



**STANDING RULES OF THE
AMERICAN MASSAGE THERAPY ASSOCIATION
NEVADA CHAPTER
OCTOBER 2017 REVISION**

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 Board

- A. Candidates for office to the Chapter Board 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.
- B. Duties
 - 1. Chapter Board members 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 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 Board member is required to contribute one written submission annually for publication in the Chapter's newsletter.
 - 4. Chapter Board members 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 Board members are to submit Budget Proposals to the Financial Administrator for the next fiscal year 30 days prior to the Chapter annual meeting.
 - 6. Each Board Member 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 board member/committee documentation to new board members and/or committee chair.
- C. Chapter Board Meetings
 - 1. Regular meetings shall be held monthly, except the month during which the annual chapter meeting is held.
- D. Benefits
 - 1. Chapter board member's 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 board members while in term. Non-



compliance of required duties, as defined by Section 2.B. would result in benefits being revoked.

2. The registration fee for the AMTA national conference will be paid by the Chapter for Chapter board members as long as they have met the duties identified in Section 2.B. 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 2.B. 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. Committee Chairs

A. 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. Education Chair shall oversee the Education Committee, which shall offer not less than two educational opportunities per year including the AMTA-NV Annual Conference.
3. Newsletter Chair
 - a. The Chapter Newsletter publication is established by the Board and publishes a minimum of three (3) issues per year, special editions and/or electronically.
 - b. The Chapter Board will review prior to publishing, with President giving final approval of the Newsletter prior to publication/distribution.
 - c. The Chapter Board must approve all advertising fees.
 - d. All revenue must be reported to and remitted to the Chapter Financial Administrator within ten (10) days of receipt.
 - e. Newsletters will be sent to members using the most current roster obtained from national AMTA.
4. Web Site Chair maintains the chapter's web site. The Chapter Board will review annually the option of outsourcing maintenance of its website.
5. Committee Chairs are directly responsible to a Board Member for supervision and to communicate information.
6. 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.
7. Committee Chairs are to submit Budget Proposals to the Financial Administrator for the next fiscal year 30 days prior to the Chapter annual meeting.



Section 4. Delegates

- A. Delegates are elected at the Chapter Annual Meeting.
- B. 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.
- C. Delegates must attend the National Convention, Leadership Training, Assembly 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.
- D. 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.
- E. 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 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.
- F. The Chapter Board will review its policy concerning travel expenses annually.