

1 **FLORIDA STATE MASSAGE THERAPY**
2 **ASSOCIATION, INC. D/B/A FSMTA**
3 **POLICIES & PROCEDURES**

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FSMTA, POLICIES & PROCEDURES

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I. SECTION 1. GENERAL MEMBERSHIP INFORMATION

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1.1 CORPORATE OFFICE

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A. The Corporate Office, which the Executive Board may designate to a management company, (See Bylaws line 11, Sec.2) shall be maintained for processing membership applications, maintaining a master membership list, billing and collecting dues, fees and contributions, storing Association records, promoting the FSMTA through creative marketing, consulting and public relations, and otherwise performing administrative services which the Executive Board may designate.

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B. The principal address of the Corporate Office of the FSMTA shall be published in the *Massage Message* magazine and on the website.

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C. The name, address, and contact information of the Corporate Office is: FSMTA Corporate Office: 222 S. Westmonte Dr., Ste. 111, Altamonte Springs, FL 32714;

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phone: (407) 786-3307; email: info@fsmta.org.

88

A. 1.2 APPLICATION FOR MEMBERSHIP

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A. Applicant shall submit an official Membership Application form, fees and dues to a Chapter representative or directly to Corporate Office, either in hard copy or online.

92

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B. Applications, fees and dues received by Chapters shall be transmitted within 24 hours of receipt to the Corporate Office.

94

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C. The application fee for new and delinquent LMT/Practitioner memberships shall be a non-refundable processing charge of fifteen (\$15) dollars.

96

97 **B. 1.3 MEMBERSHIP YEAR, DUES**

98
99 A. Annual membership dues shall be due and payable each successive membership year, as
100 determined by the Executive Board:

101	MEMBERSHIP:	1 YR.
102	LMT/Practitioner Membership	\$125
103	Student Membership	\$ 50
104	Associate Membership	\$125

105 B. If a member has purchased insurance through FSMTA, LMT/Practitioner membership
106 shall be prorated to align with yearly membership insurance according to the following:

107	1. 12 months	\$125
108	2. 11 months	\$115
109	3. 10 months	\$105
110	4. 9 months	\$ 94
111	5. 8 months	\$ 84
112	6. 7 months	\$ 73
113	7. 6 months	\$ 63
114	8. 5 months	\$ 53
115	9. 4 months	\$ 42
116	10. 3 months	\$ 32
117	11. 2 months	\$ 21
118	12. 1 month	\$ 11

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120 **C. 1.4 MEMBERSHIP ASSIGNMENTS**

121

122 A. All members may choose:

- 123 1. Chapter Assignment, or
- 124 2. Member-at-Large Assignment

125 B. Membership assignments shall be made by the Corporate Office as provided herein.

126 C. Chapter assignments shall be held and maintained by the Chapter and the Corporate
127 Office.

128 D. Member-at-Large assignments shall be held and maintained in a membership pool
129 administered by the Corporate Office.

130 E. Members not designating a membership assignment at the time of application or
131 renewal shall be assigned by the Corporate Office, utilizing postal zip codes, as follows:

132 1. Automatic Chapter Assignment:

- 133 a. Members applying or renewing through a Chapter representative shall receive
134 assignment to that Chapter.

135 b. Members residing within a fifty- (50) mile radius of a Chapter mailing address
136 shall receive assignment to that Chapter.

137 c. Members residing beyond a fifty- (50) mile radius of a Chapter mailing address
138 shall be requested by the Corporate Office to designate assignment within thirty (30)
139 days. Otherwise, members shall receive assignment to the nearest Chapter.

140 2. Automatic Member-at Large Assignment:

141 Members residing outside geographical boundaries of a Chapter shall designate a
142 chapter assignment within thirty (30) days. Otherwise he/she shall be designated as
143 a Member at Large.
144

145 **D. 1.5 PRIVILEGES AND BENEFITS**

146

147 A. General privileges and benefits of membership shall include but not be limited to:

148 1. Use of the name, Florida State Massage Therapy Association, Inc., D/B/A FSMTA,
149 the abbreviation “FSMTA,” and the FSMTA logo, with discretion and in an ethical
150 manner.

151 2. A subscription to the FSMTA magazine, *Massage Message*.

152 3. Use of all FSMTA official publications.

153 4. Holding and displaying the membership card, evidencing privileges of participation in
154 the FSMTA.

155 5. Holding and displaying the membership certificate.

156 6. Wearing and displaying the FSMTA membership pin.

157 7. Membership and participation in the FSMTA Sports Massage Team, once trained.

158 8. Use of the Member Benefit Portal online, allowing access to all the current
159 membership discounts available at the time.

160 B. Privileges of Chapter Assignment:

161 A member choosing Chapter assignment may enjoy fellowship and participation in Chapter
162 meetings and activities, all Chapter privileges and benefits, and all privileges of membership
163 classification.

164 C. Privileges of Member-at-Large Assignment:

165 1. A member choosing Member-at-Large assignment may enjoy all privileges of
166 membership classification except at Chapter meetings, as described below.

167 2. A Member-at Large may enjoy fellowship and participation in Chapter meetings
168 and activities, at the Chapter’s discretion; but shall not vote at Chapter meetings,
169 hold Chapter office, or chair Chapter committees, regardless of membership
170 classification.

171 3. Privileges of Visiting Members to other Chapter Meetings: A member visiting
172 another Chapter meeting may not vote, hold office, or chair a committee at the
173 Chapter he/she is visiting.

174

175 **1.6 CHANGE OF NAME, CONTACT INFORMATION, MEMBERSHIP**
176 **CLASSIFICATION**

177

178 Members shall notify the Corporate Office of any change in name, contact information, or
179 membership classification as follows:

180 A. Change of name, address, phone, fax or email shall be made in writing to Corporate
181 Office within thirty (30) days of the change taking effect.

182 B. Request for change in membership classification shall be made in writing to Corporate
183 Office within thirty (30) days of meeting the definition of another classification.

184 1. Student members shall be reclassified to and receive privileges of LMT/Practitioner
185 Membership upon showing proof of licensure by the Florida Board of Massage Therapy
186 or their regional authority for massage therapy.

187 2. Upon showing proof of licensure, the student member shall remit the difference
188 between dues previously paid and annual dues required for the new membership class.

189

190 3. Any other member requesting reclassification shall show proof of a change in status
191 which may cause a change in membership classification.

192 4. Any other member shall remit any difference between dues previously paid and
193 annual dues required for the new membership class, regardless of elapsed time in the
194 membership year.

195 5. No refund of dues or fees shall be made for any reason except cancellation of a
196 Convention.

197

198 **1.7 REQUEST FOR TRANSFER OF ASSIGNMENT**

199

200 A. Request for transfer of any membership assignment shall be made by the member to the
201 Corporate Office.

202 B. Dues of transferring members shall not be transferred to the new chapter unless the
203 request for transfer has occurred within thirty (30) days from the date of application or
204 renewal.

205

206 **1.8 PERSONAL LIABILITY**

207

208 An officer or director of the FSMTA is not personally liable for monetary damages to any person for
209 any statement, vote, decision, or failure to act regarding organizational management or policy by an
210 officer or director unless:

211 A. The officer or director breached or failed to perform the duties as an officer or director;
212 and

213 B. The officer or director's breach of or failure to perform the duties constitutes:

214 1. A violation of the criminal law, unless the officer or director had reasonable
215 cause to believe the conduct was lawful or had not reasonable cause to believe
216 the conduct was unlawful.

217 2. A transaction from which the officer or director derived an improper
218 personal benefit either directly or indirectly; or

219 3. Recklessness or an act or omission which was committed in bad faith or with
220 a malicious purpose or in a manner exhibiting wanton and willful disregard of
221 human rights, safety, or property.

222

223 **1.9 INDEMNIFICATION**

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225 The Association shall, by majority vote of the Executive Board, indemnify any person who is or was
226 a party to any proceeding, other than an action by or in the right of the Association, by reason of fact
227 that the person is or was an Officer or Director of the Association against any expenses actually or
228 reasonably incurred in connection with such proceeding, if the person acted in good faith and in a
229 manner he or she reasonably believed to be in, or not opposed to the best interests of the
230 Association; and had not reasonable cause to believe the conduct was unlawful.

231 The Association shall, by majority vote of the Executive Board, indemnify any person who is or was
232 a party to any proceeding, by or in the right of the Association, to procure a Judgment in its favor, by
233 reason of fact that the person is or was an Officer or Director of the Association against any
234 expenses proceeding, if the person acted in good faith and in a manner he or she reasonably believed
235 to be in, or not opposed to the best interests of the Association.

236

237 **1.10 OFFICIAL PUBLICATIONS**

238

239 A. The official publications of the FSMTA shall include, but not be limited to:

240 a. FSMTA Bylaws

241 b. FSMTA Policy & Procedures

242 c. The *Massage Message* magazine

243 d. Newsletters of Chartered Chapters

244 e. Brochures approved by the Executive Board

- 245 f. FSMTA *Sports Massage Team Training Manual*, upon qualifying
 - 246 g. FSMTA Membership Directory
 - 247 h. FSMTA Website(s)
 - 248 i. Massage Television
- 249 B. Official Policies
- 250 a. The purpose of official publications of the FSMTA shall be to promote the
 - 251 objectives and purposes of the FSMTA, communicate with membership, and aid in
 - 252 the administration of the FSMTA.
 - 253 b. Official publications may, from time to time, carry advertisements and
 - 254 announcements, provided they are in accordance with the policies and objectives of
 - 255 the Association.
 - 256
 - 257 c. All official publications of the FSMTA shall convey and promote professionalism.
 - 258
 - 259 d. The Executive Board shall determine policies governing all official publications of
 - 260 the FSMTA.
 - 261
- 262 C. *Massage Message*
- 263
- 264 The *Massage Message* magazine shall be published as provided in Policy &
- 265 Procedures for Administrative Officers.
- 266
- 267 D. Chapter Newsletters
- 268
- 269 Newsletters of Chartered Chapters shall be published as provided in Policy &
- 270 Procedures for Chapters.

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272 1.11 ANNUAL CONVENTION

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- 274 A. The Annual Convention shall be held at a time and place determined by the Director of
- 275 Events, Convention Committee and approved by the Executive Board.
- 276
- 277 B. The Executive Finance Committee shall approve contracts, registration fees, and all
- 278 other financial obligations and arrangements for Annual Conventions prior to obligating
- 279 the FSMTA to any such obligations and arrangements.
- 280
- 281 C. All individuals attending Annual Conventions shall pay a registration fee, unless
- 282 otherwise exempted by the Executive Board or Executive Finance Committee, or as
- 283 provided in Expense Reimbursement Guidelines.
- 284
- 285 D. If a scheduled Annual Convention does not occur due to acts of God or State of
- 286 Emergency, the Board may waive or reschedule the Annual Convention.

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288 **1.12 AWARDS AND GIFTS**

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290 A. Purpose:

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The purpose of annual awards is to honor and recognize individuals and Chapters for outstanding service, accomplishments, and participation in the FSMTA and profession above and beyond normal duties and functions. For all awards, eligibility is for service between January and December of the preceding year. Eligibility differs for each award. Please read eligibility requirements for each award carefully. All nominations for an award must be submitted on a 279 form, with a short, written narrative stating a reason for consideration using the award criteria as the guide.

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B. Procedure:

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1. Nominating forms shall be given to the Executive Board at the winter Board Meeting for Executive level awards. Chapters may also use these forms and shall conduct their selection of Chapter recipients during this period.
2. All Executive award nominations shall be completed and returned to the Corporate Office no later than 28 days prior to the Spring Board meeting. The Awards Committee Chair shall obtain the nominations from the Corporate Office. Chapter Presidents shall forward the names of individuals selected for Chapter level awards at this time along with a picture of the nominee and a brief narrative stating reason(s) for selection.
3. The Awards Committee shall review the nominations for accuracy and eligibility for Executive level awards.
4. The Awards Committee Chair shall present the nominations of Executive level awards at the Executive Spring Quarterly Board Meeting for vote by the Board. All Chapter nominations and voting shall take place at the Chapter level, and the results shall be sent to Corporate Office 28 days prior to the Spring Quarterly Board Meeting.
5. Award winners shall be announced in the first issue of the *Massage Message* magazine after the Annual Convention. The Awards Committee Chair shall prepare the article, which should include a picture of the individual receiving the award and a one (1) paragraph explanation of why the individual received the award.
6. Presentations of Executive Awards shall occur at the Annual FSMTA Convention. The Awards Committee shall prepare the awards presentation portion of the program.

331 7. Presentations of Chapter Awards shall occur at each Chapter. The Chapter
332 Awards Committee shall prepare the awards presentations and coordinate the
333 program with the Chapter Board. Presentation shall take place before Convention.
334 The Chapter awards will be created and paid for by FSMTA Corporate convention
335 budget. Winners will be recognized during Convention.
336

337 C. Gifts:

338 1. Outgoing Executive President: Upon successful completion of the final term of
339 office, the Executive Board may elect to provide a gift to the outgoing Executive
340 President that shall not exceed \$750.00 when one term was served, or \$1,000.00
341 when two terms were served.

342 2. Event Gifts: FSMTA may provide gifts for significant events such as weddings,
343 birth, and funerals, in an amount that shall not exceed \$100.00 per event.

344 D. Sponsorship:

345 The FSMTA will not sponsor any individual member of any kind.

346 E. National Awards:

347 1. National LMT/Practitioner of the Year Award (one for the entire membership).
348 All FSMTA LMT/Practitioner members who have not previously received this
349 award are eligible. The Award honors outstanding service, achievement, and
350 participation impacting the FSMTA and/or the massage therapy profession
351 worldwide.

352 2. National Outstanding Executive Service Award (up to three for the entire
353 membership). All FSMTA members are eligible. This award honors outstanding
354 Executive service, achievement, or participation in the FSMTA or the profession.

355 3. National Sports Team of the Year (one for the entire membership). All FSMTA
356 Chapter Sports Massage Teams are eligible. This award honors achievements
357 performance, and contribution to a Sports Massage Team, and commitment to
358 FSMTA team efforts.

359 4. National Sports Massage Therapist of the Year. All FSMTA Sports Massage
360 Team Therapists are eligible. This award honors an outstanding FSMTA Sports
361 Massage Therapist who has demonstrated a real commitment to Sports Massage.

362 5. Members of the Executive Board of Directors shall receive a mail or electronic
363 ballot and are directed to return ballot within 14 days from the date of the receipt.

364 6. Chapter Identifier. This award is selected at Convention by the Awards
365 Committee and the Convention Chair.

366

367

368 F. Special Category Awards

369 1. The Charles Canfield Award in an optional award, not required to be given each
370 year (one for the entire membership). Current or previous members of the Board of
371 Massage Therapy or regulatory bodies for massage therapy worldwide, including

372 LMT/Practitioner members and consumers are eligible. This award honors long-
373 term, consistently outstanding service, achievement, or participation in service to the
374 massage profession.

375 2. The John Mahoney Award is an optional award, not required to be given each
376 year (one for the entire membership). A spouse or a significant other of any
377 FSMTA member is eligible. This award honors the sacrifices made by a family
378 member or friend who has assisted the member in service to the massage profession.

379 3. The International Chapter Award. All FSMTA Chapters are eligible worldwide.
380 This award honors an outstanding FSMTA Chapter for performance and
381 achievement in service to the massage profession.

382 4. The Ambassador's Award. The recipient of the Ambassador's Award must have
383 a minimum of twenty (20) years of continuous active service in the association,
384 serving at either the Chapter or Executive Board level in some capacity. Appointed
385 positions such as chairs are also eligible. This award honors longevity of
386 continuous service to the association.

387 G. Chapter Awards

388 1. Chapter LMT/Practitioner of the Year Award (one for each Chapter). All
389 Chapter LMT/Practitioner members of each Chapter are eligible, excluding the
390 Chapter President. This award honors outstanding Chapter service, achievement, or
391 participation that significantly impacts the FSMTA Chapter and the Massage
392 Therapy profession.

393 2. Outstanding Chapter Service (one for each Chapter). All Chapter FSMTA
394 members are eligible. This award honors outstanding Chapter service,
395 achievement, or participation.

396 3. Outstanding Sports Massage Team Member (one for each Chapter). All
397 Chapter FSMTA members are eligible. This award honors an outstanding Chapter
398 Sports Massage Team member.
399
400

401 1.13 MEETINGS

402

403 A. The FSMTA shall hold business meetings, including, but not limited to the FSMTA
404 Annual Business Meeting, regular and special Executive Board meetings, regular and
405 special Chapter meetings, and regular Chapter Board meetings as provide in the Bylaws.

406 B. Election of Executive Officers shall occur in conjunction with the FSMTA Annual
407 Business Meeting.

408

409 C. When election of Executive Officers occurs by mail vote, the ballots shall be received
410 and counted prior to the Annual Business Meeting for announcement of results and
411 installation of newly elected Officers at the meeting.

412 D. In an election year, the Executive Officers presiding prior to the election shall open and
413 conduct the Annual Business Meeting to the conclusion of Reports and Old Business.

414 Following Old Business, the Elections Committee Chair shall install the newly elected
415 Officers. The terms of office for newly elected officers shall commence beginning the first
416 day after the close of Convention.

417
418 E. When a scheduled business meeting does not occur due to acts of God or State of
419 Emergency, the appropriate Board may waive or reschedule the meeting. If the meeting is
420 waived, the Board shall obtain a mail vote or electronic vote that would have been on the
421 agenda.

422

423 **1.14 QUORUM AND VOTING BY MAIL, FAX, OR ANOTHER LEGAL** 424 **DOCUMENT**

425

426 A. Where mail vote is appropriate or called for, mail, fax, or other legal documents may be
427 utilized by the Executive/Chapter Board for votes of LMT/Practitioner Membership and
428 votes of the Board.

429 B. The Secretary, at the direction of the President, shall conduct and/or tabulate all mail
430 votes, except for elections, as provided in Election Procedures.

431 C. Mail, fax, and other legal document votes to the Executive/Chapter Board shall be by
432 dated ballots to all Board members, requiring return of ballots within fourteen (14) business
433 days (excluding Federal holidays) of the mail date. To constitute a quorum, the total valid
434 ballots cast shall equal a majority of those entitled to vote for the transaction of all business.
435 Each Board member entitled to vote shall be entitled to cast one (1) ballot.

436 D. Mail votes to LMT/Practitioner Membership shall be by dated ballots to all
437 LMT/Practitioner Members in good standing at the time of the mailing, requiring return
438 ballots by a specified date. The total valid ballots cast shall constitute a quorum for the
439 transaction of all business. Each LMT/Practitioner Member shall be entitled to cast one (1)
440 ballot.

441
442 E. A majority vote shall transact all business, unless otherwise required in the Bylaws. If
443 there are more than two choices and no choice attains the required vote, then preferential
444 vote shall transact all business.

445 F. All ballots received shall be retained by the Executive Elections Committee Chair or
446 Executive Secretary until the following meeting of the Board when the Board shall vote to
447 destroy the ballots or retain them in the safekeeping of the Executive Secretary.

448

449 **1.15 OPINION POLLS**

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451 A. Opinion Polls shall be for polling membership only and shall not be binding votes.

452 B. Opinion Polls may be conducted by the Executive/Chapter Board at meetings, or by
453 mail, fax, or any form of written communication.

- 454 C. The Executive/Chapter Board may utilize the Massage Message/Chapter newsletter or
455 any other appropriate written means for Opinion Polls by mail.
- 456 D. All Opinion Polls conducted at meetings shall be specifically stated as such, so as not to
457 be construed as binding votes.
- 458 E. All Opinion Polls conducted by mail shall specifically state the language in (A) above,
459 on the Polling Ballot.

460

461 **1.16 GRIEVANCE AFFAIRS**

462

463 A. Composition of the Grievance Affairs Committee

- 464 1. The Executive Ethics Committee shall be the Grievance Affairs Committee.
- 465 2. Being a party to the grievance being processed shall cause a member of the
466 committee to recuse him or herself from the proceedings, thus creating a vacancy on
467 the committee.
- 468 3. A vacancy on the Executive Ethics Committee shall be filled by Executive
469 President who shall appoint an Executive Board member according to (Article X
470 line 748-750 of the Bylaws).
- 471 4. There is no mention, in the Bylaws, that Executive Director of Parliamentary
472 Procedures shall be an ex-officio non-voting member of the Grievance Affairs
473 Committee.

474 B. Duties

- 475 1. Administer Grievance Affairs procedures as described in the Bylaws and in the
476 best interest of the FSMTA and its members.
- 477 2. Maintain impartiality and confidentiality of all proceedings.
- 478 3. Render appropriate determinations.
- 479 4. Determine and implement the specific disciplinary action taken.
- 480 5. Report to the Board on all action taken.
- 481 6. Perform all other duties, described in the Bylaws and Policy & Procedures,
482 appropriate to the position, directed by the Executive Board, and prescribed by the
483 parliamentary authority adopted by the FSMTA and all applicable laws.

484 C. Cause for Complaint

- 485 1. Any member charged with a violation of the Massage Practice Act, Florida
486 Statutes, Chapter 480, Chapter 456, or Rules Chapter 64B7 Florida Administrative
487 Code, or violation of massage therapy regulations according to regional authorities.
- 488 2. Any member convicted of any felony offense.

489 D. Grievance Affairs Procedures

- 490 1. A Grievance Affairs Committee procedure may be initiated by a member,
491 Grievance Affairs Committee, Board, or member of the public for due cause, as
492 defined above.
- 493 2. All complaints shall: 1) be in writing; 2) be signed by the complainant; 3)
494 state the specific violation(s) alleged; 4) state the facts surrounding the allegation(s).
- 495 3. A complaint against any member shall be filed with the Executive Director of
496 Ethics, then the EDE will assign a case number to the grievance then submitted case
497 to be reviewed by the Ethics Committee
- 498 4. A complaint against any member alleging violation of the Massage Practice Act,
499 Chapter 480, Chapter 456, or Rules Chapter 64B7 Florida Administrative Code, or
500 violation of massage therapy regulations according to regional authorities shall be
501 submitted to the Grievance Affairs Committee. The Complainant shall
502 simultaneously file a complaint with, and in the manner prescribed by the Florida
503 Department of Health, Division of Medical Quality Assurance, Board of Massage
504 Therapy, or regional authorities. The Ethics Committee shall not proceed in any
505 way until a final order is issued by the Department of Health, Agency for Health
506 Care Administration, Board of Massage Therapy, or the regional authorities. The
507 Ethics Committee shall defer the findings of facts and final adjudication of the
508 Department of Health, Agency for Health Care Administration, Board of Massage
509 Therapy, or regional authorities.
- 510 5. If the complaint against any member is the result of a current or previous
511 disciplinary action by the Department of Health, Division of Medical Quality
512 Assurance, Board of Massage Therapy, or regional authorities, then the complainant
513 shall not be required to simultaneously file a complaint as required above. The
514 Ethics Committee shall defer to the findings of fact and final adjudication of the
515 Department of Health, Division of Medical Quality Assurance, Board of Massage
516 Therapy, or regional authorities.
- 517 6. If any complaint is initiated against an officer or committee chair for due cause,
518 the Grievance Affairs Committee may suspend the power and duties of that person
519 until the complaint has been resolved. This suspension shall not be considered a
520 vacancy of that position.

521 E. Defense.

522 Any member charged with a complaint, and subject to a Grievance proceeding shall be
523 given the privilege of presenting a defense to the Ethics Committee. The Ethics
524 Committee shall review the evidence presented and render an appropriate decision
525 based upon the evidence.

526 F. Appeal

- 527 1. Any decision of the Ethics Committee may be appealed to the Executive Board.
528 2. Notification of appeal shall be given, in writing, to the Ethics Committee Chair
529 within thirty (30) days of the original decision.
530 3. Disciplinary action shall be withheld pending appeal.
531 4. The Executive Board shall have full and final authority on appeal.

532 G. Disciplinary Action. Any member adjudicated guilty of a violation of the Massage
533 Practice Act, Florida Statutes 480 or regional rules, laws, or regulations by the Board of

534 Massage Therapy, or regional authorities shall be deemed to have been simultaneously
535 and similarly adjudicated by the FSMTA. Disciplinary action of suspension, revocation,
536 and/or probation shall be duplicated. (Bylaws Article X lines 748-868)

- 537 1. Any member adjudicated guilty of any other violation may be placed on
538 probation, suspended, or revoked.
- 539 2. Any Officer or Board member adjudicated guilty of any other violation may be
540 immediately vacated from the position, and/or placed on probation, suspended,
541 or revoked.
- 542 3. Upon demand of the Ethics Committee, a suspended or revoked member shall be
543 required to surrender membership card and certificates.
- 544 4. Notice of all Ethics proceedings, findings, and disciplinary action shall be given
545 as provided in the Bylaws. (Article X lines 748-868)

546

547 **1.17 BYLAWS AND POLICY & PROCEDURES REQUIREMENTS**

548

549 A. Proposal for Amendment to Bylaws or Policy & Procedures

- 550 1. Any proposal for a Bylaw or Policy & Procedure for consideration by the
551 Executive Board may be made by any member.
- 552 2. Each Bylaw proposal shall be presented on a Bylaw Proposal for Amendment
553 form and forwarded to the Director of Parliamentary Procedures.
- 554 3. The Director of Parliamentary Procedures shall make Bylaw Proposal forms
555 available to Chapters, and upon request, to Members-at-Large. The Chapter Bylaws
556 Committee Chair shall make Bylaw Proposal forms available to Chapter
557 membership.

558 B. Review and Presentation

559

- 560 1. The Executive Director of Parliamentary Procedures shall review all Bylaw
561 proposals received and clarify wording, if necessary, to accomplish the intent of the
562 proposal.
- 563 2. The Executive Director of Parliamentary Procedures shall transmit Bylaw
564 proposals, together with recommendations, to the Executive Board for review no
565 later than twenty (20) days prior to the next scheduled regular or special meeting to
566 provide for reading prior to vote. (Bylaws XI, 1 A)

568 C. Requirements for Adoption, Amendment

- 569 1. The Executive Board may adopt and/or amend Bylaws only at the Annual
570 Meeting by three quarters (3/4) vote (Bylaws XI 1 B.), when not in conflict with the
571 Bylaws or vote of the LMT/Practitioner membership.
- 572 2. The Executive Board may adopt and/or amend Policy & Procedures at any
573 Quarterly Board meeting or Special meeting called for that purpose, by a 2/3

574 affirmative vote of the quorum present (Bylaws XI 2 B.), when not in conflict with
575 the Bylaws or vote of the LMT/Practitioner membership.

576 3. The Executive Board may adopt other motions with a simple majority vote of the
577 quorum.

578 D. Notice of Bylaws, Policy & Procedures

579 1. Notice of Bylaws, Policy & Procedures, and amendments shall be transmitted by
580 Corporate Office, at the direction of the Director of Policies and Procedures, to each
581 Executive Board member, appointed Administrative Officer, and Chapter President
582 not later than thirty (30) days from date of adoption.

583
584 2. Bylaws, Policy & Procedures, and amendments shall be effective upon adoption,
585 unless otherwise specifically determined by the Board.
586

587 **1.18 WHISTLE BLOWER POLICY (There is no Whistler Blower Policy addressed in** 588 **the Bylaws)**

589

590 A. Standards

591 FSMTA requires Directors, Officers and employees to observe FSMTA high standards of
592 business and personal ethics in the conduct of their duties and responsibilities. As
593 representatives of the Florida State Massage Therapy Association, Inc., D/B/A FSMTA, we
594 must practice honesty and integrity in fulfilling our responsibilities; and comply with all
595 applicable laws and regulations.

596 B. Reporting Responsibility

597 This Whistleblower Policy is intended to encourage and enable members and others to raise
598 serious concerns internally so that FSMTA can address and correct inappropriate conduct
599 and actions. It is the responsibility of all Executive Board members, officers, employees,
600 and volunteers to report concerns about violations of FSMTA's Code of Ethics, or suspected
601 violations of law or regulations that govern FSMTA's operations.

602 C. No Retaliation

603 It is contrary to the values of FSMTA for anyone to retaliate against any board member,
604 officer, employee, or volunteer who, in good faith, reports an ethics violation, or a suspected
605 violation of law, such as a complaint of discrimination, suspected fraud, or suspected
606 violation of any regulation governing the operations of FSMTA. An Executive Board
607 Member or Employee who retaliates against someone who has reported a violation in good
608 faith is subject to discipline up to and including expulsion from membership or termination
609 of employment.

610 D. Reporting Procedure

611 1. FSMTA has an open-door policy, and suggests that members share their
612 questions, concerns, suggestions, or complaints with their Chapter President. If you
613 are not comfortable speaking with your Chapter President or you are not satisfied
614 with your Chapter President's response, you are encouraged to speak with the

615 Executive President. Executive Board Members and Chapter Presidents are
616 required to report complaints or concerns about suspected ethical and legal
617 violations in writing to the Executive Director of Ethics, who has the responsibility
618 to investigate all reported complaints in accordance with grievance procedures.

619 2. All complaints must be made in writing to the Executive Director of Ethics who
620 is designated as the Compliance Officer. The Executive Director of Ethics is
621 responsible for ensuring that all complaints about unethical or illegal conduct are
622 investigated, resolved, and reported to Executive Board.

623
624 3. Regarding accounting and auditing matters, the FSMTA's Executive Director
625 shall immediately notify the Executive Director of the Finance Committee of any
626 concerns or complaints regarding corporate accounting practices, interest controls or
627 auditing: and work with the committee until the matter is resolved.

628
629 4. The Executive Director and the Executive Director of Ethics will communicate
630 with the Executive Treasurer/Chair of the Executive Finance Committee about
631 compliance activity relating to accounting of alleged financial improprieties. The
632 Executive Board will be advised, at least annually, of all complaints and their
633 resolutions.

634

635

636 E. Acting in Good Faith

637 Anyone filing a written complaint concerning a violation or suspected violation must be
638 acting in good faith and have reasonable grounds for believing the information disclosed
639 indicated a violation. Any allegations that prove to be unsubstantiated, and which prove to
640 have been made maliciously or were known to be false will be viewed as a serious
641 disciplinary offense.

642 F. Confidential Reports

643 Confidentiality violations or suspected violations may be submitted on a confidential basis
644 by the complainant. Reports of violations or suspected violations will be kept confidential
645 to the extent possible, consistent with the need to conduct an adequate investigation. The
646 FSMTA's Executive of Director of Ethics will notify the person who submitted a complaint
647 acknowledging receipt of the reported violation or suspected violation. All reports will be
648 promptly investigated, and appropriate corrective action will be taken if warranted by the
649 investigation.

650 1.19 Anti-Harassment Policy

651 A. Objective: FSMTA strives to create and maintain an environment in which people are
652 treated with dignity and respect. The environment should be characterized by mutual trust
653 and the absence of intimidation, deprecation, oppression, and exploitation.

654 B. FSMTA will seek to prevent, correct and discipline behavior that violates this
655 policy. All Members, regardless of their positions, are covered by and are expected to
656 comply with this policy and to ensure prohibited conduct does not occur. Appropriate
657 disciplinary action will be taken against any member who violates this policy. Based on the

658 seriousness of the offense, disciplinary action may include verbal or written reprimand,
659 suspension, or termination of membership.

660 C. Anyone who knowingly allows or tolerates discrimination, harassment or retaliation,
661 including the failure to immediately report such misconduct is in violation of this policy and
662 subject to discipline.

663 D. Prohibited Conduct Under this Policy: FSMTA, in compliance with all applicable
664 federal, state, regional, and local anti-discrimination and harassment laws and regulations
665 enforces this policy in accordance with the following definitions and guidelines.

666 E. Discrimination. It is a violation of FSMTA's policy to discriminate in the provision of
667 benefits or privileges; to create discriminatory conditions; or to use discriminatory standards
668 in evaluating oral or written statements if the basis of that discriminatory treatment is, in
669 whole or in part, the person's race, color, national origin, age, religion, disability status,
670 gender, sexual orientation, gender identity, genetic information or marital status.
671 Discrimination of this kind may also be strictly prohibited by variety of federal, state,
672 regional, and local laws, including Title VI of the Civil Rights Act of 1964, the Age
673 Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is
674 intended to comply with the prohibitions stated in these anti-discrimination laws.
675 Discrimination in violation of this policy will be subject to disciplinary measures up to and
676 including expulsion from the organization.

677 F. Harassment: FSMTA prohibits harassment of any kind, including sexual harassment,
678 and will take appropriate and immediate action in response to complaints or knowledge of
679 violations of this policy. For purpose of his policy, harassment is any verbal or physical
680 conduct designed to threaten, intimidate or coerce any person working for or on behalf of
681 the FSMTA. The following apply when determining whether there has been a violation of
682 this policy.

683 1. Verbal harassment includes comments that are offensive or unwelcome, or that
684 ridicule, denigrate, insult, belittle, or show hostility, aversion or disrespect
685 towards an individual or group.

686 2. Nonverbal harassment includes distribution or display of any written or graphic
687 material that has the same result as listed in (1.).

688 G. Acceptable conduct: Courteous, mutual respectful, pleasant, noncoercive interactions that
689 are appropriate, acceptable to and welcomed between members are not considered to be
690 harassment.

691 H. Retaliation: No hardship, loss, benefit or penalty may be imposed on any member in
692 response to:

693 1. Filing or responding to a bona fide complaint of discrimination or harassment.

694 2. Appearing as a witness in the investigation of a complaint.

695 3. Serving as an investigator of a complaint.

696 I. Lodging a Complaint: Lodging a bona fide complaint will in no way be used against the
697 member or have an adverse impact on the individual's membership status. However, filing
698 a groundless or malicious complaint is an abuse of this policy and will be treated as a

699 violation. Any person who is found to have violated this aspect of the policy will be subject
700 to discipline up to and including expulsion.

701 J. Confidentiality: All complaints and investigations are treated confidentially to the best
702 extent possible, and information is disclosed strictly on a need to know basis. The identity
703 of the complainant is usually revealed to the parties involved during the investigation, and
704 the Executive Director of Ethics will take adequate steps to ensure that the complaint ant is
705 protected from retaliation during and after the investigation. All information pertaining to a
706 complaint or investigation under this policy will be maintained in secure files by the Ethics
707 Committee.

708 K. Conclusion of an investigation: Upon conclusion of an investigation, the Executive
709 Director of Ethics will submit a written report to the Executive Board. If it has been
710 determined that the violation of this policy has occurred, the Executive Director of Ethics
711 will recommend appropriate disciplinary action. The appropriate action will depend on the
712 following actions:

713 1. The severity, frequency and pervasiveness of conduct.

714 2. Prior complaint made by the complainant.

715 3. Prior complaint made against the respondent, and

716 4. The quality if the evidence (e.g., firsthand knowledge, credible
717 corroboration).

718 If the investigation is inconclusive or if it is determined that there has been no violation of
719 policy, but potentially problematic behavior may have occurred, the Executive Director of
720 Ethics may recommend appropriate action. Once the final decision is made by the Ethics
721 Committee, the Executive Director of Ethics will notify the complainant and the respondent
722 separately of the findings of the investigation. If disciplinary action is to be taken, the
723 respondent will be informed of the nature of the discipline and how it will be executed.

724 L. Alternative legal remedies: Nothing in this policy may prevent the complainant or the
725 respondent from pursuing formal legal remedies or resolution through local, regional, state,
726 or federal agencies or the courts.

727

728 1.20 CONFLICT OF INTEREST RESOLUTION POLICY

729

730 A. Purpose

731 This conflict of interest resolution policy is put in place in accordance with IRS
732 Regulations for not-for-profit corporations. The purpose of conflict of interest
733 policy is to protect the tax-exempt organization of the FSMTA's interest when it is
734 contemplating entering into a transaction or arrangement that might benefit the
735 private interest of an officer or director of the FSMTA or might result in a
736 possible excess benefit transaction. This policy is intended to supplement, but
737 not replace any applicable state or federal law governing conflict of interest to
738 nonprofit organizations.

739 B. Definition of interested person

- 740 1. Executive Board Member
741 2. Director on the Board
742 3. Executive Committee Member
743 4. Member of a committee with governing board-delegated powers, who has a
744 direct or indirect financial interest, as defined below, as an interested person.

745 C. Financial interest

746 1. A person has a financial interest if the person has any of the following, either
747 directly, indirectly, through business, investment, or family; or a compensation
748 arrangement with the FSMTA or with any entity or individual with which the
749 FSMTA is negotiating a transaction or arrangement.
750

751 a. A potential ownership or investment interest in, or compensation
752 arrangement with any entity or individual with which the FSMTA has a
753 transaction or arrangement.
754

755 b. An ownership or investment interest in any entity with which the
756 FSMTA has a transaction or arrangement.
757

758 c. An entity or individual with which the FSMTA is negotiating a
759 transaction or arrangement.
760

761 2. Compensation includes direct or indirect remuneration, as well as gifts or favors
762 that are not insubstantial.
763

764 3. A financial interest is not necessarily a conflict of interest. Under subsection
765 1.19 (E), a person who has a financial interest may have a conflict of interest only if
766 the appropriate governing board or committee decides that a conflict of interest
767 exists.
768

769 D. Duty to Disclose

770 In connection with any actual or possible conflict of interest, an interested person must
771 disclose the existence of the financial interest and be given the opportunity to disclose all
772 material fact to the Executive Board and members of the Executive Committee considering
773 the proposed transaction or arrangement.

774 E. Determining Whether a Conflict of Interest Exists

775 After disclosure of the financial interest and all material facts, and after any discussion with
776 the interested person, he/she shall leave the meeting while the determination of a conflict of
777 interest is discussed and voted upon. The remaining Executive Board members or
778 committee members shall decide if a conflict of interest exists. This vote must be
779 documented by the Executive Secretary in the minutes of the meeting.

780 F. Procedures for Addressing the Conflict of Interest

- 781 1. An interested person may make a presentation at the Executive Board or
782 committee meeting, but after the presentation, he/she shall leave the meeting during
783 the discussion and vote on the transaction or arrangement involving the possible
784 conflict of interest.
- 785 2. The chairperson of the Executive Board or committee chairperson shall, if
786 appropriate, appoint a disinterested person or committee to investigate alternatives
787 to the proposed transaction or arrangement.
- 788 3. After exercising due diligence, the Executive Board or committee chairperson
789 shall determine whether the FSMTA can obtain, with reasonable efforts, a more
790 advantageous transaction or arrangement from a person or entity that would not give
791 rise to a conflict of interest.
- 792
- 793 4. If a more advantageous transaction or arrangement is not reasonably possible
794 under circumstances not producing a conflict of interest, the Executive Board or
795 committee shall determine, by a majority vote of the disinterested directors, whether
796 the transaction or arrangement is in the FSMTA's best interest for the benefit of the
797 FSMTA, and whether it is a fair and reasonable arrangement. It shall make its
798 decision as to whether to enter into the transaction or arrangement, in conformity
799 with the above determination, by vote.
- 800
- 801 5. If determined by the Executive Board or committee, it is to be voted upon and
802 noted in the minutes by the Executive Secretary. If determined by committee, those
803 minutes are to be forwarded to the Executive Secretary and presented as an oral
804 report to the Executive Board at the next Quarterly Board Meeting.
- 805

806 G. Violations of the Conflict of Interest Policy

- 807 1. If the Executive Board or committee has reasonable cause to believe that a
808 member has failed to disclose actual or possible conflicts of interest, it shall inform
809 the member of the basis for such belief and afford the member an opportunity to
810 explain the alleged failure to disclose.
- 811 2. If, after hearing the member's response and after making further investigation as
812 warranted by the circumstances, the Executive Board or committee determines the
813 member has failed to disclose an actual or possible conflict of interest, it shall take
814 appropriate disciplinary and corrective action determined by vote.

815 H. Minutes of Conflict of Interest Policy

816 The minutes of the Executive Board and all committees with board-delegated
817 powers shall contain:

- 818 1. The names of the persons who disclosed or otherwise were found to have
819 financial interest in connection with an actual or possible conflict of interest, the
820 nature of the financial interest, any action taken to determine whether a conflict of
821 interest or arrangement exists.
- 822 2. The names of the persons who were present for discussions and votes relating
823 to the transaction or arrangement, the content of the discussion including any

824 alternatives to the proposed transaction or arrangement, and a record of any votes
825 taken in connection with the proceedings.

826 I. Compensation

827 1. A voting member of the governing board or any committee whose jurisdiction
828 includes voting on conflict of interest matters cannot be compensated, either
829 directly or indirectly, by the FSMTA, or by the organization or person involved
830 in the matter. This includes anyone who may be an independent contractor of
831 said organization or person.

832 2. A voting member of the governing board or any committee whose jurisdiction
833 includes voting on conflict of interest is prohibited from providing information to
834 any committee regarding deliberations until the vote has been announced by the
835 chair.

836 J. Annual Statements

837 Each Director and member of a committee with governing powers shall annually sign a
838 statement which affirms that such person:

839 1. has received a copy of the Conflict of Interest Policy

840 2. has read and understands the policy

841 3. has agreed to comply with the policy, and

842 4. understands that the Organization is not for profit and that, to maintain its federal
843 tax exemption, it must engage primarily in activities which accomplish one or
844 more of its tax-exempt purposes.

845

846 **II. SECTION 2. GOVERNANCE**

847

848 **2.1 MEETINGS**

849

850 A. The Executive Board, Executive Committee, and Executive Finance Committee shall
851 hold regular and special meetings as provided in the Bylaws.

852 B. Regular and special meetings of the Executive Board, Executive Committee, and/or
853 Executive Finance Committee may be held at such place as indicated in the notice or waiver
854 of notice.

855 C. After election of officers, the newly elected officers and the outgoing officers shall meet
856 at the close of the Annual Business Meeting to provide for continuity in the transfer of
857 power and duties. Members of the new Board shall meet as soon as possible to organize and
858 transact business appropriate to the coming year.

859 D. When a scheduled Business Meeting does not occur due to acts of God or State of
860 Emergency, the Executive Board may waive or reschedule the meeting. If the meeting is

861 waived, the Board shall obtain votes on all resolutions and other business that would have
862 been on the agenda by mail vote.

863

864 **2.2 DUTIES OF EXECUTIVE BOARD**

865

866 The Executive Board shall perform the following duties to execute its business, subject to all state
867 and federal laws, Internal Revenue Service sections relating to non-profit corporations, and the
868 FSMTA Bylaws, and Policy & Procedures, and votes of the LMT/Practitioner Membership:

869 A. Governance Duties

- 870 1. To govern, conduct, manage, and administer all property and business of the
871 FSMTA in the best interest of the FSMTA and its members.
- 872 2. To lease, use, and operate real property; and acquire rights and privileges which
873 the FSMTA has the power to take for the Corporation.
- 874 3. To determine or approve voting privileges of Executive/Chapter Board positions.
- 875 4. To create or approve additional positions in the Executive/Chapter Board, when
876 necessary and prudent to the efficient administrative functioning of the FSMTA.
- 877 5. To determine whether any proposal shall be deferred to a vote of the membership
878 at the FSMTA Annual Business Meeting, or by mail vote, and to obtain that vote.
- 879 6. To adopt and amend Bylaws, policies, procedures, rules, and guidelines
880 necessary and prudent to the efficient administration of the FSMTA.
- 881 7. To abide by, administer, and enforce the Bylaws and Policy & Procedures as
882 written.

883 B. Administrative Duties

- 884 1. To delegate powers of administration to Board members and administrative
885 personnel.
- 886 2. To approve or reject appointments as required in the Bylaws and Policy &
887 Procedures.
- 888 3. To create, approve, or reject any salaries or stipends of administrative personnel,
889 independent contractors, and Board members.
- 890 4. To determine and amend duties of all administrative personnel and independent
891 contractors.
- 892 5. To delegate to the Executive Committee the power of selecting, discharging,
893 suspending, and approving duties and acts of Administrative Officers and
894 administrative personnel.

895 C. Financial Duties

- 896 1. To determine account signatories and the way all documents shall be signed.
- 897 2. To determine security it deems appropriate, including all surety bonds and
898 insurance, and requirements for any person acting on behalf of the FSMTA.

- 899 3. To determine the distribution of all funds received and disbursed.
- 900 4. To approve or reject major obligations and expenditures of five hundred dollars
- 901 (\$500) or more not included in the annual budget or Expense Reimbursement
- 902 Guidelines.
- 903 5. Penalties on any disqualified remuneration must be paid back to the FSMTA
- 904 within a given time by the Board of Directors.
- 905 6. To provide financial and leadership assistance to Chartered Chapters, when
- 906 requested and as prudent.
- 907
- 908 7. To establish special funds and programs in the best interest of the FSMTA and its
- 909 members.
- 910
- 911 8. To determine and assess application fees and membership dues.
- 912 9. To contract a CPA on a yearly basis to review the FSMTA finances as required
- 913 by the Federal Government.
- 914

915 D. General Duties

- 916 1. The Executive Committee/the management company will submit no less than
- 917 three (3) bids for time and place for the FSMTA National Convention, upon which
- 918 the Executive Board of Directors will vote.
- 919 2. The Board of Directors will vote on the time and place of FSMTA Annual
- 920 Business Meetings in conjunction with the FSMTA National Convention.
- 921 3. To hold regular quarterly Board meetings and FSMTA Annual Business
- 922 Meetings, submit quarterly reports to the Board, and submit annual reports to
- 923 membership.
- 924 4. To hear reports, proposals, and recommendations made by Chapters,
- 925 Administrative Officers, Board members, and committee chair and members;
- 926 provide direction and suggestions when necessary.
- 927
- 928 5. To determine and amend duties of all Officers, Directors, Chairs of Executive
- 929 Committees, and Board members.
- 930
- 931 6. To authorize the formation and purpose of all Executive Committees.
- 932 7. To determine bases for eligibility, termination, conflict of interest, and
- 933 disqualification of all Officers, Board members, committee chairs and members,
- 934 candidates, Administrative Officers (staff), personnel, and independent contractors.
- 935 8. To move for termination of Officers, Board members, directors, committee
- 936 chairs and members, Administrative Officers (Staff), personnel, and independent
- 937 contractors, when conflict of interest has been determined in accordance with the
- 938 Bylaws.
- 939 9. To determine all election procedures, including procedures for filling vacancies.
- 940 10. To fill vacancies, as required by the Bylaws and Policy & Procedures.

- 941 11. To determine bases for grievance procedures and disciplinary actions for all
942 members.
- 943
- 944 12. To authorize and obtain opinion polls of membership.
- 945
- 946 13. To approve the Membership Application form.
- 947
- 948 14. To determine bases for issuance and revocation of Chapter Charters, and
authorize same; determine Chapter designations, boundaries, and amounts of
organizational grants.
- 949
- 950 15. To consider all applications for Chapter Charters; move for issuance and
revocation of Chapter Charters.
- 951
- 952 16. To determine policies, procedures, rules, and guidelines for the administration of
953 Chartered Chapters.

954 E. Policy-Setting Duties

- 955 1. The Executive President, in conjunction with the Director of Communication,
956 will determine and accurately communicate and represent official policies and
957 positions of the FSMTA on all matters; establish rules/guidelines to ensure the
958 accurate communication, dissemination, and representation of FSMTA policies and
959 positions by all members.
- 960
- 961 2. To determine policies regarding content, advertising, distribution, and
962 publication of all official publications of the FSMTA.
- 963 3. To approve any recommendation made in the name of the Association.
- 964
- 965 F. The Executive Board shall perform all other duties described in the Bylaws,
966 appropriate to the position, and prescribed by vote of the LMT/Practitioner Membership,
967 the parliamentary authority (Robert's Rules) adopted by the FSMTA, and all applicable
968 laws.

969

970 **2.3 DUTIES OF EXECUTIVE BOARD MEMBERS**

971

- 972 A. The Executive Board, Directors, and Executive Directors have a responsibility to
973 submit their reports, including any motion to be considered by the Board, to
974 Corporate Office and the Executive President three (3) weeks prior to each regular
975 meeting of the Board. Deadlines for special meetings shall be established
976 individually and included in notice for that meeting.
- 977 B. The Board may not be required to consider action items submitted after the deadline
978 date. Last-minute items may be considered at the discretion of the Chair.
- 979 C. The meeting books containing reports shall be emailed from Corporate Office to
980 Executive Board members two (2) weeks prior to the meeting.

- 981 D. A board member shall be fully prepared to participate in the business of the
982 Association at the scheduled time of the meeting, including but not limited to
983 reading the contents of the meeting book and attachments prior to the meeting.
- 984 E. Directors are expected to attend each meeting in full and be present for all votes. If
985 a Director cannot be present at a meeting, an alternate may temporarily assume the
986 voting privilege of the position.
- 987 F. An alternate shall attend when an Executive Standing Committee Chair or Chapter
988 President cannot be present. The alternate must assume all responsibilities and may
989 temporarily assume the voting privilege of the position.
- 990 G. A Director who cannot attend shall notify the appropriate Officer-liaison; the
991 Executive President shall determine whether the reason for the absence and the
992 alternate member are acceptable.
- 993 H. A board member whose attendance is required or requested at Board meetings, and
994 who fails to attend two (2) regular or special meetings in one (1) calendar year
995 without acceptable reasons is subject to grievance for non-performance of duties and
996 may be removed from the position.
- 997 I. All meetings shall be attended in full.
- 998 J. All materials required for proper execution of duties shall be brought to each
999 meeting. The materials include, but are not limited to the meeting book, the
1000 FSMTA Bylaws, and Policy & Procedures.
- 1001
- 1002 K. All board members shall have a copy of the Agenda at the opening of the meeting.
- 1003
- 1004 L. Smoking is not permitted in the meeting room at any time.
- 1005
- 1006 M. No tape or other recordings may be made of the proceedings other than those made
1007 by individuals approved by the Board.
- 1008
- 1009 N. All Executive Board members shall conduct and present themselves in a manner and
1010 attire suitable to representatives of a professional association throughout the
1011 meetings and their stay at the meeting location. Executive Board members may
1012 dress in either business casual attire or in traditional business attire. Business casual
1013 attire, while more relaxed than traditional attire, must still present an appearance
1014 that is acceptable in a professional business environment. For example:
- 1015
- 1016 1. for men: slacks/dress jeans and shirt with collar.
 - 1017 2. for women: slacks/dress jeans or casual skirts with blouse or sweater
1018 suitable for business attire.
 - 1019 3. Attire that is unprofessional and not suitable for Board meetings
1020 includes, but is not limited to T-shirts, sweatshirts, tank tops, blue jeans,
1021 short skirts, shorts, warm-up suits or athletic clothing. In addition, any type
1022 of clothing that would be unduly distracting to fellow board members shall
not be worn.
 4. All clothing must be neat and clean. Ripped, torn, or faded clothing is
not permitted.

1023 5. A board member who is inappropriately attired by be asked to leave the
1024 meeting and return dressed in an acceptable manner.

1025 O. Directors shall attend all Convention meetings and events except Continuing
1026 Education classes, which are optional.

1027

1028 **III. SECTION 3. EXECUTIVE OFFICERS**

1029

1030 **3.1 DUTIES OF EXECUTIVE PRESIDENT**

1031 A. The Executive President is the chief Executive Officer along with Staff of the
1032 FSMTA, and shall:

1033 1. Supervise all business of the FSMTA; see that all business and votes of
1034 the FSMTA are carried out.

1035 2. Prepare and announce the agenda and business that is in order at FSMTA
1036 Annual Business, Executive Board, and Executive Directors, Executive
1037 Finance Committee, and Executive Ethics Committee give report from the
1038 Grievance Affairs Committee meetings.

1039 3. Attend all Executive Board and other appropriate meetings; open
1040 meetings at the appointed time by taking the chair, calling meetings to
1041 order, and determining whether a quorum is present; declare meetings
1042 adjourned; call all meetings as provided in the Bylaws.

1043 4. Recognize members entitled to the floor; expedite business in every way
1044 compatible with the rights of members and the parliamentary authority
1045 adopted by the FSMTA.
1046

1047 5. Put to vote all questions/motions that legitimately come before the
1048 meeting; announce the result of each vote.

1049 6. Authenticate, by signature when necessary, all acts, orders, and
1050 proceedings of meetings and business of the FSMTA.

1051 7. Appoint all Directors, Chairs of Executive Standing and Special
1052 Committees, Subcommittees, and all committee members, except the
1053 Financial Review Committee and Elections Committee and its
1054 Subcommittees, subject to all provisions in the Bylaws and Policy &
1055 Procedures.

1056 8. Review all appointments at the end of each term, or at the beginning of a
1057 new Presidency, or as prudent for re-appointment or appointment of
1058 successors.
1059

1060 9. Chair the Executive Committee; Co-Chair the Executive Finance
1061 Committee and the Grievance Affairs Committee.

1062 10. Coordinate and assign Executive Officers as liaisons with Executive
1063 Directors and Chapters to maintain optimal communication and coordinate

1064 effort; maintain an organizational flow chart delineating assignment. (Table
1065 of Organization).

1066 11. Assign projects to Executive Board members and the Director and
1067 their committees and transfer such projects if necessary; when
1068 appropriate, call special meetings of committees for special projects;
1069 maintain an organizational flow chart delineating assignment; and
1070 transmit same to Chapters and members of the Board.

1071 12. Be ex-officio member of all Executive Committees, except the Elections
1072 Committee and its Sub-Committees, and the Grievance Affairs Committee.

1073 13. Represent FSMTA policy in answering communications and issuing
1074 publicity releases.

1075
1076 14. Publicly represent the FSMTA; make public statements in the name of
1077 or on behalf of the FSMTA.

1078
1079 15. Be Executive Editor of all FSMTA publications.

1080 16. Be the contact person on all legal matters of the Association, unless
1081 directly involved in the legal matter at hand, in which case the Executive
1082 Committee shall designate the contact person.

1083
1084 17. Be the contact person, or delegate person for each independent
1085 contractor.

1086 18. Properly delegate projects and duties to efficiently carry out the business
1087 of the Association.

1088
1089 19. Submit quarterly reports to the Board as required in the Bylaws and as
1090 directed by the Board.

1091
1092 20. Make a full report of the year's activities to the membership at the
1093 Annual Business Meeting.

1094
1095 B. The Executive President shall perform all such other duties customary to the office as
1096 described in the Bylaws and Policy & Procedures, as directed by the Board, and as
1097 prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws.

1098

1099 **3.2 DUTIES OF EXECUTIVE FIRST VICE-PRESIDENT**

1100

1101 A. The Executive first Vice-President shall:

1102 1. Attend all Executive Board and other appropriate meetings; in the
1103 absence of the Executive President, preside as President Pro Tem and
1104 temporarily assume all duties of the President, except that no appointments

1105 shall be made or revoked, unless specifically authorized, in writing, by the
1106 President.

1107 2. Succeed to Executive President for the remainder of the term in the event
1108 of vacancy in the office of President.

1109 3. Act as Executive Officer-Liaison with Chapters and Chairs of Executive
1110 Committees as designated by the President.

1111 4. Assist the President with all business affairs of the FSMTA.

1112 5. Act as representative for the President, upon request of the President.

1113 6. Submit quarterly reports to the Executive Officer Liaison, Executive
1114 Secretary and the Executive Director as directed by the Executive
1115 President.

1116 B. The Executive First Vice-President shall perform all such other duties customary to
1117 the office as described in the Bylaws, Policy & Procedures, as directed by the Board,
1118 Executive President, and prescribed by the parliamentary authority adopted by the
1119 FSMTA and all applicable laws.

1120

1121 **3.3 DUTIES OF EXECUTIVE SECOND VICE-PRESIDENT**

1122

1123 A. The Executive Second Vice-President shall:

1124 1. Attend all Executive Board and other appropriate meetings; in the
1125 absence of the Executive President and Executive First Vice-President,
1126 preside as President Pro Tem and temporarily assume all duties of the
1127 President, except that no appointments shall be made or revoked unless
1128 specifically authorized, in writing, by the President.

1129 2. Succeed to Executive First Vice-President for the remainder of the term
1130 in the event of vacancy in the office of Executive First Vice-President.

1131 3. Succeed to Executive President for the remainder of the term in the event
1132 of vacancies in both the offices of President and First Vice-President.

1133 4. Act as Executive Officer-Liaison with Chapters and Chairs of Executive
1134 Committees as designated by the President.

1135 5. Assist the President with all business affairs of the FSMTA.

1136 6. Act as representative for the President, upon request of the President.

1137 7. Submit quarterly reports to the Executive Secretary Board and as
1138 directed by the President or Board. (Regarding info in the public realm, we
1139 will redact as necessary to comply with the law.)

1140 B. The Executive Second Vice-President shall perform all such other duties customary
1141 to the office as described in the Bylaws, Policy & Procedures, as directed by the
1142 Board, Executive President, and prescribed by the parliamentary authority adopted
1143 by the FSMTA and all applicable laws.

1144

1145 **3.4 DUTIES OF EXECUTIVE SECRETARY**

1146

1147 A. The Executive Secretary shall:

1148

1. Attend all Executive Board and other appropriate meetings.

1149

2. Record or supervise the recording of votes and minutes of all meetings, including teleconference meetings, FSMTA Annual Business Meetings, meetings of the Board, Executive Committee and Executive Finance Committee when quorum is met, and as directed by the President; call the roll at the above meetings, as required.

1150

1151

1152

1153

1154

3. Transmit or supervise proper transmittal of minutes of Executive Committee and Executive Finance Committee meetings to Executive Committee and Executive Finance Committee members within ten (10) days for approval, and to the Executive Board within 30 days.

1155

1156

1157

1158

1159

1160

4. Transmit or supervise proper transmittal of minutes of Executive Board meetings to Executive Board within 30 days.

1161

1162

5. Transmit or supervise proper transmittal of Notices as required in the Bylaws, and as directed by the Executive President or Executive Board.

1163

1164

6. Direct the furnishing of documents necessary for the performance of duties to their respective committees.

1165

1166

1167

7. Direct the maintenance of a list of all Executive Directorships and committees and committee members and have the list on hand at each meeting.

1168

1169

1170

8. Maintain or supervise permanent storage of original copies of all documents, records, reports, and correspondence in FSMTA archives at Corporate Office.

1171

1172

9. Supervise proper transmittal of membership cards, certificates, other membership information, Chapter Charters, and other Chapter information.

1173

1174

1175

1176

10. Direct the maintenance of record book(s) in which the Bylaws, Policy & Procedures, Log of Motions, when passed, and when to be enacted, special rules of order, amendments, and other FSMTA records are entered; maintain the current record book(s) on hand at every meeting.

1177

11. Transmit or supervise transmittal of agendas as required.

1178

12. Conduct or supervise the general correspondence of the FSMTA.

1179

1180

1181

1182

13. In conjunction with the Director of Communication supervise transmittal of all official communications from the Executive Board to Directors and their Committees, Chapters, and membership, including mail or fax votes, except for election of Officers.

- 1183 14. Supervise the filing of correct Registered Agent status for the
1184 corporation.
- 1185 15. Authenticate, by signature when necessary, all acts, orders, proceedings
1186 of meetings and legal documents; and affix the corporate seal to official
1187 documents.
- 1188 16. Direct the submission of quarterly reports to the Board as directed by
1189 the President or Board.
1190
- 1191 B. The Executive Secretary shall perform all such other duties customary to the Office
1192 as described in the Bylaws, Policy & Procedures, as directed by the Board, and/or
1193 the Executive President, and as prescribed by the parliamentary authority adopted
1194 by the FSMTA, and all applicable laws.

1195

1196 **3.5 DUTIES OF EXECUTIVE TREASURER**

1197

1198 A. The Executive Treasurer shall:

- 1199 1. Attend all Executive Board and other appropriate meetings.
- 1200 2. Be custodian of FSMTA funds except Chapter funds, oversee the proper
1201 disbursement and deposit of funds as directed by the Executive Finance
1202 Committee, Executive Board or Executive President.
- 1203 3. Be custodian of all tangible property of the FSMTA. Maintain FSMTA
1204 funds in a bank designated by the Executive Finance Committee to the
1205 credit and in the name of Florida State Massage Therapy Association, Inc.
1206 D/B/A FSMTA.
- 1207 4. Be custodian of all accounting records representing funds received and
1208 disbursed.
- 1209 5. Develop and institute accounting policies as approved by the Executive
1210 Finance Committee and in accordance with Policy & Procedures.
- 1211 6. Maintain or supervise separate accounting or designation of funds as
1212 directed by the Executive Finance Committee or Executive Board and in
1213 accordance with Policy & Procedures.
- 1214 7. Assist the Corporate Office and all Chapter Treasurers regarding
1215 accounting policies.
- 1216 8. Supervise collection of sales taxes from all sources.
- 1217 9. Supervise the timely filing of sales, income, and other tax returns.
- 1218 10. Submit quarterly reports to the Board, annual reports at FSMTA
1219 Annual Business Meetings, and as directed by the President or Executive
1220 Board.

- 1221 11. Submit all accounting records for annual audit or review by the
1222 Executive Finance Committee.
1223
1224 12. Assist the Executive Board and Executive Committee in an advisory
1225 capacity for one (1) year following the end of the elected term of office.
- 1226 B. The Executive Treasurer shall perform all such other duties customary to the office as
1227 described in the Bylaws, Policy & Procedures, as directed by the Executive Board,
1228 Executive President, and prescribed by the parliamentary authority adopted by the
1229 FSMTA, and all applicable laws.

1230 **3.6 DUTIES OF IMMEDIATE PAST EXECUTIVE PRESIDENT**

- 1231
- 1232 A. The Immediate Past Executive President shall:
- 1233 1. Assist the Executive President, Executive Committee, and Executive
1234 Board in an advisory capacity.
- 1235 2. Attend all Executive Board and other appropriate meetings.
- 1236 3. Assist the Executive President in the transition of office and expeditious
1237 transfer of records.
- 1238 B. The Immediate Past Executive President shall perform all other duties customary to
1239 the office as described in the Bylaws, Policy & Procedures, as directed by the Board,
1240 Executive President, and prescribed by the parliamentary authority adopted by the
1241 FSMTA, and all applicable laws.

1242

1243 **IV. SECTION 4. EXECUTIVE COMMITTEES**

1244

1245 **4.1 PURPOSE**

1246

1247 A committee is established and charged by the President, Board, or LMT/Practitioner Members. It
1248 serves as a vehicle for volunteers to carry out the work of the Association by considering,
1249 investigating, or acting on certain matters or subjects, or all these as directed by the Board.
1250 Depending on its charge, committees may:

- 1251 A. Create and present policy recommendation to the Board
- 1252 B. Recommend establishment of programs
- 1253 C. Monitor areas of Association interest
- 1254 D. Serve as a link between the Board and the membership
- 1255 E. Consult with officers and other committees as needed
- 1256 F. Receive input from members
- 1257 G. Provide information in their area of expertise

- 1258 H. Gather, analyze, and provide information pertinent to the committee’s charge
- 1259 I. Take other action as directed by the President, Executive Committee, or Board.
- 1260 J. Submit an Annual Report at the end of the one-year term.

1261

1262 **4.2 EXECUTIVE DIRECTORS**

1263

1264 A. The following Executive Directors shall attend all Executive Board meetings:

- 1265 1. Director of Membership
- 1266 2. Director of Sports Team
- 1267 3. Director of FSMTA Communication
- 1268 4. Director of the FSMTA Store
- 1269 5. Director of Elections
- 1270 6. Director of Legislative Affairs
- 1271 7. Director of Events
- 1272 8. Director of Parliamentary Procedures
- 1273 9. Director of Educational Standards
- 1274 10. Director of Ethics.

1275 B. All Executive Directors shall submit an Annual Report at the end of the one-year term.
1276 (Bylaws Article VI motion passed June 2019.)

1277

1278 **4.3 EXECUTIVE SPECIAL COMMITTEES**

1279

1280 A. The Executive Special Committee may include but not be limited to the Financial
1281 Review Committee.

1282

1283 B. An Executive Special Committee Chair shall attend Executive Board meetings at the
1284 written request of the Executive President.

1285 C. All Executive Special Committee Chairs shall submit an Annual Report at the end of the
1286 one-year term.

1287

1288 **4.4 EXECUTIVE SUB-COMMITTEES**

1289

1290 A. The Executive Sub-Committees shall include but not be limited to the Nominating and
1291 Balloting Sub-Committees.

1292 B. An Executive Sub-Committee Chair shall attend Executive Board meetings at the written
1293 request of its Executive Director and the Executive President.

1294

1295 **4.5 DUTIES OF COMMITTEE CHAIRS**

1296

1297 A. Each Committee Chair shall:

1298 1. Call and preside at committee meetings.

1299 2. Designate a committee member to take minutes.

1300 3. Be directly responsible to the President, Executive Liaison, Executive Director,
1301 and Executive Board.

1302 4. Submit reports to the Board quarterly, or more frequently as requested by the
1303 President or Executive Board.

1304

1305 B. Make oral reports at Executive Board meetings as requested by the Executive President
1306 or Executive Board.

1307

1308 C. Submit a yearly operating budget proposal as provided in Financial Review Committee
1309 Policy & Procedures.

1310

1311 D. Submit a written annual report for the annual membership meeting.

1312 E. Submit a final report as the end on the one-year term, or end of committee assignment,
1313 whichever comes first, including:

1314 1. Review of charges assigned,

1315 2. Brief explanation of how the committee carried out its work,

1316 3. Review of any recommendations to the Board which have not been acted upon,

1317

1318 4. Review of any charges not completed, with plan for completion, and complete
1319 accounting of the committee's monetary expenditures if applicable.

1320 F. Perform all other duties described in the Bylaws, appropriate to the position, as directed
1321 by the Executive President, Executive Board, and prescribed by the parliamentary authority
1322 adopted by the FSMTA and all applicable laws, and in the best interests of the FSMTA and
1323 its members. (No information given in the Bylaws)

1324 G. The Chairs of Executive Standing and Special Committees shall assist, communicate and
1325 coordinate efforts with corresponding Chairs of Chapter Standing and Special Committees.

1326 H. The President may request the Committee Chair to provide recommendations for
1327 committee members.

1328 I. The President shall review all committee appointments at the end of each term, or at the
1329 beginning of a new Presidency, or as prudent for re-appointment or appointment of
1330 successors.

1331

1332 **4.6 DUTIES OF EXECUTIVE DIRECTOR OF PARLIAMENTARY PROCEDURES**
1333 **COMMITTEE**

1334

1335 A. The Executive Director of Parliamentary Procedures Committee Chair shall:

1336 1. Oversee the Bylaws and Policy & Procedures and their amendment process.

1337 2. Attend all Executive Board meetings.

1338 3. Act as Parliamentarian and interpreter of Bylaws and Policy & Procedures. Any
1339 appeal of the Director's interpretation is made to the Executive Board, which
1340 shall make a final ruling.

1341 4. Receive Proposal for Bylaw Amendment forms from membership for review by
1342 the Committee; clarify wording and content, if necessary; make
1343 recommendations to the Executive Board.

1344 5. Supervise annual review and/or publication of the Bylaws, and Policy &
1345 Procedures, including all amendments.

1346 6. Prepare, propose, and/or recommend Bylaws, Policy & Procedures, and
1347 amendments, as necessary, for adoption by the Board.

1348 7. Transmit or supervise transmittal of the proposals to the Executive Board for
1349 review fourteen (14) days prior to the next scheduled Executive Board meeting
1350 to allow time for examination before voting

1351 8. Transmit or oversee transmittal of Bylaw amendments to Executive Board,
1352 Administrative Officers and Chapter Presidents within thirty (30) days of
1353 adoption.

1354 9. Submit quarterly reports to the Executive Board, and as directed by the
1355 Executive President or Executive Board.

1356 10. Annually submit a written summary of the amendment process to the Executive
1357 Board.

1358 11. Be ex officio non-voting member of the Grievance Affairs Committee.

1359

1360 B. The Executive Director of Parliamentary Procedures Committee shall perform all other
1361 duties described in the Bylaws, Policy & Procedures, appropriate to the position,
1362 directed by the Executive President Executive Board, and prescribed by the
1363 parliamentary authority adopted by the FSMTA and all applicable laws.
1364

1365

1366 **4.7 DUTIES OF EXECUTIVE DIRECTOR OF EDUCATIONAL STANDARDS**
1367 **COMMITTEE**

1368

- 1370 A. The Executive Director of Educational Standards shall:
- 1371 1. Oversee educational standards of the FSMTA, and assist with educational
- 1372 requirements, standards, certifications, and related activities of the FSMTA.
- 1373 2. Receive, supervise, and/or draft proposals for educational standards and
- 1374 certifications; make recommendations to the Executive Board.
- 1375 3. Attend all Executive Board meetings.
- 1376 4. Submit quarterly reports to the Executive Board; report to membership at
- 1377 FSMTA Annual Business Meetings.
- 1378 5. Assist the Director of Events/Convention Coordinator Committee Chair with
- 1379 guideline requirements for continuing education programs at Annual
- 1380 Conventions.
- 1381 6. Assist and communicate with Chapters regarding guideline requirements for
- 1382 educational programs offered by Chapters for continuing education credit.
- 1383 7. Annually submit a written summary to the Executive Board.
- 1384 B. The Executive Director of Educational Standards shall perform all other duties described
- 1385 in the Bylaws, Policy & Procedures, appropriate to the position, directed by the
- 1386 Executive President, Executive Board, and prescribed by the parliamentary authority
- 1387 adopted by the FSMTA and all applicable laws. (Nothing in the Bylaws)

1388

1389 **4.8 DUTIES OF EXECUTIVE DIRECTOR OF LEGISLATIVE COMMITTEE**

1390

- 1391 A. The Executive Director of the Legislative shall:
- 1392 1. Be responsible for maintaining knowledge of current and proposed legislation
- 1393 regarding the practice of massage therapy, including but not limited to the Massage
- 1394 Practice Act, and all regional regulations governing the practice of massage
- 1395 therapy.
- 1396 2. Act as liaison with the FSMTA Legislative Consultant and the Executive Board.
- 1397 3. Compile information on current and proposed local, regional and state
- 1398 legislation pertaining to the practice of massage therapy and disseminate that
- 1399 information to the Executive Board.
- 1400
- 1401 4. Compile information on local, regional, and state litigation and disseminate that
- 1402 information to the Executive Board.
- 1403 5. Consult with and assist Executive Board/Chapter Boards on specific issues
- 1404 related to law and legislation.
- 1405 6. Assist Executive Board/Chapter Boards in dealing with local, regional, and state
- 1406 legislative bodies.
- 1407 7. Consult with counsel regarding questions on laws and legislation, as directed by
- 1408 the Executive Board.

- 1409
1410 8. Attend all Executive Board meetings and other meetings or functions as directed
1411 by the Executive President.
1412
1413 9. Submit quarterly reports to the Executive Board; report to membership at
1414 FSMTA Annual Business Meetings.
1415
1416 10. Submit a Legislative Platform to the Executive Board for approval prior to the
1417 annual session of the Florida legislature and legislations for other states.
1418 11. Disseminate progress reports during legislative session with appropriate action
1419 for member participation.
1420 12. Annually submit a written summary to the Executive Board.
1421 13. Report all immediate and future concerns regarding law and legislation to the
1422 Executive Board and provide recommendations.
1423 14. Coordinate Legislative Awareness Days activities.
1424
1425 B. The Executive Director of the Legislative Affairs shall perform all other duties described
1426 in the Bylaws, Policy & Procedures, appropriate to the position, as directed by the Executive
1427 President, Executive Board, and prescribed by the parliamentary authority adopted by the
1428 FSMTA and all applicable laws.

1429

1430 **V. SECTION 5. CHAPTERS**

1431

1432 **5.1 CHAPTER CHARTERS**

1433

- 1434 A. Application for a Chapter Charter may be made to the Executive Board for any county or
1435 district which meets all of the following requirements:
- 1436 1. It is not currently served by a chapter within fifty (50) miles.
 - 1437 2. Twenty-five (25) or more LMT/Practitioner members reside there.
 - 1438 3. It has demonstrated that it can form a Chapter Board of five (5) LMT/Practitioner
1439 members to govern it.
- 1440 B. The Executive Board shall consider all applications for Chapter Charters within two (2)
1441 regularly scheduled meetings following receipt of application.
- 1442 C. The Chapter Charter shall be in a form approved by the Executive Board and shall
1443 become a permanent part of the Chapter's records.
- 1444 D. The Executive Board shall issue a Chapter Charter for approved applications, or request
1445 additional material from the applicant, or submit an explanation of denial to the applicant
1446 within thirty (30) days of consideration by the Board.

1447 E. An organizational grant not to exceed five hundred dollars (\$500) shall be available to a
1448 newly chartered Chapter, at the discretion of the Executive Board. Any organizational grant
1449 may be forwarded with the Chapter Charter. (Organization grant is seed money to a Charter
1450 Chapter)

1451 F. Assistance with publication of the first three (3) Chapter newsletters may be provided by
1452 Corporate Office staff at no charge to the newly chartered Chapter.

1453 G. The Executive Board shall revoke a Chapter Charter for due cause by a two-thirds (2/3)
1454 vote and shall give notice of the revocation to the Chapter President and Secretary by
1455 certified mail, and to all Chapter members by regular mail, including information regarding
1456 their Chapter assignment options.

1457 H. A Chapter so revoked shall immediately:

1458 1. Cease to function as a representative part of the FSMTA.

1459 2. Lose all Chapter rights and privileges.

1460 3. Relinquish the Chapter Charter to the Executive Board

1461 4. Surrender all equipment, financial and other assets, and records of the Chapter,
1462 which are the property of the FSMTA.

1463 **5.2 MEETINGS**

1464

1465 A. The Chapter shall hold business meetings, including but not limited to: The Chapter
1466 Annual Business meeting, regular and special meetings of the Chapter membership, and
1467 regular Chapter Board meetings, as provided in the Bylaws.

1468 B. Regular and special meetings of the Chapter may be held in as such place within the
1469 Chapter boundaries as indicated in the notice or waiver of notice.

1470 C. The date, time and place of all regular Chapter meetings shall be at the discretion of the
1471 Chapter President and approved by a majority vote of the Chapter.

1472 D. When a scheduled business meeting does not occur due to acts of God or State of
1473 Emergency, the Chapter Board may waive or reschedule the meeting. If the meeting is
1474 waived, the Board shall obtain vote on all resolutions and other business that would have
1475 been on the agenda by mail vote.

1476 E. Election of Chapter Officers may occur at the Chapter Annual Business Meeting or by
1477 mail vote or electronic voting, pursuant to the Chapter Election Schedule in the Bylaws.

1478 F. The Officers presiding prior to the election shall open and conduct the meeting. New
1479 Business and Adjournment of the meeting shall be conducted by the newly elected Officers.

1480 G. When a scheduled Chapter Annual Business Meeting does not occur due to acts of God
1481 or State of Emergency, the President shall designate the next-scheduled regular meeting as
1482 same or may call a Special Meeting if required for compliance with the Chapter Election
1483 Schedule. Newly elected officers shall be installed by the Executive Director of Elections or
1484 Chapter Elections Committee Chair and assume office as of the originally scheduled close of
1485 the Chapter's Annual Business Meeting.

1486

1487 **5.3 MEETINGS OF CHAPTER BOARD**

1488

1489 A. The Chapter Board shall hold regular meetings as provided in the Bylaws.

1490 B. After election of Chapter Officers, the newly elected Officers and the outgoing officers
1491 shall meet at the close of the Annual Chapter’s Business Meeting to provide for continuity in
1492 the transfer of power and duties. Members of the new Board shall meet as soon as possible
1493 for organization and transaction of business appropriate to the coming year. (Set up a table
1494 of Organization for the Chapter)

1495

1496 **5.4 DUTIES OF CHAPTER BOARD**

1497

1498 A. The duties of the Chapter Board shall be to:

1499 1. Govern, conduct, manage, and administer all property, business, and financial
1500 aspects of the Chapter in the intervals between Chapter meetings in the best interest
1501 of the Chapter and the FSMTA.

1502

1503 2. Abide by FSMTA Bylaws, policies, procedures, rules, and guidelines.

1504 3. Hear reports, proposals, and recommendations made by Chapter committees,
1505 Chapter Board members, and Chapter membership; provide direction and
1506 suggestions when necessary.

1507 4. Approve or reject appointments as required in the Bylaws.

1508 5. Hold quarterly, regular Chapter Board meetings, regular Chapter meetings, and
1509 Chapter Annual Business Meetings; Submit reports to membership on action taken
1510 between Chapter meetings.

1511 6. Obtain membership approval or rejection of major Chapter obligations and
1512 expenditures of two hundred fifty dollars (\$250) or more of the Chapter funds not
1513 included in the annual budget or Expense Reimbursement Guidelines.

1514 a. Documentation of Chapter vote shall be included with such
1515 expenditure.

1516 b. Chapter meeting minutes will meet this requirement.

1517 7. Obtain written approval or rejection from the Executive Finance Committee of
1518 major Chapter obligations and expenditures of five hundred dollars (\$500) or more
1519 of the Chapter funds not included in the Chapter annual budget or Expense
1520 Reimbursement Guidelines.

1521

1522 8. Accurately communicate and represent official policies and positions of the
1523 FSMTA at all times.

1524

1525 9. Conduct opinion polls of membership, as it deems prudent.

- 1526 10. Accurately represent and expeditiously carry out all action taken by vote of the
1527 Chapter.
- 1528 11. Require security deemed appropriate for any person acting on behalf of the
1529 Chapter.
- 1530 12. Fill vacancies, as required in the Bylaws.
- 1531 13. Request the assistance of the Executive Board, when prudent.
- 1532 14. Oversee and/or prepare, review, and submit annual budgets to the Chapter Board
1533 and/or the Chapter for approval or rejection.
- 1534 15. Make recommendations to the Chapter.
- 1535 16. Report to the Chapter on action taken.
- 1536 17. Submit appropriate petitions to the Executive Board on behalf of the Chapter
1537 Board or LMT/Practitioner Membership.
- 1538 18. Report cases of potential conflict of interest to the Executive Board for
1539 deliberation.
- 1540 B. The Chapter Board may look to the powers and duties of the Executive Board for
1541 guidelines on the appropriate administration of the Chapter when those powers and duties
1542 are not in conflict.
- 1543 C. In addition to powers and duties expressly granted in the Bylaws and Policy &
1544 Procedures, the Chapter Board may develop standing rules and guidelines for the prudent
1545 and efficient administration of Chapter business, when not in conflict with the Bylaws and
1546 Policy & Procedures
- 1547 D. The Chapter Board shall perform all other duties described in the Bylaws, Policy &
1548 Procedures, directed by the Executive Board and Chapter, appropriate to the position, and
1549 prescribed by the parliamentary authority adopted by the FSMTA, and all applicable laws.

1550

1551 **5.5 DUTIES OF CHAPTER OFFICERS**

1552

1553 **A. DUTIES OF CHAPTER PRESIDENT**

1554 The Chapter President is the Chief Chapter Officer and shall:

- 1555 1. Supervise all business of the Chapter; see that all business and votes of the
1556 FSMTA are carried out.
- 1557 2. Attend all meetings of the Executive Board or designate a Chapter Officer to
1558 attend and temporarily fill the President's position on the Board. The designated
1559 Chapter representative may temporarily assume the voting privilege of the position.
- 1560 3. Attend and chair all Chapter, Chapter Board, and other appropriate meetings.
- 1561 4. Act as liaison with the Executive Board and Chapter membership.

- 1562 5. Present quarterly Chapter Reports of business and activities at Executive Board
1563 meetings, and annual Chapter reports to membership at FSMTA Annual Business
1564 Meetings; prepare written summaries for FSMTA records.
- 1565 6. Accurately disseminate pertinent information and business conducted at
1566 Executive Board meetings to the Chapter on a timely basis.
- 1567 7. Coordinate and assign Chapter Officers as Officers-liaison with all Chapter
1568 Committees for maintaining optimal communication and coordination of effort.
- 1569 8. Maintain an organizational flow chart delineating assignment and transmit same
1570 to members of the Chapter Board and the Executive Officer-liaison of the Chapter.
- 1571 9. Be Editor-in Chief of the Chapter Newsletter.
- 1572 10. Utilize the Duties of Executive President for guidelines appropriate to
1573 administration of the Chapter where those duties are not in conflict.
- 1574 11. Perform all other duties customary to the office as described in the Bylaws,
1575 Policy & Procedures, directed by the Executive and Chapter Boards, and prescribed
1576 by the parliamentary authority adopted by the FSMTA, and all applicable laws.

1577 **B. DUTIES OF CHAPTER FIRST VICE-PRESIDENT**

1578 The Chapter First Vice-President shall:

- 1579 1. Attend all Chapter Board and other appropriate meetings; in the absence of the
1580 Chapter President preside as President Pro Tem and temporarily assume all duties of
1581 the President, except that no appointments shall be made or revoked, unless
1582 specifically authorized, in writing, by the President.
- 1583 2. Succeed to Chapter President for the remainder of the term in the event of
1584 vacancy in the office of Chapter President.
- 1585 3. Act as liaison with Chairs of Chapter Committees as designated by Chapter
1586 President.
- 1587 4. Assist the Chapter President with all business affairs of the Chapter.
- 1588 5. Act as representative for the Chapter President, upon request of the President.
- 1589 6. Submit quarterly reports to the Chapter Board and as directed by the Chapter
1590 President or Board.
- 1591 7. Utilize the Duties of Executive First Vice-President for guidelines appropriate to
1592 administration of the Chapter where those duties are not in conflict.
- 1593 8. Perform all other duties customary to the office as described in the Bylaws,
1594 Policy & Procedures, directed by the Chapter Board, President, and prescribed by
1595 the parliamentary authority adopted by the FSMTA, and all applicable laws.

1596 **C. DUTIES OF CHAPTER SECOND VICE-PRESIDENT**

1597 The Chapter Second Vice-President shall:

- 1598 1. Attend all Chapter Board and other appropriate meetings; in the absence of the
1599 Chapter President and First Vice-President, preside as President Pro Tem and

1600 temporarily assume all duties of the Chapter President, except that no appointments
1601 shall be made or revoked unless specifically authorized, in writing, by the Chapter
1602 President.

1603
1604 2. Succeed to Chapter First Vice-President for the remainder of the term in the
1605 event of vacancy in the office of Chapter First Vice-President.

1606 3. Succeed to Chapter President for the remainder of the term in the event of
1607 vacancies in both the offices of Chapter President and First Vice-President.

1608 4. Act as liaison with Chairs of Chapter Committees as designated by the Chapter
1609 President.

1610 5. Assist the Chapter President with all business affairs of the Chapter.

1611 6. Act as representative for the Chapter President, upon request of the President.

1612 7. Utilize the Duties of Executive Second Vice-President for guidelines appropriate
1613 to administration of the Chapter where those duties are not in conflict.

1614 8. Perform all other duties customary to the office as described in the Bylaws,
1615 Policy & Procedures, directed by the Chapter Board, President, and prescribed by
1616 the parliamentary authority adopted by the FSMTA, and all applicable laws.

1617 **D. DUTIES OF CHAPTER SECRETARY**

1618 The Chapter Secretary shall:

1619 1. Attend all Chapter Board and other appropriate meetings.

1620 2. Record the minutes of all meetings, including teleconferences, Chapter Board,
1621 and Chapter Annual Business meetings, where a quorum is met, and as directed by
1622 the Chapter President; call the roll at the above meetings, as required.

1623 3. Transmit or supervise proper transmittal of minutes of Chapter and Chapter
1624 Board meetings to Chapter Board, Executive Secretary, Administrative Officer-
1625 liaison, and Corporate Office within ninety (90) days of ratification by the chapter
1626 members or Chapter Board of Directors respectively; and to Chapter members at
1627 next Chapter meeting.

1628 4. Maintain all Chapter committee reports on file in Chapter archives.

1629 5. Furnish committees with documents necessary for the performance of duties.

1630 6. Maintain a list of all committees and committee members on hand at each
1631 meeting.

1632 7. Transmit or supervise proper transmittal of Notices required in the Bylaws,
1633 membership cards, certificates, and other membership information.

1634 8. Maintain record book(s), including motion logbook, in which the Bylaw minutes
1635 of meetings, special rules of order, standing rules/guidelines, amendments, and
1636 other records of the Chapter are entered; maintain the current record book(s) on
1637 hand at every meeting.

- 1638 9. Transmit or supervise transmittal of agendas as required and conduct the general
1639 correspondence of the Chapter.
- 1640 10. Transmit or supervise transmittal of all official communications from the
1641 Chapter Board to the Executive Board and Chapter membership.
- 1642 11. Authenticate, by signature when necessary, all acts, orders, proceedings of
1643 meetings, and legal documents.
- 1644 12. Submit quarterly reports to the Chapter Board and as directed by the Chapter
1645 President or Board.
- 1646 13. Immediately notify the Executive President, Executive Officer-Liaison and
1647 Corporate Office of Chapter Officers and appointments of Chapter Board members,
1648 designating the names, addresses, phone numbers, and positions held.
- 1649 14. Immediately notify the Executive President, Executive Officer-Liaison and
1650 Corporate Office of the resignation of a Chapter Officer or Board member; and,
1651 when determined, the name, address, and phone number of the individual filling the
1652 vacancy.
- 1653 15. Utilize the Duties of Executive Secretary for guidelines appropriate to
1654 administration of the Chapter where those duties are not in conflict.
- 1655 16. Perform all other duties customary to the office as described in the Bylaws,
1656 Policy & Procedures, directed by the Chapter Board, President, and prescribed by
1657 the parliamentary authority adopted by the FSMTA, and all applicable laws.

1658 **E. DUTIES OF CHAPTER TREASURER**

1659 The Chapter Treasurer shall:

- 1660 1. Attend all Chapter Board and other appropriate meetings.
- 1661 2. Be custodian of funds received by the Chapter; properly disburse and deposit
1662 funds in accordance with Policy & Procedures.
- 1663 3. Maintain funds in a bank designated by the Executive Finance Committee, to
1664 the credit and in the name of FSMTA (designated Chapter name) CHAPTER.
- 1665 4. Be custodian of all accounting records representing funds received and
1666 disbursed.
- 1667 5. Be custodian of all tangible property of the Chapter.
- 1668 6. Follow accounting policies as directed by the Executive Treasurer.
- 1669 7. Maintain separate accounting or designation of funds in accordance with Policy
1670 & Procedures.
- 1671 8. Assist the Executive Treasurer and Corporate Office, when necessary, regarding
1672 Chapter accounting records and collection of funds.
- 1673 9. Prepare and timely transmit all accounting reports to the Corporate Office in
1674 accordance with Policy & Procedures.
1675

- 1676 10. Submit all accounting records for annual audit or review by the Executive
1677 Finance Committee.
1678
1679 11. Submit quarterly reports to the Chapter Board, regular reports to the Chapter,
1680 and as directed by the Chapter President to the Executive Treasurer and Corporate
1681 Office.
1682 12. Utilize the Duties of Executive Treasurer for guidelines appropriate to
1683 administration of the Chapter where those duties are not in conflict.
1684 13. Perform all other duties customary to the office as described in the Bylaws,
1685 Policy & Procedures, directed by the Chapter Board, President, and prescribed by
1686 the parliamentary authority adopted by the FSMTA, and all applicable laws.

1687 **F. DUTIES OF IMMEDIATE PAST CHAPTER PRESIDENT**

1688 The Immediate Past Chapter President shall:

- 1689 1. Assist the Chapter President, Executive Committee, and Board in an advisory
1690 capacity only. (no vote).
1691 2. Attend Chapter Board and other appropriate meetings.
1692 3. Assist the Chapter President in the transition of office and expeditious transfer of
1693 records.
1694 4. Utilize the Duties of Immediate Past Executive President for guidelines
1695 appropriate to administration of the Chapter where not in conflict.
1696 5. Perform all other duties customary to the office as described in the Bylaws,
1697 Policy & Procedures, directed by the Chapter Board, President, and prescribed by
1698 the parliamentary authority adopted by the FSMTA, and all applicable laws.

1699

1700 **5.6 CHAPTER COMMITTEES**

1701

1702 A. A committee is established and charged by the President, Board, Chapter, or
1703 LMT/Practitioner Members. It serves as a vehicle for volunteers to carry out the work of the
1704 Association by considering, investigating or acting on certain matters or subjects, all of these
1705 as directed by the Board. Depending on its charge, committees may:

1706

- 1707 1. Create and present policy recommendations to the Chapter Board.
1708 2. Recommend establishment of programs.
1709 3. Monitor areas of Association interest.
1710 4. Serve as a link between the Chapter Board and the membership.
1711 5. Consult with officers and other committees as needed.
1712 6. Receive input from members.
1713 7. Provide information in their area of expertise.

- 1714 8. Gather, analyze and provide information pertinent to the committee's charge.
1715 9. Take other action as directed by the Executive President, Executive Directors, or
1716 Executive Board.

1717 B. Chapter Standing Committees

- 1718 1. The Chapter shall have Standing Committees as provided in the Bylaws.
1719 a. Education
1720 b. Legislation
1721 c. Special Events
1722 2. A Chapter Standing Committee Chair shall attend all Chapter Board meetings.

1723 C. Chapter Special Committees

1724 The Chapter Special Committees may include but not be limited to:

- 1725 1. Awards Committee
1726 2. Elections Committee
1727 3. Membership Committee
1728 4. Publication Committee
1729 5. Public Relations Committee
1730 5. Promotional Products Committee
1731 6. Sports Massage Committee

1732 D. A Chapter Special Committee Chair shall attend Chapter Board meetings at the request
1733 of the Chapter President.

1734 E. Chapter Sub-Committees

- 1735 1. The Chapter Sub-Committees shall include but not be limited to: Balloting and
1736 Nominating Sub-Committee of Elections Committee
1737 2. A Chapter Sub-Committee Chair shall attend Chapter Board meetings at the
1738 request of its Committee Chair and the Chapter President.

1739

1740 **5.7. DUTIES OF CHAPTER COMMITTEE CHAIRS**

1741

1742 A. Each Committee Chair shall:

- 1743 1. Call and preside at all committee meetings.
1744 2. Designate a committee member to take minutes.
1745 3. Be directly responsible to the President and Board.
1746 4. Submit reports to the Executive Secretary, and Corporate quarterly or more
1747 frequently as requested by the Executive President or the Executive Board.

- 1748 5. Make oral reports at Executive Board meetings as requested by the Executive
1749 President or Executive Board.
- 1750 6. Submit a yearly operating budget proposal to the Chapter Treasurer.
- 1751 7. Submit a written annual report for the annual membership meeting.
- 1752 8. Submit a final report at the end of the one-year term, or end of committee
1753 assignment, whichever comes first, including:
- 1754 a. review of charges assigned,
- 1755 b. brief explanation of how the committee carried out its work,
- 1756 c. review of any recommendations to the Chapter Board which have not
1757 been acted upon,
- 1758 d. review of any charges not completed, with plan for completion, and
- 1759 e. complete accounting of the committee's monetary expenditures.
- 1760 B. Perform all other duties described in the Bylaws, appropriate to the position, as
1761 directed by the Chapter President, Chapter Board, and prescribed by the parliamentary
1762 authority adopted by the FSMTA, and all applicable laws, and in the best interests of the
1763 FSMTA and its members.
- 1764 C. The Chairs of Chapter Standing and Special Committees shall communicate and co-
1765 ordinate efforts with the corresponding Chairs of Executive Standing and Special
1766 Committees.
- 1767 D. The Chairs of Chapter Standing Committees may utilize the Duties of Executive
1768 Directors for guidelines as appropriate to the administration of the Chapter, determined
1769 by the Chapter Board, and when these duties are not in conflict.
- 1770 E. The Chapter President may request the Committee Chair to provide recommendations
1771 for committee members.
- 1772 F. The Chapter President shall review all committee appointments at the end of each
1773 term, or at the beginning of a new Presidency for re-appointment or appointment of
1774 successors.

1775

1776 **5.8 CHAPTER NEWSLETTERS/WEBSITES/SOCIAL MEDIA**

1777 A. PURPOSE: The purpose of the chapter newsletter is to promote the goals, objectives
1778 and purpose of the FSMTA, communicate to Chapter members the meetings, events and
1779 administrative information relevant to the individual Chapter and inform Chapter members
1780 of FSMT business and activities worldwide, as directed by the Executive Board, and
1781 disseminate educational materials.

1782 B. POLICIES:

- 1783
- 1784 1. Chapter newsletters may carry advertisements and announcements, provided they
1785 are in accordance with the policies and objectives of the Association.
- 1786 2. The Chapter newsletter shall convey and promote professionalism.

- 1787 3. The Chapter newsletter is a forum for FSMTA activities and business, and as
1788 such, it is not appropriate for:
- 1789 a. the Chapter President, Editor, or any individual to use it as a forum for
1790 personal opinions, including opinions regarding FSMTA business;
 - 1791 b. any individual to use it as a forum for personal or professional gain
1792 except on paid advertisements.
- 1793 4. The Executive Chapter Board may utilize the Chapter newsletter for opinion
1794 polls. Opinion polls are for polling membership and are not binding votes.
- 1795 5. The Chapter President is Editor-in-Chief of the newsletter, and as such, is
1796 responsible for the content of the newsletter.
- 1797 6. The Executive President, as Executive Editor of all FSMTA publications, shall
1798 have final authority over Chapter newsletters.
- 1799 7. The Executive Board shall determine all policies governing the Chapter
1800 newsletter.

1801 C. PROCEDURES:

- 1802 1. The Chapter newsletter shall be mailed or electronic media to all Chapter
1803 members, all voting and non-voting Executive Board members, and Corporate
1804 Office.
- 1805 2. Chapter and Chapter Board meeting minutes or a synopsis of the meeting shall
1806 be included in the newsletter.
- 1807 3. The Editor(s) may be any Chapter member(s) willing and able to produce the
1808 newsletter. Duties shall include, but not be limited to:
- 1809 a. write, solicit, and otherwise gather materials for the newsletter according
1810 to timelines and deadlines,
 - 1811 b. edit materials as necessary,
 - 1812 c. prepare materials for printing,
 - 1813 d. design and execute layout of the newsletter,
 - 1814 e. attend meetings and report on activities as directed by Chapter President.
1815
- 1816 4. The Editor may, with approval of Chapter Board, utilize outside professional
1817 assistance in the production and distribution of the newsletter.
- 1818 5. Chapters shall publish newsletters at least quarterly. Recommended is
1819 publication bi-monthly, in the months opposite the bi-monthly publication of the
1820 *Massage Message* magazine, to ensure a steady flow of communication to the
1821 membership.
- 1822 6. The format for each issue of the newsletter shall include as minimum
1823 requirements:

- 1824 a. a masthead including the FSMTA logo, name of the newsletter, and
1825 “ _____ Chapter of the FSMTA” and date or volume and issue
1826 number;
- 1827 b. a column containing the titles, names and contact information of all
1828 Chapter officers and committee chairs;
- 1829 c. Chapter President’s report;
- 1830 d. Approved minutes, or Chapter Secretary’s synopsis of minutes of all
1831 meetings;
- 1832 e. Chapter Treasurer’s report, or synopsis of financial activity;
- 1833 f. notice with location of next Chapter meeting and upcoming activities of
1834 the Chapter and relevant worldwide Association activities;
- 1835 g. a summary of business conducted at quarterly Executive Board meetings,
1836 as provided to Chapter Presidents by a designated member of the Executive
1837 Board.
- 1838 7. The format of the newsletter shall include items periodically or as timely,
1839 including but not limited to:
- 1840 a. Membership Application and information, using a link on the FSMTA
1841 Web site,
- 1842 b. FSMTA Liability Insurance Application and information,
- 1843 c. FSMTA Convention Registration Forms and information,
- 1844 d. Items designated by the Executive Board for dissemination through the
1845 Chapter newsletter and when and where to report unlicensed massage
1846 activity.

1847

1848 **VI. SECTION 6. ELECTIONS**

1849

- 1850 A. Election of Executive Committee Members shall occur in conjunction with the FSMTA
1851 Annual Business Meeting.
- 1852 B. Election of Executive Officers occurs by a mail vote. The ballots shall be received and
1853 counted prior to the Annual Business Meeting for announcement of results and installation
1854 of newly elected Officers at that meeting.
- 1855 C. In an election year, the Executive Officers presiding prior to the election shall open and
1856 conduct the Annual Business Meeting to the conclusion of the meeting.
- 1857 1. Following Old Business, the Elections Committee Chair shall install the newly
1858 elected Officers.
- 1859 2. The terms of office for newly elected officers shall commence beginning the
1860 first day after the close of Convention.

1894 **7.3 EXPENSE REIMBURSEMENT GUIDELINES**

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A. FSMTA members and appointed Administrative Officers (Staff), shall be entitled to reimbursement for reasonable expense incurred in performance their duties in accordance with guidelines developed by the Executive Finance Committee, approved by the Executive Board and subject to modification. Any modification shall not affect reimbursement for expenditures made prior to modification.

B. Expenses shall be submitted to the appropriate Chapter/Executive Treasurer or Corporate Office on an Expense Reimbursement Report form with logs and original receipts, or a reasonable facsimile attached.

C. Failure to submit Expense Reimbursement Reports within sixty (60) days of expenditure may result in non-payment, unless specifically approved by the Executive Finance Committee.

D. Reimbursement Schedules follow, and reimbursement shall include such other expenses as the Finance Committee deems fit for reimbursement.

1. Per Diem for attendance at FSMTA business meetings when presence is required of the position per Bylaws and Policy & Procedures or requested in writing by the Executive President. Receipts are not required for full or partial reimbursement. Effective Date 30 September 2017.

2. Executive Board/Executive Committee: maximum of fifty-one dollars (\$51) per meeting day unless prior approval by the Executive Finance Committee is received.

3. Appointed Administrative Officers: maximum of fifty-one dollars (\$51) per meeting day unless prior approval by Executive Finance Committee is received.

4. Partial reimbursement rates are as follows: (As per State of Florida per diem laws): Partial reimbursement shall be determined according to the need for the participant to be at a meeting where a meal is not provided by the Association; during the time of the meal; or when the participant is en route to a meeting during the time of the meal, as approved by the Executive Finance Committee.

a. Breakfast: ten dollars (\$10)

b. Lunch: fifteen dollars (15)

c. Dinner: twenty-six dollars (\$26)

5. Private auto transport for attending business of the FSMTA, when presence is required of the position per Bylaws and Policies & Procedures, or requested in writing by the Executive President or Chapter President:

a. Current fiscal year's listing per the IRS standard mileage rate in effect at the time of expense incurred when mileage exceeds thirty (30) miles in any one direction.

- 1940 b. Parking fees and tolls when accompanied by appropriate receipts.
- 1941 c. Only one person per vehicle shall be reimbursed for private auto
- 1942 transport expenses.
- 1943 d. No reimbursement for any type of alcohol
- 1944
- 1945 6. If commercial air travel is required for attending business of the FSMTA, when
- 1946 presence is required of the position per Bylaws and Policy & Procedures or
- 1947 requested in writing by the Executive President. The reimbursement shall be in an
- 1948 amount up to two-hundred fifty dollars (\$250) unless prior approval of the
- 1949 Executive Finance Committee has been obtained. Air travel is required if standard
- 1950 mileage rates exceed the cost of the airline ticket.
- 1951
- 1952 7. Lodging, if required for attending business of the FSMTA, when presence is
- 1953 required of the position per Bylaws and Policy & Procedures or requested in writing
- 1954 by the Executive or Chapter President:
- 1955
- 1956 a. An amount not to exceed ninety-five dollars (\$95) per night,
- 1957 unless prior approval by the Executive Finance Committee has been
- 1958 obtained.
- 1959 b. One night is allowed per meeting day attended, unless prior approval of
- 1960 the Executive Finance Committee has been obtained.
- 1961
- 1962 8. Reimbursement Responsibilities
- 1963
- 1964 a. The Chapter may reimburse the Chapter Representative for any corporate
- 1965 meeting expense outlined in items #2 through #5 listed above which
- exceeds the maximum reimbursement, provided the Chapter Board
- approves such reimbursement prior to incurring said expense.
- 1966
- 1967 b. When presence for FSMTA business or an FSMTA meeting is requested
- 1968 by the Executive President, reimbursement shall be made from Corporate
- funds.
- 1969
- 1970 c. When a Chapter President requests a representative's presence,
- reimbursement shall be made from that Chapter's funds.
- 1971
- 1972 d. Reimbursement for items outlined in #2 through #5 listed above shall
- not exceed actual expenses incurred.
- 1973
- 1974 e. The Corporate fund shall reimburse executive board meeting expenses
- 1975 outlined in items #2 through #5 listed above for a Chapter President or
- Representatives.
- 1976 9. International telephone calls shall be reimbursed for FSMTA business as follows:
- 1977
- 1978 a. The cost of the phone call, plus appropriate taxes.
- b. The fee for a conference call.
- 1979 c. International Telephone Reimbursement Log must be complete.

- 1980 1. Copies of the phone bill must accompany the Telephone
- 1981 Reimbursement Log.
- 1982
- 1983 2. Attach all copies in support of the claim of expenses.
- 1984 3. Attach all copies of International calls in support of the claim of
- 1985 expenses.
- 1986
- 1987 10. Guidelines for reimbursement of copying/printing, newsletter publications,
- 1988 postage telephone and travel are provided for completion of appropriate log forms.
- 1989 Or reimbursable expenses are listed on the Expense Reimbursement Form.
- 1990 Reimbursement for travel starts at thirty (30) miles in any one direction.
- 1991
- 1992 11. A reasonable effort must be made to obtain the lowest-cost transportation,
- 1993 lodging and other expenses for reimbursement.
- 1994
- 1995 12. Reimbursement may be refused for Executive Board Members not in
- 1996 compliance with the Policy and Procedures for Duties as Executive Board Members.
- 1997
- 1998 13. Grounds for reimbursement refusal shall include, but not be limited to the
- 1999 following:
- 2000
- 2001 a. Total reimbursement requested exceeds actual expense.
- 2002
- 2003 b. Request for reimbursement for charges is duplicated by one or more
- 2004 individuals.
- 2005
- 2006 c. Duplicate requests for reimbursement have been made from Corporate
- 2007 and Chapter funds for the same expense.
- 2008
- 2009 14. For Executive/Chapter Committee/Board members whose terms have expired,
- 2010 who are not running for re-election, or who are running for re-election and are being
- 2011 opposed, their budgets will be divided into twelve (12) equal parts; and they will be
- 2012 entitled to spend one part per month or partial month they are in office. Any
- 2013 expenditures over 1/12 of their budget per month must be approved by the Financial
- 2014 Review Committee.
- 2015

2016 **7.4 CONVENTION**

- 2017 A. All individuals attending Annual Conventions shall pay a registration fee, unless
- 2018 otherwise exempted by the Executive Board or Executive Finance Committee, or in the
- 2019 Policy & Procedures.
- 2020 B. If a scheduled Annual Convention does not occur due to acts of God or State of
- 2021 Emergency, the Executive Board may waive or re-schedule the Annual Convention.
- 2022 C. The net revenue from Annual Convention shall be retained as general revenue of the
- 2023 FSMTA.
- 2024 D. Convention Registration Fee will be waived:

- 2025 1. If attendance is required per Bylaws and Policy & Procedures at FSMTA Annual
2026 Business Meeting.
- 2027 2. For members of the Convention Committee.
- 2028 a. Chapter may pay the early registration fees to attend the FSMTA
2029 Convention on behalf of its Chapter for Chapter First Vice-President,
2030 Chapter Second Vice-President, Chapter Secretary and Chapter Treasurer as
2031 an allowable reimbursement when those officers are required to attend the
2032 Convention as part of their duties.
- 2033 b. A Chapter Board Meeting shall not be held at Convention as part of their
2034 duties. Therefore, Chapter Board members do not have a mandatory reason
2035 to attend as part of their duties, with the exemption of Chapter President or
2036 Chapter Representative at the Annual Meeting or Quarterly Meeting held at
2037 Convention.
- 2038 c. Any variance to this directive will require prior approval from the
2039 FSMTA Executive Finance Committee (EFC). Any expenditure above the
2040 approved amount (early registration fee) will require approval by the
2041 Chapter Membership, then the EFC; and the decision must be transmitted to
2042 Corporate Office for the record. Additional expenses such as travel and
2043 hotel must have limitations and justification by the Chapter Board.
2044 Convention spending shall be within reasonable limits so that the Chapter
2045 bank accounts to not become depleted. Chapter Board Members have a
2046 fiduciary responsibility to maintain funds to run the Chapter for the entire
2047 year.
- 2048 d. A Variance for the hotel to be paid by the Chapter cannot be obtained
2049 when the Chapter board member is a volunteer or CE monitor whose
2050 registration fees have already been waived.

2051 E. Convention Hotel Room

- 2052 1. The Executive Committee Members shall have their room night(s) paid by
2053 corporate funds during the days that they are required to be at Convention to
2054 perform their duties.
- 2055 2. Members of the Convention Committee have room night(s) paid as determined
2056 by the Executive Finance Committee.
- 2057 3. Executive Officers, Executive Directors and Executive Committee Chairs, and
2058 each Chapter President or Chapter representative will have two (2) room nights paid
2059 by corporate funds for attendance at the Executive Board Meeting and the FSMTA
2060 Annual Business Meeting.
- 2061 4. The Chapter will pay the remaining hotel nights for the Chapter President or
2062 Chapter Representative.

2063 F. FSMTA will reimburse Convention Presenters as follows:

- 2064 1. Honorarium of fifty dollars (\$50) per hour taught.
- 2065 2. Standard hotel room for one night per each one day of speaking as approved in
2066 the budget or by the EFC.

- 2067 3. Mileage per IRS rules for private vehicle or roundtrip lowest internet non-
2068 refundable coach airfare and ground transportation from the airport (receipts
2069 required). Maximum paid will be five-hundred dollars (\$500).
- 2070 4. One ticket to the Saturday night dinner/dance if staying over on Saturday night.
- 2071 5. Expenses for printed handouts, tips and/or valet parking will be the presenter's
2072 responsibility.

2073

2074 **7.5 SUBSIDIARY CORPORATIONS**

2075

2076 The FSMTA shall have the authority to form subsidiary corporations for the benefit of members
2077 and the Association as determined by the Executive Board.

2078

2079 **7.6 GENERAL INFORMATION**

2080

2081 A. Banking

2082 1. Authorized Bank

2083 a. All FSMTA bank accounts shall be held with FDIC charter Banks.

2084 b. Accounts shall meet the following criteria, when possible:

2085 1. Interest-Bearing Account

2086 2. No Service Charges charged to the account

2087 3. Deposits not to exceed insurance limits of FDIC

2088 2. Name and address for FSMTA accounts

2089 a. Corporate Operating bank account: Florida State Massage Therapy
2090 Association, Inc., D/B/A FSMTA C/O FSMTA Corporate Office, FSMTA
2091 Corporate Office address

2092 b. Chapter bank account FSMTA _____ Chapter (name on Chapter
2093 Charter) C/O FSMTA Corporate Office FSMTA Corporate Office address

2094 3. Federal Identification Number (FIN)/Tax Identification Number (TIN): The
2095 FIN/TIN number is 59-2654594 and shall be used on all FSMTA accounts.

2096 4. Sales Tax Certificate number is 58-00-126823-79-3

2097 5. The Corporate office shall use computerized bookkeeping software for all
2098 Corporate- managed accounts.

2099

2100 6. Signature

2101 a. Two signatures are required on all FSMTA Bank Accounts

- 2102 b. One signature shall be the Executive/Chapter Treasurer or
2103 Executive/Chapter President.
- 2104 c. The second signature shall be another Executive/Chapter Officer or
2105 Executive Director of the FSMTA
- 2106 d. More than two signatories may be allowed on each account. Only
2107 Executive/Chapter Officers and the Executive Director shall be signatories
2108 on Corporate/Chapter accounts.
2109
- 2110 e. A signatory may not be the individual to whom the check is made
2111 payable. (*Reference: Bylaws – ARTICLE 20, SECTION 2, A & B – Page*
2112 *27*).

2113 7. Receipt and disbursement of funds may be made by any customary and/or
2114 accepted banking procedure, whether physical or electronic.

2115 8. Fiscal Year: The FSMTA is on a fiscal year for tax reporting, which begins
2116 January 1 and ends December 31.
2117

2118 9. Record Keeping and Retention

2119 a. All records shall be retained in Corporate archives in Corporate Office
2120 for at least seven (7) years, in accordance with IRS Regulations.

2121 b. Financial records may not be destroyed by anyone but the Executive
2122 Treasurer, with approval of the Executive Finance Committee.

2123 10. Records Transfer

2124 All financial records must be transferred immediately, either to the succeeding
2125 Executive/Chapter Treasurer, to the Executive Treasurer, or to Corporate Office, in
2126 accordance with Bylaws and Policies & Procedures.

2127 11. Determination of Purchases as Assets

2128 a. A purchase becomes an asset when the cost on the item exceeds two-
2129 hundred dollars (\$200) and the useful life is greater than one year.

2130 1. The Executive Finance Committee and/or Executive Board, in
2131 accordance with Bylaws and Policy & Procedures, shall give prior
2132 approval to the purchase of the asset by the Corporation.

2133 2. The Chapter Board, in accordance with Bylaws and Policy &
2134 Procedures, shall give prior approval to the purchase of the asset
2135 by the Chapter.
2136

2137 b. All Corporate/Chapter assets shall be reported within thirty (30) days of
2138 purchase to the Administrator of Finance (Staff) and Executive Treasurer
2139 for inclusion in the FSMTA inventory of assets, including the following
2140 information:

2141 1. Name of the item purchased, including its make, model and
2142 serial number, if applicable.

- 2143 2. Date on which the item was purchased.
- 2144 3. Copy of the receipt for the purchased item.
- 2145 4. Purpose of the purchased item.
- 2146 5. Name of the individual who is in possession of the purchased
- 2147 item.
- 2148 B. Federal and Sales Tax Reporting
- 2149 1. FSMTA is a not-for-profit Corporation 501(6)(c) for Federal Income Tax
- 2150 purposes. Tax returns shall be prepared by a CPA and filed at the appropriate date.
- 2151 2. FSMTA is not exempt from sales tax. The Association must pay sales tax on all
- 2152 items except purchases for resale.
- 2153 3. Promotional Products sales shall be processed through Corporate Office and
- 2154 sales tax collected on items sold.
- 2155 4. Administrator of Finance (Staff) shall perform all accounting for purpose of sales
- 2156 tax reporting which shall be done on a quarterly basis and shall be filed under the
- 2157 tax number 5800126823-79-3.
- 2158
- 2159 C. Chapter Dues Checks
- 2160 The Executive Treasurer/Corporate Office shall deposit Chapter dues monthly into Chapter
- 2161 accounts. Each deposit represents dues earned for the previous month.
- 2162 D. Bonding
- 2163 All signatories and all other individuals handling or having access to FSMTA funds shall be
- 2164 bondable and covered by Directors and Officers Insurance.
- 2165 E. Contracts
- 2166 The Executive Finance Committee shall approve contracts, registration fees and all other
- 2167 financial obligations and arrangements for Annual Convention prior to obligating the
- 2168 FSMTA to any such obligations and arrangements. The Board is notified and then the
- 2169 Executive President signs the contract.
- 2170 F. Membership Reports
- 2171 Corporate office shall send membership and dues reports monthly to Chapter Presidents
- 2172 unless otherwise designated by the Chapter President.
- 2173 G. Collection Procedures
- 2174 All/Any returned checks shall be handled through Corporate Office. All collection letters
- 2175 and notices will be sent from Corporate Office.
- 2176 H. Account Categories
- 2177 Account Categories for all FSMTA accounts shall include, but not be limited to (in
- 2178 alphabetic Order):
- 2179

	<i>Income:</i>	<i>Expenses</i>
2180		
2181	Convention	Accounting
2182	Fund Raising	Advertising
2183	Interest	Awards
2184	Legislative	Bank Charges
2185	Liability Insurance	Consultants-Independent Contractors
2186	Meeting	Convention
2187	Membership Dues	Depreciation
2188	Newsletter & Publications	Dues & Subscriptions
2189	Sales-Merchandise	Equipment
2190	Seminars	Fundraising
2191	Sports Team	Furniture/Fixtures
2192	Insurance (Sales)	Insurance (Policies)
2193		Interest
2194		Legal
2195		Legislative
2196		Liability Insurance
2197		Meetings
2198		Membership Dues
2199		Newsletter & Publications
2200		Office Supplies
2201		Outside Events
2202		Payroll (Including Salaries)
2203		Payroll Taxes
2204		Postage-Excluding Newsletters & Publications
2205		Printing-Excluding Newsletters & Publications
2206		Purchases (Promotional Products cost of goods sold)
2207		Repairs & Maintenance
2208		Sports Team
2209		Supplies
2210		

2211	
2212	Taxes/Licenses
2213	Telephone
2214	Travel-Mileage
2215	

2216 **7.7. EXECUTIVE TREASURER’S PROCEDURES**

2217

2218 A. Receipt of Funds

2219 1. All monies shall be received by Corporate Office and deposited on a regular
2220 basis no less than once per week.

2221 2. Copies of the deposit summary, noting sources of funds, shall be filed and
2222 retained in Corporate Office.

2223

2224 B. Reporting

2225 The Executive Treasurer shall report on Corporate funds, including but not limited to
2226 receipts, disbursements and budgetary items in the following manner:

2227 1. Monthly to the Executive Finance Committee

2228 2. Quarterly to the Executive Board

2229 3. Annually to the Membership

2230 4. Annual preparation of all tax returns by a CPA in conjunction with Corporate
2231 Office

2232 C. Balanced Budget

2233 Executive Committee, Executive Board Members and all Committees cannot exceed or be
2234 reimbursed for expenses beyond their budgets without first getting approval from a 2/3-
2235 majority vote of the Executive/Chapter Board.

2236 D. Disbursements of Corporate Funds

2237 There are currently two different categories of disbursements that the association handles.

2238 The two categories shall be processed differently due to the need to review
2239 reimbursements for compliance with Bylaws and Policy and Procedures.

2240 1. Recurring-Type Expenses

2241 This reimbursement type includes, but is not limited to rent, payroll, lease
2242 payments, and contract payments.

- 2243 a. Administrator of Finance (Staff) shall receive bills and statements for
2244 payment.
- 2245 b. Administrator of Finance shall create and print checks on a weekly
2246 basis, two weeks prior to date due, when possible.
- 2247 c. Executive Director or Executive President shall review and sign
2248 checks.
- 2249 d. Administrator of Finance shall mail checks and envelopes prepared for
2250 mailing via two-day express, along with the corresponding original
2251 bills/statements, and a Check Detail Report, to the Executive Treasurer
2252 for review and signature.

2253 2. Reimbursement-Type Expenses

2254 This reimbursement type consists of all expenses submitted to the Association for
2255 reimbursement by the Executive Board, Administrative Officers and other Agents
2256 of the Association, utilizing the Expense Reimbursement Report.

- 2257 a. The Expense Reimbursement Report shall be submitted directly to
2258 Corporate Office, with appropriate supporting documentation of each
2259 expense.
- 2260 b. The Executive Director and/or Administrator of Finance shall review
2261 the documents to be sure they comply with the following requirements:
- 2262 1. They are mathematically correct.
- 2263 2. They are submitted in compliance with Bylaws and Policy &
2264 Procedures
- 2265 3. They are submitted with appropriate documentation to support
2266 expense (e.g. receipts, logs, etc.).
- 2267 4. The submission does not exceed the amount requested in
2268 annual budget.
- 2269 c. The Administrator of Finances (staff) or the Executive Treasurer shall
2270 create and print checks and attach each check to an Expense
2271 Reimbursement Report.
- 2272 d. The Administrator of Finances or Executive Treasurer shall review
2273 and sign checks. The Administrator of Finances or Executive Treasurer
2274 shall mail checks and envelopes prepared for mailing via two-day

2275 express, along with a copy of the Expense Reimbursement Reports,
2276 supporting documentation and a Check Detail Report to the Executive
2277 Treasurer for review, approval and signature.

2278 3. The Executive Treasurer shall review, sign and send the checks from each
2279 category to the appropriate person/company. Some checks, along with original
2280 paperwork, will be returned to Corporate Office for disposition by priority mail.

2281 4. If either FSMTA Signatory above is not available for signature, a third
2282 Executive Officer shall provide the second signature. The signatories listed on
2283 the bank account are the following Executive Officers: Executive President,
2284 Executive First Vice-President, Executive Second Vice-President, Executive
2285 Secretary and Executive Director.

2286 5. If the second signatory is not the Executive Treasurer, he/she shall review.
2287 Sign and send back all paperwork by priority mail to the Corporate Office for
2288 disposition and/or filing.

2289 6. The Executive Director shall open the bank statements and shall compare
2290 cancelled checks to the statement and Expense Reimbursement Reports. After
2291 review, the Executive Director shall give the bank statements to the Administrator
2292 of Finance to reconcile the account(s).

2293 7. The Administrator of Finance shall send Reconciliation Report to the
2294 Executive President and the Executive Treasurer.

2295 8. Cancelled checks, bank statements, original documents and reconciliation
2296 reports shall be retained at Corporate Office for seven (7) years.

2297 **7.8 CHAPTER TREASURER'S PROCEDURES, CHAPTER-MANAGED** 2298 **ACCOUNTS**

2299 The following are the specific procedures for the management of the FSMTA Chapter Funds, which
2300 are handled by the Chapter.

2301 A. Disbursements

2302 All disbursements from the Chapter Funds shall be submitted utilizing the FSMTA Expense
2303 Reimbursement Report Forms.

2304 1. The Expense Reimbursement Report shall be presented to the Chapter Treasurer,
2305 along with appropriate supporting documentation of each expense including the
2306 original receipts.

2307 2. The Chapter Treasurer shall review the document to be sure they comply with the
2308 following requirements:

2309 a. They are mathematically correct.

- 2310 b. The submission complies with Bylaws and Policies & Procedures.
- 2311 c. They are submitted with appropriate documentation to support expense
2312 (e.g. receipts, logs, etc.).
2313
- 2314 d. The submission does not exceed the amount requested in annual budget.
- 2315 3. The Chapter Treasurer shall create and sign checks, write a brief description on
2316 each check, and record each check number and date on an Expense Reimbursement
2317 Report; then forward the checks with a copy of the Expense Reimbursement Report
2318 to the Chapter President for signature.
2319
- 2320 4. The Chapter President shall review and sign the Expense Reimbursement
2321 Reports; sign check(s) and forward each to the appropriate person/company.
- 2322 5. If either officer above is not available for signature, a third officer shall provide
2323 the second signature. The signatories on the Chapter bank account should be the
2324 Chapter President, Chapter First Vice-President, Chapter Second Vice-President,
2325 Chapter Secretary, Chapter Treasurer, Executive Treasurer and Executive Director.
2326
- 2327 6. The Chapter President shall receive the monthly bank statement directly from the
2328 bank, review and compare the statement against the Expense Reimbursement
2329 Reports for accuracy, and then forward the bank statement to the Chapter Treasurer
2330 for reconciliation. The Chapter President and/or the Chapter Treasurer may view
2331 the Chapter bank account at any time using current technology.
2332
- 2333 7. The Chapter Treasurer shall reconcile the bank statement and send copies of the
2334 report to the Chapter President and Administrator of Finance.
- 2335 8. The Chapter Treasurer shall provide a financial report to the Chapter in
2336 newsletters and at meetings.
2337

2338 B. Receipt of Funds

- 2339 1. The Chapter Treasurer shall deposit all monies received by the Chapter no less
2340 frequently than monthly and will forward a copy of each deposit slip to the Chapter
2341 President.
- 2342 a. Administrator of Finance (Staff) shall receive bills and statements for
2343 payment.
- 2344 b. Administrator of Finance shall create and print checks on a weekly basis,
2345 two weeks prior to date due, when possible.
- 2346 c. Executive Director or Executive President shall review and sign checks.
- 2347 d. Administrator of Finance shall mail checks and envelopes prepared for
2348 mailing via two-day express, along with the corresponding original
2349 bills/statements, and a Check Detail Report, to the Executive Treasurer for r
2350 review and signature.
- 2351 2. Reimbursement-Type Expenses

2352 This reimbursement type consists of all expenses submitted to the Association for
2353 reimbursement by the Executive Board, Administrative Officers and other Agents of the
2354 Association, utilizing the Expense Reimbursement Report.

2355 a. The Expense Reimbursement Report shall be submitted directly to
2356 Corporate Office, with appropriate supporting documentation of each
2357 expense.

2358 b. The Executive Director and/or Administrator of Finance shall review the
2359 documents to be sure they comply with the following requirements:

2360 1. They are mathematically correct.

2361 2. They are submitted in compliance with Bylaws and Policy &
2362 Procedures.

2363 3. They are submitted with appropriate documentation to support
2364 expense (e.g. receipts, logs, etc.).

2365 4. The submission does not exceed the amount requested in annual
2366 budget.

2367 c. The Administrator of Finances (staff) or the Executive Treasurer shall
2368 create and print checks and attach each check to an Expense
2369 Reimbursement Report.

2370 d. The Administrator of Finances or Executive Treasurer shall review and
2371 sign checks.

2372 e. The Administrator of Finances or Executive Treasurer shall mail checks
2373 and envelopes prepared for mailing via two-day express, along with a
2374 copy of the Expense Reimbursement Reports, supporting documentation
2375 and a Check Detail Report to the Executive Treasurer for review, approval
2376 and signature.

2377 3. The Executive Treasurer shall review, sign and send the checks from each
2378 category to the appropriate person/company. Some checks, along with original
2379 paperwork, will be returned to Corporate Office for disposition by priority mail.

2380 4. If either FSMTA Signatory above is not available for signature, a third
2381 Executive Officer shall provide the second signature. The signatories listed on the
2382 bank account are the following Executive Officers: Executive President, Executive
2383 First Vice-President, Executive Second Vice-President, Executive Secretary and
2384 Executive Director.

2385 5. If the second signatory is not the Executive Treasurer, he/she shall review. Sign
2386 and send back all paperwork by priority mail to the Corporate Office for disposition
2387 and/or filing.

2388 6. The Executive Director shall open the bank statements and shall compare
2389 cancelled checks to the statement and Expense Reimbursement Reports. After
2390 review, the Executive Director shall give the bank statements to the Administrator
2391 of Finance to reconcile the account(s).

2392 7. The Administrator of Finance shall send Reconciliation Report to the Executive
2393 President and the Executive Treasurer.

2394 8. Cancelled checks, bank statements, original documents and reconciliation reports
2395 shall be retained at Corporate Office for seven (7) years.

2396 **7.9. CHAPTER TREASURER'S PROCEDURES, CHAPTER-MANAGED**
2397 **ACCOUNTS**

2398 The following are the specific procedures for the management of the FSMTA Chapter Funds, which
2399 are handled by the Chapter.

2400 A. Disbursements

2401 All disbursements from the Chapter Funds shall be submitted utilizing the FSMTA Expense
2402 Reimbursement Report Forms.

2403 1. The Expense Reimbursement Report shall be presented to the Chapter Treasurer,
2404 along with appropriate supporting documentation of each expense including the
2405 original receipts.

2406 2. The Chapter Treasurer shall review the document to be sure they comply with
2407 the following requirements:

2408 a. They are mathematically correct.

2409 b. The submission complies with Bylaws and Policies &
2410 Procedures.

2411 c. They are submitted with appropriate documentation to support
2412 expense (e.g. receipts, logs, etc.).

2413 d. The submission does not exceed the amount requested in annual
2414 budget.

2415 3. The Chapter Treasurer shall create and sign checks, write a brief description on
2416 each check, and record each check number and date on an Expense Reimbursement
2417 Report; then forward the checks with a copy of the Expense Reimbursement Report
2418 to the Chapter President for signature.

2419 4. The Chapter President shall review and sign the Expense Reimbursement
2420 Reports; sign check(s) and forward each to the appropriate person/company.

2421 5. If either officer above is not available for signature, a third officer shall provide
2422 the second signature. The signatories on the Chapter bank account should be the
2423 Chapter President, Chapter First Vice-President, Chapter Second Vice-President,
2424 Chapter Secretary, Chapter Treasurer, Executive Treasurer, and Executive Director.

2425 6. The Chapter President shall receive the monthly bank statement directly from the
2426 bank, review and compare the statement against the Expense Reimbursement
2427 Reports for accuracy, and then forward the bank statement to the Chapter Treasurer
2428 for reconciliation. The Chapter President and/or the Chapter Treasurer may view
2429 the Chapter bank account at any time using current technology.

2430 7. The Chapter Treasurer shall reconcile the bank statement and send copies of the
2431 report to the Chapter President and Administrator of Finance.

- 2432 8. The Chapter Treasurer shall provide a financial report to the Chapter in
2433 newsletters and at meetings.
- 2434 B. Receipt of Funds
- 2435 1. The Chapter Treasurer shall deposit all monies received by the Chapter no less
2436 frequently than monthly and will forward a copy of each deposit slip to the Chapter
2437 President.
- 2438 2. The Administrator of Finance at the Corporate Office will deposit monthly dues
2439 checks directly into Chapter checking accounts and will mail a copy of each check
2440 and deposit slip to the corresponding Chapter President or other designated officer
2441 as directed by the Chapter President.
- 2442 C. Financial Reporting between the Chapter and FSMTA Corporate
- 2443 1. The Chapter Treasurer shall send original or copies of Expense Reimbursement
2444 Report(s), original supporting documentation, and receipts to the Administrator of
2445 Finance monthly; as well as keeping copies for the Chapter file.
- 2446 2. The Chapter Treasurer and/or Chapter President shall report all financial
2447 transactions to the Corporate Office on a monthly basis.
- 2448 3. The Chapter original bank statement and cancelled checks shall be mailed
2449 directly by the bank to the Corporate Office.
- 2450 4. The Corporate Office shall maintain the Chapter financial records in storage for
2451 seven years.
- 2452 5. The Administrator of Finance shall review the bank statement and cancelled
2453 checks for irregularities including, but not limited to:
- 2454 a. One signatory is the same as the recipient.
- 2455 b. Only one signature appears on the check.
- 2456 c. Checks do not match documentation.
- 2457 d. Checks are not in numerical order.
- 2458 6. The Administrator of Finance shall input information from the Chapter account
2459 into the computer accounting program, request any missing information from the
2460 Chapter Treasurer, and reconcile the Chapter account.
- 2461 7. The Administrator of Finance shall forward a copy of each bank statement and
2462 account reconciliation to the Chapter President.
- 2463 8. The Chapter President shall forward a copy of each bank statement and account
2464 reconciliation to the Chapter Treasurer.
- 2465 9. The Chapter Treasurer shall balance the checkbook to the account reconciliation.
- 2466 10. The Chapter Treasurer shall attach the account reconciliation to the copy of the
2467 bank statement and copies of Expense Reimbursement Reports and retain these
2468 documents in the Chapter's file for at least seven (7) years.

- 2469 11. The Chapter Treasurer shall provide documentation and/or information to
2470 support Chapter Board requests to the Executive Finance Committee.
- 2471 12. The Chapter Treasurer shall provide documentation and/or information to
2472 support a Chapter Board petition to the Executive Board.
- 2473 13. Any Chapter which is delinquent three months in submitting their financial
2474 reports to the Corporate Office shall have the Chapter dues withheld until all reports
2475 are up to date.
- 2476 14. A Chapter may voluntarily relinquish management of its bank account to the
2477 Corporate Office.
- 2478 15. The Executive Committee, acting as the Executive Finance Committee, may
2479 take over management of any accounts deemed not properly managed.
- 2480 16. If a Chapter has a vacancy in the office of Treasurer, that Chapter must
2481 relinquish management of its bank account to the Corporate Office.

2482 D. Miscellaneous

- 2483 1. Prior to expenditures or reimbursements of two hundred fifty dollars (\$250) or
2484 more not included in the annual budget of the Expense Reimbursement Guidelines,
2485 approval by Chapter vote shall be required. The Expense Reimbursement Report
2486 shall require the approval of both the Chapter Treasurer and the Chapter President,
2487 as well as documentation of the Chapter vote.
- 2488 2. Prior to expenditures or reimbursements of five hundred dollars (\$500) or more
2489 which are not included in the Chapter's annual budget or the Expense
2490 Reimbursement Guidelines, written approval by the Executive Finance Committee,
2491 as well as documentation of the chapter vote shall be included, along with an
2492 Expense Reimbursement Report.
- 2493 3. Additionally, the following officers shall have authority over the Chapter
2494 checking account:
- 2495 a. Executive Treasurer
- 2496 b. Administrator of Finances

2497 **7.9 CHAPTER TREASURER'S PROCEDURES, CORPORATE-MANAGED**
2498 **ACCOUNTS**

2499 A. Deposits

- 2500 1. Funds given to the Chapter Treasurer:
- 2501 a. The Chapter Treasurer shall keep a record documenting the products or
2502 services for which the funds were spent.
- 2503 b. The Chapter Treasurer shall make a copy of this documentation for the
2504 Chapter's records.
- 2505 c. The Chapter Treasurer shall deposit the funds into the Chapter's
2506 checking account.

- 2507 d. The Chapter Treasurer shall mail or send electronically the
2508 documentation of the deposit slip to the Administrator of Finance within
2509 two business days of deposit.
- 2510 2. Checks written to the Chapter from the Corporate Office (i.e. dues):
- 2511 a. The Administrator of Finance shall deposit the monthly dues checks into
2512 Chapter checking accounts.
- 2513 b. The Administrator of Finance shall make a copy of the documentation
2514 regarding the funds.
- 2515 c. The Administrator of Finance shall mail a copy of the check and deposit
2516 slip to the Chapter President/Treasurer.

2517 B. Check Writing

- 2518 1. The Chapter Treasurer shall review and determine approval for Expense
2519 Reimbursement Report(s) turned in to the Chapter.
- 2520 2. The Chapter Treasurer shall make a copy of the Expense Reimbursement
2521 Report(s) for the Chapter's records.
- 2522 3. The Chapter Treasurer shall mail approved Expense Reimbursement Report(s)
2523 including original receipts to the Administrator of Finance.
- 2524 4. The Administrator of Finance shall review and process the request(s).
- 2525 5. The Administrator of Finance shall have the Executive Director sign the checks
2526 and mail them to the Chapter President or Chapter Treasurer for a second signature.
- 2527 6. The Chapter President or Chapter Treasurer shall complete the necessary second
2528 signature to the check(s) and will distribute them to the payee(s).

2529 C. Emergency Check Writing

- 2530 1. The Chapter Treasurer shall have on hand two blank, unsigned checks.
- 2531 2. The Chapter Treasurer can process these checks if an expense cannot go through
2532 the expense reimbursement process.
- 2533 3. Both the Chapter Treasurer and the Chapter President shall be required to
2534 approve the reimbursement and to sign the check.
- 2535 4. The Chapter Treasurer shall immediately inform the Administrator of Finance of
2536 the check amount by phone, fax or email.
- 2537 5. The Chapter Treasurer shall make a copy of the Expense Reimbursement Report
2538 for the Chapter's records.
- 2539 6. The Chapter Treasurer shall mail the Expense Reimbursement Report, including
2540 original receipts, to the Administrator of Finance.
- 2541 7. The Chapter Treasurer shall request replacement unsigned blank checks from the
2542 Administrator of Finance.

2543 D. Bank Statement Reconciliation

- 2544 1. Original Bank statements, including cancelled checks, shall be mailed directly
2545 from the bank to the FSMTA Corporate Office.
- 2546 2. The Administrator of Finance shall reconcile the bank statement to the financial
2547 records.
- 2548 3. The Administrator of Finance shall contact the Chapter Treasurer immediately if
2549 any problems arise in the reconciliation.
- 2550 4. The Administrator of Finance shall mail a copy of the Reconciliation Report,
2551 along with an income/expense report, a copy of the bank statement, and copies of
2552 the cancelled checks to the Chapter Treasurer.
- 2553 5. The Chapter Treasurer shall contact the Administrator of Finance immediately if
2554 the Reconciliation Report does not concur with the Chapter's records.

2555 E. Yearly Budget and Monthly Budget Reports

- 2556 1. In September, the Administrator of Finance shall mail to the Chapter Treasurer a
2557 budget guideline for the upcoming fiscal year based on the YTD income and
2558 expense figures of the current year.
- 2559 2. The Chapter Treasurer shall meet with the Chapter Board and create a yearly
2560 budget for the upcoming fiscal year.
- 2561 3. The Chapter Treasurer shall mail the approved Chapter Budget to the
2562 Administrator of Finance by December 15.
- 2563 4. The Administrator of Finance shall create a monthly financial statement,
2564 which will include a YTD income/expense report and a budget comparison.
- 2565 5. The Administrator of Finance Shall mail the monthly financial statement to the
2566 Chapter Treasurer, Chapter President, and Executive Treasurer.
- 2567 6. The Chapter Treasurer shall utilize this report when determining approvals for
2568 expenditures.

2569 F. Miscellaneous

- 2570 1. Prior to expenditures or reimbursements of two hundred fifty dollars (\$250) or
2571 more not included in the annual budget or the Expense Reimbursement
2572 Guidelines, approval by Chapter vote shall be required. The Expense
2573 Reimbursement Report shall require the approval of both the Chapter Treasurer
2574 and the Chapter President, as well as the documentation of the Chapter vote.
- 2575 2. Prior to expenditures or reimbursements of five hundred dollars (\$500) or
2576 more not included in the Chapter Budget or the Expense Reimbursement
2577 Guidelines, written approval by the Executive Finance Committee, as well as
2578 documentation of the Chapter vote shall be included, along with an Expense
2579 Reimbursement Report.

2580 3. The following officers will additionally have authority on the chapter checking
2581 account:

2582 a. Executive Treasurer

2583 b. Administrator of Finance

2584 c. Executive Director

