

American Massage Therapy Association
Georgia Chapter Standing Rules
Approved June 9 2007

I. CHAPTER OFFICERS

- A. Elected officers shall be a President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, and Membership Secretary.
- B. Appointed officers shall be Committee Chairs.

II. BOARD OF DIRECTORS

A. Composition

- 1. The Chapter Board of Directors shall be elected officers consisting of: President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, and Membership Secretary.
- 2. The term of Membership Secretary shall be for two years, to be elected every even year.
- 3. The Chapter Board of Directors may invite Delegates, Alternate Delegates and Committee Chairs to attend Chapter Board of Directors meetings.

B. General Qualifications

- 1. Shall be a "Professional" member.
- 2. To qualify for the office of President, a candidate shall have served as an elected or appointed officer on the Board of Directors for at least one year or as a committee chair for at least one year.

III. MEETINGS

A. Teleconference or Videoconference

- 1. The Chapter Board of Directors, Committees, and Unit Boards of Directors may conduct business through teleconference or videoconference.
- 2. Any participant may request the right to speak by verbally addressing the presiding officer. The presiding officer may request that the individual identify himself by name and position in the organization.
- 3. Voting may be by voice vote or roll call.
- 4. The Board of Directors shall make provisions for any interested member to attend.

IV. UNITS

A. Formation

- 1. The Chapter Board shall lay the foundation for Units by establishing their geographical boundaries wherever fifteen (15) or more members work or reside. The Chapter Board may merge, divide, or alter Unit boundaries as member and Unit participation indicate, or at the request of the Unit Board of Directors.

Cheryl J. Smith, PhD
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2. The Chapter Board shall inform the membership by mail within ninety (90) days after these boundaries have been approved by the Board and include startup instructions and guidelines.
3. A Unit shall be considered active sixty (60) days after five (5) or more members who reside or work within the Unit boundary notify the Chapter Board by mail of their intention to assemble, or when the Chapter Board acknowledges their notification, whichever come first. Petitioning members shall keep proof of mailing date and proof that a Chapter elected officer has received the document, and confirm that a postmark is on the letter. If more than one group petitions the Chapter Board for Unit activation, the petitioning group with the earliest postmark shall be the petitioners of record.
4. If five (5) or more members have not petitioned the Chapter Board within sixty (60) days of the Chapter Board's initial membership notification, the Chapter Board may appoint a Unit Coordinator from among eligible Unit members. The Petitioning Members or the Unit Coordinator shall serve as the Acting Unit Board until a full board is elected.
5. A Unit may not write its own standing rules, but may write procedural documents providing they do not conflict with National Bylaws or Policies, or with the Chapter Standing Rules.
6. Members will initially be assigned to a Unit according to their address on record. A Member may transfer to another Unit, but shall not belong to more than one Unit. The Chapter Membership Secretary shall keep record of Unit membership and transfers, and provide a procedure for a member to transfer to another Unit.

B. Officers

1. Unit members shall elect a Unit President-Elect, Unit Vice-President, and Unit Secretary-Treasurer. The succeeding President-Elect shall assume the office of President. If there is no existing President-Elect, the members shall also elect a President. All Unit Officers shall be installed at the Chapter Annual Meeting, and officers filling vacancies shall be installed at the next Chapter Meeting. If there are not enough officers willing to serve, a Unit may operate with a minimum of a Unit President and a Unit Secretary-Treasurer.
2. The Unit President may appoint additional Committee Chairs with the approval of the Unit Board, which shall function under the guidelines of the corresponding chapter committee.
3. The Unit Board of Directors (Unit Board) shall consist of elected Unit officers and appointed Unit Committee Chairs.
4. All elected Unit officers shall have a voice and a vote.
5. All appointed Unit Committee Chairs shall have a voice but no vote, and may bring recommendations to the Unit Board of Directors.
6. Unit officers and committee chairs' terms shall be for One (1) year or until a successor is appointed ^{or} elected.
7. Any Professional member in good standing who is a member of the Unit shall be eligible to run for a Unit office.
8. Unit Annual Meeting and elections shall be held prior to the Georgia Chapter elections and the Unit Secretary shall notify the Chapter Secretary of the election results in writing within ten (10) days.
9. Vacancies shall be filled by notifying Unit members of a vacancy, calling for nominations, verifying their eligibility, and holding elections by mail, by Unit meeting, or electronically. If there are no Unit elected officers to fulfill this duty, the Chapter Board shall appoint a Unit Coordinator to fulfill this function.
10. No Member shall hold more than one Unit elected office.

C. Meetings

1. Each Unit shall hold at least four (4) meetings, events or activities including a Unit Annual Meeting, which shall be held within the fiscal year designated by National.
2. Time and place of the first meeting shall be set by the Acting Unit Board within three months of Unit activation, and they shall serve until a Unit Board is elected. The Petitioning members shall elect a chair for this meeting.

Cheng S. Finah, PhD
9/13/07

3. All subsequent official meeting dates shall be determined by the Unit Board.
4. The Unit Secretary-Treasurer shall notify all Unit members and the Chapter Secretary of all official meetings and events at least thirty (30) days prior to the event.
5. The Unit Secretary-Treasurer shall send meeting minutes to the Chapter Secretary within ten (10) days of approval.

D. Income

1. The Chapter Members shall approve the monies available to the Units in the Annual Chapter Budget.
2. Chapter monies shall be set aside for each Unit by dividing the budgeted funds by the number of Professional and Associate Members in the Chapter at the time of the Chapter Annual Meeting, and multiplying that quotient by the number of Professional and Associate Members in each Unit.
 - a. Funds set aside for Units that are not active at the Chapter Annual Meeting shall be designated for Chapter use. The Chapter Board may vote to reserve funds for Future Active Units.
 - b. Active Units may request \$25.00 for startup costs providing they submit receipts and an expense report to the Chapter Treasurer.
3. Units shall submit a budget proposal along with actual income and expenses from the previous year for Unit member's approval at the Unit Annual Meeting.
4. Units may hold additional fund-raising projects for the benefit of the Unit or of the Chapter.
5. Units may request additional funds from the Chapter.
6. All expenses shall be approved by the Unit Board in compliance with the National Bylaws and Policies and the Chapter Standing Rules.
7. Unit monies shall be kept in the Chapter General Fund for Unit use, unless the Unit elects to handle their own funds, in which case Unit bank accounts must state the name "American Massage Therapy Association-Georgia Chapter, _____ Unit" and the Chapter's Tax Identification Number.
8. The Unit Secretary-Treasurer shall submit to the Unit Board and Chapter Treasurer a report of each month's income and expenses within fifteen (15) days after the end of each month.
9. When a Unit subdivides, the treasury shall be proportionally divided.

E. Inactivation and Termination

1. A Unit shall be considered Inactive when one of the following occurs:
 - a. The Unit Board fails to comply with National Bylaws or Policies, or Chapter Standing Rules within thirty (30) days of written notification from the Chapter Board of Directors.
 - b. There have been no meetings for one year.
 - c. The Unit Board notifies the Chapter of their dissolution.
2. Units shall be terminated by two-thirds (2/3) majority vote of the Chapter Board or by two-thirds (2/3) majority vote of the Chapter members at a regularly scheduled Chapter meeting.

Henry C. Smith
9/3/07