



## Professional Section Application

Proposed Section Name: \_\_\_\_\_

The following is excerpted from the CMDA Board Policy Manual (Section 4.12.2). It outlines the general requirements for establishing and maintaining a Section:

- Professional Sections: The Specialty/Professional Sections of The Associations may be organized by members of The Associations based on their area of practice.
  - Any five (5) active members of The Associations in good standing desiring to form a leadership team for a specialty section shall file with the Central Office of The Associations:
    - a properly executed application for section membership
    - a set of Bylaws which incorporate:
      - the Statement of Purpose of The Associations;
      - the Statement of Faith of The Associations;
      - provisions which require membership in The Associations for all officers of the specialty/professional section;
      - provisions which require the officers of the section when functioning in their official capacity to uphold the policies and Ethics Statements of the Associations;
      - a brief history and statement of the current activities of the group.
  - Granting of a Section Charter shall require review by the Governance Committee and approval of not less than a 2/3 vote of the Trustees.
  - **Name.** The members of a specialty/professional section may select a name by which such specialty/professional section shall be known, provided however that such name shall also be subject to the approval of 2/3 vote of the Trustees of The Associations and that no name of any living person be used.
  - **Conduct and Continuity.** To remain in good standing, a specialty/professional section shall maintain the following requirements:
    - A membership of not less than five (5) active members in good standing of The Associations
    - The affairs of a specialty/professional section shall be conducted by officers elected by vote of the members. These officers, all of whom must be active members in good standing of The Associations, shall consist of no less than Chair, Vice Chair, Secretary/Treasurer or their equivalent.
    - Advise the Central Office of The Associations annually of the names and addresses of all officers of this section.
    - Maintain organization and activities in a manner consistent with those of The Associations. Specialty/Professional sections shall be autonomous in matters of specialty programs, meetings, etc. They shall also be

autonomous in their finance decisions, but they must conform to the requirement of the Internal Revenue Service and the accounting and auditing standards of the Associations.

- Matters of policy interpretation and implementation, which may affect The Associations and/or other specialty/professional sections, shall be referred to the CEO for decision. Any suggestions or recommendations concerning the welfare or interest of The Associations may be forwarded to the Board of Trustees by the specialty/professional section.
  - No specialty/professional section shall send or endorse any communication to the entire membership of The Associations without the written approval of the CEO.
- Currently Recognized Sections
    - Christian Physical Therapists International
    - Christian Surgeons Fellowship
    - Coalition of Christian Nurse Practitioners
    - Dermatology
    - Fellowship of Christian Optometrists
    - Fellowship of Christian Physician Assistants
    - Fellowship of Christian Plastic & Reconstructive Surgeons
    - Neurology
    - Psychiatry
    - Ultrasound Education

To initiate the application process, please submit the following:

Names of Five (5) active CMDA members of this professional group who wish to form an initial leadership team (officers) for the Section:

- 1.
- 2.
- 3.
- 4.
- 5.

<u>Officers</u>	<u>Email</u>	<u>CMDA Member</u>
Chair: _____	_____	_____
Vice Chair: _____	_____	_____
Secretary/Treasurer: _____	_____	_____

In a separate document (s), please submit the following:

- Proposed Section Bylaws to include CMDA's Mission Statement, CMDA Statement of Faith, proposed purpose of the Section, and governing regulations of the Section.
- A signed [Leadership Commitment Form](http://www.cmda.org/lcf) for all officers. (www.cmda.org/lcf)
- An overview current and planned activities of the Section.

Please note:

1. **Chair or designee** of each specialty section is invited to participate in CMDA's annual [House of Representatives](#) meeting. An annual report is due to the Board Executive Secretary 3 weeks prior to the meeting. The report should include 1) the overview of the past year's activities, including relevant statistics, comments from participants, etc. 2) Present and Potential Problems, 3) Finances, Logistical Issues, etc. and 4) Future Plans and timetables.
2. **Chair or designee of each** specialty section is invited to participate in the **Ministry Leaders' Summit** (held **every three years**). The goal of this meeting is to become more successful in CMDA's related ministry by being better acquainted with the staff and resources of the organization for publicity, resourcing, networking and much more. A report is also due to the Board Executive Secretary just prior to the meeting and should answer the following questions 1) What are the secrets to your Progress in accomplishing your mission? 2) What are the Problems you are facing that others might be able to help you with? 3) What is your Plan? What audacious goal would you like to accomplish and how are you moving towards accomplishing it?

This application and the supporting documents should be sent to [executive@cmda.org](mailto:executive@cmda.org), or mailed to Board Executive Secretary, c/o CMDA, PO Box 7500, Bristol, TN 37621.

By signing below (an email affirmation is acceptable), we (the above) affirm that we and the Section will adhere to CMDA's Statement of Faith, Mission Statement, and Leadership Standards.

Typed/Printed Name	Signed	Date