committee appointment.
- (b) Student Membership: Any person who is verified as being enrolled in a nine (9) month or a two (2) semester medical transcription program and who is not paid to do medical transcription is eligible for Student Membership for one (1) year. Any person who is verified as being enrolled in an eighteen (18) to twenty-four (24) month medical transcription program and is not paid to do medical transcription is eligible for Student Membership for two (2) years. The Student Membership may continue only during the actual period in which the person is a student, and in any case for a period not exceeding two (2) years. Student Members shall not be eligible to vote, hold office, or to serve as members of the House of Delegates. All component association Student Members are required to be members of AAMT.

- (c) Postgraduate Membership: Any person who is verified as having been a student member for at least one (1) year is eligible for Postgraduate Membership, not to exceed one (1) year. Application for Postgraduate Membership must be made within thirty (30) days of expiration of the individual's Student Membership.
- (d) Postgraduate Members shall not be eligible to vote, hold office, or to serve as members of the House of Delegates. All component association Postgraduate Members are required to be members of AAMT.
- (e) Sustaining Membership: Any person who has been a Practitioner Member for at least two (2) years, who has left the medical transcription field but has not entered another field of employment, is eligible for Sustaining Membership. Such a person shall not vote, hold office, chair a committee, or serve as a member of the AAMT House of Delegates. Sustaining Members who allow their AAMT membership to lapse will be unable to rejoin in the sustaining category. All component association Sustaining Members are required to be members of AAMT.
- (f) Honorary Membership: Any person engaged in furnishing services to the Florida Association for Medical Transcription shall be eligible for Honorary Membership, upon approval by the Board of Directors. Honorary Members shall not be entitled to vote, to hold office or committee appointments, or to serve as members of the House of Delegates.
- (g) Associate Membership: Any person interested in the purposes of FAMT but not meeting the qualifications for Practitioner Membership. Associate Members may serve on committees as members but are not eligible to vote, to hold office, or to serve as members of the House of Delegates. All component association Associate Members are required to be members of AAMT.
- (h) Institutional Membership: Any healthcare delivery or educational institution, which employs or trains medical transcriptionists. Institutional Members shall not be entitled to vote, to hold office, or to serve as members of the AAMT House of Delegates. All component association Institutional Members are not required to be members of AAMT.
- (i) Corporate Membership: Any company or manufacturer providing services or products to the field of medical transcription. Corporate Members shall not be entitled to vote, to hold office, or to serve as members of the AAMT House of Delegates. All component association Corporate Members are not required to be members of AAMT.
- (j) An application for membership may be rejected upon a finding by a majority of the Association's Board of Directors that an applicant is not in compliance with the Association's Code of Ethics.

Section 3. Voting

At all meetings of the members, voting shall be done by individuals who are Practitioner

Members. Cumulative voting shall not be allowed. Each Practitioner Member shall have one (1) vote. There shall be no voting by proxy.

Section 4. Expiration

Any Practitioner Member whose AAMT membership has expired is no longer a member of the Florida Association of Medical Transcription. All component association individual members will be required to be members of AAMT.

Section 5. Resignation and Sanctions

Any Practitioner Member who resigns membership in AAMT shall automatically resign membership in FAMT. In addition, any member may resign by sending a letter to the President of FAMT. Any sanction imposed by AAMT on a member as a result of a violation of AAMT policies, rules, bylaws, or Code of Ethics shall result in sanctions against the member's component association membership. No refunds of dues or assessments shall be given upon resignation or termination.

Section 6. Reinstatement

- (a) A former member whose resignation has been accepted by FAMT shall be reinstated upon application and payment of the current year's dues and assessments provided that the member continues to meet all qualifications for membership.
- (b) A former member whose membership has expired for nonpayment of dues shall be reinstated upon application and payment of the current year's dues and assessment.
- (c) A Sustaining Member shall be restored to Practitioner Membership upon payment of any additional dues or assessments, which may be required under the policies of the Association.

Section 7. Property Rights

No member shall have any right, title, or interest in any of the property or assets, including the name of FAMT or its logo, any earnings or investment income of FAMT, nor shall any of such property or assets be distributed to any member on the dissolution or winding up thereof. Furthermore, no part of the net earnings of this Association shall inure to the benefit of any private member or individual.

Section 8. Liability of Members

Except as may otherwise be required by law, no member or employee of FAMT who is acting within the scope of his/her authority as a member, officer, director, committee member, or employee shall be personally liable for any debts, liabilities, or obligations, nor shall any member be subject to any assessment except such dues and assessments as may be adopted in the manner set forth in Article IX, Finances.

Section 9. Dues

Membership dues and assessments and the time and manner for the payment thereof, and the method of collection of dues and assessments, shall be as set forth in Article IX, Finances, Section 2 hereof.

Section 10. Roster

A roster of the members of FAMT shall be maintained by and under the guidance of AAMT.

**Article IV
MEETINGS OF MEMBERS**

Section 1. Number of Meetings

FAMT shall hold no less than one (1) business and one (1) educational meeting for members each year. The business meeting(s) may be held in conjunction with the educational meetings.

Section 2. Annual Business Meeting

An Annual Business Meeting of the members of FAMT shall be held each calendar year for the transaction of business. A quorum will consist of a meeting at which at least twenty percent (20%) Practitioner Members in good standing are present. Mail vote is not permitted, except to amend bylaws. Proxy vote is not permitted. Voting shall not apply to component association Officers. Officers shall be elected only by mail vote as stated in Article V, Section 6, Election by Mail.

The exact time, date and place shall be designated by the Board of Directors of FAMT at least three (3) months prior to the date of the Business Meeting. Members shall be given written notice at least forty-five (45) days in advance of the time and place of the Business Meeting.

Section 3. Special Meetings

Special meetings of members may be called by the President, the Board of Directors, or not less than five percent (5%) or more of such members as may be qualified to vote. Written notice of the agenda, time and place of special meetings shall be given to the members setting forth the reason for the special meeting and shall be given to the members not less than twenty (20) days nor more than ninety (90) days prior to the date of such special meeting, by or at the direction of the President, Board of Directors, or such persons as are calling the meeting. A quorum will consist of a meeting at which at least twenty percent (20%) Practitioner Members in good standing are present. Mail vote is not permitted, except to amend bylaws. Proxy vote is not permitted.

**Article V
BOARD OF DIRECTORS**

Section 1. Number and Composition of Board of Directors

- (a) The number of Directors of FAMT shall not be less than three (3). The board of directors shall include all FAMT Officers (President, Immediate

Past President, President Elect, Vice President, Secretary, Treasurer), Delegates and Chapter Representatives. Notwithstanding any other provisions of these Bylaws, an amendment to change the number of directors must be initiated and approved either by the Board of Directors or by the members.

- (b) A President whose term of office as a Director simultaneously ends with the term of office as President shall serve an additional year as a Director as Immediate Past President.

Section 2. Powers and Duties

- (a) The Board of Directors shall be the governing body of FAMT and shall be empowered to establish policies and manage the property, business, and affairs of FAMT, subject to the limitations of the AAMT Articles of Incorporation, the AAMT Bylaws and rules, and applicable laws.
- (b) In addition to having general authority to govern FAMT, the Board of Directors shall be responsible to:
 - 1) Study, determination, and execution of the short- and long-range plans of FAMT for the continued growth and financial stability, develop policies, and periodically assess the needs of the membership and respond thereto, and manage affairs and funds of FAMT.
 - 2) Make decisions regarding the recommendations of committees.
 - 3) Establish policies and procedures.
 - 4) Create and confer special awards.
 - 5) Accept, on behalf of FAMT, grants, contributions, gifts, bequests, or other property to further the purposes of FAMT.
 - 6) Establish, merge, dissolve committees, or substantially change the mandate of a committee.
 - 7) Conduct such other lawful action as is advisable to achieve the goals of FAMT and AAMT.
 - 8) Serve as a liaison to AAMT.

Section 3. Eligibility

Only Practitioner Members in good standing shall be eligible to serve on the FAMT Board of Directors.

Section 4. Term of Office

Each Officer shall be elected by the membership for a term of one (1) year, beginning January 1, following election. Each Delegate shall be elected by the membership for a term of two (2) years. Chapter Representatives will serve a minimum of one (1) year. Election dates shall be established by the Board of Directors, but elections must take place no later than November 15 prior to the year in which the newly elected Delegates and Officers will take office.

Section 5. Conflict of Interest

A potential or actual conflict of interest exists if a FAMT Board member might reasonably lack objectivity in his/her decision making or performance for FAMT because

of any personal, professional, financial, or other interest or relationship she/he has. If any Board member believes that a conflict of interest may arise or exist with respect to himself/herself or another person, at the earliest possible date she/he should disclose the situation to the President (and to the Vice President/ President-elect, in the case of the President). If, upon investigation, the potential for conflict appears clearly ill-founded or erroneous, and concerns a person other than himself/herself, the President need not present the matter to the FAMT Board of Directors. In all other cases, the President shall promptly present the potential conflict to the FAMT Board of Directors, which shall resolve the matter by majority vote of the disinterested FAMT Board of Directors.

Section 6. Election by Mail

The President shall cause to be mailed to all Practitioner members no later than thirty (30) days prior to the election deadline a list of the candidates selected by the Nominating Committee, including a summary of the candidates' qualifications. Election for members of the board may only be done by mail vote. In order to be counted, a ballot must reach the address designated by the FAMT Board of Directors no later than the election deadline and is subject to verification of the member's right to vote. Tellers may not be candidates. When the ballots reach the designated address, they shall be placed unopened in a secure area.

The President shall appoint a Practitioner Member to direct the opening and tabulation of the ballots and to report the results to the President. A quorum of mail votes is the number of valid mail votes received within the designated mail-voting period. The election shall be determined by plurality vote. The President shall present the results in a formal report to the Board of Directors. In the event of a tie vote, a ballot will be sent to the then sitting Board of Directors of FAMT. The ballot shall identify those candidates who received a tie vote. The aforementioned Board of Directors shall break the tie by majority vote if two (2) candidates are tied, and by plurality vote if more than two (2) candidates are tied. Any Director who is also one of the tied candidates shall not participate in the vote to break the tie.

Section 7. Quorum

The presence in person or through telephonic means of a majority of the Board of Directors shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the Board of Directors present at any regular, or special, meeting of the Board may adjourn the meeting to another specified day and hour, upon due notice to all other Board of Directors. Electronic voting (via e-mail) has to be unanimous to be valid.

Section 8. Voting

Cumulative voting shall not be allowed. Each member of the Board of Directors shall have one (1) vote. There shall be no voting by proxy.

Section 9. Meetings

- (a) FAMT shall hold no less than one (1) business and one (1) educational meeting for members each year. The business meeting may be held in

- conjunction with the educational meeting.
- (b) Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without such meeting if all members of the Board of Directors consent in writing to the action to be taken.
 - (c) Regular meetings of the Board of Directors shall be held at least quarterly at any place, which has been designated by the Board of Directors.

Written

notice of the time and place of regular meetings shall be mailed to each Board Member at least ten (10) days prior to the time of holding such regular meetings.

- (d) Special meetings of the Board may be held at such place as may be designated by the Board of Directors. A special meeting of the Board of Directors shall be held whenever called by the President, President-elect, or a majority of the members of the Board. Notice of the time and place of special meetings shall be given to each director at least 48 hours prior to the time of holding all such meetings, if notice is given by telephone, facsimile, telegraph, e-mail or at least ninety-six (96) hours prior to such meeting, if notice is made by first class mail, addressed to such Director at the address as shown on the records of FAMT, and shall include an agenda of the business to be considered. Official action may

not

be taken on any item, which is not reasonably within the scope of the matters noticed on the agenda.

Section 10. Waiver of Notice; Consent; Approval of Minutes

The transactions of any meeting of the Board of Directors, however called and noticed and wherever held, shall be as valid as though had at a meeting held after regular call and notice, if a quorum is present and if either before or after the meeting each of the BOD present and each of the member of the BOD not present sign a written waiver of notice or a consent to hold the meeting or an approval of the Minutes. All such waivers, consents, or approvals shall be filed with the FAMT records or made a part of the minutes of the meeting. A member of the BOD shall be deemed to have waived notice of a meeting if he/she participates in the meeting.

Section 11. Resignation

Any member of the Board of Directors may resign at any time by submitting a written resignation to the Board of Directors. The vacancy shall be filled as stated in Section 13.

Section 12. Removal from Office

Any member of the BOD may be removed in any one of the following circumstances.

- (a) Any member of the FAMT shall be deemed to have resigned if he/she is absent for two (2) BOD meetings in a calendar year, provided that the Board by majority vote may, for good cause shown, immediately reinstate such member of the BOD.
- (b) The Board may declare vacant the office of any member of the BOD who has been declared of unsound mind by a final order of the court or

- convicted of a felony.
- (c) Upon the order of the court in response to any suit brought by a member of the BOD or by at least ten percent (10%) of the FAMT Practitioner members alleging fraudulent or dishonest acts, gross abuse of authority or discretion, or breach of the standard of conduct applicable to the FAMT BOD.
- (d) A member of the FAMT BOD may be removed at any time by a majority vote of FAMT members who are eligible to vote, so long as such vote complies with the provisions of these bylaws and of applicable law.

Section 13. Vacancies

Vacancies in the Board of Directors shall be filled by a majority vote of the remaining FAMT BOD then in office, even though less than a quorum, or by the sole remaining BOD. Filling a vacancy shall not constitute a term for purpose of counting permissible tenure in office. A Chapter Representative vacancy shall be filled by that chapter.

Article VI EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall be comprised of the Officers and Delegates of FAMT, as defined in Article VII.

Section 2. Powers and Duties

- (a) As required between meetings of the Board of Directors and to the extent permitted by law, the Executive Committee shall conduct business of FAMT and take any action, which would be proper if taken by the Board of Directors.
- (b) The Executive Committee shall perform such other duties as delegated by the Board of Directors.

Section 3. Meetings

Written notice of the time and place of the meetings of the Executive Committee shall be given to members of the Executive Committee and of the Board of Directors, setting forth the reason for the meeting, at least forty-eight (48) hours in advance of the Executive Committee meeting.

Section 4. Quorum

The presence in person, or through telephonic means, of a majority of the Executive Committee shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the Executive Committee present may adjourn the meeting to another specified day and hour, upon due notice to all other committee members.

Article VII

OFFICERS & DELEGATES

Section 1. Composition

- (a) The Officers of FAMT are President, President-elect, Vice President, Secretary, Treasurer, Immediate Past President, and Delegates. Any person, other than the President, may hold more than one (1) of these offices.
- (b) All Officers and Delegates are to be members of the Board of Directors and report to the President.

Section 2. Eligibility

Only Practitioner Members in good standing shall be eligible to serve as Officers and Delegates of FAMT.

Section 3. Election and Term of Office

FAMT Officers and Delegates shall be elected by the FAMT Practitioner membership. Officers shall be elected for a term of one (1) year, beginning January 1, following election, Delegates for a term of two (2) years.

Section 4. Vacancies

In the case of death, incapacity, resignation or removal of any Officer during a term of office, the vacancy shall be filled by vote of the Board of Directors. The fulfillment of a vacancy shall not constitute a term. A Delegate vacancy shall be fulfilled by an alternate.

Section 5. President

- (a) The President shall serve as the chair of the Board of Directors of FAMT, and with the approval of the Board of Directors, shall appoint committee chairs.
- (b) The President shall preside at all meetings of the members and Board of Directors, at which he/she is present and shall have such other powers and duties as may be prescribed by the Board of Directors.
- (c) The President shall be an ex officio member of all committees except the Nominating Committee, and shall submit the annual report of the Board of Directors to the general membership.

Section 6. Vice President

- (a) In the temporary absence or disability of the President, the Vice President shall assume the office of President, and in so acting shall have all the powers of the President.
- (b) In the permanent absence or disability of the President, the Vice President shall assume the office of President to complete that term of office.
- (c) The Vice President shall have such other powers and duties as may be prescribed by the Board of Directors.

Section 7. President Elect

- (a) The President-Elect shall prepare to assume the presidency following the President's term of office.

- or
- (b) In the event the President and the Vice President cannot attend a general executive meeting, the President-Elect will preside over said meeting.
 - (c) In the event that the President-Elect is unable to complete the term, a special election will be called to follow-up the purpose of filling said vacancy.
 - (d) The President-Elect shall serve as the second Alternate Delegate to AAMT.

Section 8. Secretary

- (a) The Secretary shall keep a full and complete record of FAMT proceedings and shall submit them for correction and approval of the Board of Directors and submit approved minutes to AAMT.
- (b) The Secretary shall have such other powers and duties as may be directed by the Board of Directors.

Section 9. Treasurer

- (a) The Treasurer shall be the Chief Financial Officer of FAMT.
- (b) The Treasurer shall receive and securely keep all funds of FAMT and deposit them in such bank(s) as may be designated by the Board of Directors.
- (c) The Treasurer shall monitor the receipt and distribution of funds of FAMT and shall present current financial reports at all Board of Directors meetings and to the membership at the Annual Business Meeting. These shall be made part of the official records of FAMT and shall be submitted annually to AAMT.
- (d) The Treasurer shall have such other powers and duties as may be directed by the Board of Directors.

Section 10. Immediate Past President

- (a) A BOD member who served as President shall hold office as Immediate Past President in the year following the term as President.
- (b) The Immediate Past President shall have such powers and duties as may be prescribed by the Board of Directors.

Section 11. Delegate(s)

- (a) A Delegate is a BOD member who represents AAMT members within the State of Florida at the AAMT House of Delegates meeting at the AAMT annual meeting.
- (b) The Delegate(s) shall inform the FAMT membership pre-House of Delegate meeting through the FAMT newsletter regarding issues of discussion and vote at the House of Delegates and make themselves available for discussion regarding these issue through attendance at component association meetings, electronic means, or telephonic means.
- (c) The Delegate(s) shall attend FAMT chapter symposia post-House of

Delegates meeting to discuss issues pertaining to AAMT and FAMT, as well as keep membership informed through the newsletter.

Section 12. Removal

Any Officer or Delegate elected by the membership may be removed from office by a majority vote of the members. Removal from office does not constitute removal as a member of the Board of Directors.

Section 13. Resignation

Any Officer or Delegate may resign at any time by submitting a written resignation to the President. Resignation from office does not constitute removal as a member of the Board of Directors.

Article VIII COMMITTEES

Section 1. Committees

There shall be committees, as necessary or appropriate to carry on the work of FAMT, including but not limited to Nominating and Bylaws Committees. The FAMT Board of Directors is empowered to create, combine, or dissolve other committees, or to change their composition or responsibilities.

Section 2. Composition

- (a) Except as may be otherwise specified in the bylaws, the composition of the committees shall be as determined by FAMT.
- (b) Committee chairs shall be appointed by the President, with the approval of the Board of Directors.
- (c) Committee members shall be appointed jointly by the President and committee chair.
- (d) The President shall serve as an ex officio member of each committee with the exception of the Nominating Committee.

Section 3. Powers and Duties

Committee chairs shall carry on the work of FAMT as prescribed by the Board of Directors. Committee chairs shall report to the Board of Directors as outlined in the FAMT policies.

Section 4. Eligibility

Practitioner, Student and Post-Graduate Members in good standing shall be eligible to be appointed as committee chairs. Committee Members may include Practitioner, Student and Post-Graduate members.

Section 5. Voting

Cumulative voting shall not be allowed. Each action shall be determined by majority vote. Each member of the committee shall have one (1) vote. All Committee Members are eligible to vote. There shall be no voting by proxy.

Section 6. Quorum

A majority of the Committee Members of the committee shall constitute a quorum.

Section 7. Nominating Committee

- (a) At least ninety (90) days prior to the election, the President with the approval of the Board of Directors, shall name a Nominating Committee, which shall solicit candidates for vacancies.
- (b) The Nominating Committee shall be comprised of at least one (1) FAMT BOD and no more than four (4) other Practitioners, Student and/or Post-Graduate Members in good standing, who have been chosen to provide reasonably broad representation of the membership. The President is not a member of the Nominating Committee. The Nominating Committee will attempt to consider a broad range of candidates from different practice modes and perspectives and shall nominate at least one (1) candidate for each vacancy occurring on the Board of Directors.

Section 8. Bylaws Committee

- (a) There shall be a Bylaws Committee comprised of members of the Board of Directors and Practitioner, Student and/or Post-Graduate Members of FAMT. The Chair shall be appointed by the President, subject to approval of the Board of Directors. Members of the Bylaws Committee shall be jointly appointed by the President and Bylaws Committee Chair. The Bylaws Committee Chair shall report activities and recommendations of the Committee to the Board of Directors.
- (b) The Bylaws Committee shall be responsible for recommending additions, deletions, and/or modifications to FAMT bylaws in conformance with the AAMT Model Bylaws and AAMT policies for state/regional associations and shall submit them to the FAMT Board of Directors for review.

Article IX FINANCES

Section 1. Fiscal Year

The fiscal year of FAMT shall be from January 1 through December 31.

Section 2. Dues

The annual dues for each member of FAMT shall be determined by the FAMT Board of Directors.

- (a) Dues are set and subject to change upon two-thirds (2/3) vote of the FAMT Board of Directors.
- (b) Dues shall be paid annually and are not refundable. FAMT shall send each

member a statement of dues thirty (30) days prior to the due date, and the amount shown on such statement shall be paid within forty-five (45) days after the date of the statement. Any member who fails to pay dues within such forty-five (45) days period shall be delinquent. The delinquency notice shall contain a statement that if the dues are not paid within fifteen (15) days from the date of the notice, the membership of such member shall lapse.

- (c) The dues of FAMT shall include the subscription fee for *Sunscripts*.

Section 3. Assessments, Method of Collection

Special assessments, in addition to annual dues, may be levied for a specific purpose by FAMT. Method of collection will be determined at the time the assessment is considered and approved.

Section 4. Federal Tax Exemption

To maintain Federal group tax exemption status, FAMT will remain in compliance with all IRS eligibility and filing requirements.

Section 5. General Liability Insurance

To maintain recognition as an AAMT Component Association, FAMT must pay the annual general liability insurance assessment as required by AAMT.

Article X DISSOLUTION

- (a) FAMT will dissolve upon majority vote by mail of the Practitioner AAMT Members who are members of FAMT and after notifying the AAMT Board of Directors.
- (b) Within thirty (30) days following the vote to dissolve, final property and equipment inventories and financial audits shall be done.
- (c) After financial obligations have been paid, remaining assets, including property, equipment, monies, copies of audits, and proof of financial account closures, shall be forwarded to the AAMT Administrative Office and shall become the property of AAMT.

Article XI LOSS OF RECOGNITION

- (a) If FAMT fails to abide by the policies and goals of AAMT as set forth in their petition for AAMT recognition or fail to pay any special assessments levied by AAMT recognition as a component association may be revoked by the AAMT Board of Directors.
- (b) The AAMT President shall first notify FAMT of noncompliance and establish a date by which FAMT shall submit satisfactory proof of compliance. Failure to respond by the established date will result in withdrawal of recognition of FAMT at the direction of the AAMT Board

- of Directors. All rights and privileges of FAMT will be forfeited.
- (c) Following withdrawal of recognition, all monies existing within the treasury of FAMT shall be forwarded to the AAMT Administrative Office to be made a part of the AAMT treasury.

Article XII
BYLAWS & AMENDMENTS

Within one (1) year of recognition as a Component Association, these Bylaws and any amendments thereto, shall be submitted to AAMT.

Following acceptance of the proposed bylaws or amendments thereto by the AAMT Board of Directors, the Practitioner Members of FAMT may adopt, amend, repeal, or add new bylaws by two-thirds (2/3) vote of Practitioner Members of FAMT eligible to vote.

Article XIII
PARLIAMENTARY AUTHORITY

Except as otherwise provided for in the Bylaws and the Articles of Incorporation in respect to meetings, elections, and procedural matters, Robert's Rules of Order, Newly Revised, are hereby adopted and govern in respect to meetings, elections, and procedural matters, unless for a given matter, the President shall rule that strict adherence is not feasible.