

*Carol J. Juncos, Ph.D.*



**STANDING RULES OF THE  
AMERICAN MASSAGE THERAPY ASSOCIATION  
KENTUCKY CHAPTER  
JANUARY 2017 REVISION**

**Section 1. Chapter Name**

- A. The name of this organization shall be **AMERICAN MASSAGE THERAPY ASSOCIATION – KENTUCKY CHAPTER**. The name hereinafter referred to as **AMTA – KY Chapter**.

**Section 2. Duties of Chapter Officers**

- A. Financial Administrator
  - 1. Accepts responsibility with Budget Planning and Oversight Committee.
- B. Secretary
  - 1. Accepts responsibility with Communications and Public Relations Committees.

**Section 3. Chapter Board**

- A. Submit an annual written report to the Chapter President, to the Communications Chair and Chapter Secretary.
- B. Will recognize the death of a member with a contribution to Massage Therapy Foundation.
- C. Will submit to AMTA – KY Chapter Financial Administrator all properties belonging to AMTA – KY within two (2) weeks following their term of office.

**Section 4. Elections**

- A. The Kentucky Chapter shall hold online elections in accordance with AMTA Bylaws and Policy.

**Section 5. Chapter Board Meetings**

- A. Chapter Board shall meet a minimum of two (2) times each year in person or teleconference call.

**Section 6. Chapter Annual Meetings**

- A. AMTA – KY Chapter shall annually hold two (2) meetings for the general membership, with an Education Conference and Business Session in the Spring, and an Education Meeting and Business Session in the Summer.
- B. The date of Annual Meeting in the Spring shall not be more than sixty (60) days before or after the date of the previous year's Annual meeting.



- C. Chapter Officers and Committee Chairs will submit an annual written report to the Chapter President with copies to the Communications Chair and Chapter Secretary.

### **Section 7. Chapter Committees and Subcommittees**

- A. The Committee Chair is accountable to the Chapter Board by appointment and reports to the President or the designated Board member.
- B. The Chapter's Standing Committees and duties are:
  - 1. Benevolence Committee will contact member(s) via telephone or e-mail and personalized card in their time of need whether because of sorrow, illness, or joyous occasion to show support and encouragement to the member in need. After receiving permission from the member in need, the Benevolence Committee will notify the membership via Newsletter of the news. The Benevolence Chair will report to the Secretary.
  - 2. Communications Committee will inform the membership of the work and progress of AMTA – KY Chapter using the "IN TOUCH" newsletter, the website, email and telephone. The Chair works with the Newsletter Editor, Website Manager and E-blast Manager. The Chair will attend the Chapter Board meetings. The Communications Chair will report to the Secretary.
    - a. There will be Three (3) issues of AMTA – KY Chapter newsletter to the members.
    - b. The website will be updated monthly or as needed for pertinent news.
  - 3. Education Committee will plan and implement AMTA – KY Chapter educational events. It will also oversee proper documentation for NCBTMB Continuing Education provider status for AMTA – KY Chapter. The Education Chair will report to a Board member.
    - a. Program Subcommittee will develop the education program, select and contract the speakers and oversee the speaker's needs both before and during the conference.
    - b. Market Place/Donations Subcommittee may assist contracting vendors for the Market Place and secure donations for the Registration "goody bags".
    - c. Hospitality Subcommittee will select the food, decorations, music and social activities for the annual meeting. This committee will purchase and prepare gift baskets for the speakers. This committee also serves as hosts/hostesses during the conference registration.
    - d. Registration Subcommittee will manage the registration process.
    - e. Education/Student Programming Subcommittee will plan special programs for educators and students.
    - f. Pre-Conference Preparation Subcommittee will handle the print and copying of all of the materials used at the conference. This includes handouts, evaluation forms, questionnaires, agendas, badges, tickets and CE cards. They also label the envelopes and CE cards; stuff the name badges into plastic holders and place name badges, tickets, ribbons, and receipts in the appropriate envelopes.
    - g. Conference Volunteer Coordinator will contact all volunteers to help run the conference which are needed in various positions.
  - 4. Budget Planning and Oversight Committee will review and present for approval an annual budget at Annual Meeting for the Chapter Board and perform other duties designated by the Chapter Board. The Budget Planning and Oversight Committee will report to the Financial Administrator.



5. Laws and Legislation Committee will monitor and report to AMTA – KY Chapter members the activities of the Kentucky Board of Licensed Massage Therapy (KBLMT). The Laws and Legislation Chair will write a regular column in the AMTA – KY Chapter newsletter keeping members informed on activities of the KBLMT that affect massage therapists in Kentucky. A Laws and Legislation Committee member will attend each KBLMT meeting and report to the Laws and Legislation Chair who will report to the membership. The Laws and Legislation Committee will also poll the membership when the KBLMT seeks an opinion from AMTA – KY Chapter. The Laws and Legislation Chair will report to a Board member.
  6. Member Services Committee will welcome new members, study and evaluate matters affecting membership in AMTA –KY Chapter, and develop and suggest plans for retaining and increasing membership to the Chapter Board. The Member Services Chair will report to a Board member.
  7. Public Relations Committee will compile and maintain a list of local media and identify AMTA – KY Chapter media spokespersons. The committee also will identify newsworthy stories regarding AMTA - KY Chapter members, meetings, conferences, and events and will supply the media with this information. The Public Relations Chair will report to the Secretary.
  8. Sports Massage Team Committee will be AMTA members who are and/or will be trained in sports massage and will develop and coordinate events on the AMTA – KY Chapter Sports Massage Team. The Sports Massage Chair will report to the Chapter Financial Administrator.
  9. Awards Committee will submit recommendations of nominees for various awards to the Chapter Board. The Awards Chair will report to the Chapter Board.
- C. Committee Chairs shall submit to AMTA – KY Chapter Financial Administrator all properties belonging to AMTA – KY Chapter within two (2) weeks following the end of their term of appointment.

## **Section 8. Chapter Publications/Communications**

- A. AMTA - KY Chapter newsletter, “IN TOUCH”, will be issued three (3) times a year to the members to inform the members of activities, laws and legislation report, membership report and committee and officers reports of AMTA – KY Chapter and AMTA. The newsletter will also be available on AMTA – KY Chapter website.
- B. AMTA – KY Chapter website will feature AMTA and AMTA – KY information, events, education links for CE, laws and legislation news.

## **Section 9. Delegates**

- A. The AMTA – KY Chapter membership will elect the delegates and alternates who will represent the Chapter and attend the AMTA Convention House of Delegates in the calendar year following their election. AMTA – KY Chapter shall provide a current year budget allowance for each delegate of documented expenses for attending the National convention. The Chapter Board must approve any documented expenses above what the current year budget allowance provides.
- B. A candidate for delegate shall submit a resume to the Nominating Committee prior to elections and must have served a year as a chapter volunteer.
- C. The delegates will represent AMTA – KY Chapter members by whom they were elected and be accountable and responsible to the Chapter on matters before the House of Delegates.

- D. They will initiate discussion on pertinent issues that will be presented at House of Delegate with Chapter members. Later they will report the actions of the House of Delegates to the Chapter members.
- E. Delegate will have the authority to discuss, make recommendations and vote on behalf of the Chapter members.

**Section 10. Reimbursement**

- A. Accountability of Officers and Delegates
  - 1. AMTA – KY Chapter officers and delegates are to be accountable for the money that is provided for their travel to the National convention. Any officer or delegate who receives funding from the Chapter must:
    - a. Attend all meetings appropriate to their office;
    - b. Provide a written report on the meetings they attended; and
    - c. Provide receipts to justify the expenditure in order to receive reimbursement beyond conference registration.
- B. Reimbursements
  - 1. Reimbursements will be given as stated in Reimbursement Policy Chart
  - 2. Expense reimbursement form must be submitted to the Chapter Financial Administrator with the original receipts within 90 days of date of the event/expenses.
  - 3. Chapter Board will approve the person or persons, the event and reimbursement amount according to Reimbursement Policy Chart.

**AMTA-KY CHAPTER REIMBURSEMENT CHART**

OFFICE-POSITION	BOD STATE MEETINGS	NATIONAL CONVENTION	NATIONAL BOD MEETINGS	OTHER TRAVEL
President	Travel/Expenses: All travel, lodging & meals reimbursed. Early Registration complimentary.	All travel & lodging & meals reimbursed. Early registration complimentary. Must attend president's meetings to receive all of the above	All travel, lodging & meals reimbursed. +*	Travel, lodging+& meals reimbursed* if traveling on behalf of the chapter
Board member	Travel/Expenses: All travel, & meals reimbursed. Early Registration complimentary. Lodging for Chapter Board meeting only. +	N/A	All travel, lodging+ & meals reimbursed* if attending in place of the President	Travel, lodging +& meals reimbursed* if travel is Chapter Board approved & on behalf of the chapter
Secretary	Travel/Expenses: All travel, & meals reimbursed. Early	N/A	All travel, lodging+ & meals	Travel, lodging+ & meals

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OFFICE-POSITION	BOD STATE MEETINGS	NATIONAL CONVENTION	NATIONAL BOD MEETINGS	OTHER TRAVEL
	Registration complimentary. Lodging for Chapter Board meeting only. +		reimbursed* if attending in place of the President	reimbursed* if travel is Chapter Board approved & on behalf of the chapter
Financial Administrator	Travel/Expenses: All travel, & meals reimbursed. Early Registration complimentary. Lodging for Chapter Board meeting only. +	N/A	All travel, lodging+ & meals reimbursed* if attending in place of the President	Travel, lodging+ & meals reimbursed* if travel is Chapter Board approved & on behalf of the chapter
HOD Delegate	If attendance is required, travel, & meals will be reimbursed. Early Registration complimentary. Lodging for Chapter Board meeting only. +	Travel/Expenses: All travel, lodging & meals reimbursed.* Early Registration complimentary.	N/A	N/A
HOD Alternate	N/A	Travel/Expenses: All travel, lodging & meals reimbursed. * Early Registration complimentary when traveling in place of the Delegate	N/A	N/A
Conference Coordinator	Travel/Expenses: All travel, lodging & meals reimbursed. Early Registration complimentary. +		N/A	Travel Expenses: Travel, lodging & meals reimbursed* if travel is Chapter Board approved & on behalf of the chapter

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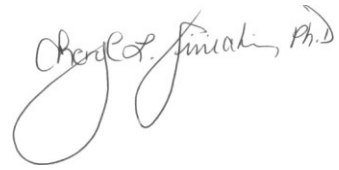
OFFICE-POSITION	BOD STATE MEETINGS	NATIONAL CONVENTION	NATIONAL BOD MEETINGS	OTHER TRAVEL
Committee Chair	If attendance is required, travel, & meals will be reimbursed. Lodging for Chapter Board meeting only. +		N/A	Travel Expenses: Travel, lodging & meals reimbursed* if travel is Chapter Board approved & on behalf of the chapter

+ Chapter Board members and committee chairs are encouraged to room share whenever possible.

\* Meal per diem is \$50 with receipts.

**Section 11. Units**

- A. Each Unit of AMTA – KY Chapter shall be named American Massage Therapy Association – Kentucky Chapter, (name of location) Unit. The name may be abbreviated AMTA – KY Chapter, (\_\_\_\_\_) Unit.
- B. Formation of Units
  - 1. A Unit may be formed and maintained where three (3) or more AMTA professional members reside.
  - 2. In order to form a new Unit, a letter of application shall be submitted to the Chapter Board for approval. Three (3) professional AMTA members in good standing who will be members of the proposed Unit must sign the letter of Application.
- C. Unit Officers and Elections
  - 1. Unit officers shall be:
    - a. Chair
    - b. Vice Chair
    - c. Secretary
    - d. Treasurer
  - 2. Qualifications:
    - a. Be AMTA member one or more years;
    - b. Chair cannot hold another office as Secretary or Treasurer at the same time of term. One person may hold both offices of Secretary and Treasurer if so desired by the Unit members; or two different individuals may hold the office of Secretary and Treasurer.
  - 3. Duties and Unit Officers
    - a. Chair – develop and implement a plan for the Unit.
    - b. Secretary – keeps accurate records of the Unit including meeting minutes, and submits quarterly report to the Kentucky Chapter.



- c. Treasurer – applies to the Chapter for Unit funds, handles Unit funds, approves Unit expenditures as directed by group decisions, and spends funds as designated.
  - d. Unit elections shall be held annually.
  - e. All elected positions shall be a term of one (1) year or until a successor is elected, and is not to exceed three (3) years.
  - f. The Unit shall be terminated if membership drops below three (3) members for a year, or no activities are reported for a year.
- D. A Board member will coordinate Unit activities. All activities shall be communicated with the Board member on a regular basis, either quarterly or monthly, depending on the level of activity by email or in writing.
  - E. For specific information or assistance regarding duties and responsibility, each unit officer shall correspond with the corresponding officer at the Chapter level.
  - F. Requests for monetary assistance to a Unit shall be made in writing to the AMTA – KY Chapter Board through the Board member.

### **Section 12. Standing Rules**

- A. Standing Rules Committee may make editorial changes that in no way alter the intent of the Chapters Standing Rules. These editorial changes will be presented to National Bylaws Chair prior to Annual Meeting.