

Louisiana Chapter

of the

American Massage Therapy Association

(Licensed to operate in Louisiana, May 20, 1986)

Chapter Standing Rules

Rule 1. Name and Address

- 1.1 Official name of Chapter shall be American Massage Therapy Association-Louisiana Chapter and may be abbreviated to AMTA-Louisiana Chapter.
- 1.2 Board of Directors shall designate mailing address.

Rule 2. Membership

- 2.1 Membership chair, officers and/or appointees shall respond to all inquires timely, adequately, courteously and retain file copies and notes thereof.

Rule 3. Chapter Officers

- 3.1 Chapter shall divide the office of Secretary-Treasurer and make two separate elected positions for Secretary and Treasurer.
- 3.2 Officers and appointees and their successors shall maintain assigned Chapter records until Chapter authorizes disposition.
- 3.3 Candidates for elections to offices of President and First Vice-President shall hold an elected or appointed position within this chapter within three (3) preceding years.

Rule 4 Chapter Board of Directors

- 4.1 Board of Directors shall serve as Chapter Finance Committee.

Rule 5. Meetings

- 5.1 The annual Chapter meeting shall be followed immediately by a brief organization meeting of the new Board and appointees.

Rule 6. Chapter Newsletter

- 6.1 Chapter newsletter will be provided at no cost to members and advertisers. And may be provided at no charge to prospects.
- 6.2 Advertising rates shall be set by Editor with Board approval
- 6.3 Officers and appointees shall contribute input for each edition.
- 6.4 Editor may place her or his own business advertisements up to one page *per* edition free of charge.

Rule 7. Chapter Units

7.1 Unit Purpose

- 7.1.1 Units shall provide services and networking opportunities at the local level to AMTA members and allied professionals.
- 7.1.2 Units shall maintain open communications with the Chapter Board of Directors.
- 7.1.3 Units shall promote membership and professionally represent the AMTA.
- 7.1.4 Units shall enhance the public's understanding and appreciation of therapeutic massage and bodywork.

7.2 Name and Boundaries

- 7.2.1 Unit boundaries shall be defined by the Chapter Board by using city, parish or other geographical boundaries.
- 7.2.2 Units may request a change in Unit boundaries to add or delete specific areas, and to combine or divide existing Units. No geographical area may be included in more than one Unit.
- 7.2.3 The Chapter Office shall keep unit names and boundaries on record.
- 7.2.4 The full name of each Unit shall be: American Massage Therapy Association-Louisiana Chapter, _____ Unit, and may be abbreviated to AMTA-LA, _____ Unit.

7.3 Formation and Termination

- 7.3.1 Units are governed by National Bylaws and Chapter Standing Rules.
- 7.3.2 To establish a new Unit a letter of application signed by at least five (5) Professional AMTA members must be submitted to the Chapter Board. The application must include the proposed Unit name and boundaries. The mailing addresses of all five _____ Professional members must be within the proposed Unit boundaries.
- 7.3.3 To establish a new Unit will require 2/3 majority of the voting Board.
- 7.3.4 Upon formation of a new Unit, the Unit members shall elect their Unit Liaison by a majority vote, for a one-year term.
- 7.3.5 Unit Liaison position shall be voted on by Professional Classification Unit members annually.
- 7.3.6 A Unit shall be considered terminated if any of these events occur:
 - (a) No meetings have been held for one year.
 - (b) The Unit has no Unit Liaison for six months.
 - (c) The Unit requests termination in writing after a Unit meeting vote.
- 7.3.7 When terminated, Unit funds, property and records shall be handed in to the Chapter Board.

7.4 Membership

- 7.4.1 Members shall be assigned a Unit according to their mailing address.
- 7.4.2 Members may only belong to one Unit.
- 7.4.3 Chapter members do not have to be affiliated with a Unit.

7.5 Unit Liaison(s); Responsibilities and Duties

- 7.5.1 The Unit Liaison(s) shall have the authority to act on behalf of the membership of that Unit as provided by the direction of the Chapter Board.
- 7.5.2 The Unit Liaison(s) shall be accountable to the Chapter Board and the Unit Membership. They shall make reports and recommendations to the appropriate Chapter Representative and the Unit Membership.
- 7.5.3 The responsibilities of the Unit Liaison:
 - (a) Uphold Association Bylaws and Louisiana Chapter Standing Rules.
 - (b) Determine and notify the members of the time and place and content of Unit meetings.
 - (c) A Unit Liaison must be present to conduct the Unit meetings, which must be held once every six months.
 - (d) Unit finances shall be handled on an individual unit basis and coordinated by the Chapter Board.
 - (e) Establish committees as necessary and define the purpose and activities of such committees.
- 7.5.4 Unit Liaison(s) shall ensure that all concerns and requests to National AMTA be made through the Chapter Board.

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Rule 8. Financial Rules

8.1 Custody and Control of Money

- 8.1.1 Officers and appointees shall remit money collected, along with complete details, to the Treasurer *promptly* for deposit.
- 8.1.2 There is to be no cash out of revenues for expenses except as permitted by the Board.
- 8.1.3 Income must be recorded in Treasurers receipt book.
- 8.1.4 Expenses will be paid by check except *where* amount or circumstances warrant immediate payment in cash.
- 8.1.5 Board must authorize obligations not covered in the budget
- 8.1.6 President and/or Treasurer or their designee must sign contracts and credit applications.
- 8.1.7 Payments must be supported by detailed receipts or bills signed by the officer receiving service *or* product
- 8.1.8 Petty cash funds shall be entrusted to officers and appointees at the discretion of President & Treasurer.
- 8.1.9 Responsibility for money, accounting, financial reports and drafting budgets is vested in the Treasurer.
- 8.1.10 Authorized check signers shall be President, Treasurer, and one Vice-President designated by the President
- 8.1.11 Checks over \$200 require 2 signatures.
- 8.1.12 Treasurer may approve claims under \$50 except for self.
- 8.1.13 Treasurer shall "copy" to President all claims over \$50.
- 8.1.14 Bonding shall be obtained for all persons having access to Chapter funds.

8.2 Bank accounts and Investments

- 8.2.1 No bank account may be opened/closed without Board approval.
- 8.2.2 Decisions to invest surplus funds must be approved by Board.

8.3 Annual Budget

- 8.3.1 The Board shall finalize a preliminary budget at February meeting.
- 8.3.2 Budget comparison will be provided to Board for review quarterly. An abbreviated version will appear in newsletter.
- 8.3.3 Budget may be adjusted up or down by the Board during the year for income or expense changes based on quarterly review.

8.4 Dues and fees

- 8.4.1 A Chapter fee of \$15, approved by Board and chapter, shall be assessed each member, regardless of classification, by National on behalf of the Louisiana Chapter.

8.5 Reimbursement Policy

- 8.5.1 Chapter officers and appointees may be reimbursed, within reason or limits set here, for paying valid Chapter expenses with Budget/Board approval.
- 8.5.2 Reimbursement of claims must be supported with itemized receipts, within 90 days of the expense incurred. Telephone bills must identify non-officers called by name and subject matter. Callers should keep daily logs.
- 8.5.3 Where authorized elsewhere in these rules, personal automobile expense will be reimbursed at the La. Dept. of Revenue's accepted mileage per Diem. Mileage will be paid to those officers and appointees required by the President to be at meeting.
- 8.5.4 At President's discretion, a group meal may be furnished to persons attending meetings that coincide with meal time.

8.6 National Convention

- 8.6.1 National Convention
- 8.6.2 Reimbursement to delegates going to the National Convention shall be paid amount voted on by the Board of Directors and approved by the Chapter.
- 8.6.3 First time delegates must attend the House of Delegates Orientation.
- 8.6.4 Delegates must attend leadership training and forward information and materials to the Chapter Board.
- 8.6.5 Each delegate is required to write an article for the chapter newsletter on what they have learned and experienced.