



***American Massage Therapy Association
Nevada Chapter
407 W. Robinson Street
Carson City, Nevada 89703
775-720-3736***

AMTA-Nevada Chapter Standing Rules

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AMTA-NEVADA CHAPTER STANDING RULES

SECTION 1. CHAPTER NAME

- A. The name of the chapter shall be The American Massage Therapy Association-Nevada Chapter. The name may be abbreviated AMTA-NV Chapter.
- B. The AMTA-NV Chapter shall have the motto "Empowering Nevada Massage Therapists."

SECTION 2. CHAPTER OFFICERS

A. Composition

Elected officers shall be a President, Immediate Past President, First (1st) Vice President, Second (2nd) Vice President, Third (3rd) Vice President, Secretary and Treasurer.

B. Terms of Office

Immediate Past President assumes office when a new President is elected and serves until a successor takes office.

C. Qualifications for Elected Office

1. A candidate for Chapter President shall have served at least one-year term on the Board of Directors or a candidate for the office of Chapter President shall have held an elected office or appointed chair position within the preceding two years.
2. Hold active professional membership classification for one year prior to candidacy.
3. Candidates for office to the chapter Board of Directors ("BOD") shall submit an application form and resume to the Commission on Candidacy within 5 days prior to the Chapter Annual Meeting. Following approval by the Commission on Candidacy, candidates' names will be placed on the ballot for a vote by the membership at the Chapter Annual Meeting.

D. Duties

1. Chapter officers are required to attend a minimum of eight (8) Board Meetings annually, which include "conference call" board meetings and the annual Chapter Meeting, except for good cause shown.
2. The Chapter Board of Directors shall make appropriate reports and recommendations to the Chapter membership at the Chapter Annual Meeting and through written reports in the Chapter Newsletter.
3. Each officer is required to contribute one written submissions annually for publication in the Chapter's newsletter.
4. Chapter officers are to submit a written annual and/or meeting report to the Chapter Secretary and President two weeks prior to announced Chapter meetings
5. Chapter officers are to submit Budget Proposals to the Treasurer for the next fiscal year 30 days prior to the Chapter annual meeting.



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6. Each Vice-President is required to Chair or Co-Chair one committee.
7. Chapter Secretary shall distribute minutes of Chapter Board meetings to Board members no later than two weeks following the chapter board meetings. Distribution of minutes via e-mail is appropriate.
8. Chapter Secretary shall distribute a report of the Chapter meeting to the Chapter membership via the next chapter newsletter following the meeting.
9. Within ten (10) days of election or appointment previous office/chair-holders shall send officer/committee documentation to new officers and/or committee chairs.

E. Standing Committee Chairs

1. The following are the existing committee chairs. The committee chairs are not limited to the following:
 - a. Education Chair
 - b. Newsletter Chair
 - c. Web Site Chair
 - d. Legislative Chair
 - e. Student Recruitment Chair
 - f. Finance Committee Chair
2. Standing Committee Chairs shall be appointed by the President with approval of the Board of Directors for a term of one year.
3. Education Chair shall oversee the Education Committee, which shall offer not less than two educational opportunities per year including the AMTA-NV Annual Conference.
4. Newsletter Chair
 - a. The Chapter Newsletter publication is established by the BOD and publishes a minimum of three (3) issues per year, special editions and/or electronically.
 - b. The Chapter BOD will review prior to publishing, with President giving final approval of the Newsletter prior to publication/distribution.
 - c. The Chapter BOD must approve all advertising fees.
 - d. All revenue must be reported to and remitted to the Chapter Treasurer within ten (10) days of receipt.
 - e. Newsletters will be sent to members using the most current roster obtained from national AMTA.
5. Web Site Chair maintains the chapter's web site. The Chapter BOD will review annually the option of outsourcing maintenance of its website.
6. Committee Chairs shall have a voice, but a non-voting position at all AMTA-NV Chapter BOD meetings and are directly responsible to a Vice President for supervision and to communicate information.
7. Committee Chairs are to submit a written annual and/or meeting report to the Chapter Secretary and President two weeks prior to announced Chapter meetings.
8. Committee Chairs are to submit Budget Proposals to the Treasurer for the next fiscal year 30 days prior to the Chapter annual meeting.



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F. Benefits

1. Chapter Officers' registration fee for educational events held in conjunction with the annual chapter meeting hosted by the Nevada Chapter will be waived if the duties are met by the officers while in term. Non-compliance of required duties, as defined by Section 2D would result in benefits being revoked.
2. The registration fee for the AMTA national conference will be paid by the Chapter for Chapter Officers as long as they have met the duties identified in Section 2D and have been in office a minimum of six (6) months.
3. All travel expenses will be reimbursed to the President and Delegates attending the AMTA national convention as long as they have met the duties identified in Section 2D. Travel expenses include air fare, hotel, meals, transportation to hotel via most inexpensive mode (i.e., airport transportation services are usually less expensive than a taxi).

SECTION 3. CHAPTER BOARD OF DIRECTORS

A. Composition

Elected members of the Chapter Board of Directors shall include the President, Immediate-Past President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary and Treasurer.

B. Chapter Board of Director Meetings

Regular meetings shall be held monthly, except the month during which the annual chapter meeting is held.

SECTION 4. CHAPTER DELEGATES AND ALTERNATES

1. Delegates/Alternates are elected at the Chapter Annual Meeting.
2. Delegate candidate names are to be submitted within two weeks prior to the Chapter Annual Meeting and placed on the ballot in the order received.
3. Delegates must attend the National Convention, Leadership Training, House of Delegates for the term elected. They must attend a minimum of eight Chapter Board meetings from the time of their election through their attendance at the National Convention.
4. Each Delegate shall submit a written report within 60 days of the National Convention. If a written report is not received by the Chapter President within 60 days, the Delegate's expenses will not be reimbursed.
5. The Delegates are to be reimbursed fully for approved travel expenses for attending the National Convention. Travel expenses include air fare, hotel, meals, transportation to hotel via most inexpensive mode (i.e., airport transportation services are usually less expensive than a taxi). The Chapter will pay air fare expenses when they are incurred by the delegate in order to keep those expenses low; however, the Chapter will reimburse the balance of approved travel



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expenses upon submission of the Delegate's written report to the Chapter President following the National Convention if said report is in compliance with Item 4 above.

6. The Chapter Board will review its policy concerning travel expenses annually.

Approved by BOD _____

Approved by membership at June 1, 2009 Chapter Meeting