

# AMTA-FLORIDA CHAPTER STANDING RULES

(Past at the Annual Meeting 32 to 0)

## **Section I. Purpose**

Section 1.1 The purpose of the AMTA-FL Chapter is to conduct meeting and business of the Chapter. Provide networking opportunities; educational, legislative, public relations, membership activity and/or programs throughout the state and support AMTA National for the benefit of the membership.

## **Section II. Chapter Name**

Section 2.1 The name of the Chapter is American Massage Therapy Association—Florida Chapter. The abbreviated name is AMTA-FL Chapter.

## **Section III. Chapter Officers**

Section 3.1 The Elected Officers are:

President – who shall serve as Chair ex-officio of all committees, except the Nominating committee

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

3<sup>rd</sup> Vice President

Secretary

Treasurer

Immediate Past President

Section 3.2 Qualifications for Elected Office are as follows:

- (a) Candidate for elected office must be a Florida Licensed Massage Therapist and AMTA-FL Chapter Professional Member, in good standing, for a period of not less than one year prior to being elected.
- (b) A candidate for the office of President and 1<sup>st</sup> Vice President shall have served in an elected position, or an AMTA-FL Chapter Board of Directors (BOD) appointed and

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*April 16, 2007*

confirmed position, and also served on an AMTA-FL Chapter committee within the three (3) preceding years and/or has attended at least one National Officer Training Seminar in the same time interval.

- (c) The transition period of time for a new officer and/or committee chair to commence in that position is within ten (10) days of election or appointment \*See Section 8.3 Chapter Delegates/Alternates

Section 3.3 Standing Committee Chairs are, but not limited to:

Education Chair

MERT Chair

Membership Chair

Newsletter Chair (AMTA FL Journal, Editor)

Web Site Chair

National Massage Therapy Awareness Week Chair

Law and Legislation Chair

Communications Chair

Public Relations Chair

State Convention Chair

Standing Rules Review Chair

Section 3.4 Chapter elections are conducted at the AMTA-FL Chapter Annual Meeting

#### **Section IV. Chapter Board of Directors**

Section 4.1 The Chapter Board of Directors are:

President

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

3<sup>rd</sup> Vice President

Secretary

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Treasurer

Immediate Past President,

Each shall have a voice and vote at all AMTA-FL Chapter BOD meetings.

Section 4.1.1 Committee Chairs, Unit Chairs, and Delegates shall have a voice but a non-voting position at all AMTA-FL Chapter BOD meetings and may be directly responsible to an elected officer for supervision and to communicate information.

Section 4.1.2 Chapter Officers, Committee Chairs, Unit Chairs and Delegates are to submit a written annual and/or meeting report to the Chapter Secretary and President prior to announced Chapter and/or BOD meetings.

Section 4.1.3 Chapter Officers, Unit Chairs, Delegates, and Committee Chairs must be submitted <sup>2/4/10/07</sup> to the Treasurer by January 1<sup>st</sup> for the next fiscal year. Any aggregate amount of ten thousand (\$10,000) or more must be submitted with competitive bids and be approved by AMTA National. (Note: Except Delegate reimbursements)

## Section V. Units

### Section 5.1 Formation of Units

- a) An AMTA-FL Chapter Unit is formed and maintained by Professional Member(s) residing in that area. The Chapter BOD will be responsible for establishing Units and Unit boundaries and will notify the AMTA National office of said units.
  - b) The full name of each Unit shall be AMTA-FL Chapter, \_\_\_\_\_ Unit.
  - c) A new Unit Chairperson is appointed and confirmed by the Chapter BOD. The position is for one (1) year or until a successor is elected.
1. The new Unit Chairperson must hold a meeting with a minimum of four (4) or more Professional Members in attendance within six (6) months of their appointment and confirmation.

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April 16, 2007

2. The first meeting the Unit Chairperson will request volunteers for Unit Vice Chairperson and Unit Secretary/Treasurer, which shall be known as the Unit Board. If more than one person is interested in a position, the Unit chairperson will conduct an election. All AMTA-FL Chapter Professional Members present may vote. If only one (1) member is interested the Unit Chairperson may appoint members to office.
3. Appointed Unit position terms are for one (1) year or until a successor is elected. Elected positions will be for a period of two (2) years or until a successor is elected.
4. The Unit Chairperson will notify the Chapter BOD within ten (10) days of the results of the first meeting. Additionally they shall supply the name, address, and phone number of each of the Unit Officers and indicate whether they were appointed or elected.
5. In the event no volunteers are appointed or elected, the Chairperson may conduct the business of the Unit without a Unit Board. The Unit Chairperson would then be responsible for planning meetings and workshops/seminars, minutes, attendance sheets, finances and sending meeting reports to the Chapter BOD within ten (10) days of the event (meeting or workshop/seminar).

#### Section 5.2 Unit Standing Rules

- a) Units will not have Standing Rules
- b) All Unit concerns and requests will be made through the Chapter BOD or Supervisor Liaison.

#### Section 5.3 Unit Meetings

- a) Each Unit will conduct a minimum of two (2) business meetings a year and workshops/seminars for the benefit of the membership.
- b) All Unit meetings are open to all members.
- c) All educational functions must be approved by the Chapter Education Chairperson and follow the established fee schedules.
- d) Unit reports, minutes, and attendance sheets are sent to the Chapter Secretary and President. Financial reports and income are sent to the Chapter Treasurer.
- e) All Unit reports are sent within ten (10) days of the Unit event(s).
- f) Non-Members are welcome and are required to pay Non-Member fees.
- g) Non-Members may attend only four consecutive Unit activities.

*Cheryl R. ...*  
*April 16, 2007*

Section 5.4 Unit Officers and Elections

Any AMTA-FL Chapter Professional Member who resides within the Unit boundary may be a Unit officer.

a) Units will conduct official elections after one (1) year of being established. Thereafter, elections are conducted every two (2) years.

b) Unit Call for Nominations must be made a minimum of thirty (30) days prior to Unit elections and can be done through the Chapter Newsletter, (AMTA Florida Journal) or a separate Unit mailing.

c) Unit officers are:

Unit Chairperson

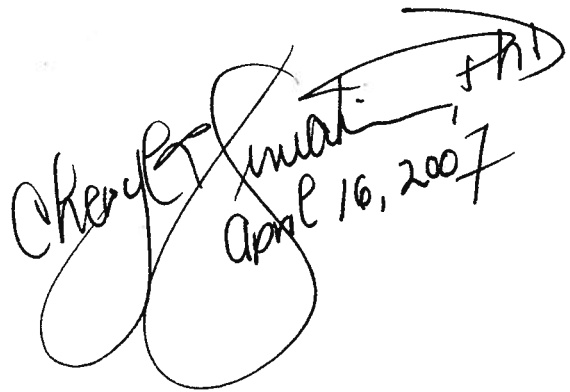
Unit Vice Chairperson

Unit Secretary

Unit Treasurer

Unit Secretary /Treasurer may be one position

d) Unit elections must be held within ten (10) days before or after the Chapter Annual meeting. The Unit Chairperson or the Unit Secretary/Treasurer must notify the Chapter Executive BOD of the election results.



Handwritten signature and date: Cheryl [unclear] April 16, 2007

Section 5.5 Unit Sub-Committees

- a) The Unit Chairperson and/or the Unit Board may choose to have Unit Sub-Committees. All Unit Sub-Committees have a direct liaison with the Chapter Committee Chair.

Section 5.6 Unit Newsletter and Mailings

- a) The Unit must have all mailings approved by the Chapter President.
- b) The Unit must have all workshops/seminars, etc. approved by the Chapter Education Chairperson and or Chapter President.

Section 5.7 Unit Finance

- a) All Unit income is reported to and remitted to the Chapter Treasurer within ten (10) days of receipt.
- b) All Unit bills are paid by the Chapter Treasurer within thirty (30) days of receipt.

Section 5.8 Unit Termination

- a) When a Unit does not have the required meetings, two (2) per year
- b) When a Unit does not comply with Chapter Standing Rules or AMTA Bylaws
- c) When a Unit Chairperson or Unit Board notifies the Chapter BOD that the Unit is defunct
- d) When the Chapter BOD votes to confirm the dissolution of that Unit.

**Section VI. Newsletter (AMTA Florida Journal)**

Section 6.1 AMTA-FL Chapter Newsletter publication is established by the BOD and Publishes minimum of 3 times a year, special editions and/or electronically.

Section 6.2 All advertising fees must be approved by the Chapter BOD.

Section 6.3 All revenue must be reported to and remitted to the Chapter Treasurer within ten (10) days of receipt.

**Section VII. Chapter Fee**

Section 7.1 The Chapter's fee is twenty dollars (\$20.00) per year at the time of joining or renewing membership.

*Cheryl J. Smith, PhD*  
*April 16, 2007*

Section 7.1.1 The Chapter Fees are voted in even numbered year. A 2/3-majority vote is needed to pass, at the annual meeting. ~~Chapter due commence at the time of joining and renewing membership.~~ *CF 4/16/07*

**Section VIII. Chapter Delegates/Alternates**

- Section 8.1 Delegates/Alternates are elected at the Chapter Annual Meeting. Delegate/Alternate candidate(s) must be an AMTA-FL Chapter Professional Member in good standing.
- Section 8.2 Delegate candidate names are placed on the ballot in the order received.
- Section 8.3 Delegate/Alternate term of office is from January 1<sup>st</sup> to December 31<sup>st</sup> of the following year of election.
- Section 8.4 Delegates must attend the National Convention, House of Delegates for the term elected.
- Section 8.5 Delegate reimbursement is based on receipt of a written report to the Chapter Secretary and/or Treasurer within sixty (60) days of the end of the National Convention for that year.
- Section 8.6 Delegate reimbursements are a Chapter Budget item and are designed to help Delegates defray some of their expenses, which will be reviewed annually.

**Section IX. Chapter Records**

- Section 9.1 Originals or copies of Chapter records must be stored in the Chapter Office or a location designated by the Chapter BOD.
- Section 9.2 All Chapter communication must use the Chapter Office or a location designated by the Chapter BOD for a return address. Any exception must be approved by the Chapter BOD.

*Chen [Signature]*  
*muah, PhD*  
*April 16, 2007*