| 1. | **Affiliations** |
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NOTE: HOW TO USE THIS MANUAL
This Policy Manual Preface is an example of how each policy is formatted, as well as gives specific definitions and instructions for formatting.

The purpose of this manual is to house AMTA policies only. Anything found within this manual requires AMTA Board of Directors action to change, even if it is procedural in nature. This manual shall consist of a preface, table of contents, and the actual policies.

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SECTION I. DEFINITIONS

A. Bylaws describe the primary characteristics of the organization regarding the regulation of its internal affairs and the governance of its members.
   1. They are broad enough in scope that they remain fairly stable, requiring amendment only at those times of fundamental change.
   2. Bylaws must state who can amend and how.
   3. Bylaws can never be suspended by the AMTA Board of Directors or any other body or person and must be adhered to at all times.

B. Policies are rules and regulations which set parameters for and give direction to the conduct of business within AMTA.
   1. Policies are subordinate to, and generally contain more detail than bylaws.
   2. Because policies contain more detail, they may require more frequent changes.
   3. The AMTA Board of Directors can establish, change or suspend policies by formal motion.
   4. Unless officially suspended by a motion of the board, policies must be adhered to.
   5. Policies do not typically contain procedural components, but may when necessary.

C. Procedures describe how to specifically carry out or implement a bylaw or policy.
   1. They provide clarity on how things get done and provide consistency for when individuals change within positions of responsibility.
   2. Except in rare instances, procedures are not a concern of the AMTA Board of Directors and are typically changed as needed by those who operate by them.
   3. Occasionally the AMTA Board of Directors will want to have authority over certain procedures.
      a. In such cases the AMTA Board of Directors can place procedural steps within the context of a policy, which then requires board action to change, i.e. member discipline.
**SECTION II. FORMAT**

A. The manual shall be set up electronically to print and house in a three-ring binder, or other suitable binder.

B. Index tabs shall be used to indicate the table of contents and each policy name.

C. Tabs for major headings shall be identified by name. (Example: Candidacy and Elections).

D. Each policy shall have a purpose statement listed immediately below the heading.

E. Each policy section shall note the motion number by which it is identified in the minutes (month, year and motion number assigned) as being approved by the AMTA Board of Directors.

   1. This shall be placed in the purpose section when it applies to the entire policy.

F. Each policy shall have a contents chart showing the section number, topic, bylaw number and policy page number located after the purpose statement.

G. Secondary headings shall be identified by section numbers and name. (Example from Candidacy and Elections: Section VI. Candidate Information Packet).

H. Policy which affects only one section shall note the motion number by which it is identified in the minutes as being approved by the board in the secondary header for that particular section.

I. The actual policies listed under the secondary heading shall follow standard outline procedures as shown in this example taken from Candidacy and Election. Section VII:

   A. Candidate Application includes:

      1. An Eligibility Form which shall have:

         a. A place to indicate the office being sought by the applicant;

         b. A place…

   B. Candidate Information Form includes:

J. No policy shall be placed under two separate headings.

   1. If it applies to more than one subject, it shall be placed under one heading and referred to under other pertinent headings.

K. The pages of the manual shall be numbered in a bottom header with the policy name, then page __ of __. (Example: Candidacy and Elections: Page 1 of 7)

L. Sections shall be in two columns when there are multiple paragraphs. If there is only one paragraph, then one column shall be used.

M. The AMTA Style Manual will be used as a guide for all documents.

**SECTION III. UPDATES**

A. After each meeting of the AMTA Board of Directors and/or the Executive Committee, the manual shall be updated according to the approved minutes from that meeting.

B. All elected and appointed national officers and chapter presidents shall be notified of each update via email.

C. Staff shall maintain a permanent copy of all pages removed from the manual in a Policy historical file, which shall be housed at the National Office.

   1. Such pages shall be marked with the date of removal in the lower left corner.
SECTION IV. AVAILABILITY

A. All elected and appointed national officers and chapter presidents may receive a disc of the Policy Manual upon request.
B. Any member may request a copy from the National Office. A fee may be assessed to cover the cost of production and distribution.
C. The Policy Manual shall be available on the national website under the member section.
   1. Full Manual
   2. Individual Header Names
   3. Updates from last Board of Directors Meeting
Affiliations

AMTA defines an affiliation as a legal contract entered into by two or more parties who agree to furnish a part of the capital for a business enterprise, and who share a fixed proportion of profits and losses.

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SECTION I. STATEMENT OF INTENTION

A. AMTA encourages alliances with organizations that can bring benefits to members and the profession.  
B. Staff and volunteers are encouraged to explore, develop, and present affiliation proposals to the executive director and the AMTA Board of Directors.  
C. Policy regarding affiliation agreements is not intended to apply to buyer-vendor relationships.  
D. Policy regarding affiliation agreements refers to contracts between the national organization and another entity.

B. AMTA will enter into an agreement to affiliate only:  
1. With organizations or businesses that have been researched to the AMTA Board of Directors’ satisfaction.  
2. After AMTA legal counsel has reviewed and approved the proposed agreement.

SECTION II. GUIDELINES

A. In developing affiliation proposals to bring to the executive director and AMTA Board of Directors, all issues listed in the following checklist will be addressed in writing:  
1. Has the “family tree” of the proposed organization been researched and recorded?  
2. What significant alliances does the organization have?  
3. Is the organization financially stable? What is known about major liens, past bankruptcy, IRS status?  
4. Does the organization have a proven organizational ability? A history of good performance?  
5. Does the organization have a history of being politically partisan or controversial?  
6. Has the legal status of the organization been checked?  
7. Has legal counsel reviewed and approved the proposed agreement?  
8. What has the AMTA volunteer participation or input been in developing this agreement?  
9. Is the proposed affiliate “green”?  
10. Is the proposed affiliate’s mission compatible with AMTA’s?  
11. Are there any sensitive areas concerning affiliation with this organization that the board might wish to be aware of? For example:  
   a. Is it not “green”?  
   b. Does it have a particular religious or political agenda?  
   c. Does it manufacture items that intentionally injure or kill people?  
   d. Is it a tobacco, alcohol or pharmaceutical company?
12. What are the benefits and/or risks of the agreement to affiliate that you propose? Lists might be helpful.

B. In developing ideas for proposed affiliation agreements, staff is authorized to consult with appropriate volunteer standing committees.
Assembly of Delegates

The Assembly of Delegates is a group of elected chapter members whose purpose is to provide input on items of interest for the Association as it relates/impacts their state, as outlined in these policies. – *Motion: 0917:57*

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<td>TOPICS PROPOSAL PROCESS</td>
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<td>CHAPTERS</td>
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</table>

**SECTION I. ALLOTMENT OF DELEGATES**

A. Each chapter is allowed up to two delegates.
   1. During the annual chapter budgeting process, chapters shall determine the number of delegates which they will send to National Convention.

B. The secretary of each chapter shall record the results of any chapter board appointed delegates in the minutes of the chapter board meeting and forward the minutes to the Assembly of Delegates staff liaison within fifteen days of the chapter board meeting in which they are appointed.

**SECTION II. ELECTIONS**

Delegate elections will occur annually at the same time and by the same method as Chapter Board elections and will be reported by the chapter secretary to the Assembly of Delegates staff liaison within 15 days of the election.

**SECTION III. FILLING VACANCIES**

A. In the event that there are vacancies in the position of delegate the chapter President will appoint and the chapter board will approve an eligible volunteer for the remainder of the term.

B. After determining the number of delegates, the chapter must notify the National Office of their decision by March 1st of each year.
Assembly of Delegates

SECTION IV. MEETINGS

A. Each chapter shall send its delegates to the AMTA National Convention:
   1. Delegates shall register for the AMTA National Convention.
   2. Any compensation to delegates shall be determined by the chapter.

B. Only properly credentialed delegates shall be admitted to the delegate area.
   1. All other members may be seated in other available areas.

SECTION V. ASSEMBLY OF DELEGATES ADVISORY COMMITTEE – Motion: 0917:56

A. The Assembly of Delegates Advisory Committee (AODAC or Assembly) shall work in conjunction with staff on all aspects regarding the planning and execution of the activities of the Assembly.

B. The AODAC shall be led by the AODAC Moderator who shall be appointed by the AMTA President-Elect, at the board meeting immediately preceding the end of the fiscal year. This will coincide with the President-Elect’s incoming term.
   1. AODAC Moderator appointment is subject to approval by the board and becomes effective on the first day of the fiscal year.

C. Members of the AODAC are selected by the AODAC moderator and approved by the national president.

D. Following are the responsibilities of the AODAC:
   1. The agenda is prioritized, timed, and set by the AODAC Moderator and AODAC.
   2. The AODAC Moderator, AODAC, and staff shall ensure that delegates are properly credentialed.
   3. AODAC Moderator and AODAC will facilitate the small and large group discussions within the Assembly meeting.
   4. The AODAC shall create a written summary of the business of that year’s Assembly meeting.
   5. The summary shall be sent to all members of that year’s Assembly and to all chapter presidents within 90 days following the meeting.
   6. The summary provided by the AODAC shall be published by AMTA (it may be edited according to space limitations) and include a statement that the complete summary is available to members upon request.
   7. The AODAC will work with their assigned staff member and Moderator to create and organize training materials for Delegates.
Assembly of Delegates

SECTION VI. POSITION STATEMENT PROPOSAL AND/OR DISCUSSION TOPICS
PROPOSAL PROCESS

A. Topics may include:
   1. Position statement proposal:
      a. A position statement proposal can be submitted by a professional AMTA member or the Board of Directors.
   2. Discussion topics:
      a. A discussion item may be submitted by any interested individual or group associated with the massage therapy profession.

B. Topics must be submitted on the appropriate form and sent to the Assembly of Delegates Advisory Committee Moderator and Assembly of Delegates Advisory Committee staff liaison.

C. Topics may be submitted at any time, however to be considered to be part of the agenda for the current year AOD meeting during National Convention, the entire review, revision, and re-submittal process must be completed 8 weeks prior to that years AOD meeting.

D. Topics will be reviewed by the AODAC Moderator, AODAC, staff, and appropriate volunteers to ensure that all proposed topics meet the criteria for consideration.

E. The AODAC Moderator and AODAC will return topic proposals to the member or group who submitted it within 4-weeks indicating any suggested changes.
   1. The group who proposed the topic will have 1-month to make all recommended changes.

F. The AODAC will provide a report of the meeting to those whose proposed topics were discussed in the Assembly meeting.

SECTION VII. CHAPTERS

The national AMTA Assembly of Delegates policies apply to chapters.
AMTA designed an Awards Program to honor those who volunteer for AMTA and/or the massage profession as a whole. There are both National and Chapter awards given.

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<tr>
<td>VI</td>
<td>LIST OF AWARDS GRANTED</td>
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**SECTION I. AWARDS OPERATIONAL COMMITTEE**

A. AMTA National Board members shall not serve on the Awards Operational Committee.

B. The Awards Operational Committee shall submit recommendations for nominees for awards to the Executive Committee for final approval.

**SECTION II. AWARDS PRESENTATION**

The Awards Operational Committee shall prepare a program for the presentation of awards in conjunction with the Educational Operational Committee to be presented at the National Convention.

**SECTION III. AWARDS APPROVAL—MOTION: #0118:75**

All awards at the national level must be approved by the Executive Committee with the exception of the President’s Award.

**SECTION IV. MERITORIOUS AWARD CRITERIA**

A. One nominee will receive the National Meritorious Award for the current year at the National Convention.
   1. Duplicate award may be issued.

B. All award recipients will be recognized with a plaque to be presented at the National Convention and the names of chapter and National Meritorious Award recipients shall be published in an AMTA publication, electronically or print.
Awards

SECTION V. CHAPTER AWARDS

A. Chapter awards may be created without national approval.
B. Chapters may use the list of awards in Section VI and/or create additional awards.
C. National encourages each chapter to submit their Chapter Meritorious Award recipient for the National Meritorious Award.

SECTION VI. LIST OF AWARDS GRANTED – MOTION: #0118:75

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<th>AWARD</th>
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Procedures to Amend the Bylaws of the AMTA are outlined in this section.

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SECTION I. PROCEDURE TO AMEND BYLAWS

A. Bylaws can only be notified and amended at face to face AMTA Board of Directors meetings.

B. All Bylaw amendments proposed to be considered by the AMTA Board of Directors shall be referred to the Bylaws Standing Committee Chair for comment before presentation to the board.

SECTION II. CHAPTER STANDING RULES

A. Chapters shall adopt and be governed by the Bylaws of the AMTA.

B. Chapter Standing Rules shall not be in conflict with the Bylaws of the AMTA.

C. Proposed amendments to Chapter Standing Rules must be approved by the Bylaws Standing Committee Chair. See Bylaws of the AMTA, Article XVI, Section 12 for details.
Candidacy And Elections

This section deals with Elections and the securing of qualified candidates for the various positions on the AMTA Board of Directors. For Chapter Elections see individual Chapter Policy. —MOTION #0815:63

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SECTION I. ELIGIBLE VOTERS

Eligible voters shall be Professional members in good standing who are of record on October 1 the year of the election.

SECTION II. ANNUAL ELECTION

A. Each year an election shall be held for at least five directors.

SECTION III. COMMISSIONER OF ELECTIONS

The Commissioner of Elections:
A. Shall oversee the entire election process.
B. Shall not be currently holding a national elected office or be a candidate for the slate.
C. Shall ensure that the candidacy and election process is in strict accordance with AMTA Bylaws and policies.
1. Shall handle any question or special situation regarding candidacy and elections which is not covered in the bylaws and policies in accordance with Robert's Rules of Order, Newly Revised, and shall have the authority to determine the course of action regarding such cases.
D. Has the authority to remove a candidate from the slate making them ineligible for election.
1. Shall collaborate with legal counsel, staff and the Slate Selection Commission (SSC) when making decisions regarding candidate removal.
E. Shall ensure that the “Call for Candidates” including election and educational information is placed in AMTA publications by August 1.
F. Shall receive the final slate from the SSC before November 15.
G. Publishes final slate by November 15.
H. In conjunction with staff, prepares the ballot between November 1 and November 15.
I. Between December 1-15, is available by electronic communication methods such as phone or e-mail during the counting and examining of ballots and shall have the final results by December 15.
J. Shall notify candidates of election results within four days after the counting of ballots is completed.
K. Within four days of counting, a written Election Report shall be given to the President, SSC and the Executive Director.
L. Shall have financial support allocated in the budget.

SECTION IV. SLATE SELECTION COMMISSION

A. Five members shall serve on the Slate Selection Commission (SSC).
   1. Should a suitable candidate not be available from the current standing committees or CPC moderator, the president may select an individual from these groups that has served within the last 5 years.
B. The SSC shall have the following duties and empowerments:
   1. Shall review AMTA recruitment and elections policies.
   2. Shall consult with the Commissioner of Elections regarding the “Call for Candidates” and election education materials.
   4. Shall assess the skillsets and expertise needed by the board.
   5. Shall contact incumbents to discover if they intend to seek re-election.
   6. Shall make available appropriate education tools for potential applicants.
   7. Shall recruit for all open Director positions between August 1 and November 1.
   8. Shall confirm that each candidate has demonstrated a familiarity with AMTA Bylaws, policy, procedure and other relevant information through online testing or similar methods.
   9. Shall respond to all applicants in writing from September 1-15 to verify receipt of their application.
   10. Shall interview all applicants.
   11. Shall determine the best applicants to fill positions on the slate.
   12. Shall notify applicants in writing that they are or are not placed on the slate prior to November 15.
   13. Shall create and maintain guidelines for publication of candidate information.
   14. Shall submit a written report to the Commissioner of Elections before November 15, which includes the final slate.
   15. Shall ensure that the slate is published on the AMTA website by November 15.
   16. The members of the SSC shall not disclose the names of slated candidates until the slate is posted online.
C. The SSC shall have financial support in the budget.

SECTION V. CALL FOR CANDIDATES

The Commissioner of Elections shall ensure that a "Call for Candidates" will be placed in an electronic or published AMTA publication and/or sent under a separate cover to voting members.
SECTION VI. APPLYING TO BE A CANDIDATE

A. Members wishing to be a candidate:
   1. Must respond to the "Call for Candidates" to receive a “Candidate Information Packet” which includes a candidate application.
   2. Must complete and pass required exams.
   3. Must submit a completed candidate application to the SSC between August 1 and September 15.

B. Candidate Application includes:
   1. A statement that the information provided is accurate and that permission is given for verification of such information.

C. Candidate Information Form includes:
   1. Part I: Academic Training – includes any degrees, certificates or certifications achieved. Elected and/or appointed positions held in AMTA, AMTA awards granted, and/or other pertinent information from other volunteer experiences.
   2. Part II: Questions to be answered by the candidate.
   3. Part III: A photograph of the candidate taken within the past two years.
   4. Part IV: Three letters of recommendation.

D. Other information includes:
   1. Candidacy and Elections Policy.
   2. Applicable Bylaws.
   4. AMTA Strategic Plan.
   5. AMTA Volunteer Code of Conduct.
   6. Additional relevant information.

SECTION VII. CREATING THE BALLOT

A. Candidates shall be listed on the slate in alphabetical order.

B. Candidate information shall include:
   1. Photo taken in the last two years.
   2. Information compiled and approved by the candidate and the SSC.

SECTION VIII. MARKING AND COUNTING THE BALLOTS

A. Ballots must be distributed on November 15.

B. Ballots must be marked and returned by December 1.

C. Voting for Directors:
   1. The ballot for election of the Board of Directors shall be designed as a slate ballot.
   2. The voter is asked to approve the slate.
   3. Any blank ballot shall be considered invalid and shall not be counted in the total number of ballots.

D. The number needed to elect is the majority of the total number of valid ballots.

E. The Commissioner of Elections shall ensure that the counting of ballots, whether by manual or electronic scanning methods be carried out in an unimpeachable manner.

F. Ballots shall be maintained in accordance with law and destroyed when directed by the Commissioner of Elections.

SECTION IX. ELECTION REPORT

A. The election report shall include the following:
   1. The total number of votes cast.
   2. The number necessary to elect.

   4. The number needed to elect is the majority of the total number of valid ballots.

CANDIDACY AND ELECTIONS: Page 3 of 5
Section X. Election Results

A. The announcement of election results shall be made via AMTA communication vehicle(s) after four business days but before 10 business days of the counting of ballots.

Section XI. Applicant and Candidate Communications – Motion: ES0818:48

A. Applicants may:
   1. Make known their interest in serving.
   2. Confirm their application when asked by individuals if they are running for office.

B. After the slate is published candidates may:
   1. Announce their candidacy on personal social media with links to official AMTA election information on the AMTA website.
   2. Respond to questions.
   3. Discuss their candidacy while attending an official AMTA function (National or Chapter).

C. Candidates Must Not:
   1. Establish an election-specific blog, website or other social media site, during their candidacy.
   2. Announce their candidacy or solicit votes while presenting at an official AMTA function (National or Chapter).
   3. Use a public relations firm or other consultant to assist with their campaign.
   4. Produce and distribute promotional merchandise.
   5. Use AMTA membership lists for contacting members regarding their candidacy.

D. Candidates for the position of president-elect must keep their interest in applying for the position confidential until the application deadline of February 1 and may make their intentions known to the current board members between February 1 and the March Board meeting.

E. Violation(s) of this section, Applicant and Candidate Communications, may result in removal of a candidate from the slate, making them ineligible for election, any such action is under the authority of the Commissioner of Elections.

Section XII. Installation of Elected Directors

The newly elected Directors shall be installed as of the first day of the fiscal year after the year in which they were elected.
### Candidacy And Elections

**SECTION XIII. ELECTION PROCESS SEQUENTIAL TIME LINE**

**Note:** Any commencement or deadline that falls on a Saturday, Sunday or holiday shall be extended to the next business day. Whenever possible the dates specified in these policies shall be adhered to.

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<tr>
<td>March 1</td>
<td>As of the first day of the fiscal year following the year in which they were elected, the new directors assume their offices and the next year’s Commissioner of Elections and Slate Selection Commission (SSC) and Chair are in place.</td>
</tr>
<tr>
<td>March BOD Meeting</td>
<td>National Board elects president-elect from the eligible Directors.</td>
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<tr>
<td>August 1</td>
<td>The Commissioner of Elections shall publish the “Call for Candidates” in an AMTA publication.</td>
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<tr>
<td>August 1-September 15</td>
<td>Members may request a candidate information packet starting on August 1. Packets must be completed and returned by September 15.</td>
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<tr>
<td>August 1-September 15</td>
<td>The Slate Selection Commission shall respond to applicants in writing to verify receipt of their application.</td>
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<tr>
<td>August 1-November 1</td>
<td>The SSC shall recruit for open positions.</td>
</tr>
<tr>
<td>October 1</td>
<td>A record of members holding Professional membership classification is prepared on October 1 for ballot distribution.</td>
</tr>
<tr>
<td>November 1-15</td>
<td>The SSC shall notify applicants in writing that they are or are not placed on the slate. The final slate shall be delivered by the SSC to the Commissioner of Elections before November 15.</td>
</tr>
<tr>
<td></td>
<td>The ballot is prepared by staff in conjunction with the Commissioner of Elections.</td>
</tr>
<tr>
<td>November 15</td>
<td>Candidate information is published on the AMTA official election website.</td>
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<td></td>
<td>The ballot will be final and no alterations can occur. The ballot will go forward even in the event that there are not enough candidates for all open positions.</td>
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<tr>
<td></td>
<td>All ballots are distributed.</td>
</tr>
<tr>
<td>December 1</td>
<td>All ballots must be received.</td>
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<tr>
<td>December 1-15</td>
<td>The Commissioner of Elections is available in person, on-site or by electronic communication methods such as phone, fax or email during the counting and examining of ballots.</td>
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<tr>
<td>December 15</td>
<td>All ballots must be counted and results concluded. The results shall be held in confidence by the Commissioner of Elections until the official announcement.</td>
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<td>Election results will be provided to candidates within four days after counting ballots.</td>
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<tr>
<td></td>
<td>Within four days of counting, a written Election Report shall be given to the President, SSC and the Executive Director.</td>
</tr>
<tr>
<td></td>
<td>The announcement of election results shall be made via AMTA communication vehicle(s) after four business days but before 10 business days of the counting of ballots.</td>
</tr>
<tr>
<td>March 1 next fiscal year</td>
<td>As of the first day of the fiscal year following the year in which they were elected, the new directors assume their offices and the next year’s Commissioner of Elections, Slate Selection Commission and Chair are in place.</td>
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Chapters

Policies in this area are for chapters only. Additional chapter policies can be found in other policy areas. Please see description box in each area for applicability. – Motions: #0914:57-60

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SECTION I. CHAPTER DELIVERABLES TO AMTA MEMBERS

A. In order to ensure AMTA chapters are fulfilling their purposes as outlined in AMTA Bylaws and that AMTA members are receiving a consistent experience with chapters, chapters are required to provide each member with the deliverables stated in policy.

B. If a chapter is unable to provide any of these deliverables appropriate National Office staff will work in collaboration with the chapter to provide the services.
A. Chapters shall send a newsletter to AMTA chapter members at least 3 times per year.
   1. Chapters that send newsletters electronically are only required to send it to members with current email addresses provided by AMTA National Office.
   2. National Office Volunteer Development and Chapter Programs Department shall be included on mailings of all chapter communications, electronic or otherwise.
B. News and information in the newsletter may include:
   1. A list of the current chapter board with individual contact information.
   2. Activities and events, including but not limited to future chapter meeting dates.
   3. News and opportunities.
C. Chapters that have websites and/or social media shall post chapter newsletters on its chapter website and/or social media within one month of sending newsletter to members.
D. Chapter newsletter policies and advertising shall be in accordance with AMTA policies including but not limited to:
   1. Use of Member Contact Information.
   2. Communications policies.

A. Chapters shall hold a minimum of one community building experience per year.
B. The chapter annual meeting may also be considered a community building experience.
C. Any meetings or events sponsored or held by the chapter or unit shall be in compliance with the Americans with Disabilities Act (ADA).
   1. This includes verifying that the facility meets the ADA Accessibility Guidelines, provides additional assistance to individuals falling under the ADA, and provides reasonable accommodations to enable a person with a disability to participate in the meeting or event.
   2. Chapters shall publish in the meeting/event notification that ADA assistance is available upon request.
   3. A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major life activities.

A. The chapter shall have at least one reliable phone number with voice mail or answering service and e-mail address available for individuals to contact the Chapter.
   1. The chapter is responsible for informing AMTA National Office Volunteer Development and Chapter Programs Department of the current chapter phone number and e-mail address.
      a. The chapter is responsible for confirming chapter contact information on the national website.
      b. The chapter shall have a reliable method of returning phone and electronic - including social media - messages within three business days.
B. Chapters shall assign individuals to monitor phone calls, emails and social media for messages.
C. Chapter volunteers shall respond to communications from members, non-members, other AMTA volunteers and National Office staff within three business days.
Chapters

SECTION V. NATIONAL ROLE IN PROVIDING CHAPTER DELIVERABLES – MOTION #ES0913:38

A. Appropriate staff shall provide members with minimum required deliverables when a chapter is unable to do so.

SECTION VI. IDENTIFYING AN AT RISK CHAPTER – MOTION #0616:16

A. An at risk chapter is defined as:
   1. One unable to provide one required deliverable in excess of eight months.
   2. A significant number of complaints are received from members and/or volunteers.
   3. The inability to elect a minimum of three chapter board positions in excess of 12 months.
   4. Other considerations as determined by the AMTA National President, the Chapter Relations Standing Committee Chair, and Staff.

B. The purpose of identifying an at risk chapter is to assist chapters having continued difficulty providing the minimum required deliverables and/or populating their chapter board.

C. The objective of this program is for AMTA staff and chapters to work collectively to solve problems facing the chapter.

D. This process is designed to identify the needs of the specific chapter and the ways in which appropriate staff can assist the chapter in meeting those needs.

SECTION VII. ASSISTING AN AT RISK CHAPTER – MOTION #ES0913:38

A. Appropriate staff shall provide any required deliverables which a chapter is unable to provide until the chapter is able to do so.

B. Chapters shall inform appropriate staff of which deliverables they are unable to meet.

C. AMTA may send up to three national volunteers and appropriate staff, if needed, to the chapter.
   1. Volunteer representation includes the Chapter Relations Standing Committee Chair or designee, additional volunteer and staff depending upon the nature of the assistance required.

D. Staff and/or volunteers shall create a plan for the revitalization event which includes quantifiable objectives and preliminary timelines for the chapter to resume services.
   1. This timeline shall be finalized after meeting with the chapter.

E. If the revitalization can occur without national volunteers or staff attending in person, the plan shall be finalized with the chapter via phone, fax, e-mail and/or mail.

F. Staff and/or volunteers assisting with the revitalization shall, in consultation with the chapter, assess the chapter’s ability to resume services within six weeks of the revitalization.

1. It shall include a timeline for the chapter resumption of services to members.

2. The chapter must provide written or verbal monthly reports to appropriate staff and/or national volunteers for 12 months following their revitalization to ensure the chapter has benefited from the assistance.

3. Further assistance shall be determined on a case by case basis consistent with AMTA policy.

G. Costs associated with the revitalization event shall be split 50/50 between the chapter and national, except in the case where the chapter’s financial reserves would be reduced to 25% of budgeted expenses for one year.
   1. Only direct travel, lodging, meeting space and material costs shall be involved.

2. Costs shall be deducted from the chapter’s monthly disbursement.

3. The chapter and appropriate staff shall sign an agreement outlining the cost to each chapter prior to the revitalization event.
SECTION VIII. NATIONAL OFFICE DELIVERABLES TO CHAPTERS

A. Appropriate National Office staff provide the following deliverables to AMTA chapters to provide consistent services to AMTA members.

B. This policy is intended to assist chapters in an ongoing relationship of cooperation between the National Office and AMTA chapters in their common purpose to serve the members of the AMTA in an exceptional manner.

SECTION IX. NATIONAL OFFICE DELIVERABLES TO CHAPTERS: TRAINING

A. AMTA shall provide at least one face-to-face training per year for one chapter volunteer.
   1. The chapter volunteer that will attend must be approved by the chapter board.
   2. Staff shall determine:
      a. The appropriate date and location which cannot conflict with other AMTA national events.
      b. The content and curriculum and budget/cost of the training.

B. The training is separate from training offered at AMTA National Convention.

C. The AMTA national president-elect will attend the training for purposes of delivering a welcome to the attendees and to show support from the national board.

D. AMTA shall assume responsibility for airfare, lodging, meals and materials expenses as per AMTA’s National Volunteer Policy Section XXVI for one chapter volunteer.

E. Additional chapter volunteers may attend:
   1. As space allows, to be determined by national staff.
   2. Upon approval of the chapter board.
      a. At the expense of the chapter.

F. National may charge a program fee to the chapter for additional attendees.

SECTION X. REPORTING REQUIREMENTS – MOTION #0917:59

A. Chapters must operate in compliance with AMTA Bylaws, Policy, and Code of Conduct and may not establish independent corporate status in their respective states.

B. Chapter boards are required to maintain activities and operations in good standing by complying with requirements in this section.

C. Chapters shall hold a minimum of two chapter board meetings each year and one chapter meeting per year, which shall be called the Annual Meeting or Chapter Convention.
   1. Dates and locations of these meetings shall be submitted to the Volunteer Development and Chapter Programs Department no later than December 15 for the upcoming fiscal year for inclusion in the national calendar.
   2. Additions or corrections to these meeting schedules shall be communicated to the National Office Volunteer Development and Chapter Programs Department within two weeks of the addition or correction being made.

D. The chapter shall present a financial report at the Annual Meeting which will include the following:
   1. Income Statement.
   5. Summary: chapter Approved Budget for Upcoming Year.

E. Chapters shall provide a roster of chapter officers and other volunteers to the Volunteer Development and Chapter Programs Department within 15 days of elections/appointments.
   1. The roster shall also include the chapter administrator and chapter office contact information if applicable.
   2. Chapters shall provide additions or corrections to their rosters to the
appropriate staff within two weeks of making the addition or correction.  
3. The roster shall include the following information at a minimum, for each of the positions filled:  
   a. Name.  
   b. Position/Title.  
   c. Mailing Address.  
   d. Preferred Phone #.  
   e. E-mail address.  
F. Chapters shall make certain that up-to-date copies of Chapter Standing Rules are on file with the National Bylaws Standing Committee Chair and the National Office.  
   1. Standing Rules must be approved in accordance with AMTA Bylaws Article XV Section 11.  

SECTION XI. UNITS – MOTION: #0917:61  

A. The chapter board may choose to establish subgroupings of its members based on geographical location.  
   1. Once established and approved by the chapter board, the chapter shall notify the national office of the title and location of the subgrouping.  
B. Volunteers serving in the subgrouping shall be appointed by the chapter president and approved by the chapter board. Appointees will be reviewed/approved on an annual basis at the first chapter board meeting after the annual meeting and elections.  
   1. Must be a professional member in good standing.  
C. The chapter shall maintain a list of appointed individuals that will serve in each subgrouping and provide this list and any updates to the national office.  
D. The subgrouping may hold meetings or educational events for the benefit of AMTA members with approval from the chapter board.  
   1. Expenses shall be managed according to AMTA finance policies and coordinated through the chapter financial administrator.  
E. The chapter board has the authority to terminate a chapter subgrouping through chapter board vote.  

SECTION XII. CHAPTER LIMITATIONS: CONTRACTS – MOTION #0616:24  

A. Unless authorized in writing by appropriate staff, no chapter shall enter into a contract for any purpose, including but not limited to contracts for rent, services, supplies or accommodations.  
B. Any such contract authorized by the National Office shall include the following provision:  
   "Unless the American Massage Therapy Association, a Delaware non-stock, nonprofit corporation (hereinafter "National AMTA"), expressly agrees, in a writing that is signed by the National AMTA President or Executive Secretary, to assume any liability, expense or charge or to perform any duty or obligation pursuant to this Agreement, the parties hereto covenant and agree to forever refrain, individually or together, from instituting or aiding any demand, claim, action or cause of action against the National AMTA and its officers, directors, employees, or representatives for or by reason of any damage, loss, cost, expense or compensation for, on account of or in any way growing out of this Agreement and to indemnify and hold harmless the National AMTA and its officers, directors, employees or representatives from any claim for damages, compensation or otherwise that is or may be in any way connected with this Agreement."
SECTION XII. CHAPTER LIMITATIONS: CONTRACTS CONT’D

C. Any member or chapter volunteer who wishes to enter into a contract on behalf of a chapter for any purpose shall submit the proposed agreement to appropriate staff for review by legal counsel and for authorization by appropriate staff before it is signed.

D. No volunteer or member assigned to an AMTA chapter shall enter into any oral or written contract that grants, either directly or by implication, the right to use the AMTA’s name in any way as an endorsement of any commercial enterprise or product.

E. Chapters shall not authorize the use of the AMTA name, logo or any AMTA trademark by a third party.

F. Chapters shall not enter into contracts with chapter officers who were appointed or elected for rendering services for which the officer was appointed or elected to render.

G. Chapter officers are prohibited from being the beneficial party to, or deriving any direct or indirect monetary or other benefit from, any lease or contract with the chapter during such officer’s term of office.

SECTION XIII. CHAPTER LIMITATIONS: REPRESENTING AMTA

A. AMTA’s president and the executive director are the only persons with inherent authority to speak for or on behalf of the AMTA or to bind AMTA to any agreement.

B. Other AMTA national and chapter volunteers officers shall not state or imply, even by inaction or omission, that they are authorized to speak on behalf of the national AMTA without the express, written permission of the AMTA president or by affirmative motion of the AMTA Board of Directors.

C. Chapter volunteer officers may speak for, or on behalf of, the AMTA chapter in which they hold office.

D. Chapter volunteer officers are cautioned that they should not communicate, either directly or by implication, the views of their chapter or the AMTA members assigned to their chapter without first ascertaining those views through vote, consensus or by conducting reliable surveys establishing such views.

E. Chapter volunteer officers should contact appropriate National Office staff for guidance or clarification prior to making any verbal or written statements on behalf of their chapter or on behalf of the association.

F. Chapter volunteers, whether appointed or elected, shall not use their chapter position or their title for personal or commercial gain.

SECTION XIV. CONTRACTS WITH PRESENTERS/FACILITATORS/EXHIBITORS/SPONSORS

A. AMTA and its chapters may refuse to contract or cancel at anytime with any presenter/facilitator/exhibitor/sponsor in accordance with AMTA policies and procedures.

B. Any contract or agreement that a chapter enters into with presenters/facilitators/exhibitors/sponsors that has not been pre-approved by the National Office shall include the following 45 day cancellation clause: “AMTA and the presenter/facilitator/exhibitor/sponsor may cancel this contract without any penalty or liability within 45 days of signing. AMTA shall not do any promotion or marketing or make any travel planning related to this event within 45 days of signing this agreement. AMTA is not responsible for any costs or obligations associated to
**Chapters**

**SECTION XIV. CONTRACTS WITH PRESENTERS/FACILITATORS/EXHIBITORS/SPONSORS CONT’D**

promotion, marketing or travel incurred by the presenter/facilitator/exhibitor/sponsor within 45 days of the signing of this agreement.

C. Chapters shall provide the names of any presenter/facilitator/exhibitor/sponsor to the AMTA Volunteer Development and Chapter Programs Department within 15 days of signing the contract or making an agreement.

D. Pre-approval may be requested from the National Office for any presenter/facilitator/exhibitor/sponsor under consideration by the chapter.

E. Chapters shall cancel any contracts at the request of the National Office if it is deemed in the best interests of the association.

**SECTION XV. CHAPTER LEADERSHIP TRAINING**

A. The Chapter Relations Standing Committee, with input from chapter leaders and appropriate staff, shall have the sole responsibility of determining the character and content of Chapter Leadership Training Sessions at national meetings.

B. Training shall be a minimum of three hours.

C. The Chapter Relations Standing Committee shall advise the Convention Planning Workgroup and appropriate National Office staff, at least six months in advance of the national meeting, of the request for necessary meeting space.

D. Scheduling the date, time and location of Chapter Leadership Training at national meetings shall be the responsibility of the Convention Planning Workgroup and appropriate staff.

E. Chapters shall make every effort to ensure that at least one chapter volunteer attends Chapter Leadership Training.

**SECTION XVI. FINANCIAL ASSISTANCE TO SMALL CHAPTERS TO SEND REPRESENTATIVES TO NATIONAL CONVENTION – MOTION: #0917:57**

A. Eligibility is available to those chapters with the five smallest membership counts whose total number of professional members does not exceed 175 individuals according to the January 1 census for that calendar year.

B. Appropriate staff shall notify the five smallest chapters by February 1 of each year of their eligibility.

C. In the event that any of the eligible chapters chooses not to take advantage of the program, financial assistance shall be offered to the next eligible chapter(s).

D. Chapters shall request financial assistance in writing at least four months prior to the first day of AMTA National Convention.

   1. Financial Assistance shall be provided for only one volunteer per chapter.

E. If a request is not received within 120 days from any of the five chapters, the next smallest chapters shall be notified within three business days that they are eligible.

   1. The next notified chapter(s) shall request financial assistance in writing within 30 days of receiving notification that they are eligible.

F. Chapters shall submit requests in writing to the appropriate staff and the Chapter Relations Standing Committee Chair.

   1. The request shall include the name, contact information and position of the volunteer who will attend AMTA National Convention using financial assistance.

   2. Chapters shall notify appropriate staff of any changes.

G. Appropriate staff shall notify chapters of whether they were accepted within 30 days of receipt of request.
**SECTION XVI. FINANCIAL ASSISTANCE TO SMALL CHAPTERS TO SEND REPRESENTATIVES TO NATIONAL CONVENTION CONT’D**

H. The chapter volunteer receiving financial assistance shall attend Chapter Leadership Training, Chapter Presidents Council meeting if chapter president cannot attend, Assembly of Delegates meeting as well as other general sessions, and submit verification to appropriate staff with their request for reimbursement.

I. The chapter volunteer receiving financial assistance shall present a written report at the chapter board and/or membership meeting that follows convention and/or write an article for the chapter newsletter.

1. The volunteers shall also include the report/article with request for reimbursement.

J. Funding shall be provided from the convention fund.

K. Approved attendees shall receive reimbursement for the following expenses in accordance with AMTA National Volunteer Structure Policy, Section XXVIII.

1. Transportation up to $500.
2. Meals and incidental expenses up to $45 per day for the required attendance period identified in Section H, for a maximum of five days depending on traveling distance.
3. Lodging for the required attendance period identified in Section H, for a maximum of five nights at one-half the convention double room rate.

L. The volunteer shall make the necessary arrangements and pay for travel and lodging in advance and keep original receipts.

M. The volunteer shall submit their request for reimbursement to appropriate staff at the National Office with receipts in accordance with AMTA National Volunteer Structure Policy, Section XXVIII.

1. All requests shall be submitted no later than 90 days from the date of the first expense.

N. The volunteer receiving financial assistance and/or the chapter is responsible for the officer’s convention registration fee.

2. Convention registration is not reimbursable.

**SECTION XVII. CHAPTER BOARD COMPOSITION – MOTION: #0914:64**

A. Fifty percent (50%) or more of elected chapter board members shall not also serve on a state regulatory board while serving on the chapter board.

B. Fifty percent (50%) or more of elected chapter board members shall not:

1. Be employed by the same company or school.
2. Work together in a shared office.
3. Work for the same company in the same or different locations.

C. The President and Financial Administrator shall not share a common financial interest; this includes but is not limited to:

1. Married or domestic partnership.
2. Business partnership.
3. Employer/employee.
4. Family member.
A. Chapter elections shall be conducted in accordance with Bylaws and Roberts Rules of Order.
B. Chapter should contact the Bylaws Standing Committee chair or appropriate staff or committee for additional information.
C. For elections conducted at the Chapter annual meeting.
   1. A sample agenda and script can be obtained from the Chapter Relations Committee and/or found on the AMTA Web site in the chapter center under AMTA Volunteer Development and Chapter Programs Department.
   2. Chapters may choose either a Commission on Candidacy or Floor Nominations for elections conducted at the Chapter annual meeting.
   3. Commission on Candidacy:
      a. At any meeting of the chapter board preceding the Chapter Annual Meeting, a Commission on Candidacy consisting of one (1) or more members may be elected by the chapter board. The Commission on Candidacy shall elect its own chair. Members of the chapter board and candidates for chapter office and delegate shall not serve on the Commission on Candidacy. Commission on Candidacy members are eligible to run for office once the Commission on Candidacy is dismissed provided nominations are taken from the floor.
      b. The duties of the Commission on Candidacy shall include the following: consider the qualifications of all candidates who have submitted an application and a signed code of conduct, five (5) business days prior to the chapter’s annual meeting; ensure that candidates meet eligibility requirements for the position sought; and, present the Commission on Candidacy report at the Chapter Annual Meeting, including the final slate of all eligible candidates for available positions.
      c. Any member’s name may be on the ballot (whether present at the election or not) providing she/he meets the following requirements: file a valid candidate application five (5) business days prior to the chapter’s annual meeting; meet the eligibility requirements of the position; and, notify the Chapter President, other chapter board Member, or the Commission on Candidacy of absenteeism prior to the meeting.
      d. Nominations may be accepted from the floor and candidate name may be on the ballot only if no eligible candidates submit their resume within five (5) business days prior to the meeting. This can only occur if the chapter is in possession of a current membership roster, the candidate signs the Chapter or Delegate Volunteer Code of Conduct before the election, and the candidates’ eligibility is verified.
   4. Nominations from the floor:
      a. A chapter may choose to take nominations from the floor during the Chapter Annual Meeting.
      b. After nominations have been made, the candidates have the option of speaking to the voters.
      c. A majority of valid votes by secret ballot shall elect, except if there is only one (1) candidate; then the election will be by voice vote.
      d. If there is no election by majority on the first ballot, then there shall be a run-off election between the two (2) candidates with the highest number of votes.
5. Quorum and Voting:
   a. A majority of chapter members who are eligible to vote and in attendance when the business meeting convenes at the Annual Meeting shall constitute a quorum for voting and transaction of business;
   b. If members withdraw, leaving less than a quorum as established in this paragraph, the members may continue to do business with the provision that any action taken is approved by at least a majority of that quorum;
   c. Election of officers of the chapter shall be by professional members in good standing attending the business meeting of the Annual Meeting;
   d. Each person qualified to vote shall be entitled to only one (1) vote.

D. For Elections conducted online:
   1. Only upon proper adoption of Chapter Standing Rules.
   2. Sections A and B apply.
   3. Procedures for online elections process can be obtained from appropriate staff.

SECTION XIX. OATH OF OFFICE

The following shall be the oath of office used for installation of newly elected officers:

“I do solemnly affirm that I will faithfully execute the office of the American Massage Therapy Association to which I am elected, will uphold its bylaws, and will perform my duties to the best of my ability.”

SECTION XX. PROFESSIONAL CONFLICT RESOLUTION

– Motion: #0111:80/#ES0114:71

A. Chapters shall engage in Phase I – Volunteer Assistance Process (VAP) as soon as a chapter volunteer contacts the Volunteer Development and Chapter Programs Department staff or Chapter Relations Standing Committee (CRC) members regarding a conflict within the chapter.
   1. Phase I has a time limit of 30 business days to resolve the conflict using a Volunteer Interaction Advisor (VIA) in addition to Bylaws, staff, and legal resources.
   2. The VIA shall follow-up with the chapter 3, 6 and 9 months after Phase I is complete, if needed.
   3. The VIA shall provide an update to staff after each follow-up session.
      a. If issues are resolved, no further action is needed.
      b. If there are remaining issues the VIA and staff will discuss potential next steps.

B. A Chapter Volunteer Assistance Workgroup, a workgroup of the Board of Directors, may be convened whenever the president and executive director have determined it is needed to help resolve a specific chapter or chapter volunteer conflict.
   1. The national president will appoint the members of the workgroup with recommendations from staff and approval of the NBOD.

C. The Chapter Volunteer Assistance Workgroup may be assigned when:
   1. A chapter board member or volunteer requests help.
   2. CRC and/or staff have consulted with the chapter and have determined it is time to request assistance from the NBOD.

4. The VIA and staff may involve the president and ED to determine next steps.
5. The CRC Chair may advise upon request.
**SECTION XX. PROFESSIONAL CONFLICT RESOLUTION CONT’D**

– Motion: #ES0114:71

3. CRC and/or staff have not consulted with the chapter but have determined that conditions warrant VBOD assistance.
   a. Discussions with CRC and/or staff that a chapter board member or chapter volunteer is causing conflict.
   b. Discussions that policy and/or standing rules are not being followed or new rules have been added indiscriminately.
   c. The chapter board member or chapter volunteer is overstepping their position description.
   d. The behavior of a chapter board member, chapter volunteer or chapter member is inappropriate when dealing with other individuals.

**SECTION XXI. REMOVAL**

A. Any chapter volunteer may be removed by a two-thirds vote of the filled positions of the chapter board whenever, in its judgment, the best interests of AMTA would be served thereby.

B. Any chapter volunteer may be removed by a two-thirds vote of the entire AMTA Board of Directors whenever, in its judgment, the best interests of AMTA would be served thereby.

**SECTION XXII. WEB SITES**

A. Chapters are required to include several notices and disclaimers on their Web sites to protect the legal liability of the chapter and of the association.

B. Chapters are required to include the Legal Disclaimers, Copyright Notices and Permissions as identified in the Communications section of policy and the AMTA Web site www.amtamassage.org.

**SECTION XXIII. ACQUISITION OF MEMBERSHIP INFORMATION**

A. When a chapter or unit needs free member contact information for its own internal use from AMTA membership database fields available, the chapter or unit shall request it from the National Office in writing by e-mail, fax or mail.

B. AMTA makes a form available to chapters for requesting membership contact information for designated chapter business purposes.

C. Requests by chapters for member contact information will be fulfilled by the AMTA office within 7-10 business days.

D. Member contact information is provided on a once-per-use basis.
   1. Chapters must make a new request for their next use at least monthly.
**CHAPTERS**

### SECTION XXIV. USE OF MEMBER CONTACT INFORMATION

A. Chapters may retain member contact information electronically for convenient, timely and cost-effective communication about a chapter or unit activities, programs and services.

1. AMTA chapter activities would include, chapter membership meetings, AMTA’s National Massage Therapy Awareness Week™, sports massage team events, education programs, emergency response, community service events, online elections and chapter government relations activities.

B. Chapters must use the most recent monthly membership report sent by the National Office or request updated information from the National Office.

C. Chapters may only provide member contact information to the following entities:

1. Entities that send communications to chapter members for activities as defined above, (i.e. newsletter printers, electronic communications companies/contractors).
2. State regulatory boards, only for purposes of notifying chapter members of government relations efforts or for record keeping purposes to cross reference state regulated therapists with AMTA members.

D. Chapters shall refer any other entities not listed above to the National Office. This includes but is not limited to:

1. Continuing education providers and vendors.
2. Political Action Committees (PACs).
3. Companies, organizations or individuals advertising a product, service, etc.

### SECTION XXV. OTHER CHAPTER RELATED POLICIES

Chapters are required to follow these policies that appear in other parts of the AMTA Policy Manual:

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Section I. Emergency Response and Outreach Division

A. Chapters may establish a Community Service Massage Team (CSMT) at the discretion of the chapter board.
B. The CSMT may be comprised of either an Emergency Response (ER) and/or Outreach Division (OD).
C. Mandatory requirements for the establishment, eligibility and operation of teams are defined in Section II.
D. Additional mandatory requirements for ER teams are defined in the Letter of Agreement between the American Massage Therapy Association (AMTA) and the American Red Cross.
E. Mandatory training materials and content are defined in the ER/OD team leader and team member training manuals.
F. Optional guidelines are defined in the team leader and team member training manuals. The chapter may incorporate these guidelines into their programs and trainings at their discretion.
G. The chair/team leader(s) of the CSMT, ER and OD shall be appointed by the chapter president with approval from the chapter board.

Section II. Eligibility Requirements

A. Chapter CSMT team members must be:
   1. ER: AMTA Professional members with AMTA insurance coverage
   2. OD:
      a. AMTA Professional members with AMTA insurance coverage
      b. AMTA Student members with AMTA insurance coverage who participate in school-sponsored functions with their school’s oversight at the event in accordance with state/local regulatory/legal requirements.
B. Chapter CSMT-ER and -OD team members must provide evidence that they are eligible to perform massage per state/local licensing/regulatory/legal requirements.
   1. This may include participation by out-of-state AMTA Professional Members that have been approved by waiver/permission
**SECTION II. ELIGIBILITY REQUIREMENTS CONT’D**

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<td>granted by appropriate state/local licensing/regulatory/government agency.</td>
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<td>2. Chapter CSMT-ER and -OD team members are responsible for obtaining and providing any necessary waivers, permissions or other evidence of eligibility and conformance with state/local licensing/regulatory/legal requirements.</td>
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<td>C. AMTA Student Members may perform administrative and support functions instead of performing massage.</td>
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<td>D. Participants are defined as team leaders, team members and individuals identified in A and B above.</td>
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<td>E. Participants must have completed the required training courses as outlined in Section VI and VII Training.</td>
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<td>F. Participants must have signed and submitted application materials and fees (if applicable) to the chapter.</td>
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<td>G. Participants must sign the AMTA Volunteer Code of Conduct and abide by AMTA Bylaws and Policies before participating in trainings or events.</td>
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<td>H. Non-members may not participate on CSMT-ER or -OD massage teams.</td>
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**SECTION III. LIABILITY**

| A. AMTA will not be directly responsible for any actions of CSMT participants. Coverage for AMTA members will be from their individual AMTA professional liability insurance. |

**SECTION IV. AMTA NATIONAL DELIVERABLES TO CHAPTERS**

| A. AMTA National Office will administer and provide group travel insurance for participants and chapters at no cost. |
| 2. Chapters engaging in OD activities may use the most recent CSMT training manual located on AMTA’s website. |
| B. AMTA National provides and updates a CSMT training manual that shall be used by all chapters.  |
| 1. Chapters engaging in ER activities must use the most recent CSMT training manual located on AMTA’s website. |
| C. AMTA National will verify that chapter ER and OD team leaders and members have signed the Volunteer Code of Conduct upon receipt of the list of trained volunteers from the chapter. |

**SECTION V. AMTA CHAPTERS DELIVERABLES TO NATIONAL**

| A. The chapter must provide a list of trained ER team leaders and members to AMTA Volunteer Development and Chapter Programs staff within 15 days of completion of training. |
| B. The chapter must provide a list of OD team leaders and members to AMTA Volunteer Development and Chapter Programs Department. |
| C. Chapters may not enter into or sign any agreements with other entities involved in emergency response activities (agencies, organizations, individuals and companies). |
| D. If a chapter is approached or requested to sign an agreement, the agreement must be forwarded to the AMTA National Office for review by legal counsel. |
| E. If approved by legal counsel, the agreement will be signed by either National Office staff or AMTA National President. A signed copy will be provided to the chapter(s).  |
| 1. If the agreement is Attachment B – Local Partnership Agreement from the Letter of Agreement between American Massage Therapy Association and The American National Red Cross, it shall be signed by the chapter president after it is approved by legal counsel. |
| F. Note: Failure of any CSMT team leader and/or members to adhere to the requirements of this Policy may result in forfeiture or limitation of available insurance coverage. |

**CSMT: PAGE 2 OF 4**
SECTION VI. CSMT EMERGENCY RESPONSE TRAINING – MOTION #0616:23

ER Leader Training
A. ER team leader training shall be conducted by a chapter ER team leader or their designee, provided that the designee has completed team leader training.
B. ER team leader training may be conducted in an untrained AMTA chapter by anyone who has completed the most up-to-date ER team leader training, at the expense of the requesting chapter.
  1. An untrained chapter may contact the AMTA National Volunteer Development and Chapter Programs Department to obtain names of chapters with trained teams.
C. All ER team leaders must complete all of the following trainings in order to be eligible to participate in an ER deployment:
  1. FEMA IS100 or FEMA accepted equivalent.
  2. FEMA IS200 or FEMA accepted equivalent.
D. American Red Cross Training classes may be taken, if available.
E. Proof of completion of all trainings shall be provided to the CSMT chair/team leader and chapter board.
F. The chapter is responsible for tracking compliance with this requirement and providing the list of leaders who have completed all trainings above to AMTA Volunteer Development and Chapter Programs Department within 15 days of completion of the training(s).
G. Training shall at minimum, follow the instruction and time frame included in team leader and team member training manuals.

ER Member Training
A. ER team member training must be conducted by a chapter ER team leader or their designee, provided that the designee has completed team leader training.
B. ER team member training may be conducted in an untrained AMTA chapter by anyone who has completed the most up-to-date team leader training, at the expense of the requesting chapter.
  1. An untrained chapter may contact the AMTA National Volunteer Development and Chapter Programs Department to obtain names of qualified chapters with trained teams.
C. ER team members may also complete the following trainings:
  1. FEMA IS100 or FEMA accepted equivalent.
  2. FEMA IS200 or FEMA accepted equivalent.
D. Chapters may charge training fees for ER member training. It is up to each chapter to determine the fees.
E. Training shall at a minimum, follow the instruction and time frame included in team member training manual.
F. It is each chapter’s responsibility to determine and track the active status of its ER team members. All ER members must be retrained at least every two years from the date of last completed training unless they have participated in a CSMT ER deployment – mock or real –or at least one CSMT OD event per year.
  1. Re-training must include but is not limited to:
    a. Complete ER team leader or ER team member training.
G. It is recommended that team leaders also take a refresher of the FEMA classes in accordance with training requirements listed above.

SECTION VII. CSMT OUTREACH DIVISION TRAINING

A. Training for OD massage teams is optional and at the discretion of each chapter.
SECTION VIII. EMERGENCY RESPONSE DEPLOYMENTS

A. Only volunteers who have taken the ER team leader or ER team member training may assist onsite in any capacity in a deployment or mock deployment.

B. When a request for a deployment is received, the chapter chair/team leader or their designee will collect information necessary to make a recommendation to the chapter president and board.
   1. An emergency deployment must have a minimum of 3 team members, including 1 team leader.
   2. Under no circumstances shall the chapter authorize individuals to respond.
   3. The chapter shall not allow anyone to respond who has not been trained.
   4. All respondents’ names must be on file with the National Office as part of the ER team prior to deployment.

C. Approval or denial of deployment will be through a process determined by the chapter’s board.

D. If deployment is approved, the chapter president, chair/team leader or their designee will immediately notify AMTA National Office of the decision to deploy.

E. A chapter ER team can respond to an emergency or disaster in any state if the following criteria are met:
   1. When invited and specifically requested by the chapter president in the state where the emergency or disaster has occurred.
      a. This request must then be approved by the requesting chapter’s board of directors.
   2. Must be able to work legally in the state where disaster or emergency has occurred.
   3. Must meet eligibility requirements as defined in this policy.
   4. Are trained leaders and/or members of the chapter CSMT ER team.

SECTION IX. UNIFORMITY OF LOGO USE – MOTION #0616:23

A. CSMT team attire must include the AMTA national logo, such as, a name tag with the AMTA logo.

B. Chapters may require specific attire.

C. The AMTA logo shall be the only logo used for CSMT shirts.
   a. The logo shall be placed on the left shoulder of the shirt.

D. The logo must conform to the guidelines of use for the AMTA logo as defined in AMTA Policy Section: Logo and other Trademarks.

E. The chapter may identify AMTA-XX Chapter CSMT ER or OD in lettering on the back of the shirts.

SECTION X. SOLICITING AND RECEIVING CONTRIBUTIONS FOR CSMT ACTIVITIES – MOTION #0616:23

Chapters shall contact AMTA Volunteer Development and Chapter Programs Department prior to accepting, soliciting or receiving equipment, resources, materials, or funds from vendors/sponsors and/or individuals for use at ER or OD events to determine if there are any legal implications and/or reporting requirements.
Chapter Presidents Council

Policies in this area are for the Chapter Presidents Council only. Additional chapter policies can be found in other policy areas. See description box in each area for applicability.

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SECTION I. CHAPTER PRESIDENTS COUNCIL

A. A Chapter Presidents Council (CPC) Moderator-Elect shall be elected by the members of the council for a term of office of one year, followed by one year as CPC Moderator, each commencing at the end of the CPC meeting at National Convention.

B. In the event of a vacancy in the position of CPC Moderator, the CPC Moderator-Elect will succeed to the position of CPC Moderator at the time of the vacancy to complete that term and will continue to serve through completion of the next full one-year term as CPC Moderator.

C. In the event that there is a vacancy in the CPC Moderator-Elect position, between the time elections are held and prior to March 1, the individual with the next highest number of votes at the previous CPC meeting will assume the role of CPC Moderator-Elect for the remainder of the term, if they are eligible and willing, and will succeed into the position of CPC Moderator at the end of the current CPC Moderator’s term.

D. In the event that there is a vacancy in the CPC Moderator-Elect position after March 1, this position will remain vacant until the next CPC meeting and elections, at which time elections will be held for a CPC Moderator and CPC Moderator-Elect.

E. In the event of a vacancy or absence in both positions at the time of the CPC meeting, the chair of the Chapter Relations Committee (CRC) will preside over the CPC meeting and elections, at which time elections will be held for a CPC Moderator and CPC Moderator-Elect.

F. The duties of the Chapter Presidents Council CPC Moderator and CPC Moderator-Elect are set forth in the CPC Moderator and CPC Moderator-Elect position description.

G. The Council shall convene during, or on a date not more than two days preceding, the National Convention.
Regional meetings are meetings of two or more chapters. This section outlines what qualifies an event as an AMTA officially recognized regional meeting and provides guidelines.

### SECTION I. OFFICIALLY RECOGNIZED REGIONAL MEETINGS

A. Regional meetings are an environment in which AMTA members may come together for continuing education, personal and professional networking, personal and professional growth and development, and public education and awareness. Regional meetings may be a source of non-dues revenue for participating chapters.

B. Regional meetings must comply with all local, state and federal laws.

C. Regional meetings must comply with all local, state and fiduciary codes.

D. Participating chapters must accept fiscal responsibility for all matters pertaining to the regional meeting.

E. Any contract for products and/or services offered to/for a regional meeting must adhere to policy, Chapter, Sections XII. Contract Limitation, XIII. Contract Limitation Representing AMTA, and XIV. Contracts with Presenters/Facilitators/Exhibitors/Sponsors.

F. AMTA and its chapters have the right to refuse or terminate speaker agreements and exhibitor space at any time and for any reasons, including but not limited to appropriateness of content to be presented/displayed/sold/distributed.

G. At least 60 percent of the educational program of a regional meeting must be eligible for continuing education credit towards AMTA membership renewal.

H. Regional meetings must offer a means to document continuing education credit towards AMTA membership renewal.

I. Dates for regional meetings must be confirmed with appropriate staff at the National Office and not conflict with the AMTA National Convention.

I. The names of the members of the Regional Meeting Planning Committee shall be submitted to National Office staff in advance.

### SECTION II. INSURANCE

For officially recognized regional meetings, the chapter officers who are members of the Regional Meeting Planning Committee are covered by AMTA’s Directors and Officers liability insurance.
SECTION III. AMERICANS WITH DISABILITIES ACT COMPLIANCE

A. Chapters must ensure that any meeting or event sponsored or held by the chapter or unit is in compliance with the Americans with Disabilities Act. accommodations to enable a person with a disability to participate in the meeting or event.

B. This includes verifying that the facility meets the ADA Accessibility Guidelines, provides additional assistance to individuals falling under the ADA, and provides reasonable activities.

C. A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major life activities.

SECTION IV. CONTRIBUTIONS/DONATIONS

A. National Office staff is authorized to offer a contribution, gift certificate, raffle prize, etc. to any and all officially recognized AMTA regional meetings upon written request for a donation.

B. The gift certificates will be non-transferable, and will expire in three years.

C. The bearer may use the gift certificates to purchase products sold by AMTA National and/or membership services offered by AMTA National.

SECTION V. DATE RESTRICTIONS

A. The dates for AMTA regional meetings, chapter conferences and/or conventions must be registered with appropriate National Office staff before signing any contracts or publicizing the event.

B. Chapter Regional Meetings may not be scheduled over holidays mentioned in the policy National Conventions, Section III or within 60 days of the National Convention.

SECTION VI. NATIONAL VOLUNTEER REPRESENTATIVES RESPONSIBILITIES

A. National officers attending a regional meeting as authorized by the president shall carry out the following responsibilities:

1. Highlight national board and AMTA activities at a general session.

2. Hold “office” hours, as announced in advance, to formally meet association members and to solicit information and/or feedback on issues of national concern, and to learn of issues of concern to individual members and chapters.

3. Meet with as many chapter officers as possible.

4. Spend time working at the AMTA booth in the exhibit hall if available and promote AMTA membership benefits/services and answer member questions.

5. Offer services as a leader to assist the regional conference meeting.

6. Submit a written report to the president.

7. National board members shall attend as many chapter annual meetings as possible.
A. For regional meetings not officially recognized, the participating chapters shall purchase general liability insurance for that meeting.

B. Members who are responsible for the regional meeting not officially recognized must be covered by directors and officers liability insurance at the chapter’s expense.
Communications

AMTA’s communications terminology, publications and web site deliverables.

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SECTION I. OFFICIAL AMTA TERMINOLOGY

A. When possible, the National Office should be referred to as “AMTA”.
B. The words “National Office” shall be used where “AMTA” cannot be used on all materials seen by membership.
C. The term “Headquarters” may be used descriptively, but not in materials sent to the membership.

SECTION II. RELEASE OF PROPRIETARY/CONFIDENTIAL INFORMATION

A. All information generated from surveys, applications, market research, and board, committee, and workgroup deliberations must remain confidential and not for public distribution, publication and/or knowledge.
B. National Office staff is authorized to release to the chair and members of the planning workgroup the confidential results of all surveys conducted by or paid for by AMTA.
C. National Office staff is authorized to release to the public and AMTA members the data from relevant consumer data.

SECTION III. OFFICIAL AMTA NATIONAL PUBLICATIONS

A. The official publications of AMTA shall include Massage Therapy Journal (mtj), Hands On - the Newsletter of the AMTA, AMTA School Advantage, www.amtamassage.org (the AMTA Web site), e-touch, (the electronic newsletter) and any other publications as determined by the National Board of Directors.
B. The purposes of such publications are:
SECTION III. OFFICIAL AMTA NATIONAL PUBLICATIONS CONT’D

1. To promote the objectives of AMTA.
2. To inform the membership of progress in the work of officers, staff, departments, standing committees, workgroups, and chapters.
3. To disseminate educational materials and provide information to members and other targeted audiences.

C. Massage Therapy Journal (mtj), Hands On, the newsletter of AMTA, e-touch, the electronic newsletter of AMTA and the AMTA School Advantage are published periodically, based on an editorial calendar determined by staff.

D. AMTA shall publish an annual report for distribution to the membership as soon as feasible after the close of the AMTA’s fiscal year.

SECTION IV. CONTENT & EDITING GUIDELINES

A. AMTA reserves the right to edit for clarification, space limitation or compliance with policies; and shall have the discretion of placement of editorial material submitted to any of its media opportunities.

B. AMTA reserves the right to decline any editorial materials submitted that are not in compliance with current copyright laws at the time of submission.

C. Any editorial materials submitted to AMTA official publications must bear appropriate citations, or will not be accepted for publication.

D. Memorial articles regarding the death of a member may be published in Hands On.

E. The editor, upon being notified, may publish a memorial article as soon as possible following a death, and may publish a memorial article within the next three issues.

F. Articles containing information about AMTA policy, business, or activities written by AMTA national officers for AMTA publications, including chapter newsletters, will:
   1. Include the officer’s title in the byline of the article only if the content of the article and the information contained within it is directly related to the officer’s responsibilities.
      a. This will not apply to articles written by AMTA national officers for AMTA publications that do not include the officer’s title in the byline or content, and do not contain information about AMTA policy, business, or activities.

2. Be submitted to the president for review to check the accuracy of the article and use of title before the article is submitted for publication.
   a. The president may delegate this responsibility to an appropriate party.
   b. The president’s review may be waived if the article is to be submitted to an AMTA national publication that has established policy and procedures to check articles for accuracy and appropriate use of byline.

3. Criteria for review will be appropriate use of byline and title; accuracy of content; and, whether the author is an appropriate authority or spokesperson to write about the subject matter on behalf of the association.

4. The president, based on the results of the review, may:
   a. Direct changes to be made regarding the byline, use of title, or content.
   b. Prevent publication of the article.
   c. Assign another person to write such an article or information about AMTA policy, business or activities.
SECTION V. WEB SITE – LEGAL RESPONSIBILITIES

A. Legal disclaimers, copyright notices and permissions:
   1. AMTA shall post a general legal disclaimer, a privacy policy, limited liability statements, and copyright notices available to all Web site viewers.
   2. Viewers will be notified that when they move from the homepage to anywhere on the Web site, they are automatically accepting the conditions and limitations presented.
   3. All legal disclaimers, privacy policies, liability statements, online license and copyright notices used shall be approved for use on the Web site by AMTA legal counsel.
   4. When non-AMTA materials are posted, AMTA will identify them as such and prominently display an appropriate disclaimer.

SECTION VI. WEB SITE ADVERTISING – SALES CRITERIA

A. Sales criteria for Web site advertising:
   1. AMTA will offer advertisers a variety of advertising options on the Web site.
   2. Section advertisers will be given first selection of currently available sections.
   3. Banner ads will always link to an advertiser’s Web site.

B. Web site pages available to advertisers are determined by appropriate staff.

SECTION VII. E-COMMERCE SECURITY

A. E-commerce security:
   1. AMTA shall provide members and other viewers a secure credit card authorization program through AMTA’s merchant bank in order to provide e-commerce transactions.
   2. All AMTA e-commerce transactions will be hosted on a secure server, taking whatever means necessary to comply with industry standards.

SECTION VIII. WEB SITE LINKS

A. Links to and from other sites:
   1. AMTA may offer reciprocal links to chapters, members, affiliated organizations, nationally-recognized accrediting institutions and specific health care and alternative health care sites that are not commercial in nature.
   2. AMTA chapters, members and nationally recognized accrediting institutions with a Web site shall be allowed to list a link to their individual Web sites on the AMTA Web site, per procedures.
   3. AMTA will not allow the AMTA logo to be used by itself by outside entities as a link at anytime and on any site to link to www.amtamassage.org.
   4. Both member and non-member advertisers and participants in AMTA media opportunities will be allowed to offer their links on the AMTA Web site in conjunction with advertising they purchase.
   5. AMTA will allow links to its Web site from legally-operating businesses, individuals and organizations as authorized by policy and/or procedures.
   6. AMTA shall have the right to refuse a link to the AMTA Web site by businesses, organizations or individuals deemed not to
SECTION VIII. WEB SITE LINKS CONT’D

be in line with the AMTA Mission, Code of Ethics or AMTA Advertising Policies.

7. Chapter Web sites shall link to the National AMTA Web site and AMTA’s

Find a Massage Therapist online national locator service.

SECTION IX. WEB SITE AFFINITY PROGRAMS – MOTION #EC0918:59

A. Web Affinity Programs

1. Affinity programs are defined as those types of programs that provide a member a reduced price or special consideration, and at the same time may bring non-dues revenue to AMTA in the form of commissions or fees and provide added value to the AMTA Web site.

2. AMTA may offer affinity programs to members as long as they are a benefit to members.

3. All affinity programs that are national in scope will be administered by the National Office on the official AMTA Web site.

4. Chapter affinity programs will be limited to AMTA members of the chapter only and have the approval of the chapter board. Chapter affinity programs may not compete or otherwise conflict with AMTA National programs.

5. AMTA will only enter into affinity programs that have an escape clause, should the program not work out or deplete its value as a member benefit.

SECTION X. CHAPTERS

All national AMTA communications policies apply to chapters.
Policy in this section outlines how AMTA will participate in the Federation of Therapeutic Massage, Bodywork and Somatic Practice Organizations.

**SECTION I. WHO ARE PARTICIPANTS**

1. Participation in the Federation is open to organizations that a significant part of the profession or practice represented by the organization involves a structured system of touch.
   1. Training in the given profession or practice involves education in principles and practice of that structured system of touch.
   2. The organization is a major representative of its profession or practice in the fields of therapeutic massage, bodywork or somatic practices.

**SECTION II. AMTA REPRESENTATION**

A. AMTA shall continue participation in the Federation of Therapeutic Massage, Bodywork and Somatic Practice Organizations.
B. The president may represent the interests and concerns of AMTA to the Federation of Therapeutic Massage, Bodywork and Somatic Practice Organizations.
C. The Executive Director is authorized to attend the Federation of Therapeutic Massage, Bodywork and Somatic Practice Organizations meetings as an advisor.
These policies govern the Finance structure and decisions of AMTA and its Chapters. All references to “by mail” include electronic mail. – Motion #0616:24

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**SECTION I. AMTA’S FINANCIAL RECORDS**

A. AMTA’s fiscal year runs from March 1 thru the last day of February.
B. Except as otherwise required by the laws of the state of Delaware, AMTA’s books, accounts and records may be kept within or without the state of Delaware at the location designated by the Board of Directors and/or Executive Director.
C. All of AMTA’s financial records will comply with all legal requirements of the jurisdictions within which it operates.
D. All of AMTA’s financial records will be maintained in accordance with the generally accepted accounting principles then in force in the United States.
E. All records of receipts and disbursements will be supported by appropriate documentation. Sound business practice will inform situations not specifically covered in these policies.

**SECTION II. FINANCIAL AUTHORIZATION**

A. The President and the Executive Director have the full authority to manage AMTA’s affairs including the ability to enter into, make, perform, carry out, or cancel and rescind contracts of every kind for any lawful corporate purposes, and to borrow or raise money for corporate purposes to any amount permitted by the General Corporate Laws of the state of Delaware, by the sale or issue of bonds, notes, debentures, collateral trust, or other obligations of any certificates nature, or in any manner, and to secure the same by mortgage or other liens upon any and all of the property, real, personal, or in any action, or every description, subject only to the duties and limitations specified by
SECTION II. FINANCIAL AUTHORIZATION cont’d

statute, the bylaws or other governing documents.

B. The President and the Executive Director have the full authority to open and maintain such accounts at qualified financial institutions as are required to conduct normal business.
   1. Authorized signatures on checks or transfers of any amount may be those of the Executive Director, the Deputy Director, the Chief Financial Officer, or the President.
   2. Two signatures are required for checks or transfers over $10,000.

C. Annually, AMTA staff will prepare an operating budget that reflects expected operating revenues and expenses and a capital budget that reflects requested capital purchases for the upcoming fiscal year.
   1. The Finance Committee will review the budgets so prepared and, after making any required changes, will recommend the budgets to the Board of Directors for final approval.

D. All motions involving changes in income or expense placed before the Board of Directors must clearly spell out their anticipated economic impact.

E. The Board of Directors must specifically authorize and approve any purchase of equipment costing more than $10,000.
   1. No separate approval is required for purchase of equipment up to $10,000 within any category and/or included in the line item of the appropriate project.

F. The Board of Directors, by majority vote, may designate any unrestricted funds for any purpose allowable under AMTA’s governing documents.
   1. Any funds so designated may be returned to unrestricted funds at any time by majority vote of the Board of Directors.
   2. Any funds so designated will be accounted for separately in AMTA’s books and records.

G. The Executive Director will consult and inform the President, the Executive Committee (EC) or Board of Directors, on any and all of the above matters of business, to the extent necessary and practicable.

SECTION III. EXPENSE REIMBURSEMENT REPORTS

A. Expense reimbursement reports should be filed within 30 days of the expenditures, but must be filed within 90 days for reimbursement, and such reports may be filed electronically.
   1. The EC has the authority to accept or reject requests for reimbursement beyond the 90-day deadline.
   2. Exceptions to the 90-day submission shall only be considered where there are extenuating circumstances such as serious illness, documented loss of receipts, or death in the immediate family.
   3. The request for consideration of late reimbursement shall be made in writing to the President explaining the mitigating circumstances.
   4. All applicable documentation to support the request such as a note from physician, shall be submitted with the request.
   5. The President shall then bring the request and all supporting documentation forward to the EC for consideration, after establishing that dire circumstances caused the delay in submission.

B. Normal, reasonable, and documented expenses associated with authorized travel, such as transportation, mileage, hotel, meals (excluding alcoholic beverages), parking, tolls, tips for AMTA business, and registration fees, will be reimbursed 100%.
SECTION III. EXPENSE REIMBURSEMENT REPORTS CONT’D

C. Airfare will be coach class, reserved as early as possible to minimize fare.
   1. AMTA recommends use of its travel agency.
   2. Every effort should be made to book at least 21 days in advance.
D. Frequent flyer miles and other promotions will accrue to either AMTA or the volunteer at the volunteer’s discretion.
E. Volunteers have the option of a single room whenever traveling on AMTA business. However volunteers are encouraged to share rooms, both as a means of cost savings for AMTA and as a means for getting to know other volunteers.
F. Ground transportation will be via the most economical method if available in a reasonable time frame.
   1. Volunteers are encouraged to utilize public transportation and airport shuttles whenever available.
   2. Taxicabs and rental cars should be kept to a minimum and documented to be the most economical method.
G. If volunteer chooses to drive a personal vehicle instead of using commercial transportation, reimbursement for mileage will be at the current IRS rate, but not to exceed reimbursable air fare for the trip.
H. Where a master account is maintained, only room charges will be billed to that account.
I. Appropriate, normal and reasonable entertainment will be reimbursed for specific AMTA business under the following guideline examples:
   1. It involves work on specific issues, policies, projects.
   2. It acknowledges effort, contribution, etc.
   3. It helps establish and/or maintain communication in area of responsibility.
   4. Entertainment will not be reimbursed for purely social functions.
J. Any travel expenses submitted for reimbursement that appear to be questionable or unusual will be forwarded by staff to the EC for approval.
K. Normal, reasonable and documented operating expenses such as postage, office supplies, photocopying, and faxing will be reimbursed 100%.
L. The following are examples of non-reimbursable expenses: Personal care products, gifts, any expense related to family and home care, and any expense not directly related to the volunteer’s charge or position description.
M. Any operating expenses submitted for reimbursement that appear to be questionable or unusual will be forwarded by staff to the EC for approval.
N. The President and/or Executive Director will determine the staff expense reimbursement procedures.

SECTION IV. GENERAL INVESTMENT PRINCIPLES

A. AMTA’s Investment Fund is comprised of assets held to support the programs of AMTA.
B. Investments shall be made solely in the interest of AMTA.
C. The Fund shall be invested with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.
D. Investment of the Fund shall be diversified to minimize the risk of large losses, unless under the circumstances, it is clearly prudent not to do so.
E. Cash is to be employed productively at all times by investment in short term securities to provide safety, liquidity and return.
F. Staff, as part of the annual budget process, will forecast the potential cash demand for operations. Amounts in excess of these needs shall be available for inclusion in the Investment Fund.
G. The Investment Fund will be managed in accordance with the Statement of Investment Objectives then in force.
## SECTION V. INVESTMENT RESPONSIBILITY

A. The Board of Directors shall approve the AMTA Statement of Investment Objectives annually, as part of the annual budget process, after consideration of investment objectives and risk tolerance.

B. The Board of Directors has delegated the responsibility for the investment of assets as follows:

1. The Finance Committee is responsible for:
   a. Suggesting investment policy, objectives and guidelines;
   b. Structuring the overall investment program for AMTA, selecting appropriate asset classes and determining the allocation to each asset class;
   c. Assisting with the selection of investment managers and advisors, reviewing investment managers’ and advisors’ performance, and annually evaluating investment managers and advisors and investment performance;
   d. Monitoring the asset allocation and investment returns and the designation of the funds as permitted by the IPS; and,
   e. Reporting quarterly to the Board of Directors on investment performance and investment activities.

2. The Executive Director and the Chief Financial Officer, with the Finance Committee, are responsible for:
   a. Selecting, hiring, and review of investment managers and advisors; and,
   b. Recommending any changes in investment policy or manager structure and managing the Fund’s asset allocation.

C. Quarterly, the Chief Financial Officer will report to the Finance Committee on investment performance and investment activities.

## SECTION VI. RESERVES

A. Undesignated reserves shall be maintained for operating AMTA in the event that current revenues will not meet current obligations.

B. Undesignated required reserve levels are based on the budgeted operating expenses less the budgeted cost of the chapter portion of dues.

C. Funding for operations may be targeted at an amount that maintains the undesignated reserves at 65% of the required reserves.

D. All excess reserves can be used to fund AMTA designated reserve accounts.

E. The annual excess of operating revenue over total operating expenses for each fiscal year, excluding any extraordinary or unusual expense outside of operating expenses the Board of Directors has designated, shall be targeted at a range of 0.5 to 1% of revenue.
SECTION VII. CHAPTER GENERAL REQUIREMENTS

A. All accounting will be performed by the National Office Finance Department.
B. Chapters have a choice in issuing cash disbursements:
   1. The chapter can choose to have the National office issue cash disbursements; or,
   2. The chapter can choose to issue cash disbursements locally.
C. All chapter funds will be held in separate accounts identified by the chapter name in a bank or banks chosen by the National Office. Personal accounts will not be used for any chapter activity.
   1. In all cases, the Executive Director, Deputy Director, and Chief Financial Officer will be signers on all accounts.
   2. If the chapter chooses to issue checks locally, the chapter president and another chapter board member will be added as additional signers.
D. The National Office Finance Department will ensure that all signers on a chapter account are current and will facilitate any necessary changes.
E. The National Office Finance Department will have access to all merchant accounts utilized by a chapter to insure timely recording of activity and the ability to direct the funds received to the proper chapter bank account.
F. All chapter financial reporting and activities will be conducted utilizing QuickBooks on the National AMTA server and will use the standard chart of accounts developed for chapter operations.
G. The National Office Finance Department will reconcile each chapter’s bank and investment accounts in QuickBooks by the 20th of each month.
H. Required financial reports will be generated by the National Office Finance Department on a monthly basis and distributed to the chapter’s boards.
I. All chapter credit cards will be issued by the National Office. See Section XIII for credit card reporting requirements.
J. Debit cards will not be issued or used for any chapter activities.
K. Chapters shall not engage in activities, such as the sale of products and services and the conducting of raffles, which may result in the creation of a sales tax liability with any jurisdiction.
L. Raffles or other fundraising to benefit another organization shall be held only if a representative of that organization is present to conduct the raffle or other fundraising and collect any monies.

SECTION VIII. CHAPTER RESPONSIBILITIES AND REPORTING –Motion: 0917:59

A. If the chapter chooses to issue checks locally, the financial administrator will notify the National Office Finance Department weekly whether or not any checks were issued that week. If checks were issued, the financial administrator will submit the invoices supporting each payment in order to allow proper recording in the chapter financial records. Such notifications can be electronic.
B. All supporting documentation will be maintained in the National Office.
C. Chapter budgets for the upcoming fiscal year are required to be on file in the National Office no later than 5 p.m. Central Time on the first business day of March.
   1. The budget submitted must have been approved by the chapter board and will be presented to the membership at the next chapter meeting.
   2. The budget shall be prepared and submitted via forms developed by the National Office and consistent with the standard chart of accounts.
   3. In order to submit the most accurate budget possible, the chapter will prepare the budget between December and February of each year.
SECTION IX. CHAPTER DISBURSEMENTS

A. All invoices must be approved for payment by the chapter president and/or financial administrator.
   1. If the expenditure is initiated by the financial administrator, the expense must have written approval by a chapter board member other than the financial administrator or must be specifically approved in the chapter’s annual budget.

B. Expenditures to be paid by the chapter shall be determined by the chapter board through the budgeting process.

C. Unbudgeted disbursements shall be approved by a majority vote of the chapter board.

D. All disbursements shall be supported by a voucher package.

E. Chapters shall not pay for or reimburse members’ personal expenses, including, but not limited to, items such as AMTA’s dues, optional chapter contributions, non-massage related education costs, car repairs, car payments, personal care products, phone and internet service, etc.

F. Any unidentified or unusual transactions shall initially be brought to the attention of the chapter board.
   1. If necessary and appropriate action is not taken, then the information shall be brought to the attention of the National Office Finance Department, National Chapter Relations Committee Chair, and/or the National Director of Volunteer Development and Chapter Programs.

G. For checks written locally, dual signatures are required as follows:
   1. On checks written for $500 or greater if the chapter’s annual budget is less than or equal to $50,000;
   2. On checks written for $1,000 or greater if the chapter’s annual budget is greater than $50,000;
   3. Dual signatures are not required for monthly recurring expenses that have been approved in the budgeting process by the chapter board: examples of such expenses are storage unit rent and consultant fees such as a lobbyist on retainer.
   4. Checks must be signed at the time of issuance and there shall be no pre-signed or blank checks.
   5. Multiple checks may not be written to avoid this signature requirement.

H. If the National Office writes the checks, all disbursements will be immediately recorded in the chapter’s accounting records. If the checks are written by the chapter locally, all disbursements will be forwarded to the National Office weekly as described in Section VIII.A.

I. After payment, the check number and payment date shall be written on the corresponding invoice.

SECTION X. DISBURSEMENTS FROM NATIONAL TO CHAPTERS

A. Chapter disbursements from AMTA National will be directly deposited on or about the 20th of each month.
   1. The chapter disbursement report will be sent by the National Office Finance Department to the financial administrator informing them of the deposit amount and date.

B. The deposit shall be immediately recorded on the chapter’s books.
Finance

SECTION XI. CHAPTER FAILURE TO MEET REPORTING REQUIREMENTS TO NATIONAL

A. The entire chapter board will be notified in writing if the reporting requirements defined in Section VIII have not been met. These requirements include the timely notification of check writing activity and forwarding of voucher packages if checks are written by the chapter locally, submission of the annual budget and certification letter.

B. For each month a chapter is delinquent in providing the required information or reports, a surcharge of 5 percent of their monthly chapter portion of dues total will be forfeited.

C. If a chapter is delinquent in providing the required information or reports for more than 50% of the submissions within any 2 month period, the check writing option may be forfeited and the National Office Finance Department will have the option to assume all check writing.

SECTION XII. CHAPTER EVENTS AND OTHER INCOME

A. Checks and cash received as payments for chapter events and other income shall be submitted to the National Office Finance Department within 5 business days of receipt. No cash shall be sent to the National Office through any delivery service.

B. All checks shall be made out to the chapter name.
   1. Example – AMTA-______ Chapter.

C. Checks shall not be made out to an individual and will not be accepted.

D. The person or committee in charge of the event shall provide the financial administrator with a final list of all attendees and amount paid by each attendee.

E. The financial administrator shall balance the total cash and checks received for deposit to the total paid by the attendees.
   1. Any discrepancies shall be reported to the chapter president or chapter board.

F. The deposit shall be immediately recorded in the chapter’s books upon receipt at the National Office.

SECTION XIII. CHAPTER CREDIT CARDS

A. The chapter board may request a chapter business credit card be issued by the National Office Finance Department to certain chapter members serving on behalf of the chapter.
   1. The card must be issued to the chapter and include the individual’s name on it.
   2. The card must be returned to the financial administrator when the individual is no longer serving on behalf of the chapter.
   3. The individual identified by the chapter board must sign an agreement provided by the National Office Finance Department prior to issuance of the credit card.

B. The financial limit on and authorized usage of each credit card shall be determined by the National Office Finance Department.

C. The card shall be used only for chapter business and may not be used for personal use.

D. Credit card payments for unbudgeted expenses require a majority vote of the chapter board.

E. The monthly credit card statement shall be sent to the financial administrator.

F. Credit card statement reconciliations and expense reports:
   1. The financial administrator shall be responsible for reconciling the total credit card statement monthly and collecting receipts for all expenditures.
SECTION XIII. CHAPTER CREDIT CARDS CONT’D

2. The credit card reconciliation shall include the date, the vendor used, the amount and the purpose of the expenditure.
3. If the credit card provider has the capability of issuing and sending individual statements for each card issued, then these individual statements shall be sent to those who hold chapter credit cards.
4. The card holder shall be responsible for reconciling the individual statement, submitting a credit card expense report within 30 days, and providing receipts for all expenditures to the financial administrator.
5. If individual statements have been issued, the reconciliation shall include the date, the vendor used, the amount and the purpose of the expenditure and a copy of the credit card statement.
6. If individual statements are not provided by the credit card provider, the card holder shall be responsible for submitting the credit card reconciliation within 30 days and providing receipts for all expenditures to the financial administrator. Repeated failure to timely provide receipts will result in the forfeiture of the credit card.
7. All credit card reconciliations must be signed by the chapter president each month.

G. Unauthorized expenditures or expenditures without receipts shall be reviewed by the chapter board.
1. If it is determined that these expenditures are inappropriate, then the cardholder shall immediately reimburse the chapter in full for the amount of the transaction.
   a. The chapter board shall, by majority vote, cancel any card used improperly by any volunteer and notify the National Office Finance Department of this action.

SECTION XIV. CHAPTER EXPENSE REIMBURSEMENT REPORTS

A. With the exception of chapter credit card expenses as described in Section XIII, expense reimbursement reports should be filed within 30 days of the expenditures, but must be filed within 90 days for reimbursement, and such reports may be filed electronically.
1. The EC has the authority to accept or reject requests for reimbursement beyond the 90-day deadline.
2. Exceptions to the 90-day submission shall only be considered where there are extenuating circumstances such as serious illness, documented loss of receipts, or death in the immediate family.
3. The request for consideration of late reimbursement shall be made in writing to the President explaining the mitigating circumstances.
4. All applicable documentation to support the request such as a note from physician, shall be submitted with the request.
5. The President shall then bring the request and all supporting documentation forward to the EC for consideration, after establishing that dire circumstances caused the delay in submission.

B. Normal, reasonable, and documented expenses associated with authorized travel, such as transportation, mileage, hotel, meals (excluding alcoholic beverages), parking, tolls, tips for AMTA business, and registration fees, will be reimbursed 100%.

C. Airfare will be coach class, reserved as early as possible to minimize fare.
1. Every effort should be made to book at least 21 days in advance.
D. Frequent flyer miles and other promotions will accrue to either AMTA or the volunteer at the volunteer’s discretion.

E. Volunteers have the option of a single room whenever traveling on AMTA business. However volunteers are encouraged to share rooms, both as a means of cost savings for AMTA and as a means for getting to know other volunteers.

F. Ground transportation will be via the most economical method if available in a reasonable time frame.
   1. Volunteers are encouraged to utilize public transportation and airport shuttles whenever available.
   2. Taxicabs and rental cars should be kept to a minimum and documented to be the most economical method.

G. If volunteer chooses to drive a personal vehicle instead of using commercial transportation, reimbursement for mileage will be at the current IRS rate, but not to exceed reimbursable air fare for the trip.

H. Appropriate, normal and reasonable entertainment will be reimbursed for specific AMTA business under the following guideline examples:
   1. It involves work on specific issues, policies, projects.
   2. It acknowledges effort, contribution, etc.
   3. It helps establish and/or maintain communication in area of responsibility.

4. Entertainment will not be reimbursed for purely social functions.

I. Any travel expenses submitted for reimbursement that appear to be questionable or unusual will be forwarded by National Office staff to the EC for approval.

J. Normal, reasonable and documented operating expenses such as postage, office supplies, photocopying, and faxing will be reimbursed 100%.

K. The following are examples of non-reimbursable expenses: Personal care products, gifts, any expense related to family and home care, and any expense not directly related to the volunteer’s charge or position description.

L. Any operating expenses submitted for reimbursement that appear to be questionable or unusual will be forwarded by National Office staff to the EC for approval.

M. Chapters may provide advances to volunteers for specific purposes. Expense reports, indicating any amounts to be returned to the chapter or additional reimbursement due to the volunteer, must be filed by all volunteers receiving advances within 30 days of the event for which the advance was granted.
SECTION XV. CHAPTER INVESTMENT OPTIONS

A. A minimum of 25% of a chapter’s annual budgeted expenses shall remain liquid and unavailable for investment. Funds in excess of 25% shall be considered surplus funds.
B. Chapter boards may vote to invest surplus funds.
C. Any decision to invest must be approved by a majority vote of the chapter board.
D. It is not mandatory that chapters invest any or all of their surplus funds on hand.
E. Funds that chapter boards elect to invest will be included in the chapter investment program at the National Office.
F. If chapter boards vote to invest:
   1. Records of funds and transactions shall be maintained by the National Office Finance Department and shall be provided to the chapter president and financial administrator on a quarterly basis by the investment manager.
   2. The chapter president and financial administrator shall present this report to their board for review at the meeting subsequent to receipt of the report.
   3. The financial administrator shall present an investment report to the membership at the chapter’s annual meeting.

SECTION XVI. OTHER PROVISIONS

A. All contracts will be reviewed by AMTA General Counsel prior to execution.
B. AMTA will secure and maintain a crime package as part of its insurance coverage with required risk management limits for any AMTA officer, member or staff member whose name appears on any AMTA account, handles and/or has access to AMTA funds.
C. AMTA maintains D&O, dishonesty, and property and casualty insurance coverage.
   1. At the discretion of the National Office, a premium for the chapter portion may be deducted from the chapters’ March disbursement. The National Office shall notify the chapters of the amount of the deduction for budgeting purposes during the chapter budget preparation period as defined in Section VIII.C.
D. All granting will be done as part of the annual budget cycle.
   1. Availability for granting will be determined only after we meet our financial minimum standard of reserves.
   2. Each request must be relevant to the profession of massage or massage therapists as determined by AMTA’s mission statement.
All National Government Relations Activities focus on state and local government relations that are governed by these policies. Chapters must adhere to these policies. – Motion: #ES0617:36

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**SECTION I. STATEMENT OF PURPOSE**

A. The mission statement of the American Massage Therapy Association is “to serve AMTA members while advancing the art, science and practice of massage therapy.”

B. AMTA will promote actions which are designed to bring about the following conditions:

1. Freedom from any requirement to obtain any other occupational license or establishment license; positive standards of character, experience, achievement, and education should be the basis for legal credentialing and regulation.

2. Establish, within the existing structure of medical practice acts and other state laws licensing health professionals, a legal space for the full, freestanding practice of massage as therapy.

3. Maintain or create restrictions on the unethical practice of massage.

4. Improve the ease of mobility of qualified therapists by the promotion of similar standards for credentialing, (licensure, certification and registration) in all jurisdictions in the United States.

5. The defense and implementation of the goals of legal reform will be pursued through legislation and through the courts.
SECTION II. STATE LICENSURE

A. The American Massage Therapy Association recognizes that state government regulation of the practice of massage therapy is a desirable means of meeting the needs of the public and the profession.

B. Further, in the context of contemporary conditions, state licensure is the most effective means of regulation available to state government.

C. State Licensure shall mean the traditional legal formula that requires that any person who does not hold a valid license from the state shall not engage in the practice of massage therapy or hold out to the public that said person is practicing massage therapy and that criminal penalties common to practicing without a health care license will apply.

D. Chapters shall hold a position regarding state mandatory licensure consistent with national policy.

E. AMTA will direct its resources to provide support for licensure in preference to registration or voluntary certification.

SECTION III. BASELINE PRACTICE ACT LANGUAGE

A. In order for AMTA to support massage therapy legislation, the following content and practice conditions are “Must Have” elements of a baseline practice act:

1. At least the scope of practice for massage therapy recognized by the AMTA based on a definition of those massage procedures which are observable by the lay person.

2. A licensure qualification consisting of successful completion of a professional course of study consisting of:
   a. At least five hundred hours of in-class supervised education authenticated by a single education provider.
   b. Content well-distributed in the subjects of anatomy, physiology, hygiene, ethics, massage theory and research, and massage practice.
   c. A licensure qualification consisting of passing an examination which has met national accreditation standards and which is administered by a recognized body independent of the education provider, with content that covers the subjects in a professional course of study.

3. Authority, which may be tacit, of licensees to practice within the scope massage therapy free from any requirement to obtain any other occupational license.

4. Powers and duties of the massage therapy regulatory agency which are customary for the regulation of other health care professions in the state.

5. Disciplinary and penalty provisions that are customary for the regulation of other health care professions in the state.

6. An authoritative or advisory board of massage therapy, with a majority comprised of massage therapists.
   a. Special provisions for the initial appointment of qualified massage therapists as board members whose terms will begin before any licenses have been issued will be included.

7. Consistency in requirements across states to create an environment that promotes portability of licenses.

8. Free from any requirements to obtain an establishment license not required of other state licensed health care practitioners.

B. AMTA supports the following content and practice conditions as “Should Have” elements of a baseline practice act:

1. A means of recognizing, for the purpose of licensure, a valid license held by a practitioner which has been granted by another state government.

2. Exemption from licensure for any person whose practice is not conducted so as to imply in anyway that it is the practice of massage therapy and who does not hold out to the public that the practice is...
3. Free from any requirement to obtain an establishment license not required of other state licensed health care practitioners.

4. Permission for visiting massage therapists from other states, who may not be licensed by the subject state, to practice massage therapy in the context of time-limited events on a pro bono basis or in the course of instruction.

5. Waiver of education and examination provisions for any practitioner seeking licensure who can establish that occupational practice has begun by the date the legislation is passed.

6. An effective date for the licensure requirement that is at least one year from the time the legislation is passed.

7. Preemption of local regulation that would in any way treat massage therapy differently from local regulation of other health care professions.

C. In those cases in which the scope of practice of massage is defined broadly, many parties affected by these laws note that it becomes especially necessary to exempt non-massage practices by name, in addition to writing generic descriptions.

1. Suggested “Movement Practices” Exemption Language:
   a. “Nothing in this Article shall be construed to prevent or restrict the practice of any person in this state who uses touch, words and directed movement to deepen awareness of existing patterns of movement in the body as well as to suggest new possibilities of movement while engaged within the scope of practice of a profession with established standards and ethics, provided that their services are not designated or implied to be massage or massage therapy. Such practices include, but are not limited to the Feldenkrais Method® of somatic education, the Rolf Institute’s Rolf Movement Integration, the Trager Approach® to movement education, and Body-Mind Centering®. Practitioners must be recognized by or meet the established standards of either a professional organization or credentialing agency that represents or certifies the respective practice based on a minimal level of training, demonstration of competency and adherence to ethical standards.”

2. Suggested “Energy Practices” Exemption Language:
   a. “Nothing in this Article shall be construed to prevent or restrict the practice of any person in this state who uses touch to affect the energy systems, acupoints or Qi meridians (channels of energy) of the human body while engaged within the scope of practice of a profession with established standards and ethics, provided that their services are not designated or implied to be massage or massage therapy. Such practices include, but are not limited to Polarity, Polarity Therapy, Polarity Bodywork Therapy, Asian Bodywork Therapy, Acupressure, Jin Shin Do®, Qi Gong, Reiki and Shiatsu. Practitioners must be recognized by or meet the established standards of either a professional organization or credentialing agency that represents or certifies the respective practice based on a minimal level of training, demonstration of competency and adherence to ethical standards.”
SECTION IV. BENEFITS OF STATE LICENSURE

A. AMTA recognizes the following combination of benefits in support of state licensure:
   1. The right of massage therapists to define their scope of practice, through proposed legislation and through regulation under an authoritative or advisory board of massage therapy.
   2. Freedom to practice massage therapy for any salutary purpose.
   3. Fair and uniform regulation applying to the entire state.
   4. Conditions favorable to interstate portability of obtained credentials.
   5. Protection of the public through the establishment of professional excellence for entry into the profession.
   6. Protection of the public through the regulation of practice and recourse to effective disciplinary action.

SECTION V. COORDINATION ACROSS STATES

A. AMTA recognizes that it is primarily the therapists practicing within a specific jurisdiction that are immediately affected by the legal climate of that location.
B. AMTA recognizes that legal, legislative and regulatory decisions at the local and state level also have the potential to, intentionally or unintentionally; impact the national legislative and regulatory landscape.
C. All decisions to create, support or oppose any legal, legislative, or regulatory effort (local, state, or federal) must include the following steps first:
   1. Chapter member consensus and compliance with the AMTA mission, bylaws, and policies
      a. Chapter consensus (majority) is obtained by surveying all members in the state on any particular legislative or regulatory issue, strategy or direction.
   D. Collaboration with the AMTA national government relations and/or legal departments.

SECTION VI. RELATIONS WITH NON-AMTA MASSAGE PRACTITIONERS

AMTA seeks cordial relations with all professional massage organizations and it requires chapter and local AMTA groups to develop joint political efforts with compatible non-AMTA groups.
**SECTION VII. POLITICAL ACTION COMMITTEES**

A. AMTA and its chapters may not create or be affiliated in any way with political action committees (PAC).

B. This policy in no way is intended to discourage individuals that are AMTA members from participating in the political process.

C. This policy does not hinder the ability of AMTA from supporting or opposing the enactment of legislation.

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**SECTION VIII. LEGISLATIVE AND LEGAL EDUCATION, ADVOCACY AND DEFENSE FUND - MOTION: #0618:29**

A. The Legislative and Legal Education, Advocacy and Defense (LLEAD) Fund is intended to support projects and initiatives that advance AMTA's mission, values and vision.

1. The purpose of the LLEAD fund is to provide assistance and funding to aid the efforts of chapter legislative actions that seek to safeguard the interests of the AMTA membership at large by promoting the most favorable legal climate for the profession of massage therapy.

B. Funding Approval Process

1. The Government Relations Operational Committee (GROC) shall review LLEAD fund applications and make recommendations to the National Board for award or expenditure of funds.

2. All LLEAD funding awards and support shall be approved by the National Board.

3. LLEAD funds for legislative initiatives will be awarded to chapters on an annual basis.

C. Applications and Requirements

1. The GROC shall require applications to include at least the following:
   a. Clear description of the project to be funded;
   b. Statement of impact on the massage therapy profession;
   c. History of massage law in the jurisdiction affected; and
   d. Any additional information required at the discretion of the GROC.

2. Applications will be sent to the Chapter President and Government Relations chair, if applicable, January 15th of each year.

3. Deadline for submission of applications and appropriate supporting documentation to the GROC is May 1st of each year.
   a. The deadline will be included in all materials sent for each annual grant cycle.
   b. All completed applications received by the deadline will be processed by the GROC.
   c. Any application not received by the deadline but postmarked on or before the established deadline will be considered as received on time.
   d. The GROC will notify late applicants of the missed deadline and the reduced ranking for consideration.

4. The GROC shall review submitted applications and submit a report to the Board for consideration during a meeting. The report shall include the recommendation of the GROC for approval, denial or modification of the funding request.

5. The GROC will report the following information on each application to the National Board of Directors.

6. The category type of each application as follows:
   a. Opposing restrictive law where the practice of massage is threatened; i.e., cease and desist orders or amendment of current massage-related law (state or city).
b. Creating professional regulation for massage, i.e. licensure, certification registration, where none is in place.
c. Improving existing favorable law; i.e., maintenance or updating.
d. Other legislative and professional activities.

7. Statement of Impact on the profession:
   a. History of massage law in the jurisdiction affected.
   b. Assessment of need for funding disbursement.
   c. Evaluation of applicant’s ability to manage its plan.
   d. Recommendation of grant with or without percentage.
   e. Where applicable, evaluation of applicant’s ability to match funds.

8. An applicant may appeal the GROC recommendation directly to the Executive Committee.

9. The Executive Committee’s response will be final, and will be administered and upheld, along with all other approved LLEAD grants, by the GROC.

10. Applications for LLEAD funding are for grants supporting legislative and/or regulatory action.

11. The grant award may be contingent upon other requirements not included in this policy. Requirements and conditions of the grant will be set forth in a Grant Award Letter.

12. The period of time for which the project is funded shall be defined as running from the award date for a one year period, hereinafter referred to as the “Project Period.”

13. Funds will be disbursed only under the following conditions:
   a. Chapters must submit documentation for appropriate and approved expenses within 90 days of their being incurred.
   b. Invoices must include a written report for the activities for the billing period. Reports are to include anything relating to AMTA or massage therapy policy, coalitions or conversations.
   c. Invoices must be checked by the financial administrator or designated officer for accuracy and marked as approved prior to submission.
   d. Lobbyist information must be included on the invoice, as all payments will be sent directly from AMTA to the lobbyist.

14. The funds provided by AMTA may be used only during the Project Period for which they were awarded.

15. Unless prior written approval from AMTA for a change of the project objectives has been obtained, the funds must be used only for those expenses and purchases outlined in the Grant Award Letter.

D. Funding Conditions:

1. Chapters shall submit invoices for approved expenses to AMTA’s National Office immediately upon receipt of same.

2. Invoices shall be checked by the financial administrator or designated officer for accuracy and marked as approved for payment prior to submission to the National Office for payment.

3. Approved chapter will submit an interim progress report which includes:
   a. Results of efforts to obtain additional funding for legislative actions.
   b. A time frame for completion and preliminary results to AMTA no sooner than 60 and no later than 90 days after the beginning of the Project Period, and every 90 days thereafter until the termination of the Project Period.

4. Upon completion of the Project Period, chapters will submit a final report describing successes, failures, expenditures and any other relevant information.

5. Chapters will notify AMTA immediately should the Project Period change or should the chapter decide for any reason not to use the grant.
Government Relations

SECTION VIII. LEGISLATIVE AND LEGAL EDUCATION, ADVOCACY AND DEFENSE
FUND CONT’D

a. Such notification must be in writing.
b. This will allow these monies to be
   made available for other grant
   applications during the same fiscal
   year.
6. Funds awarded by AMTA will be used
   only for the project and those project
   objectives that those expenses specified.
7. Funds may only be used as specified in the
   Grant Award Letter. An approved chapter
   must repay AMTA any funds that it has
   spent inconsistent with the terms of the
   Grant Award Letter.
8. The chapter may request a revision to the
   Grant Award Letter by request to the
   GROC.
   a. The GROC will make a
      recommendation to the Board
      regarding the revision request.
9. Prior to any recommendation or decision
   regarding a grant of funds or the terms of
   the Grant Award Letter, all members of
   the GROC must disclose any actual,
   perceived, or potential conflict of interest
   they have related to the funding request,
   the chapter and/or the legislative activity
   being considered for support.
   a. No member of GROC shall benefit
      financially from a funded
      disbursement.
   b. A GROC member shall not participate
      in the report of application, case
      follow-up or termination decision if
      the member provides services to the
      chapter that is applying for or
      receiving funds or is a member of the
      GROC directing the plan of the
      chapter.
E. AMTA’s Obligations and Assurances:
   1. All payments for approved LLEAD
      expenses consistent with the terms of the
      Grant Award Letter will be sent directly
      from the National Office to the vendor.
   2. AMTA will provide the chapter with a
      quarterly summary of expenditures.
   3. The AMTA President and/or authorized
      representatives may at any time to make
      periodic visits and/or request copies of
      documents to verify and monitor the status
      of the project, proper administration of the
      funds and the appropriateness of all
      expenditures.
F. Ceasing Disbursement of Funds
   1. AMTA may cease the disbursement of
      funds at any time if, in AMTA’s
      determination:
      a. The chapter fails to fulfill the
         obligations specified in this Policy or
         in the Grant Award Letter;
      b. The project is no longer feasible;
      c. There is evidence of unethical
         behavior or misuse of funds; or
      d. AMTA determines in its sole
         discretion that the further
         disbursement of funds is not in
         AMTA’s best interests.
   2. If AMTA does determine to cease
      disbursing funds, any funds disbursed for
      ineligible expenses must be refunded no
      later than 10 days after such request is
      made.

SECTION IX. ATTENDANCE AT GOVERNMENTAL CONFERENCES

A. AMTA shall evaluate annually the decision to
   exhibit at the following:
   1. The National Conference of State
      Legislatures (NCSL).
   2. The American Legislative Exchange
      Council Annual Convention (ALEC).
   3. The National League of Cities
      Conference and Exposition (NLC).

4. Determination to exhibit each year will be
   based upon:
   a. Location.
   b. Evaluation of past effectiveness at
      each event.
   c. Upcoming legislative strategy.
SECTION IX. ATTENDANCE AT GOVERNMENTAL CONFERENCES CONT’D

B. The decision to exhibit at NCSL, ALEC, and/or NLC will include the following elements:
   1. Sending volunteer spokesperson(s) to the exhibition city for work to arrive prior to the opening of the exhibit hall and leaving after the closing of the exhibit hall, depending upon economy airfare to justify additional stay.
   2. Staff representative(s) arriving in time for the pre-convention exhibitors’ meeting and set up.
   3. This will include travel, meal and hotel expenses for the volunteer spokesperson(s) and staff.
   4. Registration for booth space.
   5. Registration for additional floor passes.
   6. Delivery of AMTA printed materials for distribution, including copies of the Massage Therapy Journal and other publications as approved by the Director of Government Relations.
   7. Provision of exhibition booth.
   8. Payment for chair massage by local volunteers, as needed.

C. Application for Attendance at Governmental Conferences:
   1. The GROC and Director of Government Relations will select the AMTA representative(s) who will attend the NCSL and other national government relations events.

SECTION X. LOBBYISTS

A. AMTA and its chapters may engage lobbying firms to provide services in connection with legislative and regulatory efforts nationally and on a state and local level, as appropriate.

B. Any lobbying firms/lobbyist selected must possess a strong understanding of the state legislature and be capable of monitoring all legislation that would have an impact on the practice of massage therapy.
   1. All lobbyists must be registered according to applicable federal, state, and local lobbyist registration requirements.

C. Selection of lobbying firms shall be handled through solicitation of proposals (RFPs) or similar reasonable basis.
   1. AMTA national government relations and legal departments shall be used for consultation on selection of lobbyists.
   2. Written contracts including scope of services to be provided and AMTA’s standard contract provisions must be entered into with all lobbyists.
   3. Chapters shall submit the proposed agreement to appropriate staff for review and approval before it is signed.

D. Lobbyists must report at least monthly to chapter boards and national with the results of their lobbying activities.
   1. Chapters have the responsibility to monitor the activities of their lobbyists on a monthly basis
   2. A review of performance shall be conducted at the end of contract and before renewal.
   3. In the event the chapter identifies any performance issues or unethical practices with the contract lobbyist the chapter will advise national staff to allow appropriate action to be taken.
All national AMTA government relations policies apply to chapters.
AMTA’s name, logo and seal are registered trademarks and protected by law; they can be used only as designated by AMTA.

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### SECTION I. REGISTERED TRADEMARKS

A. AMTA trademarked phrases and logos, graphic images, insignia or emblems, are the legal intellectual property of the American Massage Therapy Association® (AMTA®) and may only be used as designated and approved by the association.

B. The name and its logo, graphic image, insignia, or emblem, are registered trademarks, the property of AMTA.

1. They can be used only as designated by the association, and may not be altered without approval of its Board of Directors.

C. The official colors of the American Massage Therapy Association shall be red (PMS 1205), gold (PMS 1255), blue (PMS 281) and white.

D. The AMTA Board of Directors or appropriate staff may decide to protect through trademark names, phrases, logos, graphic images, insignia and emblems, at will.

### SECTION II. OFFICIAL USE

A. The first time the American Massage Therapy Association logo appears in any document, a registered mark ® must be placed to the lower right of the logo.

B. The first time the name “American Massage Therapy Association” or its abbreviation “AMTA” appears in any document, a trademark symbol ® must be placed to the upper right of the name.

C. The names American Massage Therapy Association and AMTA, its logo and any other insignia or title shall be used with discretion and in an ethical manner on business cards, stationery, etc.

D. Professional (Graduate, Active, Inactive, Retired), Student, School and Supporting members may wear or display only the logo designated for their membership classification.

1. Use of the logo is to indicate that the person, school or business is a member of AMTA and may not be used to indicate endorsement of a person, school, business or product by AMTA.

E. Guidelines for use of AMTA trademarked phrases and logos are determined by appropriate staff.
SECTION III. CORPORATE SEAL

The corporate seal of the corporation shall have inscribed thereon its name, the year of incorporation and the words “Incorporated Delaware.”

SECTION IV. REGISTERED TRADEMARKS LIST

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A. Appropriate members of staff seek additional trademarks as needed and ensure the maintenance of all registered marks.

B. Staff will update the list of Registered Marks listed above as needed.

SECTION V. CHAPTERS

All national AMTA logo policies apply to the chapters.
Media Sales/Promotions

These media sales/promotions policies shall apply to all national and chapter AMTA media opportunities that will accept advertising. This includes any sanctioned unit activities.

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SECTION I. SALES OPPORTUNITIES

A. AMTA national advertising and media opportunities shall include, but not be limited to the following: Massage Therapy Journal®, the AMTA website, e-touch the electronic newsletter, chapter Web sites and newsletters, trade show exhibits, sponsorships, mailing lists and other opportunities developed.

B. The word “advertising” refers to a variety of promotional options including print ads, banner Web ads, sponsorships, exhibit signage, Web pages and Web links, direct mail samples, and product samples for distribution to members at AMTA events.

1. It also includes any other options considered in the marketplace as advertising, promotions or sales tools.

C. AMTA may sell advertising of consumer and business products, services, entry level and advanced training programs, and educational materials related to professional massage therapy.

SECTION II. ADVERTISING GUIDELINES

A. AMTA reserves the right to edit for clarification, space limitations or media sales policy compliance, and use its discretion in placement of advertisements submitted for any of its media.

B. Advertisers may not mention AMTA or use any of its trademarks without written permission of appropriate AMTA staff.

C. No endorsement by AMTA of an advertised product, service, course of instruction or workshop may be claimed or implied in an ad without written permission of appropriate AMTA staff.
SECTION III. CONTENT & DESIGN GUIDELINES

A. AMTA reserves the right to refuse or terminate any advertising at will.
   1. Reviews will be conducted by appropriate AMTA staff.

B. Examples of content, design or advertiser conduct which may result in refusal or termination of advertising may include, but are not limited to, the following:
   1. Suggestive wording, suggestive poses, improperly draped or nude photos, disparagement of competitors, or false or misleading claims.
   2. Anything considered to be opposed to the AMTA Code of Ethics, Scope of Practice for AMTA members, the AMTA Mission Statement, AMTA Policy, or AMTA Bylaws.
   3. Content that is political or religious in nature or advances specific beliefs.
   4. Content which can be construed as unduly proselytizing, patronizing or derogatory to any person, group or cause.
   5. Promotion of prostitution, sexual surrogates, or escort services.
   6. Substantiated fraud, deception, or illegal or unethical business practices.
   7. Demonstrated behavior considered to be opposed to the AMTA Code of Ethics, Scope of Practice for AMTA members, the AMTA Mission Statement, AMTA Policy, or AMTA Bylaws.
   8. Advertiser's attempt to exert undue influence on editorial content or decisions, to the gain or detriment of any person.
   9. Unsubstantiated claims regarding financial gain.
   10. Unsubstantiated claims for healing or curing ailments or diseases.

C. Advertising also may be refused or terminated for entry level in-class massage school training programs which are not currently provided by an AMTA School member or accredited by a nationally-recognized accrediting organization.

D. Should advertiser not wish to comply with AMTA policy, future contracts will be denied.

E. Communications with advertiser regarding grounds for rejection will be kept confidential by AMTA.

F. Advertisers will receive AMTA guidelines for screening advertising.
   1. Chapter newsletters and Web sites that sell advertising must reference these guidelines and link to the AMTA “Advertising Guidelines” page on the AMTA Web site, or publish these guidelines intact.

G. Advertisers are responsible for their own errors or omissions in advertising materials submitted.

SECTION IV. EDUCATION ADVERTISING GUIDELINES

A. Only AMTA School Members and massage therapy schools or programs accredited by nationally-recognized accrediting institutions shall be allowed to advertise entry-level massage therapy training programs in AMTA media opportunities.

B. Claims regarding approval, licensing, accreditation, certification and number of faculty for schools, training programs, continuing education classes and workshops must be substantiated in writing by the advertiser within five business days, when called upon by AMTA.
   1. Copies of certificates will be accepted.

C. Any other claims made or implied by ads must be reasonable and documented by valid research or other reliable evidence.
   1. When asked for verification by AMTA, advertiser must reply within five business days.

D. Professional credentials and degrees must be presented accurately.
   1. See AMTA Style Guide.
SECTION V. COMPLAINTS

A. Instructions for filing a complaint against an advertiser or its product will be made available publicly by AMTA and may be published in print and/or online.
   1. Chapters must reference this policy by publishing a link to the AMTA “Advertising Complaint Guidelines” Web page in all of their print and online materials.

B. A formal complaint shall include:
   1. A copy or a tear sheet of the ad, print medium or electronic message in question.
   2. A description of the specific incident or problem.
   3. Explanation of how the advertising policy was violated, including specifics.
   4. Recommendations on how to rectify or resolve the situation.

C. All signed complaints will be reviewed and resolved through AMTA staff.

D. Anonymous, unsigned, or word of mouth complaints will not be accepted.
   1. AMTA staff will monitor frequency and severity of complaints about an advertiser before taking action.

E. The advertiser shall be informed of the complaint or policy violation and advised how it can be resolved.
   1. If necessary, the ad contract will be renegotiated or terminated.
   2. Any prepaid ads will be refunded less a 2 percent handling fee if the contract is terminated.

SECTION VI. RENTAL OF AMTA MEMBERSHIP LIST – MOTION #ES0910:53

A. AMTA will make available for rental the names and addresses of members to vendors and suppliers of products and services deemed to be of specific interest to massage therapist.

B. Members are given an opportunity to not be a participant in the list rental program.
   1. Opportunities to opt out are given on new member applications and renewal invoices.
   2. Members may also opt out by request to the AMTA National Office.

C. AMTA will rent names and mailing addresses only.
   1. Phone numbers will not be released as part of the AMTA rental list.

D. Each rental request must be accompanied by a completed rental agreement and a current and complete sample of the proposed mailing piece.

E. The renter agrees by signing the rental agreement to not duplicate, transfer or sell the list to a third party.

F. The renter agrees by signing the rental agreement to rent from AMTA solely and exclusively for approved mailing as identified by the sample submitted with the signed contract.

G. The renter agrees by signing the rental agreement to use the rented list only for the number of mailings and period of time stated and must destroy the list (including removal of it from any electronic media) upon completion of the agreed upon mailings.

H. AMTA reserves the right to reject any rental request or sample that does not meet its advertising policies and standards or that is in violation of AMTA’s code of ethics.

I. The rental list agreement will clearly state AMTA’s rental list policy.

J. Rental fee and minimum order will be set by staff.

K. Only the AMTA National Office may provide membership list rentals.

L. Chapters may not rent, sell or provide at no cost separate databases of member contact information for any purpose other than chapter business as defined in Chapter Section of Policy.
SECTION VII. EXHIBITING AT TRADESHOWS

A. All opportunities at which AMTA National may choose to participate as an exhibitor must be approved by the Board of Directors/Executive Committee based upon the submission of a written plan including the following:
1. Reason/objective(s) for AMTA participation at the tradeshow.
2. Identification of potential key messages to be delivered.
4. How objectives will be measured.
5. Identification of follow-up, summary and evaluation activities.

SECTION VIII. CRITERIA FOR ACCEPTING PRODUCTS

A. AMTA may contract with a supplier/manufacturer for the purpose of obtaining products to be sold by AMTA.
B. AMTA reserves the right to deny a product at any time and for any reason, including but not limited to, appropriateness of the content.
C. The supplier/manufacturer must adhere to the following criteria:
1. The terms and discounts offered by the supplier/manufacturer must be profitable to AMTA and its members as a whole.
2. Manufacturers terms must be clear regarding warranty, return, repair and refund policies, the focus being complete customer safety and satisfaction.
3. The manufacturer must offer a reasonable delivery schedule.
4. Liability insurance, laboratory testing and results, and proof of “truth” in advertising claims are to be applied when appropriate.
D. Products must adhere to the following criteria:
1. New items and designs are to be carefully scrutinized.
2. Items should be easy to use, assemble, and dismantle, as well as comfortable and safe for both the therapist and client when used properly.
3. Items are to be consistent in quality and craftsmanship.
4. Cost of the item(s) should not be exorbitant.
5. Items should appeal to a large enough percentage of our members to warrant evaluation.
6. Items are to be as environmentally friendly as possible, from materials to packaging.
7. Items and their advertising shall represent the image and professional ethics of AMTA.
SECTION IX. CRITERIA FOR ACCEPTING PUBLICATIONS

A. AMTA may contract with authors or publishers for the purpose of obtaining written materials to be sold by AMTA.

B. AMTA reserves the right to deny a product at any time and for any reason, including, but not limited to, appropriateness of the content.

C. The authors or publishers must adhere to the following criteria:
   1. The terms and discounts offered by the author or publisher must be profitable to AMTA.
   2. The material must be well-written and congruent in the content.
   3. Any artwork or photographs included in the work must be in line with the image and ethics of AMTA, and come with permission from the originator to use them in publication.
   4. There must be clear distinctions made between fact, prevalent opinion and speculation.
   5. There should be relevant supporting data, substantiating any claims made by the author.
   6. The material must enhance the therapist's knowledge, business, personal well-being and/or the client/therapist relationship.

SECTION X. NATIONAL MASSAGE THERAPY AWARENESS WEEK

National Massage Therapy Awareness Week was established to be held the last full week of October each year.

SECTION XI. CHAPTERS

All national AMTA advertising, exhibiting, publication and product policies apply to chapters.
Member Discipline

Disciplinary actions affecting membership status that result from a violation of the Code of Ethics, Codes of Conduct, or other violation under Bylaws Article V, Section 6. – Motion #ES1214:76

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SECTION I. CONFIDENTIALITY

A. All complaints upon receipt at the state or national level become confidential in nature, unless:
   1. At the discretion of the president, legal counsel, or the individuals appointed by the board to review the complaint (Member Discipline Panel), the final decision or relevant information related to the investigation of a complaint may be reported to the appropriate federal, state or local regulatory, licensing, or other authorized body.

B. Complaints must not be discussed except within the board-appointed Member Discipline Panel, and to staff and legal counsel as appropriate, unless:
   1. Referred back to the chapter for mediation or other action.
   2. Necessary to conduct an investigation of the complaint under Section VII.
   3. Disciplinary measures are imposed as otherwise described in this policy.

C. Any violation of confidentiality by members of the AMTA is a matter potentially subject to discipline under this policy.

SECTION II. FILING A COMPLAINT

A. Complaints may be filed against a member under this policy pursuant to Article V of the Bylaws. All complaints against a member must be submitted in writing to the Executive Director, signed by the complainant, and include a description of the alleged violation as well as specific references to the activities or conduct supporting the complaint. Complaints may not be based on hearsay evidence.

B. No anonymous complaints will be accepted.

C. All complaints should be filed in a timely manner.

D. Complainants may be AMTA members, officers, staff, or the general public.

E. Any complaint received by chapter officers shall be sent immediately to the Executive Director.

F. No member disciplinary matter shall be retained or acted on at the state level.
**Member Discipline**

**SECTION III. RESPONSE UPON RECEIPT OF COMPLAINT**

A. The Executive Director or his/her designee and/or legal counsel, will review the complaint to determine in a timely manner whether it is appropriate for consideration under AMTA’s Bylaws and policy.

B. If the complaint fails to state a valid grounds for discipline or is otherwise not appropriate for consideration, AMTA staff shall so notify the complainant in a timely manner (via letter copied to AMTA legal counsel and the Executive Director or his/her designee), and the matter will be closed.

**SECTION IV. EVALUATION AND DETERMINATION OF COMPLAINT**

A. The Executive Director, AMTA legal counsel and/or national board may exercise reasonable discretion in determining whether a complaint is or is not appropriate for consideration.

B. If any complaint includes allegations concerning activities which are or could be the subject of civil, criminal, or other governmental or regulatory proceedings, AMTA shall defer consideration of such complaint pending a decision by, or may refer such complaint to, the appropriate federal, state or local governmental, regulatory or licensing authority.

C. If it is further determined that both parties would benefit from mediation, the Executive Director, AMTA legal counsel and/or national board may recommend the parties engage in a voluntary mediation process. The parties may elect whether or not to follow such recommendation.

D. If the complaint is appropriate for consideration as a disciplinary matter, the matter will be referred to an ad hoc review panel appointed by the national board (or its designee) and comprised of individuals with appropriate subject matter or other expertise (Member Discipline Panel) and the Panel may determine whether the complaint warrants a full investigation.

E. If the Member Discipline Panel determines that the complaint does not warrant a full investigation, the complainant will be notified in a timely manner and the matter shall be closed.

F. If the Member Discipline Panel recommends that the complaint does warrant a full investigation, AMTA staff shall send to complainant a package that contains:
1. Release of Information Form.
2. Outline of Member Discipline procedures.
3. AMTA Code of Ethics and/or Code of Ethics for School Members, relevant Code of Conduct, Bylaws, and/or other applicable policy.

G. The complainant also will be sent a form requiring the complainant to agree and covenant that he or she will not use any information obtained through the member discipline process, or any decision rendered by the AMTA, in any legal proceeding against AMTA or against the member regarding whom the complaint was filed.

**SECTION V. NOTICE TO THE RESPONDENT**

A. Once the complaint has been received on the Official Complaint Form, AMTA staff will notify the affected member (respondent) that a complaint has been filed, that an investigation will be conducted, and that the respondent shall be advised of the results.

B. The notice shall be sent by overnight, registered, or certified mail, return receipt requested, to the respondent at the address listed for the member in AMTA’s records, along with the following supporting documents:
1. Notification and copy of Complaint
2. Outline of Member Discipline procedures
3. AMTA Code of Ethics and/or Code of Ethics for School Members, relevant Code of Conduct, Bylaws, and/or other applicable policy.
4. Notification to respondent that failure to answer the complaint in writing within the time set forth in this procedure will serve as a waiver of respondent’s right to a hearing.
**SECTION VI. RESPONDENT WRITTEN ANSWER TO COMPLAINT**

A. The respondent must submit a written answer to the complaint within the time established by AMTA, which shall be no less than fifteen (15) days from the date of the notice.

B. In the event respondent fails to answer the complaint in writing within the required time period, AMTA will render its decisions based upon the facts and information then available to it.

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**SECTION VII. INVESTIGATION**

A. AMTA will investigate the complaint to the extent deemed necessary and appropriate.

B. In conducting the investigation, AMTA National Office staff, AMTA legal counsel, and other affected or interested parties may all be consulted as needed whenever such consultation is necessary or appropriate.

C. The AMTA President will assign a member of the Member Discipline Panel to lead the investigation (the “Hearing Officer”).

1. The complainant and respondent may be interviewed by mail, phone or a personal meeting.
2. Any person involved that may have firsthand knowledge of the facts surrounding the alleged violation may provide information to the Hearing Officer.
3. Copies of all forms and supporting materials (documents) will be sent to the Member Discipline Panel members and to the respondent.

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**SECTION VIII. FORMAL HEARING**

A. AMTA may, but need not, conduct a hearing as part of its investigation, provided, however, that no adverse actions shall be taken against a respondent without having first afforded her or him the opportunity for a hearing.

B. If a hearing is warranted, the Hearing Officer in consultation with the Executive Director or his/her designee will set the date, time and location of the hearing.

C. The Hearing Officer will notify respondent, complainant, and the Member Discipline Panel members of the date and place of the hearing.

   1. Notice of the hearing will be made by overnight or certified mail to respondent and complainant.
   2. Such hearing may be held no less than fifteen (15) days after the date of such notice.

D. During the hearing, the respondent shall have access to the evidence against him or her, and shall have the right to:

   1. Appear at such hearing in person, with legal counsel if desired.
   2. Rebut the information produced by the complainant and/or AMTA.
   3. Present witnesses.
   4. Submit pertinent evidence.

E. A respondent who fails to attend a hearing shall be deemed to have waived his or her right to appear.

F. AMTA must have legal counsel present at any such hearing to advise on issues of procedure and, under appropriate circumstances, to present AMTA’s position on a disciplinary matter.

G. A hearing may be postponed, recessed, or reconvened for good cause in the sole discretion of the AMTA staff and legal counsel.
**Member Discipline**

### SECTION IX. DECISION PROCESS

A. The Member Discipline Panel will make its final decision after a formal hearing is held or after consideration at a meeting if no hearing is requested by the respondent.

B. Upon the conclusion of the hearing (or consideration at a meeting), the Member Discipline Panel shall convene in closed session (with legal counsel and staff as appropriate) to determine whether the respondent has engaged in conduct for which disciplinary action should be taken.

C. The Member Discipline Panel may determine that disciplinary action should not be taken, and that the matter shall be closed.

D. The Member Discipline Panel may also determine, by a majority vote of the members present, that the respondent has engaged in activity in violation of Article V, Section 6 of the AMTA Bylaws and may recommend that disciplinary action be taken against the respondent. Such a determination shall be in writing and shall set forth the Member Discipline Panel’s findings and recommended disciplinary action.

E. The Hearing Officer shall notify the following individuals of the Member Discipline Panel’s recommendation:
   1. The AMTA President.
   2. The Executive Director or his/her designee.

F. AMTA staff shall notify the respondent and complainant of the Member Discipline Panel’s determination and will also notify the respondent of procedures for requesting an appeal.

H. If no written request for appeal is received by AMTA within thirty (30) days after the respondent has been notified of the Member Discipline Panel’s decision and the respondent’s right to an appeal, the decision shall be final and implemented by the Board of Directors.

### SECTION X. FORMS OF DISCIPLINE

A. If a violation has occurred, disciplinary measures may be imposed on the member. These measures may include, but are not limited to, one or more of the following:
   1. Letter of Censure:
      a. Private: a written letter of censure advising the respondent that he or she has been found guilty of the conduct and/or the violation or violations charged, expressing appropriate concern and proposing greater sanctions if a future violation occurs.
      b. Public: a written letter of censure similar in form to (a) above, which also may be published in summary form or otherwise in an appropriate AMTA publication.
   2. Probation: The member retains rights of membership but with conditions on membership for a specified time, up to one year.
      a. The fact of the member’s probation may be published in an appropriate AMTA publication.
   3. Suspension: The member may attend AMTA educational meetings but shall lose the following rights of membership with or without conditions for a specified time, up to one year.
      a. Prohibition on holding any office, voting, use of AMTA logos and the removal from any AMTA referral list.
      b. The fact of the member’s suspension may be published in an appropriate AMTA publication.
   4. Expulsion: The member shall lose all rights of membership in AMTA.
      a. The fact of the member’s expulsion may be published in an appropriate AMTA publication.
SECTION X. FORMS OF DISCIPLINE CONT’D

5. Removal from office: The Member Discipline Panel may make a recommendation to the membership or the National Board, as applicable, that any officer found to have violated the Bylaws or Chapter Standing Rules of the AMTA be removed from office.

B. A follow-up file will be set up if conditions have been imposed.

C. No publication of the decision as outlined in this section under A. may occur until after the time for filing an appeal has passed.

D. If all conditions have been met at the end of probation or suspension, there will be another written notice sent to the group referenced in Section IX.F and G.

SECTION XI. APPEALS

A. The Appeal Panel shall review appeals that are filed by respondents appealing a decision.

B. The AMTA National Board shall serve as the pool from which Appeal Panel members shall be selected.

C. The AMTA National President, or the President-Elect if the President is the respondent, shall appoint the Appeal Panel chairman.

D. The Appeal Panel chairman shall select four additional AMTA National Board members to serve on the Appeal Panel.

E. At no time shall a panelist residing within the same state as the complainant or respondent, or having any other apparent conflict of interest, participate in the appeal process.

F. The respondent may appeal the decision of the Member Discipline Panel within thirty days following receipt of the decision.

1. If an appeal is filed, the Appeal Panel shall review the findings and recommendations based only on the evidence upon which the decision was based.

G. Appeals shall be filed directly with the AMTA National president who will forward the appeal to the Appeal Panel chair.

H. The imposition of disciplinary measures shall be stayed upon receipt of appeal and until the decision is affirmed, rejected or modified.

I. The Hearing Officer and/or AMTA Staff will provide any relevant information to the Appeal Panel chair (including a copy of the discipline procedures and flow chart) within fifteen (15) days of request.

J. The Appeal Panel chair and AMTA legal counsel shall review the appeal request to verify that it is based on appropriate grounds.

1. If an appeal is in order, the Appeal Panel chair or designated staff member will send all pertinent information regarding the appeal to the selected panelists and set a date for consideration of the appeal.

K. The respondent shall be given at least fifteen (15) days’ notice of the time and place of the meeting at which the Appeal Panel will consider the appeal.

L. The respondent shall have the right to appear before the Appeal Panel in person and/or be represented by counsel to present reasons why the decision should not be accepted.

M. Upon the conclusion of its review, the Appeal Panel, by a two-thirds vote of those present at the meeting, shall affirm, reject or modify the decision.

N. The action of the Appeal Panel shall be final and may not be appealed.

O. The chair of the Appeal Panel shall notify the AMTA President and Executive Director or his/her designee of the Appeal Panel’s decision.

P. AMTA Staff will notify the respondent and complainant of the Appeal Panel’s decision, as directed by the Executive Director.

SECTION XII. CHAPTERS

All AMTA member disciplinary policies apply to chapters. Chapters are not permitted to handle formal complaints.
The policies in this area cover membership criteria and fees. These policies apply to chapter membership as well.

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SECTION I. APPLICATIONS

Membership applications shall be processed completely by the National Office.

SECTION II. ELIGIBILITY - MOTION #ES0815:57

A. The AMTA Board of Directors shall accept a passing score on the National Certification Examination for Therapeutic Massage and Bodywork, without differentiating between the two methods by which applicants were eligible to sit for the examination, as a method of entry into the American Massage Therapy Association as of January 1, 1995.

B. Any individual who is on record or has proof of previous professional membership and is considered in good standing, may reapply and be accepted for membership.

C. Jurisdictional licenses must meet at least one of the following criteria to be accepted as a qualification for Professional membership:

1. A passing score on an exam created by the National Certification Board for Therapeutic Massage and Bodywork.
2. Completion of a minimum 500-hour training program as a requirement for receiving the jurisdictional license.

D. Any individual who currently holds or has previously held National Certification or Board Certification from the National Certification Board for Therapeutic Massage and Bodywork and is considered in good standing is eligible for membership.
MEMBERSHIP

SECTION III. HONORARY CLASSIFICATIONS

A. Lifetime or Annual Honorary membership shall be awarded upon recommendation by the Board of Directors, Executive Committee or a chapter board.
   1. Recommendations by a chapter board must also be approved by the Board of Directors or Executive Committee.
   2. The duration of Honorary membership shall be Lifetime or one dues year and can be renewed by a vote of the Executive Committee or Board of Directors.
B. Dues shall be billed to the National Office for members who received Honorary membership upon recommendation by the Board of Directors.
C. Dues shall be billed to the chapter for members who received Honorary membership upon recommendation by the chapter board.

SECTION IV. INTERNATIONAL CLASSIFICATIONS

A. Any member with International Status who establishes residence or practices in the United States, U.S. Territories or Canada is no longer eligible for International Status and must notify the National Office of the change in status within 90 days and pay the appropriate dues.
B. Chapter(s) may be formed in a foreign country as determined by the Board of Directors.
   1. All bylaws that apply to domestic chapters will also apply to chapters in foreign countries.

SECTION V. TITLE DESIGNATIONS AND USE

A. The name American Massage Therapy Association or AMTA and/or its logo, any other insignia, or title shall be used with discretion and in an ethical manner on business cards, stationery, etc.
B. AMTA is a registered trademark and cannot be used as part of the name of a business or school.
C. Registered Massage Therapist or Technician Members who are currently RMTs are allowed to continue to use the designation “AMTA Registered Massage Therapist” and be considered for grandfathering into any similar subsequent program.
D. Event Sports Massage Specialist Members who passed the Event Sports Massage Specialty Exam are allowed to continue to use the designation “Event Sports Massage Specialist.”

SECTION VI. RIGHTS AND PRIVILEGES OF MEMBERS

A. Members’ rights and privileges shall begin at the time the National Office determines an application is in order, all dues and fees are paid, and a membership number is assigned.
B. Rights and privileges of members are subject to restrictions as otherwise provided in AMTA policy.
C. The benefits of membership will be displayed on AMTA’s Web site.
D. Following are the Rights and Privileges of Membership:
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Speak and Debate</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>Fair Hearing before any Disciplinary Action</td>
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<td>✓</td>
<td>✓</td>
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<td>Initiate Bylaw Amendment Proposals</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Voting:</td>
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<td>Vote in the Assembly of Delegates</td>
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<tr>
<td>Vote in the Board of Directors Meetings</td>
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<td>✓</td>
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<td>✓</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
</tbody>
</table>

1. Members must be delegates to vote. AMTA Board of Directors, National Standing Committee Chairs, National Commission Chairs are not allowed to be delegates.
2. Must be current member of the Board of Directors.
3. Any member serving on the committee or workgroup.
4. Must adhere to requirements set forth in the Board of Directors Position Descriptions including the Preamble.

## SECTION VII. MEMBERSHIP DATABASE

A. There shall be only one AMTA membership database and it shall be administered by the National Office.

B. All change of information requests regarding the AMTA membership database will be solicited, collected, and processed only by the National Office.

   1. Chapters must forward all such change requests they receive to the National Office within 7-10 business days.

## SECTION VIII. NATIONAL LOCATOR SERVICE

There shall be only one locator service for the AMTA and it shall be administered by the National Office and it shall be called *AMTA’s Find a Massage Therapist®* national locator service effective September 1, 2000.
SECTION IX. MEMBERSHIP MISCELLANY

Staff is empowered to set the parameters for offers made for any new member promotions.

SECTION X. DUES – MOTION #ES0913:37

A. Annual renewal dues shall be due and payable in US dollars on the day following each member's membership expiration date and shall be billed and collected by the National Office.

B. The following chart represents the amount of dues that the National Office receives for new and upgraded memberships and the portions that are distributed to the chapter.

DUES CHART – MOTION #ES0818:49

<table>
<thead>
<tr>
<th>MEMBERSHIP TYPE</th>
<th>DUES</th>
<th>CHAPTER PORTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Active with Insurance</td>
<td>$235.00</td>
<td>$32.00</td>
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<tr>
<td>Professional with Inactive Status</td>
<td>$75.00</td>
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<tr>
<td>Professional with Retired Status</td>
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<td>1st Year Professional Active</td>
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<td>Professional Graduate</td>
<td>$89.00</td>
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</tr>
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<td>Student (AMTA Member School)</td>
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<td>Supporting</td>
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<td>Honorary Lifetime/Annual International</td>
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MASSAGE THERAPY SCHOOLS AND EDUCATORS

<table>
<thead>
<tr>
<th>PER CAMPUS ANNUAL DUES</th>
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</thead>
<tbody>
<tr>
<td>$350.00</td>
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</table>
SECTION XI. CONTINUING EDUCATION REQUIREMENT

A. The purpose of the continuing education requirement is to encourage continued professional growth of our members and the AMTA goals and the evolution of our profession.

B. Beginning with the first full year of Active Professional membership, a member is required to complete forty eight (48) clock hours of continuing education every four (4) years for renewal as an Active Professional member of AMTA.

C. Educational program used to fulfill this requirement must meet the following general description: “an organized education experience directly related to massage therapy, which is offered under responsible sponsorship, capable direction and qualified instruction.”

D. These may be experiential learning, theoretical or research in nature.
   1. “Responsible sponsorship” includes colleges and universities, massage schools, workshop programs, AMTA sponsored educational events (National, Chapter, Unit or Regional), and home study courses.

2. Continuing education programs approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

E. Examples of courses which do not qualify are first aid, CPR, and product-focused.

F. Members may be audited at random to ensure compliance with the continuing education requirement and are therefore required to keep a record of continuing education taken.

G. Records must include:
   1. The title of the class or workshop and the number of hours of instruction.
   2. The date and location of the program.
   3. The instructor’s name, the sponsor’s name, and the telephone number of the person to contact to verify attendance.

H. Members failing to comply with the AMTA continuing education requirement of forty eight (48) clock hours every four (4) years may be audited according to current procedure, and if found not to be in compliance will not have their membership renewed for the next membership year.

SECTION XII. CHAPTERS

A. All National AMTA membership policies apply to chapters.

B. All members are required to join both National and a Chapter.
These policies apply to the AMTA National Convention.

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<th>POLICY PAGE</th>
<th>BYLAW ARTICLE</th>
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<td>SITE SELECTION</td>
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<td>III.</td>
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<td>BUDGETING AND SCHEDULING CONSIDERATION</td>
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<td>TOPIC SELECTION</td>
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<td>VIII.</td>
<td>SELLING OF GOODS BY PRESENTERS</td>
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<tr>
<td>IX.</td>
<td>EXPENSE REIMBURSEMENT FOR PRESENTERS &amp; TAs</td>
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<tr>
<td>X.</td>
<td>SPEAKER COMPENSATION</td>
<td>5</td>
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<td>XI.</td>
<td>CRITERIA FOR USE OF TEACHING ASSISTANTS</td>
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<td>EXHIBIT SPACE</td>
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<td>COMMITTEE HEARINGS &amp; PRESENTATIONS</td>
<td>6</td>
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<td>XIV.</td>
<td>CRITERIA FOR COMMITTEE HEARINGS</td>
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<td>CRITERIA FOR STANDING COMMITTEE &amp; WORKGROUP PRESENTATIONS</td>
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<td>XVI.</td>
<td>NATIONAL CONVENTION OPERATIONAL COMMITTEE</td>
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<tr>
<td>XVII.</td>
<td>FUNDRAISING</td>
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<tr>
<td>XVIII.</td>
<td>HOST CHAPTER FOR THE NATIONAL CONVENTION</td>
<td>7</td>
<td>N/A</td>
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</table>

**SECTION I. STATEMENT OF PURPOSE**

A. The National Convention shall be held annually at a time and place to be determined by the Board of Directors for the purposes and priorities of:

1. Conducting the public business of the association including meetings of the Board of Directors, as needed, Assembly of Delegates and the Annual Business Meeting.
2. Providing opportunities to the membership to aid in the understanding of current association events, to interface with elected/volunteer leaders and staff and to actively participate in matters of association governance.
3. Bringing together the association membership to encourage open communication and networking in areas of mutual interest, topics pertaining to the profession, and to exchange ideas, concepts and philosophies.
4. Providing continuing educational opportunities on current issues, chapter leadership, personal growth and professional development.
5. Offering, by exhibition, an opportunity to view current, practical and innovative products and services that pertain to the profession.
6. All members in attendance at any national meeting must pay appropriate registration fee(s) unless otherwise exempted by the Board of Directors.
7. In the event of war or other national emergency, when by proclamation of the...
president of the United States travel is restricted, the Board of Directors may prorogue the convention for that year. In that case, the Board of Directors may submit to the membership for mail ballot all elections and major resolutions that would have been on the agenda, and will be bound by the results of such ballots.

B. The time and place of additional educational meetings can be determined without approval of the Board of Directors.

## SECTION II. SITE SELECTION

A. Geography:
1. The AMTA National Convention is to be scheduled in: major downtown metropolitan areas of major or second-tier cities; resort destinations or conference centers; campus or retreat settings:
   a. Metropolitan locations are preferred for the AMTA National Convention.
   b. AMTA national meetings will be located in areas of high membership concentration or areas of high membership potential.
2. National Convention Site Selection:
   a. Consideration will be given to booking multi-year contracts with national hotels.
   b. Each site selection will avoid the immediate vicinity of the two most recent convention locations.
   c. Each site selection is to offer membership travel diversity.
   d. A minimum of two sites per year will be presented to the Board of Directors based on affordability, location desirability, and diversity, appropriate space and membership needs and interest.

B. Access:
1. The location is to be serviced by major airlines; within reasonable distance from a major or regional airport; and serviced regularly by public and/or private ground transportation service(s).
2. The site is to be accessible by ground transportation services from the nearest major or regional airport. Additionally, area attractions are to be accessible from the selected site by either public or site-provided transportation services.

C. The location and site for the AMTA National Convention will be selected at least three years in advance.

D. Appropriate staff will research, contact, visit and select locations with appropriate facilities and prepare a comparative, objective and subjective report to present to the Board of Directors for review.

E. Appropriate staff with the Executive Director, will present a comprehensive and comparative report of not more than three locations and respective facilities as an action item on the agenda of the meeting to the Board of Directors in the fall for the National Convention.

## SECTION III. MEETING DATE RESTRICTIONS

A. Dates for AMTA meetings, including the National Convention, meetings of the Board of Directors, standing committees, workgroups, or operational committees will not be scheduled over national or religious holidays as defined below.

1. National/religious holidays over which AMTA meetings not be scheduled are defined as: January 1 - New Year's Day, Easter, Passover, Memorial Day, July 4 - Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving Day, December 25 - Christmas Day.

2. Additionally, it is recommended that serious consideration be given to not scheduling AMTA meetings over the following holidays: Martin Luther King Day, President's Day, Mother's Day, Father's Day,
SECTION III. MEETING DATE RESTRICTIONS CONT’D

Columbus Day, October 31 - All Hallows
Eve, Veteran's Day, Election Day -
presidential election years only.

SECTION IV. NOTIFICATIONS

A. Notice shall be distributed to each member of
record at his/her last known address no less
than thirty days prior to the National
Convention.

B. The annual Call to Convention may be
included in AMTA publications.

SECTION V. SPEAKER CRITERIA

A. Speakers must provide a complete Call for
Speakers application with all of the required
documentation by stated deadline date.

B. AMTA prohibits preferential or adverse
discrimination on the basis of race, creed,
color, gender, age, national or ethnic origin,
marital status, religion, sexual orientation or
handicap.

C. Staff, with input from the Education
Operational Committee, will select quality
educators for AMTA National Conventions.

D. The following guidelines outline the care that
shall be followed when selecting educators in
order to provide a diverse, valuable and
appropriate educational component to a
meeting:
1. Avoid over exposure of any speaker by
considering the level of exposure the
speaker has received within the last year,
including appearances at any AMTA
national, regional and chapter meetings.

2. Consideration will be given to potential
educators who would bring both
traditional as well as new, dynamic,
education to the members.

3. The profitability of a meeting shall be
considered by slating educators and/or
subject matter that is timely, necessary
and/or desired in its geographical area,
with an appeal drawing the greatest
interest from our membership as well as
potential members.

4. AMTA reserves the right at any time and
for any reason, including but not limited to
appropriateness of content to be
presented/displayed/sold/distributed, to
terminate a speaker contract.

SECTION VI. BUDGETING AND SCHEDULING CONSIDERATION

A. Budgeting Consideration:
1. Consideration of local area presenters.
2. Priority may be given to presenters who
already have their expenses paid by
AMTA in another capacity, such as
AMTA Board members, standing
committee chairs.

B. Presenters who are repeating sessions may be
scheduled on the same day, morning and
afternoon, or on two consecutive days.
SECTION VII. TOPIC SELECTION

A. Staff, with input from the Education Operational Committee, will select topics based on, but not limited to the following criteria:
1. The theme of the event, if applicable.
2. Topic is primarily knowledge and skills focused.
3. Data from past speaker evaluations.
4. Scheduling constraints of the event.
5. Space availability.
6. Internal and external analysis of data regarding current trends and hot topics.
7. Speaker availability.
8. Budgetary considerations.
9. CE hour fulfillment requirements – when the intention of the course is to offer CE hours.

SECTION VIII. SELLING OF GOODS BY PRESENTERS

A. The selling of goods or services by presenters at National meetings shall adhere to the following:
1. Commercial activity is restricted to the exhibit hall or local chapter's hospitality booth for fundraising purposes.
2. Materials for sale must be pre-approved by the appropriate staff according to exhibitor policy.

SECTION IX. EXPENSE REIMBURSEMENT FOR PRESENTERS & TAs

A. Transportation: Round trip travel as described below must be approved before purchase by appropriate staff.
1. Round trip economy class airfare or round trip rail excursion ticket via the most direct route, from the presenter/TAs home city to the convention destination will be reimbursed in full.
2. If a personal automobile is used, mileage from the home base city to the meeting site will be paid at the rate currently allowed by the Internal Revenue Service at the time of the meeting.
3. It is recommended that airline tickets be purchased through the AMTA-designated travel agency.
4. All travel not purchased through the AMTA-designated travel agency must be approved in advance.
5. Reimbursement for rail and auto expenses will not exceed the cost of the round trip economy class airfare.
6. Ground transportation to the meeting site via taxi or airport limousine shuttle will be reimbursed in full.
B. Hotel Accommodations – Lodging as appropriate for the length and time of the speaker presentation will be extended in the meeting hotel based on single occupancy for the presenter(s) and double occupancy for the TA(s).
1. For those individuals traveling over 1,000 miles and/or whose program ends later than 5:00 p.m., one additional night’s lodging will be reimbursed.
2. Should the presenter(s) and/or teaching assistant(s) prefer to stay at another facility, daily lodging expenses will be reimbursed, with receipt, in an amount not to exceed the daily rate of the official AMTA meeting hotel.
3. Teaching assistant(s) living within a one hour driving distance from the AMTA meeting hotel will not have lodging expenses reimbursed.
C. Meals and Miscellaneous Expenses – AMTA will reimburse presenters/TA’s for food and expenses not to exceed the approved per diem.
1. Expenses for gratuities on the day(s) of presentation and other expenses directly
SECTION IX. EXPENSE REIMBURSEMENT FOR PRESENTERS & TAS CONT’D

 related to the presentation will be reimbursed in full.
D. Non-reimbursed Personal Expenses – AMTA will not reimburse expenses for entertainment such as in-room movies, theater, cover charges, fitness/spa facilities, hair salon, liquor, or dry cleaning/valet service.

E. Procedure for Reimbursement – Speakers/TAs shall submit a “Speaker’s Expense Report” complete with all receipts including airline/rail tickets, tolls, hotel accommodations, meals, etc.
1. The report must be sent to appropriate staff at the National Office address within ninety days of the event.

SECTION X. SPEAKER COMPENSATION

A. An educational session speaker will receive an honorarium as contracted, as well as meal tickets for meals provided during the speaker’s required stay.

B. Education session speakers will not be reimbursed for outside meals when an AMTA meal ticket is provided for that meal.

SECTION XI. CRITERIA FOR USE OF TEACHING ASSISTANTS

A. Criteria for use of Teaching Assistants
   1. Presenters must request TA(s), if desired, at the time of the signing of the speaker agreement.
   2. Staff shall determine the need and number of teaching assistant(s) for a hands-on session based on the following criteria:
      a. 
      | Participants | Teaching Assistants (TA) |
      |--------------|-------------------------|
      | 1-25         | 0                       |
      | 26-50        | 1 maximum               |
      | 51-75        | 2 maximum               |
      | 76-100       | 3 maximum               |
   b. Use of TA is determined in part by the difficulty and specificity of the modality being presented, and whether there is a minimum of 75 percent experiential learning presented to the attendees.
   c. The presentation time must be a minimum of 8 CE Hours, repeating shorter sessions at an event may qualify.
   d. Staff reserves the right and final decision to grant permission for teaching assistant(s), based on the length and class size parameters, for experiential learning classes.
   e. When a request is made in advance and in writing, staff may grant permission if they feel that the integrity of the class would be compromised if a TA(s) is not provided, such as a cadaver session, where an assistant may be required to help handle the cadaver or do camera work.

SECTION XII. EXHIBIT SPACE

A. At every AMTA educational event, AMTA will be given a booth space in the exhibitors’ area at no cost.

B. The booth shall have overall association materials related to products and publications, including membership materials as determined by staff.

C. AMTA reserves the right to refuse exhibit space to any company or individual at any time and for any reason, including providing exhibit space at no cost to those that request such space.
SECTION XIII. COMMITTEE HEARINGS & PRESENTATIONS

A. Committee Hearing is a session at an AMTA National Convention where a committee affords the general membership an opportunity to “hear” the current work of the committee while in progress and invites comments, input and feedback directly from the membership that the committee may use in its further deliberations.

B. Committee Presentation is a report of a committee, usually a final report or result of a process, made to the general membership at an AMTA National Convention.

C. A presentation may be educational in nature, such as how to comply with a policy; how to accomplish a specific task; what the final position of the association/organization is on a specific matter.

SECTION XIV. CRITERIA FOR COMMITTEE HEARINGS

A. The Board of Directors or Executive Committee will evaluate requests reserving space/time for a committee hearing during the National Convention.

B. In order to be considered, the committee must address the following criteria:
1. The committee must have a well developed plan and agenda for the hearing that should be submitted at the time of the request.
2. The committee must address how the hearing relates to the AMTA Strategic Plan and the committee's objective or charge from the Board of Directors and the committee's approved action steps.
3. There is a written summary of the events, tasks and accomplishments which lead up to the hearing included with the application.
4. The subject(s) to be presented is (are) time critical or time sensitive.
5. The purpose of the requested hearing should be to inform members of items or issues currently being addressed by a committee and/or committee work in progress prior to its submission and presentation to the Board of Directors or Executive Committee for approval and solicit feedback from membership on important new development(s), program(s), or policy(ies) affecting AMTA or its members.

SECTION XV. CRITERIA FOR STANDING COMMITTEE & WORKGROUP PRESENTATIONS

A. The Board of Directors or Executive Committee will evaluate requests reserving space/time for a committee presentation during the National Convention.

B. The following criteria are to be considered in the evaluation of applications for a committee presentation:
1. The committee must have completed its deliberations and the committee's objective must have been presented to and approved by the Board of Directors or Executive Committee.
2. The committee must address how the presentation relates to the AMTA Strategic Plan, the committees charge or approved objective, and/or educates the general membership on new policies, procedures or programs of the association.
3. There is a written summary of the events, tasks and accomplishments which lead up to the presentation included with the application.
4. The subject(s) to be presented is (are) time critical or time sensitive.
5. The purpose of the requested presentation should be to inform members of items or issues addressed by a committee and approved by the Board of Directors or Executive Committee regarding a new
SECTION XV. CRITERIA FOR STANDING COMMITTEE & WORKGROUP PRESENTATIONS CONT’D

- development(s), program(s), or policy(ies) affecting AMTA or its members.
- Staff, in consultation with the Operational Committees should make decisions regarding

SECTION XVI. NATIONAL CONVENTION OPERATIONAL COMMITTEE

A. Staff, with input from the Convention Operational Committee, will design a convention fulfilling the requirements of the Association’s Bylaws and Policies and meeting the needs of Convention participants, as measured by evaluation tools such as the Convention Evaluation Questionnaire and AMTA surveys.

B. The Convention Operational Committee will be appointed approximately 18 months prior to the National Convention and will automatically retire at the conclusion of the National Convention.

C. The President-Elect, who will be President at the National Convention, will suggest a member to the current president for appointment as chair.
   1. The chair may be the President-Elect or another qualified member.

D. The workgroup will be composed of a maximum of five members and will include the following:
   - the chair, the President-Elect, if the President-Elect is not serving as the chair, and a member representing the local area or Chapter.
   - It is highly desirable that other workgroup members have experience in the areas of meeting planning and education.

E. If the chair is not the person who will be President during the Convention year, expenses for travel, hotel and meals, beginning on the day prior to the start of the convention and extending for the duration of the convention, will be included in the Convention Operational Committee budget.

SECTION XVII. FUNDRAISING

A. Massage Therapy Foundation and the host chapter have the primary privilege to conduct fundraising activities during the AMTA National Convention.

B. Any additional fundraising activities to be held during the AMTA National Convention must first be agreed to by the Massage Therapy Foundation and then the Board of Directors or Executive Committee must approve the activities at least six months in advance of the National Convention.

SECTION XVIII. HOST CHAPTER FOR THE NATIONAL CONVENTION

A. The state chapter hosting the National Convention shall receive the following compensations:
   1. $3,000.
   2. Seven complimentary registrations, one of which shall be given to the local liaison serving on the Convention Planning Committee.
      a. The remaining six shall be distributed at the discretion of the host chapter’s board.
These policies cover the operations of the National Volunteer. The structure includes elected and appointed positions.

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<th>POLICY PAGE</th>
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<td>11</td>
<td>N/A</td>
</tr>
</tbody>
</table>
SECTION I. INSTALLATION/OATH OF OFFICE

A. Newly elected officers shall be installed after an election at a time to be designated by the president.
B. The following shall be the Oath of Office used for installation of newly elected officers:

“I do solemnly affirm that I will faithfully execute the office of the American Massage Therapy Association (AMTA) to which I am elected, will uphold its bylaws, and will perform my duties to the best of my ability.”

SECTION II. REMOVAL FROM OFFICE

Any national volunteer may be removed by a two-thirds vote of the entire Board of Directors (BOD) whenever, in its judgment, the best interests of AMTA would be served thereby.

SECTION III. BOARD OF DIRECTORS RESPONSIBILITIES – MOTION #0917:56

A. Direct all business and financial affairs for and on behalf of AMTA.
B. Be responsible for all of AMTA’s property and funds.
C. Provide for, and review, an annual audit by an external public auditing firm.
D. Members of the board are accountable and shall report to the president and/or assignee.
E. Employ and define the authority and responsibilities of the executive director per their position description and contract.
F. Evaluate the performance of the executive director and vote on the annual recommendations presented by the president.
G. May establish committees, workgroups and/or other volunteer positions as necessary, define their purposes and activities.
H. Approve and/or reject volunteer appointments.
I. Establish the time and place of the annual convention to be selected in advance.
J. Review all applications for new chapters, and consider causes for revocation of Chapter Charter.

SECTION IV. EXECUTIVE COMMITTEE

A. Meetings of the Executive Committee (EC), including telephone conference calls, shall be recognized as official meetings.
B. Minutes shall be taken of motions and their outcomes, which shall be sent to the board in a timely manner.

SECTION V. MEETINGS – MOTION: #1012:53

A. The BOD shall determine the time and place of additional AMTA meetings.
B. The board shall meet a minimum of two times each year.
   1. One meeting will be held in March in the Chicago area and one will be held in May/June at a place researched and scheduled by staff.
C. Any elected national AMTA officer present at a meeting of the Executive Committee may remain present in the event the EC moves into executive session, except when such presence is limited by policy.
D. Agendas for each board meeting will undergo legal review.
SECTION VI. AGENDA BOOKS

The information contained in the agenda book distributed to the Board of Directors and standing committee chairs shall be considered proprietary, until such time as the agenda matters are discussed and appropriate action is taken by the board.

SECTION VII. MINUTES – MOTION: #1012:53

A. A Minutes Recorder shall record the proceedings of all national meetings of AMTA, the Board of Directors, the Executive Committee, and special meetings as designated by the president.
B. Official motions shall require a “second” in order to be considered.
C. The name of the maker of the motion and the name of the second shall be recorded in the minutes.
D. The minutes may include explanations and intent of motions passed in order to clarify these motions.

SECTION VIII. MINUTES APPROVAL – MOTION: #1012:53

A. A Minutes Review Workgroup shall be appointed by the president.
B. The Minutes Review Workgroup shall be a workgroup of the board for the purpose of reviewing the draft minutes of the board meeting and shall be automatically discharged upon completion of the task prescribed within this policy.
C. The minutes recorder shall serve as staff liaison to the workgroup.
D. The minutes recorder shall deliver a draft copy of the minutes to each member of the Minutes Review Workgroup within ten days of the meeting.
E. The minutes recorder shall hold a conference call with the workgroup within thirty (30) days following the distribution of the draft minutes to the workgroup.
F. The members of the workgroup shall review together, and agree upon by consensus, any corrections or changes to the minutes.
G. Prior to board approval, the minutes will undergo legal review.
H. The board shall then approve the minutes.
I. Draft minutes of meetings of the executive committee shall be forwarded by the executive director to each member of the executive committee for review and approval.
SECTION IX. DISTRIBUTION OF MINUTES – MOTION: #1012:53

A. Copies of the board meeting minutes shall not be distributed until they are approved by the board.
B. Each member of the board, each national standing committee chair, each commission chair and each chapter president shall receive a copy of the approved minutes.
C. Copies of approved minutes shall be available to members only, by mail from the National Office. An administrative fee will be charged for copying and mailing of the minutes.
D. Copies may be made available to non-members upon approval of the president or executive committee.

SECTION X. MAIL BALLOTS – MOTION: #0313:04

A. When voting using postal, electronic mail or facsimile (fax) transmission, all board members must vote and the vote must be unanimous.
B. Mail ballots may be destroyed 90 days after the results of the vote have been announced.
C. In the event that any member of the board objects in writing to the president and the executive director, the ballots shall not be destroyed until so instructed by the board at a subsequent meeting.

SECTION XI. ELECTING DIRECTORS TO FILL A VACANCY – MOTION: ES0818:48

A. President shall notify all voting members of board by e-mail of the vacancy.
B. The president or president-elect in the case of pending president-elect vacancy shall nominate one candidate.
   1. The president or president-elect in the case of pending president-elect vacancy reviews applicant names and applicable information from the prior election cycle to determine if any would be appropriate candidates to fill the vacancy.
   2. If there are no viable applicants, the president or president-elect in the case of pending president-elect vacancy shall recruit for the vacancy.
C. An agenda item with the motion to approve the nomination will be created.
   1. If the motion is presented at a face-to-face or conference call meeting, the successful candidate will be elected by majority vote.
   2. If the motion is sent by email, all board members must vote and the vote must be unanimous.
D. The newly elected Director is installed and serves until the next scheduled election in which a Director is elected by the members for the remainder of the original term. In the case of pending president-elect vacancy, the Director elected to the office of president-elect serves through the 3 term succession of the presidential offices.
**SECTION XII. BOARD OF DIRECTORS PLANNING CYCLE**

*Note:* Any commencement or deadline, that falls on a Saturday, Sunday or holiday shall be extended to the next business day. Whenever possible, the dates specified in these policies shall be adhered to.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>During this meeting the board’s work includes the approval of policy and other governance matters and hearing any new ideas for revenue generation.</td>
</tr>
<tr>
<td>March</td>
<td>The board reviews stakeholder and value propositions, and the board participates in a National Leadership Orientation with committee chairs and staff.</td>
</tr>
<tr>
<td>March</td>
<td>This leadership orientation includes an introduction to the board self-assessment process.</td>
</tr>
<tr>
<td>March-June</td>
<td>The board members review monthly office updates and monitor progress on monthly and quarterly measurements.</td>
</tr>
<tr>
<td>March-June</td>
<td>The board evaluate information that pertains to the association’s progress on current goals and objectives, the development of strategic principles, the evaluation of products, programs and services, sets the direction for annual planning and the selection of a mega-issue for discussion at the fall meeting.</td>
</tr>
<tr>
<td>March-June</td>
<td>The board may meet by teleconference to consider policy matters.</td>
</tr>
<tr>
<td>June</td>
<td>The board approves policy and considers other governance matters as necessary and hears any new ideas for revenue generation.</td>
</tr>
<tr>
<td>June</td>
<td>The board evaluates information; hears research reports and determines actions that pertains to the association’s current goals and objectives; reviews the strategic plan; approves the current year’s strategic principles; evaluates and engages in direction setting for staff and direction setting regarding the association’s products, programs and services; sets the direction for annual planning; updates current assumptions; hears any new ideas for mega-issue discussion; and selects a mega-issue for discussion at the fall meeting.</td>
</tr>
<tr>
<td>June-October</td>
<td>The board review monthly office updates and monitor progress on monthly and quarterly measurements.</td>
</tr>
<tr>
<td>June-October</td>
<td>The board evaluates information that pertains to the mega-issue discussion prior to the fall board meeting. The board may meet by teleconference to consider policy matters.</td>
</tr>
<tr>
<td>September</td>
<td>During the fall meeting, the board’s work includes the approval of policy and other governance matters, new idea review and hearing any new ideas for revenue generation.</td>
</tr>
<tr>
<td>September</td>
<td>The board engages in their self assessment and cultural assessment.</td>
</tr>
<tr>
<td>September</td>
<td>The board engages in the mega-issue discussion, the topic of which was chosen at the summer meeting.</td>
</tr>
<tr>
<td>October-January</td>
<td>The board members review monthly office updates and monitor progress on monthly and quarterly measurements.</td>
</tr>
<tr>
<td>October-January</td>
<td>The board evaluates the financial information and proposed budget for the year beginning March 1st.</td>
</tr>
<tr>
<td>January</td>
<td>The board hears research reports and determines actions that pertains to the association’s current goals and objectives; reviews the strategic plan; approves the current year’s strategic principles; evaluates and engages in direction setting for staff and direction setting regarding the association’s products, programs and services; sets the direction for annual planning; updates current assumptions; hears any new ideas for mega-issue discussion; and selects a mega-issue for discussion at the fall meeting.</td>
</tr>
<tr>
<td>January</td>
<td>The board meets via teleconference no later than the 2nd full week in January to approve policy and consider other governance matters as necessary.</td>
</tr>
<tr>
<td>January</td>
<td>The board will discuss and approve the budget for the coming fiscal year beginning March 1.</td>
</tr>
</tbody>
</table>
SECTION XIII. PRESIDENT HONORARY MEMBERSHIP

National presidents shall automatically be granted lifetime Honorary Classification Membership with dues paid by the National Office.

SECTION XIV. STANDING COMMITTEES – MOTION #1210:71

A. AMTA standing committees shall be:
   1. Bylaws Standing Committee.
   2. Chapter Relations Standing Committee.
   3. Finance Standing Committee.

B. Standing committees shall:
   1. Address the needs of the board and AMTA in the fulfillment of the duties of care, loyalty and obedience.
   2. Advise the board with regard to its assigned role.
   3. Work as part of a volunteer/staff team.
   4. Report to the president when directed.

C. Standing committee volunteers shall be appointed, approved and removed as follows:
   1. A standing committee chair is appointed by the president and approved by the board or can be specified in the motion that creates the standing committee.
   2. In order to coincide with the term of the incoming president, the president-elect may appoint officers at the board meeting immediately preceding the end of the fiscal year.
   3. Appointments are subject to approval by the board and become effective on the first day of the new fiscal year.
   4. A standing committee chair may be removed by a recommendation of the president and approval by the board.
   5. In case of a vacancy, the president may appoint a new standing committee chair with approval by the board.
   6. Standing committee members are appointed by the standing committee chair and approved by the president.
   7. Standing committee members may be removed by recommendation from the standing committee chair with the approval of the president.

SECTION XV. ADVISORY COMMITTEES – MOTION: #0917:56

A. AMTA Advisory committees shall be:
   1. Assembly of Delegates Advisory Committee.

B. Advisory committees shall:
   1. Provide recommendations to the board as charged and/or have duties and responsibilities defined in policy by the Board of Directors.
   2. Work as part of a volunteer/staff team.
   3. Provide reports to the president when directed.

C. Advisory committee volunteers shall be appointed, approved, and removed as follows:
   1. An Advisory committee is led by a Moderator or Chair who is appointed by the national president and approved by the national board.
   2. Appointments are subject to approval by the national board and become effective on the first day of the new fiscal year.
   3. An Advisory Committee Moderator or Chair may be removed by a recommendation of the national president and approval by the national board.
   4. In case of a vacancy, the national president may appoint a new Advisory Committee Moderator or Chair with approval by the national board.
   5. Advisory Committee members are appointed by the Advisory Committee Moderator or Chair and approved by the national president.
   6. Advisory committee members may be removed by recommendation from the Advisory Committee Moderator or Chair with the approval of the national president.
SECTION XVI. WORKGROUPS – MOTION #0119:71

A. Workgroups may be established by the board or standing committees as needed to support their work.

B. Board-created workgroup volunteers will be appointed and removed as follows:
   1. The workgroup chair will be appointed by the president and approved by the board.
   2. A workgroup chair may be removed by a recommendation from the president, with approval by the board.
   3. In case of a vacancy, the president may appoint a new workgroup chair with approval by the board.
   4. Workgroup members are appointed by the workgroup chair and approved by the president.
   5. Workgroup members may be removed by recommendation from the workgroup chair with the approval of the president.

C. Standing committee-created workgroup volunteers will be appointed and removed as follows:
   1. The workgroup chair is appointed by the standing committee chair and approved by the president.
   2. A workgroup chair may be removed by a recommendation of the standing committee chair with approval from the president.
   3. In case of a vacancy, the standing committee chair may appoint a new workgroup chair with approval by the president.
   4. Workgroup members are appointed by the workgroup chair and approved by the standing committee chair.
   5. Workgroup members may be removed by recommendation from the workgroup chair with the approval of the standing committee chair.

SECTION XVII. OPERATIONAL COMMITTEES

A. Created and disbanded through National Office staff.
B. Funded through the annual budgeting process or by board or executive committee motion.
C. Operational committees shall:
   1. Address the needs of staff and AMTA in carrying out the operational aspects of delivering products, programs and services.
   2. Advise staff on an as needed basis.
   3. Work with a staff team leader to ensure meeting deadlines for which staff is accountable.
D. Reported through staff in the National Office update as they are created and when they complete their objectives and are disbanded.

SECTION XVIII. AMTA MASSAGE THERAPY FOUNDATION REPRESENTATION

A. The Board of Directors shall have one representative on the Massage Therapy Foundation Board of Trustees. This representative shall:
   1. Be appointed by the AMTA president and approved by the AMTA board.
   2. Serve one term year, or until a successor is appointed.
   3. Take office at a time to be determined by the AMTA board.
   4. Report to the AMTA board as directed by the AMTA president.
   5. Take on other specific duties related to the Foundation Board of Trustees.
   6. Ensure that any action within the foundation shall be in accordance with its Bylaws and Policy.
SECTION XIX. FINANCE COMMITTEE – MOTION #0315:11

A. The members of the Finance Standing Committee shall be:
   1. The president-elect.
   2. Four additional board members.
B. Meeting notes for all finance committee conference calls or face-to-face meetings shall be sent to the president within one week of the meeting.
C. The staff will prepare budgets and submit them to the Finance Standing Committee for review and approval.
D. The finance committee chair and chief financial officer will then present the budget approved by the finance committee to the Board of Directors for final approval.

SECTION XX. BUDGET ALLOCATIONS FOR COMMITTEES

A. For recurring functions, standing committees have leeway in the distribution of funds within line items only.
   1. Because the budget is based on estimates, staff is empowered to set the budget.
   2. Interaction with staff should be made by the standing committee chair only.
   3. The disbursement must be consistent with the intention of the line item.
   4. Reallocation of non-recurring expenses shall not be made.
B. Standing committee chairs and staff department heads may request an increase in their budgets for normal operating expenses through the annual budgeting process.
C. New initiatives, including programs and projects, must be approved and budgeted by the board through the agenda process.
   1. This policy also applies when the initiative is expressed in the AMTA Strategic Plan and a specified standing committee or department has been identified as the primary party to consider the initiative.
   2. Such party may not assume that the initiative is approved, nor may it request in its normal operating budget to cover the cost of the initiative.
   3. Parties which find expenses exceeding those budgeted for the initiative may seek additional funding through the board or the EC.

SECTION XXI. BOARD CHARGE EXTENSION REQUEST

A. Standing committees which are not able to complete a charge by the deadline in a motion may request an extension of the deadline by the Board of Directors or the EC.
B. If an extension is not requested, or if an extension is denied by the board or the EC the standing committee charge, and any budget expense dedicated to that charge, shall be removed as of the specified deadline.
C. Any further action by the standing committee on the removed charge must be approved by the board.
SECTION XXII. MEETING REQUEST

A. The following criteria must be considered for the granting of funds for a face-to-face meeting of an AMTA standing committee:
   1. The standing committee must have a well-developed plan and agenda for the meeting that should be submitted at the time of the request, including an estimation of how long the tasks will take to complete.
   2. The standing committee must address how the project/purpose for the face-to-face meeting relates to the AMTA Strategic Plan.
   3. There is an indication that advance work/research for the project/task the meeting hopes to achieve is undertaken prior to the request for funding for a face-to-face meeting. The task(s) to be accomplished is (are) time critical or time sensitive.
   4. The task(s) to be accomplished is (are) difficult to accomplish in segmented time periods; the task(s) need(s) a concentrated amount of time and should be completed without interruption.
   5. The task(s) cannot be completed by other methods, such as conference call.

SECTION XXIII. VOLUNTEER STIPENDS – MOTION #0114:63

A. All stipends and allowances for national AMTA volunteers are listed in the Volunteer Stipend/Travel Table.
B. Prior to each Board of Directors meeting, the president or designee will determine additional attendees and the total number of days for which allowances are to be paid, if applicable.
C. Stipends may be adjusted annually, for the next FY only, by the finance committee during the budget planning process.
D. Volunteers holding more than one of the stipend positions shall receive only one stipend, whichever is greater.
E. Stipends will be paid on or about the last day of each month.
F. In the case of a resignation by a board member or standing committee chair (SCC), the stipend shall be discontinued upon resignation.
G. A board member or standing committee chair taking office in mid-term shall receive a partial stipend.
## Section XXIV. Volunteer Stipend/Travel Table – Motions #0917:56

<table>
<thead>
<tr>
<th>Office/Position</th>
<th>Stipend</th>
<th>Travel</th>
<th>Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>President/PE/IPP</td>
<td>$2,327/mo.</td>
<td>Board of Directors Meetings National Convention Regional/Chapter Annual Meetings Authorized travel per policy</td>
<td>AMTA provided laptop computer</td>
</tr>
<tr>
<td>Director/SCC</td>
<td>$749/mo.</td>
<td>Same as above</td>
<td>Same as above</td>
</tr>
<tr>
<td>Advisory Committee Chair or Moderator</td>
<td>$250 per day of BOD face to face meetings/plus one day travel if requested to attend/participate.</td>
<td>National Convention – complimentary registration Authorized travel per policy</td>
<td>N/A</td>
</tr>
<tr>
<td>Commissioner of Elections</td>
<td>N/A</td>
<td>National Convention – complimentary registration</td>
<td>N/A</td>
</tr>
<tr>
<td>Workgroup of the Board Chair</td>
<td>$250 per day of BOD face to face meetings/plus one day travel if requested to attend/participate.</td>
<td>National Convention – complimentary registration Authorized travel per policy</td>
<td>N/A</td>
</tr>
<tr>
<td>Workgroup of a Standing Committee Chair</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Slate Selection Commission Chair</td>
<td>N/A</td>
<td>National Convention – complimentary registration</td>
<td></td>
</tr>
<tr>
<td>Committee and Workgroup of the Board of Directors Members; AOD Members; CPC Moderator &amp; Moderator Elect</td>
<td>$250 per day of BOD face to face meetings/plus one day travel if requested to attend/participate.</td>
<td>National Convention – complimentary registration Authorized travel per policy</td>
<td>N/A</td>
</tr>
</tbody>
</table>
SECTION XXV. VOLUNTEER STIPEND/TRAVEL TABLE DETAILS – MOTION #0114:63

A. Table Definitions:
   1. A stipend is a fixed and regular payment intended to help cover the out-of-pocket costs of volunteering, not to serve as compensation.
   2. An allowance is given at regular intervals or for a specific purpose.
      a. For example, AMTA provides a monetary allowance to non-standing committee volunteers who are requested to attend the face to face Board of Directors meeting.
   3. AMTA Business is anything being done on behalf of AMTA, whether internal or external.
B. Current president, president-elect and immediate past president and all national past presidents and their spouses, significant other (defined as a person who is important to one’s well-being, a spouse or one in a similar relationship) or child (1) shall be offered complimentary registrations for the national convention.
C. Complimentary registrations are non-transferable and only one complimentary registration will be allotted per person, regardless of how many volunteer positions are held.
D. The Board of Directors, EC or the president will determine prior to each meeting of the board for which days allowances are to be paid.

E. All communications equipment is the property of AMTA.
   1. Any modifications or changes to the equipment should be discussed with and approved by the Systems Administrator in the National Office.
   2. When a volunteer leaves his/her position within AMTA he/she has the option of returning their equipment or purchasing it according to the following schedule:
      a. On leaving office a volunteer may purchase the equipment they have been using at a price equal to the original cost of the equipment paid by AMTA, less depreciation recorded by AMTA at the date of termination by the volunteer.
      b. Depreciation of computers for volunteers is recorded on a straight line basis over a 36 month period, estimated useful life.
      c. Any communication equipment will be replaced by AMTA only on an as needed basis when the equipment in use is deemed unusable, obsolete and/or un-repairable by AMTA staff.
F. Minimum specifications required for purchase of computer or laptop will be determined as needed by staff.
G. Staff will issue a quarterly report to the EC detailing any large or unusual volunteer reimbursements from the preceding quarter.

SECTION XXVI. TRAVEL FOR NATIONAL VOLUNTEERS – MOTION #0714:34

A. Travel expenses for president, president elect and immediate past president shall be at the discretion of the president in consultation with executive director.
B. All travel authorization requests involving national volunteers must be made in writing to the president of AMTA and approved by the EC.

1. National volunteers may request travel authorization, in writing, from the president to attend meetings as official representatives of the AMTA.
2. Anyone requesting authorization for travel to chapter/regional events must submit it in writing to the president with a minimum 90 day advance notice.

C. The following criteria must be considered by the EC for travel authorization of national volunteers:
   1. Travel requested is consistent with the Mission, Goals and Strategic Plan of AMTA.
   2. Travel requested is consistent with the position description of the office of the person requesting to travel.
   3. Travel is requested to attend an AMTA national, regional or chapter event such as convention, conference, chapter annual meeting, standing committee meeting, etc.
   4. Person requesting travel is qualified to meet the objectives and purposes of the travel.
   5. Objectives/purposes for travel cannot be accomplished by other means, such as conference calls.
   6. Travel requested is a budgeted item or there are sufficient funds for a budgetary adjustment.
   7. Travel request documentation is in order.

D. Any payment of national volunteer travel costs to chapter/regional events will be determined by the president in collaboration with the EC, appropriate staff and the chapter president or regional event representative on a case by case basis with the following criteria used:
   1. Items for reimbursement includes such items as transportation costs such as airfare/mileage, sleeping accommodations, and meals.
   2. Chapter size and geographic location for prioritizing use of funds.
   3. Percent of reserves held by the chapter; for regional events, the average percent of reserves for the participating chapters will be used to determine the reimbursement source.
   4. The full registration package for the chapter/regional event must be provided by chapter/regional event representative to the national volunteer.

E. A written report from national volunteers authorized to travel is due to the president within three weeks of the start of authorized travel outlining the event, the value of the event to AMTA, impact on AMTA and recommendations for AMTA.
On-Site Massage Events

This policy addresses members performing on-site massage at AMTA national and chapter sponsored events.

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SECTION I. NATIONAL & CHAPTER SPONSORED EVENTS

A. The event coordinator must have a list of all volunteers representing AMTA at the event.
B. All volunteers giving massage must have current insured membership, in good standing, in AMTA.
C. Any volunteer who is not a member of AMTA can participate in the event doing any function that does not involve hands-on massage to the public, such as intake forms, discussion of massage with the public etc., unless he or she provides a copy of his or her current professional liability insurance policy to the event coordinator.
D. All practitioners giving on-site massage must complete an intake form for each recipient identifying any pre-existing condition, or stating they have none.
E. The practitioner’s name must be legible on each intake form.
F. The public member receiving the massage must print their name legibly and also provide his/her signature.
G. The intake form and practitioner guidelines must be used at all AMTA-sponsored events.
H. Completed intake forms must be forwarded to the National Office for retention within 30 days of the event.
I. The forms provided by AMTA must be used at all events at which massage is offered.

SECTION II. NATIONAL AMTA EXHIBIT BOOTH

A. All massage therapists massaging on site at a national AMTA exhibit booth must meet the following criteria:
1. Massage therapists massaging on-site are preferably Professional Active AMTA members and must provide a copy of current certificate of professional liability insurance.
2. If not AMTA members, massage therapists massaging on site or students of massage therapy (in an accredited massage therapy program and supervised by a faculty coordinator) must provide copies of current, valid local licenses (if required by local regulation) and current certificates of professional liability insurance.
3. Massage therapists massaging on-site should have experience in on-site and/or chair massage.
4. Massage therapists massaging on-site will be in uniform as decided by the exhibit team leaders.
5. Massage therapists massaging on site must agree to abide by all AMTA policies and procedures outlined in the AMTA Policy Manual governing on-site massage events.
**On-Site Massage Events**

**SECTION II. NATIONAL AMTA EXHIBIT BOOTH CONT’D**

B. Massage therapists massaging on site may be compensated for time working in the AMTA exhibit booth as negotiated by the staff exhibit team leader.

C. One massage therapist massaging on site is to be identified as the “Coordinator”.

**SECTION III. INTAKE FORM AND PRACTITIONER GUIDELINES**

A. The intake form and Practitioner Guidelines are required for use at AMTA-sponsored on-site events.

B. The forms are available on the AMTA Web site and through the National Office.

C. Staff will regularly review the forms, with input from volunteers and legal counsel, to ensure they are up-to-date.

**SECTION IV. CHAPTERS**

All national AMTA on site massage event policies apply to chapters.
This section addresses AMTA’s position statements on professional or public policy issues that relate to the mission and goals of AMTA. – *Motion #0917:57*

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**SECTION I. STATEMENT OF INTENT**

This policy establishes a unified philosophy for AMTA position statements, and clarifies policies leading to approval of proposed position statements.

**SECTION II. PROPOSAL SUBMISSION PROCESS**

Position Statement proposal submission process is defined in the Assembly of Delegates Policy Section VI. Position Statement and/or Discussion Topics (Topics) Proposal Process.

**SECTION III. DISCUSSION, PRIORITIZATION, AND APPROVAL PROCESS**

A. The Assembly of Delegates will discuss, choose, and prioritize the proposals to be submitted to the Board of Directors for consideration.

B. Upon review of a proposal, the Board of Directors will determine if resources will be allocated for a writing group of subject matter experts to research and develop a position statement.

C. The writing group will present the final position statement and/or report to the Board of Directors for its consideration and approval.

1. A majority vote of the Board of Directors is required for a position statement to be accepted.

2. The writing group of subject matter experts may determine that there is insufficient support for the proposed position statement and make such a recommendation to the Board of Directors.
SECTION IV. REVIEW PROCESS

A. Approved position statements will be reviewed by staff every five years from the original approval date to ensure they are still valid and confirmed by any new research.

B. If there is a need to review a position statement sooner, a written request for an immediate review may be submitted to the Assembly of Delegates Advisory Committee (AODAC) or the Board of Directors for consideration.

C. If review of an approved position statement concludes it is no longer relevant or appropriate, a recommendation to rescind the position statement may be made to the Board of Directors by staff or the AODAC.

SECTION V. CHAPTERS

A. As of September 16, 2017 the Association position statements shall only be those approved by the Board of Directors.

B. Chapters are bound by AMTA position statements.

C. Chapters cannot have or create separate position statements.
Carrying out the direction of the AMTA Board of Directors, AMTA staff is charged with developing and delivering benefits, and programs, products and resources for AMTA members.

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**SECTION I. RESPONSIBILITIES AND RIGHTS OF THE EXECUTIVE DIRECTOR**

A. Responsibilities and rights of the Executive Director (ED) are specified in the contract and job description.

B. The ED and Chief Executive Officer of AMTA:

1. Oversees the secretarial function for AMTA; maintains the official minutes of the Board of Directors (BOD), Executive Committee, and other official meetings of the organization; provide security for all files, legal and historical documents, membership and mailing labels.
2. Signs off as Secretary/Treasurer of the association on state filings for chapters.
3. Is responsible for indebtedness of AMTA in the normal course of carrying out the business of the association.

4. Carries out direction that is legally and morally sound.

5. Has the right to prior notice of and to be present at all meetings of the BOD and EC of AMTA, except where ED performance is being reviewed.

6. Serves as the plan administrator, trustee and/or other fiduciary, as defined under the Employee Retirement Income Security Act of 1974.

7. Shall be furnished with such facilities, services and equipment as are suitable to the character of the position and adequate for the performance of the ED duties.

8. Participates on the board and assigned committees as a non-voting member except for those related to the ED performance evaluation, unless invited.

**SECTION II. SYMPATHY**

A. In recognition and respect in behalf of AMTA’s members and staff, the National Office staff shall be authorized to send a show of sympathy to current and former national volunteers, due to adverse life events.

B. These adverse life events include, but are not limited to personal or family illness, hospitalization, or death.
SECTION III. NATIONAL OFFICE LOCATION

A. The principal office of AMTA shall be:
   Corporation Trust Company, 1209 Orange
   Street, Wilmington, Delaware 19801.

B. AMTA may also have offices at such places as
   the Board of Directors may designate.
These policies outline the expected volunteer code of conduct and apply to all AMTA national and chapter volunteers.

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### SECTION I. VOLUNTEER USE OF TITLE

A. Individuals who are currently serving in any official capacity for AMTA may use their official volunteer position or title while acting within the capacity and responsibility of their current AMTA position.

B. Individuals who are currently serving and/or who have previously served in any official capacity for AMTA may use their volunteer position or title in biographical nature.

C. Individuals who are currently serving and/or who have previously served in any official capacity for AMTA are prohibited from using such position or title for any endorsements or while acting on behalf of their own business or practice.

D. All references to volunteer position or title must be complete, accurate, official, and must specify the time period served as the year service began and ended, unless that position is currently held. In such a case the designation “current” is sufficient.

### SECTION II. BEHAVIORAL STANDARDS ON USE OF TITLE

A. Official capacity includes national and chapter level elected or appointed officers, delegates, chairs and members of any committee, council or commission, chairs and members of any workgroups of the board or standing committees.

B. Endorsement includes but is not limited to commercial, personal, political or non-profit endorsements or the promotion of any goods or services.

C. This policy prohibits the use of a volunteer position or title for promotional purposes or financial gain.

D. The use of volunteer position or title as a byline in published materials is prohibited unless the individual is representing AMTA and complies with AMTA policy regarding the use of bylines.

E. The individual mentioned in the written material may include their volunteer position or title only if used in a biographical nature.

1. This biographical information may not be prominently placed near the title of the product, service, workshop, article, book, Web site, class, course or video, but must follow the content of the written material.

2. The biographical information may not be larger than 50% of the type size used for the title of the product, service, etc.
Volunteer Conduct

SECTION II. BEHAVIORAL STANDARDS ON USE OF TITLE CONT’D

F. Examples of a complete, accurate and official title that includes time served are as follows:
   1. AMTA-CA Chapter Board Member, 2-97 to 2-99.

G. The policy allows individuals who have served AMTA to be acknowledged for their service, but does not allow use of such information as a way of using AMTA’s name and reputation for the purposes prohibited by the policy.

SECTION III. CONFLICT OF INTEREST – MOTION #0616:22

A. In order to avoid conflicts of interest and uphold the duties of loyalty, care and obedience by which all AMTA elected and appointed volunteers are bound, AMTA chapter and national elected and appointed volunteers must adhere to the following policy:
   1. AMTA volunteers may not use their voluntary position for significant personal benefit, whether monetary or in kind including:
      a. Accepting gifts of $50 and above in value from an entity or person that stands to gain from decisions or actions of the volunteer.
   2. If an AMTA volunteer has decision-making power over a matter which may result in direct benefit, whether monetary or in kind to themselves, a family member, business partner or to a business or practice which they own or for which they work, the volunteer must disclose their interest immediately.
   3. Contracting with, being employed by, and/or volunteering for direct competitors (as defined by the Board of Directors) of AMTA is a clear conflict of interest for certain volunteers within the association. These volunteers shall not provide services, either volunteer or for pay, to ABMP or at any ABMP event, or to other direct competitors. The volunteers impacted include but are not limited to:
      a. Any elected national or chapter volunteer
      b. Any National volunteer who is appointed by the national president
      c. All Slate Selection Commission members
   4. The National President should refrain from being employed by, and/or volunteering for direct competitors of AMTA for 3 years after they complete their Immediate Past President year.
   5. Any volunteer who shares/distributes/or uses AMTA intellectual property and/or AMTA materials for personal business endeavors is in violation of the duties of care, loyalty, and obedience and the code of conduct.
   6. Once disclosed, the conflict shall be addressed according to established procedures.

B. AMTA volunteers are prohibited from receiving payment from AMTA or any other entity for activities which are not part of their official volunteer duties in which they engage while acting as official volunteer representatives of the association, excluding what is provided for by the volunteer compensation policy. This includes, but is not limited to the following activities:
   1. Speaking at events which they are attending in their official volunteer capacity and for which AMTA is paying.
SECTION III. CONFLICT OF INTEREST CONT’D

2. Teaching at an event which they are attending in their official volunteer capacity and for which AMTA is paying.
3. Writing for any official AMTA publications.

C. AMTA volunteers must not pursue any business opening, investment, project or program that they learn of through their volunteer service without first offering it to the association.

SECTION IV. CODE OF CONDUCT – MOTION #ES1214:76

A. All volunteers elected or appointed, national or chapter must sign and comply with the applicable AMTA Code of Conduct document.
B. Failure to comply with the applicable AMTA Code of Conduct may result in the following:
   1. Formal letter of reprimand.
   2. Removal from volunteer position(s) and ineligibility to serve for a period of one (1) year.
   3. Removal from volunteer position(s) and ineligibility to serve for a period of three (3) years.
   4. Removal from volunteer position(s) and ineligibility to serve thereafter.
   5. Ineligibility to serve as a speaker, presenter, service provider or in any other contractual relationship with AMTA or any Chapter or receive compensation of any kind for a defined or indefinite period.
   6. Ineligibility to receive a National or Chapter award.
   7. Termination of membership:
      a. Termination of membership may be imposed only pursuant to procedures set forth in Member Discipline Policy.
C. Chapter Boards have authority only to remove individuals from their chapter volunteer position(s) for a period of one (1) year (B.2 above).

SECTION V. CHAPTERS

All national AMTA volunteer conduct policies apply to chapters.
The American Massage Therapy Association prohibits preferential or adverse discrimination on the basis of race, creed, color, gender, age, national or ethnic origin, marital status, religion, sexual orientation, or handicap in all areas including, but not limited to, its qualifications for membership, rights of members, policies, programs, activities, and employment practices.
BYLAWS OF THE
AMERICAN MASSAGE THERAPY ASSOCIATION
AUGUST 2018 REVISION

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BYLAWS OF THE
AMERICAN MASSAGE THERAPY ASSOCIATION
AUGUST 2018 REVISION

ARTICLE I. NAME

Section 1. Name

A. The name of this corporation is “The American Massage Therapy Association” (hereafter referred to as “AMTA” or the “Association”).

B. AMTA shall have and continuously maintain in Delaware a registered office and a registered agent, and may also have other offices within or outside Delaware as the National Board of Directors may designate.

ARTICLE II. INDEMNIFICATION OF OFFICERS AND DIRECTORS

AMTA will indemnify all officers, directors, and committee members of AMTA to the full extent permitted by the Delaware General Corporation Law, as amended from time to time, and AMTA is entitled to purchase insurance for such indemnification to the full extent as determined from time to time by the Board of Directors.

ARTICLE III. USE OF ELECTRONIC COMMUNICATION

Unless otherwise prohibited by law, any action to be taken or notice delivered under these Bylaws may be taken or transmitted by electronic mail or other electronic means; and any action or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.

ARTICLE IV. PURPOSES

The purposes of AMTA shall be to:

A. Advance the science and art of massage and related techniques;

B. Raise and maintain the standards of the massage profession;

C. Foster a spirit of cooperation and the exchange of ideas and techniques among its members and others who are part of the field of massage;

D. Promote legislation that supports and upholds, and oppose legislation that harms and damages, the massage profession;

E. Protect and preserve the rights of its members;

F. Enhance the public’s understanding and appreciation of massage;

G. To further the broad objective of improving conditions of life, or individual well-being, in our society through utilization of the professional knowledge and skills of massage therapy;

H. To advocate the rights and interests of persons seeking massage therapy as health care;

I. Conduct any other activity in connection with the purposes stated in this Article and to undertake such other desirable activities as the National Board of Directors may determine.
ARTICLE V. MEMBERSHIP

Section 1. General Eligibility
AMTA may grant membership to any individual or entity who:

A. Meets the qualifications set forth for each classification of membership in AMTA;
B. Shares interest in and supports the purposes of AMTA;
C. Abides by these Bylaws, AMTA’s Code of Ethics, and other policies, rules and regulations that AMTA may adopt;
D. Meets additional criteria for each category of membership that the National Board of Directors may establish.

Section 2. Membership Classifications and Qualifications

Membership in the Association shall be divided as follows: Professional, Student, Massage Therapy Schools and Educators, Supporting, and Honorary. An individual or legal entity may hold only one (1) classification of membership.

A. Professional Classification
   1. Must graduate from any supervised 500 in-class hour minimum entry-level program, or must pass an exam recognized by AMTA as identified in AMTA policy or must have an AMTA-accepted state license, certification, or registration.
   2. For any jurisdiction in which the member practices massage, the member must hold a valid license, registration or certification issued by that state, territory, District of Columbia, or municipal government, if such credential is required by law to practice massage in that jurisdiction.
   3. In order to remain qualified for Professional membership, a member must complete continuing education in accordance with AMTA Policy.

B. Student Classification
   1. Must be enrolled as a student in any 500 supervised in-class hour minimum entry-level program in the United States, its territories, or Canada.

C. Massage Therapy Schools and Educators Classification
   1. Must be school administering an entry level massage therapy program consisting of a minimum of 500 supervised in-class hours and operating legally within its jurisdiction.

D. Supporting Classification
   1. Must be an individual or a legal entity, not practicing massage but wishing to support and advance the profession of massage therapy through AMTA in accordance with the AMTA core purpose and goals.

E. Honorary Classification
   1. Honorary membership is a special honor bestowed upon a person who has contributed exemplary service and/or knowledge that has benefited massage.
Section 3. Status

A. International Status
   1. Any member residing and practicing in a foreign country other than Canada or the US Territories is eligible for International status unless otherwise determined by the National Board of Directors.

Section 4. Membership in Chapters

A. All members, other than Massage Therapy Schools and Educators shall be assigned to a Chapter having territorial jurisdiction of the area where the member practices, resides, or attends school, or in the case of a legal entity where it is located provided such Chapter exists.

B. Each member will be assigned to only one Chapter.

Section 5. Good Standing

A. Members who comply with Bylaws, AMTA's Code of Ethics, and Policy are considered members in good standing.

Section 6. Disciplinary Action

The Association shall expel from membership or otherwise discipline any member who is not in good standing. Complaints to the effect that a member has violated the ethical principles, Bylaws, or Policy shall be processed in accordance with AMTA Policy.

Section 7. Reinstatement

Any former member may be reinstated to membership in accordance with the Policies of the Association, or by approval of the National Board of Directors.

Section 8. Title Designation

A. AMTA designates Professional Members as Massage Therapist or Massage Technician. AMTA shall also recognize the following titles:
   1. AMTA Certificate Programs:
      a. Registered Massage Therapist
      b. Approved Continuing Education Instructor
   2. Specialty Programs:
      a. Event Sports Massage Specialist

ARTICLE VI. FINANCE

Section 1. Fiscal Year

The fiscal year of AMTA shall be from March 1 through the last day of February.
Section 2. Crime Insurance

Any Officer, Director, staff, or AMTA member whose name appears on any AMTA account, handles or has access to AMTA funds, will be covered by AMTA crime policy.

Section 3. Auditing

AMTA’s books and records will be audited annually by a Certified Public Accountant and approved by the National Board of Directors

Section 4. Dues and Fees

Membership dues shall be determined by the National Board of Directors and the actual amount of membership dues for each membership classification and type of status (if applicable) shall be listed in AMTA Policy. The National Board of Directors shall determine the portion of dues, application fee, or any applicable fee, which shall be designated for the Chapters.

ARTICLE VII. NATIONAL BOARD OF DIRECTORS

Section 1. Composition

A. The members of the National Board of Directors are:
   1. President;
   2. President-Elect;
   3. Immediate Past President;
   4. Nine (9) Directors

B. An individual may hold only one (1) voting position on the National Board of Directors.

C. The President, President-Elect and Immediate Past President are the Officers of AMTA.

D. Members of the National Board of Directors may not serve as chair of the Bylaws Committee, except if the Bylaws Chair is elected to the National Board of Directors; then, he/she may continue to serve as chair until a successor is appointed.

Section 2. Authority

The National Board of Directors shall be governed by the AMTA Articles of Incorporation, Bylaws, and Policy. Members of the National Board of Directors shall have authority to act on behalf of the membership by virtue of election.

Section 3. Methods of Selection

The eligible voting members of AMTA shall elect five (5) Directors each year according to the procedures set forth in AMTA’s Bylaws, Policies, and Procedures. The President-Elect is elected by the National Board of Directors from among the Directors during the first month after the beginning of each fiscal year according to the procedures set forth in AMTA’s Bylaws, Policies, and Procedures.
Section 4. Eligibility for Candidacy

A. A candidate for the position of Director must:
   1. Hold Professional membership classification for at least three (3) consecutive years immediately prior to the date candidate applications are due in the National Office and sign the Board Code of Conduct agreement.
   2. Satisfy one or more of the following:
      a. Has served as an AMTA chapter elected volunteer within the last three years.
      b. Has served as an elected or appointed AMTA national volunteer within the last three years.
      c. Has served as an AMTA national operational committee volunteer within the last three years.
   3. Not have received a letter of reprimand or been removed from office/position.

B. A candidate for the office of President-Elect must:
   1. Be a current Director having completed the prior full fiscal year.

C. In the event that the member has served as President-Elect, President or Immediate Past President during any part of the current term year, the member is ineligible for candidacy to the position of President-Elect.

D. All Directors shall maintain Professional membership classification throughout their terms of office.

E. In the event that the member has served on the National Board of Directors for five (5) consecutive terms immediately prior to the election, the member is ineligible for candidacy for the position of Director.

Section 5. Term of Office

A. The President-Elect serves for one (1) fiscal year or until a successor is elected. This is the first term of a three (3) term succession through the offices of President-Elect, President and Immediate Past President.

B. The President serves for one (1) fiscal year or until a successor takes office. This is the second term of a three (3) term succession through the offices of President-Elect, President and Immediate Past President.

C. The Immediate Past President serves for one (1) fiscal year or until a successor takes office. This is the third term of a three (3) term succession through the offices of President-Elect, President and Immediate Past President.

D. Directors other than President-Elect, President and Immediate Past President serve for two (2) fiscal years or until a successor is elected.

E. The term of office for elected Directors begins on the first day of the new fiscal year following the year they are elected.

Section 6. Vacancy and Succession

A. A vacancy in any National position may be established through resignation, removal, disqualification, termination, disablement, or death prior to the regular end of term of office as determined by the National Board of Directors.

B. All members filling vacancies by election or appointment must satisfy the eligibility for candidacy as set forth in these Bylaws, AMTA’s Policies and Procedures and Position Descriptions including the Preamble.
C. The resignation of a National Director must be made in writing and be presented to the National President or the National Board of Directors.

D. In the event of a vacancy in the office of President, the Immediate Past President shall resume the office of President until the next regularly scheduled election. If both the offices of President and Immediate Past President are vacant, the President-Elect shall assume the office of President.

E. In the event of a vacancy in the office of President-Elect, the National Board of Directors shall elect one of the Directors to succeed to the office of President-Elect.

F. In the event of a vacancy in the office of the Immediate Past President, the office shall remain vacant until the next regularly scheduled election.

G. In the event of a vacancy in the office of Director, the office may be filled by action of the National Board of Directors. Such Director shall remain in office until the next regularly scheduled election.

Section 7. Removal from Office

Any nationally elected Director may be removed by a vote of the membership whenever, in its judgment, the best interests of AMTA would be served thereby. Any Officer or appointed volunteer may be removed by a two-thirds vote of the entire National Board of Directors whenever, in its judgment, the best interests of AMTA would be served thereby. Any vacancy by reason of removal shall be filled as set forth in Section 6 of this Article.

Section 8. Accountability

A. Members of the National Board of Directors regularly report to the President and are accountable to the membership for their responsibilities and performance by virtue of election or appointment.

B. Individuals elected to the National Board of Directors shall resign any elected or appointed committee or staff position in AMTA, and/or any other massage-related association or professional group, effective no later than the day prior to taking office. This does not apply to volunteer positions that are required in the Position Description of the newly elected position, the Bylaws Standing Committee Chair and ownership of, or employment in, massage schools and programs.

Section 9. Responsibilities

A. The National Board of Directors shall be responsible for the following:
   1. Amend and uphold Association Bylaws.
   2. Establish policies for the transaction of business and coordination of Association activities.
   3. Employ, define the authority and responsibilities of, and annually review the performance of an Executive Director, who shall be the administrator of the National Office and who shall be responsible to the National Board of Directors.
   4. Assume other duties as may be provided for elsewhere in these Bylaws, and Position Descriptions, including Preamble.

B. The President shall be an ex-officio member of all committees and workgroups, by virtue of the office. In this role, the President may participate in volunteer
group discussions if needed, but is not obligated to attend. The President’s responsibility is to:
1. Notify the chair of her/his interest in participating in the committee or workgroup discussion(s).
2. Share her/his knowledge and opinion, but not direct the discussion(s) or the outcome(s) or the vote.

Section 10. Executive Committee

A. The members of the Executive Committee shall be:
   1. President-Elect;
   2. President;
   3. Immediate Past President;

B. The responsibilities of the Executive Committee shall be to:
   1. Conduct the ongoing business of the Association during the time periods between meetings of the National Board of Directors; with the exception that the Executive Committee does not have the power to amend the Bylaws.

Section 11. Meetings of the National Board of Directors

A. The National Board of Directors shall meet a minimum of two (2) times each year.
B. In order to hold a meeting of the National Board of Directors, either the President-Elect, President or the Immediate Past President must be in attendance.
C. Special Meetings
   1. Special meetings may be called by the President or a majority of the National Board of Directors upon seven (7) days notice in writing, or upon three (3) days notice by telephone and/or electronic mail.
D. Executive Sessions
   Executive sessions of the National Board of Directors shall generally be held only for the following purposes:
   1. Disciplinary evaluation and/or actions, personnel decisions, personal interviews, confidential negotiations or mediation, review of membership qualifications, or matter of which public discussion may damage the Association or well-being of individuals.
E. Quorum and Voting
   1. Each member of the National Board of Directors qualified to vote shall be entitled to only one (1) vote.
   2. A majority of Directors shall constitute a quorum at any meeting of the National Board of Directors; however, a smaller number may convene but may not vote until a quorum is secured.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

The Slate Selection Commission and the Commissioner of Elections are included in Article XII. Commissions, of these bylaws.
Section 1. Nominations

A. To be a candidate for the national board a complete application must be submitted, received by the Slate Selection Commission, and be in order.
B. A candidate for the board must be a member in good standing and hold Professional membership classification.
C. Candidates for an elected position will be placed on a ballot as per the slate submitted by the Slate Selection Commission.

Section 2. Elections

A. The annual election of National Directors shall be held by ballot in accordance with AMTA Policy.
B. Election of Directors shall be by a majority of votes cast.

ARTICLE IX. COMMITTEES AND WORKGROUPS

Section 1. Committees

A. The National Board of Directors may establish and disband committees as needed to support its work.
B. Committees serve as vehicles to carry out the work of the association as directed by the Board.

Section 2. Workgroups

A. The National Board of Directors and committees may establish and disband workgroups as needed to support their work.

Section 3. Ex-Officio Member

A. The President has ex-officio status on all committees and workgroups.

ARTICLE X. COUNCILS

A council is comprised of a specific constituency fundamental to the Association or profession. Councils are established in the bylaws and provide for deliberation, collaboration and communication among the members of the council and with the Association. AMTA Councils shall be as follows:

Section 1. Chapter Presidents Council

A. Purpose
   The purpose of the Chapter Presidents Council shall be to support and advance the function of Chapters by:
   1. Serving as a forum for the discussion and identification of Chapter needs and responsibilities.
   2. Providing the opportunity for networking, peer support and resource sharing among council members.
3. Providing an avenue by which national officers and staff may present to, and seek the collective input of Chapter Presidents.

B. Composition
   1. The Council shall be composed of the President from each Chapter or their appointed representative.
   2. The Chair of the Chapter Relations Committee shall be an ex-officio member of the Council.

Section 2. Assembly of Delegates (Assembly or AoD)

A. Purposes
   1. Provides input regarding items brought forward for discussion as it pertains to the potential impact within each state.
   2. Selects and prioritizes AMTA position statement ideas to be sent to writing group(s).
   3. Operates in accordance with AMTA Policy.

B. Composition
   1. Candidate(s) for Delegate must be a Professional member in good standing, can only represent the chapter to which they are assigned, and must follow code of conduct, position description, and policy.
   2. Each chapter is allotted a maximum of two (2) Delegates and must notify the National office by March 1 of each year if they will be sending 1 or 2 Delegates for each given year.
   3. Members of the National Board of Directors, National Standing Committee Chairs, and National Commission Chairs shall not be eligible to serve as members of the Assembly of Delegates for their chapters.
   4. Delegates shall be elected at the Chapter Annual Meeting unless chapter elections are held by some other means specified in approved Chapter Standing Rules.
      a. Delegate(s) shall be elected to a two-year term of office, beginning at the same time as chapter officers’ terms and shall be elected in alternating years.
      b. Delegate(s) shall serve no more than three consecutive elected terms.
      c. In the case of resignation or for any other reason a Delegate is unable to complete their entire term; the chapter board shall appoint an eligible volunteer to assume the Delegate position for the remainder of the unexpired term.
      d. A candidate for Delegate shall not have been removed from any Chapter or National office/position within the last twelve months.

C. Duties
   1. Delegates shall be responsible for supporting the purposes and performing responsibilities of the Assembly as described in Bylaws, Policy, and Delegate Position Description.

D. Meetings
   1. The Assembly shall convene annually at the National Convention.
   2. The Moderator of the Assembly of Delegates shall be appointed by the National President. The duties of the Moderator shall be:
      a. To facilitate and host the meeting of the Assembly while it is in official session at the National Convention and;
      b. To manage the online Forum for education and discussion.
3. Quorum and Voting
   a. A simple majority of Delegates when the Assembly convenes shall constitute a quorum.
   b. Each Delegate shall be entitled to only one vote when voting on the business of the Assembly.
   c. Direction on how to vote by the chapter board or the membership shall not be binding upon the Delegate.

ARTICLE XI. COMMISSIONS

Section 1. Slate Selection Commission

A. The Slate Selection Commission receives and reviews applications for candidacy to the national board and shall ensure that one qualified candidate is on the ballot for each open position. A member of the Slate Selection Commission may not be recruited for elected position.

B. The Slate Selection Commission shall be appointed by the President with approval of the National Board of Directors.
   1. There shall be five members:
      a. Two past National presidents having served as president within the last five years
      b. Two current or past Slate Selection Commission members having served in that role within the last five years
      c. One from current standing committees or CPC moderator
   2. The term of appointment is for two years beginning on the first day of the fiscal year following the appointment.
   3. Slate Selection Commission members shall serve no more than two consecutive two-year terms.
   4. The President-Elect is an ex-officio and non-voting member.
   5. The chair of the Slate Selection Commission shall be appointed by the President.

C. Duties and empowerments of the Slate Selection Commission shall be defined in AMTA policy.

Section 2. Commissioner of Elections

A. The Commissioner of Elections shall be appointed by the President with approval of the National Board of Directors.

B. The Commissioner of Elections shall oversee the nomination and election process in accordance with AMTA policy.

Section 3. Audit Commission

A. The Audit Commission chair is appointed by the President and approved by the National Board of Directors.

B. The Audit Commission will work directly with the Auditing firm to oversee the audit relationship and the scope of audits.

C. Audit Commission members shall not serve as members of the Finance Committee during their tenure on the Audit Commission.
ARTICLE XII. INDEPENDENT AFFILIATION

Section 1. Affiliates

A. Independent affiliation with any group shall be determined by the National Board of Directors.

Section 2. Administrative Independence

A. Independent Affiliates shall have administrative independence.

ARTICLE XIII. BYLAW AMENDMENTS

Section 1. National Board of Directors

A. The National Board of Directors shall have the power and authority to amend AMTA Bylaws.

B. Proposed bylaw amendments must be in writing and shall state current wording of the bylaw, the proposed wording of the bylaw, and the rationale for making the change. Such proposed bylaw amendments must first be given as notice to the National Board of Directors at a face-to-face National Board of Directors meeting, stating the intention to make a motion to amend the Bylaws at the next meeting of the National Board of Directors.

1. Any motion to amend the bylaws which was not given as notice at a prior meeting of the National Board of Directors shall be considered out of order; except in the event that the National Board of Directors officially recognizes, and duly notes, the need to act expeditiously in order to protect AMTA regarding legal or financial liability.

C. Proposed bylaw amendments may be altered by their author after giving notice as long as the change does not exceed the scope of the previous notice.

1. Any motion to amend the bylaws which exceeds the scope of the notice shall be considered out of order.

D. Once the motion to amend the bylaws is on the floor, the amendment proposal shall be voted on as presented and shall not be subject to further amendments with the following exception:

1. While the amendment is pending, any motion to add a proviso regarding the time the amendment goes into effect or regarding transition shall be in order.

E. Proposed bylaw amendments shall require a two-thirds (2/3) majority vote of the National Board of Directors at a face-to-face National Board of Directors meeting, for adoption.

F. The Executive Committee may not amend AMTA Bylaws.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern AMTA in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation and these Bylaws and any special Rules of Order AMTA may adopt.
ARTICLE XV. CHAPTERS

Section 1. Purpose

A. The purpose of AMTA Chapters shall be to hold meetings and conduct the business of the chapter; provide professional and social networking opportunities; organize educational, legislative, and community building programs on the state and local levels; provide various means of communication; and support the activities and programs of the National Association for the benefit of its members.

Section 2. Chapter Names and Boundaries

A. Each chapter shall be chartered, where legally feasible, by the Association and named American Massage Therapy Association- ________ Chapter. The name may be abbreviated AMTA- ________ Chapter.

B. There shall be only one (1) chapter in any state unless otherwise determined by the National Board of Directors.

Section 3. Formation of New Chapters

A. A new Chapter may be established by the submittal of a letter of application, signed by ten (10) or more Professional members who would belong to the new Chapter, to the National Board of Directors for consideration.

B. Upon approval of the submitted application, the National Board of Directors shall grant a charter establishing an AMTA Chapter.

Section 4. Membership

A. All members shall be assigned to a Chapter having territorial jurisdiction of the area where the member practices, resides, or attends school or in the case of a legal entity, where it is located. Each member will be assigned to only one (1) Chapter.

B. Chapters shall not apply any additional requirements for membership other than those stated in the Bylaws.

Section 5. Chapter Board

A. Titles and Method of Selection

1. Elected officers shall only include a president, secretary, financial administrator, and two additional voting board members.

2. Chapters that are identified by the national organization in accordance with policy as ‘at risk’ may have a three member board that shall include a president and two board members.

B. Eligibility for Candidacy

1. A candidate for elected office shall be a Professional member in good standing and sign the Chapter Volunteer Code of Conduct.

2. A member currently under volunteer suspension status shall not be a candidate for elected office.

C. Term of Office
1. The Chapter President shall be elected every even year for a term of two (2) years, not to exceed two (2) consecutive elective terms. In the event that no eligible candidate steps forward to run for the office of Chapter President, the current Chapter President remains in office until a successor is elected.

2. The secretary shall be elected every even year for a term of two (2) years or until a successor is elected.

3. The financial administrator shall be elected every odd year for a term of two (2) years or until a successor is elected.

4. One half of the remaining board member positions shall be elected every year for a term of two (2) years or until successors are elected.

5. An individual may hold only one elected position on the Chapter Board; however, they may also hold office in a Unit of that Chapter.

D. Installation
1. The newly elected board member shall be installed during the Chapter Annual Meeting in which they are elected.

E. Vacancy
1. A vacancy in any chapter position may be established through resignation, removal, disqualification, termination, disablement, or death prior to the regular end of term of office as determined in National Bylaws.

2. All members filling vacancies must satisfy the eligibility requirements as set forth in these Bylaws, AMTA’s Policies and Position Descriptions.

3. The resignation of any chapter board member must be made in writing and be submitted to the Chapter Board, National President or AMTA Staff.

4. In the event of a vacancy on a chapter board, the chapter board may elect a candidate to fill the position until the next regularly scheduled chapter election.

F. Removal from Office
1. Any chapter board member shall automatically be disqualified to serve in that capacity if:
   a. Dues for the current year are not paid;
   b. The member holds an office, directorship or chairship concurrently in another massage organization where there may be a conflict of interest with AMTA.

2. Any chapter board member may be removed by a two-thirds vote of the filled positions on the Chapter Board whenever, in its judgment, the best interests of AMTA would be served thereby. Any vacancy by reason of removal shall be filled as set forth in Section 5 of this Article.

G. Authority
1. The Chapter Board shall have the authority to act on behalf of the membership of that chapter as provided for in these Bylaws or by direction of the National Board of Directors.

H. Accountability
1. The Chapter Board shall be accountable to the National Board of Directors.

2. Members of the Chapter Board shall report to the chapter president.

3. The Chapter Board shall make appropriate reports and recommendations at the Chapter Annual meeting.

I. Responsibilities
1. Establish policies for the chapter.
2. Conduct the ongoing day-to-day business of the chapter.
3. Adopt Standing Rules and Chapter Policy as needed to carry on the business of the chapter.
4. Approve or reject all chapter presidential appointments.
5. Determine the time and place of the Chapter Annual Meeting and regular chapter meetings.
6. Review all applications for new units within that chapter.

J. Chapter Board Meetings
1. The Chapter Board shall meet a minimum of two (2) times each year.
2. Special meetings may be called by the chapter president, or by written request to the chapter president by a majority of members of the Chapter Board upon seven (7) days notice in writing, or upon three (3) days notice by telephone.
3. There shall be no executive sessions/secret meetings of the Chapter Board except for the following purposes: confidential negotiations, mediation, volunteer conduct or matters in which public discussion may damage the association or well-being of individuals.

4. Quorum and Voting
   a. At any meeting of the Chapter Board, no less than a majority of the Chapter Board shall constitute a quorum; however, a smaller number may convene until a quorum is secured.
   b. Email ballots may be conducted at any time by the Chapter Board only for the purpose of filling vacancies, approving appointments, or approving minutes. A board member, at the direction of the president, shall conduct the email ballot. Ballots shall not be destroyed until so instructed by the Chapter Board at its next meeting.
   c. Each board member qualified to vote shall be entitled to only one (1) vote.

Section 6. Chapter Meetings

Chapter meetings shall be held to gather the membership for the purpose of personal and professional development, and to carry out the business of the chapter.

A. General Rules
1. The time and place of chapter meetings shall be determined by the Chapter Board.
2. No meeting shall be held without the president or other board member in attendance.
3. Notice shall be emailed to each member of record at the last known email address no less than thirty (30) days prior to the Chapter Annual Meeting and no less than fifteen (15) days prior to other chapter meetings.
4. In addition, meeting information may be posted on the chapter website and/or via social media.
5. All members in attendance at any chapter meeting must pay appropriate registration fee(s) unless otherwise exempted by the Chapter Board.
6. Chapters shall hold a minimum of one (1) meeting annually, which shall be called the Annual Meeting.
B. Annual Meeting
   1. The date of the Annual Meeting shall not be more than sixty (60) days before or after the date of the previous year’s Annual Meeting and shall include:
      a. Election/election results of board members and delegates.
      b. Chapter financial report.

Section 7. Elections

A. Chapters shall conduct annual elections for officers and delegates in accordance with AMTA Policy. Elections shall be conducted in one of the following manners:
   1. Direct Elections at Annual Meeting
   2. Online Elections

B. Online Elections
   1. A chapter may hold online elections only upon proper adoption of Chapter Standing Rules as provided for in Section 11, Paragraph B.1 of this Article. The chapter must comply with the procedural document regarding online ballot elections.

C. Reporting Election Results
   1. Within fifteen (15) days after chapter elections, a list of the board members elected and complete updated chapter volunteer roster shall be submitted to the national office.

Section 8. Committees

A. Committees and Workgroups
   1. Chapter standing committees shall be determined by the Chapter Board.
   2. A member of any membership classification is eligible to serve as a committee member, workgroup member or chair.
   3. Standing committee chairs shall be appointed by the President with approval from the Chapter Board for a term of one (1) year, and reviewed annually, or until successors are appointed.
   4. Standing committee members shall be appointed by their respective chair with approval from the president for a term of one (1) year, and reviewed annually, or until successors are appointed.
   5. Workgroup chairs shall be appointed by the president and approved by the Chapter Board and shall serve until their specified task is completed or until they are discharged.
   6. Workgroup members shall be appointed by the workgroup chair and approved by the president and shall serve until their specified task is completed or until they are discharged.

Section 9. Official Chapter News and Information

A. The Chapter Board shall determine the communication methods the chapter uses to inform chapter members about chapter activities and programs such as chapter events, accomplishments, elections and volunteer contact information.
B. News and information policies and advertising must conform with Association standards and policies.
Section 10. Units

A. A chapter may form units in accordance with AMTA Policy.

Section 11. Bylaws and Standing Rules

A. Chapters shall adopt and be governed by National Bylaws and be part of and responsible to the National Association as provided for in these Bylaws.

B. Chapters may adopt Chapter Standing Rules as a subsidiary addition to the National Bylaws and Policy. Any such Chapter Standing Rules shall not be in conflict with the National Bylaws governing chapters.

1. Proposed Standing Rule amendments affecting the powers and duties of the Chapter Board, and nomination and election procedures shall be approved by a two-thirds (2/3) majority vote of the assembly at a chapter meeting.

2. All other proposed Chapter Standing Rules shall be approved by a two-thirds (2/3) majority vote of the Chapter Board.

3. Proposed amendments to the Chapter Standing Rules, which must be approved by the professional members of the chapter present at the chapter meeting, shall be emailed to the professional members of the chapter no less than thirty (30) days prior to a chapter meeting in which they will be voted on.

4. Chapters that have websites and/or social media shall post proposed amendments to the Chapter Standing Rules thirty (30) days prior to a chapter meeting on their chapter website and/or social media.

5. Any proposed amendment to the Chapter Standing Rules may be submitted for approval to the National Bylaws Chair prior to a vote on the chapter level. Upon approval by the National Bylaws Chair the proposed amendment shall be adopted upon approval at the chapter level, and shall become effective immediately unless otherwise stated.

6. Any proposed amendment to the Chapter Standing Rules that has been properly approved on the chapter level must then be submitted for approval to the National Bylaws Committee Chair, who shall then determine if such amendment is in compliance or conflict with the National Bylaws. Such amendment shall be adopted upon approval of the National Bylaws Chair, and become effective immediately unless otherwise stated. The Chapter Board may appeal the chair’s ruling to the National Board of Directors.

7. Upon request of the National Bylaws Chair, any existing Chapter Standing Rules must be submitted to the National Bylaws Chair, who shall be empowered to nullify such Standing Rules that are determined to be in conflict with the National Bylaws. The chair's decisions may be appealed to the National Board of Directors and such Standing Rules shall be reinstated only if the National Board of Directors overturns the chair's ruling upon appeal. Any Chapter Standing Rules that are not submitted by forty-five (45) days after request shall become automatically null and void.