

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

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66

67 **FSMTA, POLICIES & PROCEDURES**

68

69 **SECTION 1. GENERAL MEMBERSHIP INFORMATION**

70

71 **1.1 CORPORATE OFFICE**

72

73 A. One (1) corporate office shall be maintained for processing membership applications,
 74 maintaining a master membership list, billing and collecting dues, fees and contributions, storing
 75 Association records, promoting the FSMTA through creative marketing, consulting and public
 76 relations, and otherwise performing administrative services which the Executive Board may
 77 designate.

78 B. The principal address of the Corporate Office of the FSMTA shall be published in the
 79 *Massage Message* magazine.

80 C. The name, address, and contact information of the Corporate Office is: FSMTA
 81 Corporate Office, 19209 N. HWY 41, Lutz, FL 33549; phone: 407-786-3307; fax: 813-422-
 82 7966; email: info@fsmta.org.

83

84 **1.2 APPLICATION FOR MEMBERSHIP**

85

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

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

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

92 **1.3 MEMBERSHIP YEAR, DUES**

93

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

96 **MEMBERSHIP:** *1 YR.*

97 LMT/Practitioner Membership \$125

98 Student Membership \$ 50

99 Associate Membership \$125

100 B. If a member has purchased insurance through FSMTA, LMT/Practitioner membership shall be
101 prorated to synchronize with insurance according to the following:

102 12 months \$125

103 11 months \$115

104 10 months \$105

105 9 months \$ 94

106 8 months \$ 84

107 7 months \$ 73

108 6 months \$ 63

109 5 months \$ 53

110 4 months \$ 42

111 3 months \$ 32

112 2 months \$ 21

113 1 month \$ 11

114

115 **1.4 MEMBERSHIP ASSIGNMENTS**

116

117 A. All members may choose:

118 1. Chapter Assignment, or

119 2. Member-at-Large Assignment

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

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

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

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

126 1. Automatic Chapter Assignment:

- 127 a. Members applying or renewing through a Chapter representative shall receive
128 assignment to that Chapter.
- 129 b. Members residing within a fifty- (50) mile radius of a Chapter mailing address
130 shall receive assignment to that Chapter.
- 131 c. Members residing beyond a fifty- (50) mile radius of a Chapter mailing address
132 shall be requested by the Corporate Office to designate assignment within thirty
133 (30) days. Otherwise, members shall receive assignment to the nearest Chapter.
- 134 2. Automatic Member-at Large Assignment:
135 Members residing outside geographical boundaries of a Chapter shall designate a chapter
136 assignment within thirty (30) days. Otherwise he/she shall be designated as a Member at
137 Large.

138

139 **1.5 PRIVILEGES AND BENEFITS**

140

- 141 A. General privileges and benefits of membership shall include but not be limited to:
- 142 1. Use of the name, Florida State Massage Therapy Association, Inc., D/B/A FSMTA, the
143 abbreviation “FSMTA,” and the FSMTA logo, with discretion and in an ethical manner.
- 144 2. A subscription to the FSMTA magazine, *Massage Message*.
- 145 3. Use of all FSMTA official publications.
- 146 4. Holding and displaying the membership card, evidencing privileges of participation in
147 the FSMTA.
- 148 5. Holding and displaying the membership certificate.
- 149 6. Wearing and displaying the FSMTA membership pin.
- 150 7. Membership and participation in the FSMTA Sports Massage Team, once trained.
- 151 8. Use of the Member Benefit Portal online, allowing access to all the current membership
152 discounts available at the time.

153 B. Privileges of Chapter Assignment:

154 A member choosing Chapter assignment may enjoy fellowship and participation in Chapter
155 meetings and activities, all Chapter privileges and benefits, and all privileges of
156 membership classification.

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

- 158 1. A member choosing Member-at-Large assignment may enjoy all privileges of
159 membership classification except at Chapter meetings, as described below.
- 160 2. A Member-at Large may enjoy fellowship and participation in Chapter meetings and
161 activities, at the Chapter’s discretion; but shall not vote at Chapter meetings, hold Chapter
162 office, or chair Chapter committees, regardless of membership classification.

163 D. Privileges of Visiting Members to other Chapter Meetings:

164 A member visiting another Chapter meeting may not vote, hold office, or chair a committee
165 at the Chapter he/she is visiting.

166

167 **1.6 CHANGE OF NAME, CONTACT INFORMATION, MEMBERSHIP**
168 **CLASSIFICATION**

169

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

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

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

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

179 2. Additional membership dues including any difference between dues previously paid
180 and annual dues required for LMT/Practitioner Membership, regardless of elapsed time in
181 the membership year, shall be waived for a Student Member re-classified as an
182 LMT/Practitioner Member.

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

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

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

190

191 **1.7 REQUEST FOR TRANSFER OF ASSIGNMENT**

192

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

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

197

198 **1.8 PERSONAL LIABILITY**

199

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

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

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

206 1. A violation of the criminal law, unless the officer or director had reasonable
207 cause to believe the conduct was lawful or had not reasonable cause to believe
208 the conduct was unlawful.

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

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

214

215 **1.9 INDEMNIFICATION**

216

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

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

228

229 **1.10 OFFICIAL PUBLICATIONS**

230

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

232 1. FSMTA Bylaws

233 2. FSMTA Policy & Procedures

234 3. The *Massage Message* magazine

235 4. Newsletters of Chartered Chapters

236 5. Brochures approved by the Executive Board

237 6. FSMTA *Sports Massage Team Training Manual*, upon qualifying

238 7. FSMTA Membership Directory

239 8. FSMTA Website(s)

240 9. Massage Television

241 B. Official Policies

242 1. The purpose of official publications of the FSMTA shall be to promote the objectives
243 and purposes of the FSMTA, communicate with membership, and aid in the
244 administration of the FSMTA.

245 2. Official publications may, from time to time, carry advertisements and
246 announcements, provided they are in accordance with the policies and objectives of the
247 Association.

248 3. All official publications of the FSMTA shall convey and promote professionalism.

249 4. The Executive Board shall determine policies governing all official publications of the
250 FSMTA.

251 C. *Massage Message*

252 The *Massage Message* magazine shall be published as provided in Policy & Procedures
253 for Administrative Officers.

254 D. Chapter Newsletters

255 Newsletters of Chartered Chapters shall be published as provided in Policy & Procedures
256 for Chapters.

257

258 1.11 ANNUAL CONVENTION

259

260 A. The Annual Convention shall be held at a time and place determined by the Convention
261 Committee and approved by the Executive Board.

262 B. The Executive Finance Committee shall approve contracts, registration fees, and all other
263 financial obligations and arrangements for Annual Conventions prior to obligating the FSMTA to
264 any such obligations and arrangements.

265 C. All individuals attending Annual Conventions shall pay a registration fee, unless otherwise
266 exempted by the Executive Board or Executive Finance Committee, or as provided in Expense
267 Reimbursement Guidelines.

268 D. If a scheduled Annual Convention does not occur due to acts of God or State of Emergency,
269 the Board may waive or reschedule the Annual Convention.

270

271 1.12 AWARDS AND GIFTS

272

273 A. Purpose

274 The purpose of annual awards is to honor and recognize individuals and Chapters for outstanding
275 service, accomplishments, and participation in the FSMTA and profession above and beyond
276 normal duties and functions. For all awards, eligibility is for service between January and
277 December of the preceding year. Eligibility differs for each award. Please read eligibility
278 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
280 the guide.

281 B Procedure:

282 1. Nominating forms shall be given to the Executive Board at the winter Board Meeting
283 for Executive level awards. Chapters may also use these forms and shall conduct their
284 selection of Chapter recipients during this period.

285 2. All Executive award nominations shall be completed and returned to the Corporate
286 Office no later than 28 days prior to the Spring Board meeting. The Awards Committee
287 Chair shall obtain the nominations from the Corporate Office. Chapter Presidents shall
288 forward the names of individuals selected for Chapter level awards at this time along with
289 a picture of the nominee and a brief narrative stating reason(s) for selection.

290 3. The Awards Committee shall review the nominations for accuracy and eligibility for
291 Executive level awards.

292 4. The Awards Committee Chair shall present the nominations of Executive level awards
293 at the Executive Spring Quarterly Board Meeting for vote by the Board. All Chapter
294 nominations and voting shall take place at the Chapter level, and the results shall be sent
295 to Corporate Office 28 days prior to the Spring Quarterly Board Meeting

296 5. Award winners shall be announced in the first issue of the *Massage Message*
297 magazine after the Annual Convention. The Awards Committee Chair shall prepare the
298 article, which should include a picture of the individual receiving the award and a one-
299 (1) paragraph explanation of why the individual received the award

300 6. Presentations of Executive Awards shall occur at the Annual FSMTA Convention.
301 The Awards Committee shall prepare the awards presentation portion of the program.

302 7. Presentations of Chapter Awards shall occur at each Chapter. The Chapter Awards
303 Committee shall prepare the awards presentations and coordinate the program with the
304 Chapter Board. Presentation shall take place before Convention. The Chapter awards
305 will be created and paid for by FSMTA Corporate convention budget. Winners will be
306 recognized during Convention.

307 C. Gifts:

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

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

314 D. Sponsorship:

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

316 E. National Awards:

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

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

324 3. National Sports Team of the Year (one for the entire membership). All FSMTA
325 Chapter Sports Massage Teams are eligible. This award honors achievement,
326 performance, and contribution to a Sports Massage Team, and commitment to FSMTA
327 team efforts.

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

331 5. Chapter Identifier. This award is selected at Convention by the Awards Committee
332 and the Convention Chair.

333 F. Special Category Awards

334 1. The Charles Canfield Award is an optional award, not required to be given each year
335 (one for the entire membership). Current or previous members of the Board of Massage
336 Therapy or regulatory bodies for massage therapy worldwide, including
337 LMT/Practitioner members and consumers are eligible. This award honors long-term,
338 consistently outstanding service, achievement, or participation in service to the massage
339 profession.

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

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

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

352 G. Chapter Awards

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

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

360 3. Outstanding Sports Massage Team Member (one for each Chapter). All Chapter
361 FSMTA members are eligible. This award honors an outstanding Chapter Sports
362 Massage Team member.

363

364 **1.13 MEETINGS**

365

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

369 B. Election of Executive Officer shall occur in conjunction with the FSMTA Annual Business
370 Meeting.

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

374 D. In an election year, the Executive Officers presiding prior to the election shall open and
375 conduct the Annual Business Meeting to the conclusion of Reports and Old Business. Following
376 Old Business, the Elections Committee Chair shall install the newly-elected Officers. The terms
377 of office for newly-elected officers shall commence beginning the first day after the close of
378 Convention.

379 E. When a scheduled business meeting does not occur due to acts of God or State of Emergency,
380 the appropriate Board may waive or reschedule the meeting. If the meeting is waived, the Board
381 shall obtain a mail vote on all resolutions and other business that would have been on the agenda.

382

383 **1.14 QUORUM AND VOTING BY MAIL, FAX, OR ANOTHER LEGAL DOCUMENT**

384

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

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

390 C. Mail, fax, and other legal document votes to the Executive/Chapter Board shall be by dated
391 ballots to all Board members, requiring return of ballots within fourteen (14) day of ballot date.
392 To constitute a quorum, the total valid ballots cast shall equal a majority of those entitled to vote
393 for the transaction of all business. Each Board member entitled to vote shall be entitled to cast
394 one (1) ballot.

395 D. Mail votes to LMT/Practitioner Membership shall be by dated ballots to all LMT/Practitioner
396 Members in good standing at the time of the mailing, requiring return ballots by a specified date.

397 The total valid ballots cast shall constitute a quorum for the transaction of all business. Each
398 LMT/Practitioner Member shall be entitled to cast one (1) ballot.

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

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

405

406 **1.15 OPINION POLLS**

407

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

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

411 C. The Executive/Chapter Board may utilize the Massage Message/Chapter newsletter or any
412 other appropriate written means for Opinion Polls by mail.

413 D. All Opinion Polls conducted at meetings shall be specifically stated as such, so as not to be
414 construed as binding votes.

415 E. All Opinion Polls conducted by mail shall specifically state the language in (A) above, on the
416 Polling Ballot.

417

418 **1.16 GRIEVANCE AFFAIRS**

419

420 A. Composition of the Grievance Affairs Committee

421 1. The Executive Ethics Committee shall be the Grievance Affairs Committee.

422 2. Being a party to the grievance being processed shall cause a member of the committee
423 to recuse him or herself from the proceedings, thus creating a vacancy on the committee.

424 3. A vacancy on the Executive Ethics Committee shall be filled by Executive Board
425 member(s), past or present, and/or members elected by majority vote of the Executive
426 Board at any regular Board meeting, special meeting called for that purpose, or by mail
427 vote according to Article 8, 4; lines 671-695 of the Bylaws.

428 4. The Executive Director of Policy and Procedures shall be an ex-officio non-voting
429 member of the Grievance Affairs Committee.

430 B. Duties

431 1. Administer Grievance Affairs procedures as described in the Bylaws and in the best
432 interest of the FSMTA and its members.

433 2. Maintain impartiality and confidentiality of all proceedings.

- 434 3. Render appropriate determinations.
- 435 4. Determine and implement the specific disciplinary action taken.
- 436 5. Report to the Board on all action taken.
- 437 6. Perform all other duties, described in the Bylaws and Policy & Procedures,
438 appropriate to the position, directed by the Executive Board, and prescribed by the
439 parliamentary authority adopted by the FSMTA and all applicable laws.

440 C. Cause for Complaint

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

445 D. Grievance Affairs Procedures

- 446 1. A Grievance Affairs Committee procedure may be initiated by a member, Grievance
447 Affairs Committee, Board, or member of the public for due cause, as defined above.
- 448 2. All complaints shall: 1) be in writing; 2) be signed by the complainant; 3) state the
449 specific violation(s) alleged; 4) state the facts surrounding the allegation(s).
- 450 3. A complaint against any member shall be filed with the Corporate Office and
451 submitted to and heard by the Grievance Affairs Committee.
- 452 4. A complaint against any member alleging violation of the Massage Practice Act,
453 Chapter 480, Chapter 456, or Rules Chapter 64B7 Florida Administrative Code, or
454 violation of massage therapy regulations according to regional authorities shall be
455 submitted to the Grievance Affairs Committee. The Complainant shall simultaneously
456 file a complaint with, and in the manner prescribed by the Florida Department of Health,
457 Division of Medical Quality Assurance, Board of Massage Therapy, or regional
458 authorities. The Grievance Affairs Committee shall not proceed in any way until a final
459 order is issued by the Department of Health, Agency for Health Care Administration,
460 Board of Massage Therapy, or the regional authorities. The Grievance Affairs
461 Committee shall defer the findings of facts and final adjudication of the Department of
462 Health, Agency for Health Care Administration, Board of Massage Therapy, or regional
463 authorities.
- 464 5. If the complaint against any member is the result of a current or previous disciplinary
465 action by the Department of Health, Division of Medical Quality Assurance, Board of
466 Massage Therapy, or regional authorities, then the complainant shall not be required to
467 simultaneously file a complaint as required above. The Grievance Affairs Committee
468 shall defer to the findings of fact and final adjudication of the Department of Health,
469 Division of Medical Quality Assurance, Board of Massage Therapy, or regional
470 authorities.
- 471 6. If any complaint is initiated against an officer or committee chair for due cause, the
472 Grievance Affairs Committee may suspend the power and duties of that person until the
473 complaint has been resolved. This suspension shall not be considered a vacancy of that
474 position.

475 E. Defense.

476 Any member charged with a complaint, and subject to a Grievance Affairs proceeding shall be
477 given the privilege of presenting a defense to the Grievance Affairs Committee. The Grievance
478 Affairs Committee shall review the evidence presented and render an appropriate decision based
479 upon the evidence.

480 F. Appeal

- 481 1. Any decision of the Grievance Affairs Committee may be appealed to the Executive
482 Board.
- 483 2. Notification of appeal shall be given, in writing, to the Grievance Affairs Committee
484 Chair within thirty (30) days of the original decision.
- 485 3. Disciplinary action shall be withheld pending appeal.
- 486 4. The Executive Board shall have full and final authority on appeal.

487 G. Disciplinary Action. Any member adjudicated guilty of a violation of the Massage Practice
488 Act, Florida Statutes 480 or Florida Chapter 456, or regional rules, lass, or regulations by the
489 Board of Massage Therapy, or regional authorities shall be deemed to have been simultaneously
490 and similarly adjudicated by the FSMTA. Disciplinary action of suspension, revocation, and/or
491 probation shall be duplicated.

- 492 1. Any member adjudicated guilty of any other violation may be place on probation,
493 suspended, or revoked.
- 494 2. Any Officer or Board member adjudicated guilty of any other violation may be
495 immediately vacated from the position, and/or placed on probation, suspended, or
496 revoked.
- 497 3. Upon demand of the Grievance Affairs Committee, a suspended or revoked member
498 shall be required to surrender membership card and certificates.
- 499 4. Notice of all Grievance Affairs proceedings, findings, and disciplinary action shall be
500 given as provided in the Bylaws.

501

502 **1.17 BYLAWS AND POLICY & PROCEDURES REQUIREMENTS**

503

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

- 505 1. Any proposal for a Bylaw or Policy & Procedure for consideration by the Executive
506 Board may be made by any member.
- 507 2. Each Bylaw proposal shall be presented on a Bylaw Proposal for Amendment form
508 and forwarded to the Director of Parliamentary Procedures.
- 509 3. The Director of Parliamentary Procedures shall make Bylaw Proposal forms
510 available to Chapters, and upon request, to Members-at-Large. The Chapter
511 Bylaws Committee Chair shall make Bylaw Proposal forms available to Chapter
512 membership.

513 B. Review and Presentation

- 514 1. The Director of Policies and Procedures shall review all Bylaw proposals
515 received and clarify wording, if necessary, to accomplish the intent of the
516 proposal.
- 517 2. The Director of Policies and Procedures shall transmit Bylaw proposals,
518 together with recommendations, to the Executive Board for review no later than
519 fourteen (14) days prior to the next scheduled regular or special meeting to
520 provide for reading prior to vote.

521 C. Requirements for Adoption, Amendment

- 522 1. The Executive Board may adopt and/or amend Bylaws only at the Annual
523 Meeting by a two-thirds (2/3) vote, when not in conflict with the Bylaws or vote
524 of the LMT/Practitioner membership.
- 525 2. The Executive Board may adopt and/or amend Policy & Procedures at any
526 regular Board meeting or special meeting called for that purpose, by a majority
527 vote, when not in conflict with the Bylaws or vote of the LMT/Practitioner
528 membership.

529 D. Notice of Bylaws, Policy & Procedures

- 530 1. Notice of Bylaws, Policy & Procedures, and amendments shall be transmitted by
531 Corporate Office, at the direction of the Director of Policies and Procedures, to each
532 Executive Board member, appointed Administrative Officer, and Chapter President not
533 later than thirty (30) days from date of adoption.
- 534 2. Bylaws, Policy & Procedures, and amendments shall be effective upon adoption,
535 unless otherwise specifically determined by the Board.

536

537 **1.18 WHISTLE BLOWER POLICY**

538

539 A. Standards

540 FSMTA requires directors, officers and employees to observe high standards of business and
541 personal ethics in the conduct of their duties and responsibilities. As representatives of the Florida
542 State Massage Therapy Association, Inc., D/B/A FAMTA, we must practice honesty and integrity
543 in fulfilling our responsibilities; and comply with all applicable laws and regulations.

544 B. Reporting Responsibility

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

550 C. No Retaliation

551 It is contrary to the values of FSMTA for anyone to retaliate against any board member, officer,
552 employee, or volunteer who, in good faith, reports an ethics violation, or a suspected violation of
553 law, such as a complaint of discrimination, suspected fraud, or suspected violation of any
554 regulation governing the operations of FSMTA. An Executive Board Member or Employee who

555 retaliates against someone who has reported a violation in good faith is subject to discipline up to
556 and including expulsion from membership or termination of employment.

557 D. Reporting Procedure

558 1. FSMTA has an open-door policy, and suggests that members share their questions,
559 concerns, suggestions, or complaints with their Chapter President. If you are not
560 comfortable speaking with your Chapter President or you are not satisfied with your
561 Chapter President's response, you are encouraged to speak with the Executive Director
562 or, if he is not available, the Executive President. Executive Board Members and Chapter
563 Presidents are required to report complaints or concerns about suspected ethical and legal
564 violations in writing to the Director of Ethics, who has the responsibility to investigate all
565 reported complaints in accordance with grievance procedures.

566 2. All complaints must be made in writing directly to the Director of Ethics or the
567 Executive Director, who will forward such complaints to the Director of Ethics. The
568 Executive Director is designated as the Compliance Officer. The FSMTA's Executive
569 Director is responsible for ensuring that all complaints about unethical or illegal conduct
570 are investigated and resolved, as reported to the Executive Board, by the Director of
571 Ethics.

572 3. The Executive Director will advise the Director of Ethics and/or the Executive Board
573 of all complaints and their resolution and will report at least annually to the Executive
574 Treasurer/Chair of the Finance Committee on compliance activity relating to accounting
575 or alleged financial improprieties.

576 4. Regarding accounting and auditing matters, the FSMTA's Executive Director shall
577 immediately notify the Executive Finance Committee of any concerns or complaint
578 regarding corporate accounting practices, internal controls or auditing; and work with the
579 committee until the matter is resolved.

580 E. Acting in Good Faith

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

586 F. Confidential Reports

587 Confidentiality violations or suspected violations may be submitted on a confidential
588 basis by the complainant. Reports of violations or suspected violations will be kept
589 confidential to the extent possible, consistent with the need to conduct an adequate
590 investigation. The FSMTA's Executive Director will notify the person who submitted a
591 complaint acknowledging receipt of the reported violation or suspected violation. All
592 reports will be promptly investigated, and appropriate corrective action will be taken if
593 warranted by the investigation.

594

595 **1.19 CONFLICT OF INTEREST RESOLUTION POLICY**

596

597 A. Purpose
598 This conflict of interest resolution policy is put in place in accordance with IRS
599 Regulations for not-for-profit corporations. The purpose of conflict of interest policy is
600 to protect the tax-exempt organization of the FSMTA's interest when it is contemplating
601 entering into a transaction or arrangement that might benefit the private interest of an
602 officer or director of the FSMTA or might result in a possible excess benefit transaction.
603 This policy is intended to supplement, but not replace any applicable state or federal laws
604 governing conflict of interest to nonprofit organizations.

605 B. Definition of interested person

- 606 1. Executive Board Member
- 607 2. Director on the Board
- 608 3. Executive Committee Member
- 609 4. Member of a committee with governing board-delegated powers, who has a direct or
610 indirect financial interest, as defined below, as an interested person.

611 C. Financial interest

- 612 1. A person has a financial interest if the person has any of the following, either directly,
613 indirectly, through business, investment, or family; or a compensation arrangement with
614 the FSMTA or with any entity or individual with which the FSMTA is negotiating a
615 transaction or arrangement.
 - 616 a. A potential ownership or investment interest in, or compensation arrangement
617 with any entity or individual with which the FSMTA has a transaction
618 or arrangement.
 - 619 b. An ownership or investment interest in any entity with which the FSMTA has
620 a transaction or arrangement.
 - 621 c. An entity or individual with which the FSMTA is negotiating a transaction or
622 arrangement.
- 623 2. Compensation includes direct or indirect remuneration, as well as gifts or favors that
624 are not insubstantial.
- 625 3. A financial interest is not necessarily a conflict of interest. Under subsection 1.19 (E),
626 a person who has a financial interest may have a conflict of interest only if the
627 appropriate governing board or committee decides that a conflict of interest exists.

628 D. Duty to Disclose

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

633 E. Determining Whether a Conflict of Interest Exists

634 After disclosure of the financial interest and all material facts, and after any discussion
635 with the interested person, he/she shall leave the meeting while the determination of a
636 conflict of interest is discussed and voted upon. The remaining Executive Board

637 members or committee members shall decide if a conflict of interest exists. This vote
638 must be documented by the Executive Secretary in the minutes of the meeting.

639 F. Procedures for Addressing the Conflict of Interest

640 1. An interested person may make a presentation at the Executive Board or committee
641 meeting, but after the presentation, he/she shall leave the meeting during the discussion
642 and vote on the transaction or arrangement involving the possible conflict of interest.

643 2. The chairperson of the Executive Board or committee chairperson shall, if appropriate,
644 appoint a disinterested person or committee to investigate alternatives to the proposed
645 transaction or arrangement.

646 3. After exercising due diligence, the Executive Board or committee chairperson shall
647 determine whether the FSMTA can obtain, with reasonable efforts, a more advantageous
648 transaction or arrangement from a person or entity that would not give rise to a conflict of
649 interest.

650 4. If a more advantageous transaction or arrangement is not reasonably possible under
651 circumstances not producing a conflict of interest, the Executive Board or committee
652 shall determine, by a majority vote of the disinterested directors, whether the transaction
653 or arrangement is in the FSMTA's best interest for the benefit of the FSMTA, and
654 whether it is a fair and reasonable arrangement. It shall make its decision as to whether
655 to enter into the transaction or arrangement, in conformity with the above determination,
656 by vote.

657 5. If determined by the Executive Board or committee, it is to be voted upon and noted in
658 the minutes by the Executive Secretary. If determined by committee, those minutes are
659 to be forwarded to the Executive Secretary and presented as an oral report to the
660 Executive Board at the next Quarterly Board Meeting.

661 G. Violations of the Conflict of Interest Policy

662 1. If the Executive Board or committee has reasonable cause to believe that a member
663 has failed to disclose actual or possible conflicts of interest, it shall inform the member of
664 the basis for such belief and afford the member an opportunity to explain the alleged
665 failure to disclose.

666 2. If, after hearing the member's response and after making further investigation as
667 warranted by the circumstances, the Executive Board or committee determines the
668 member has failed to disclose an actual or possible conflict of interest, it shall take
669 appropriate disciplinary and corrective action determined by vote.

670 H. Minutes of Conflict of Interest Policy

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

673 1. The names of the persons who disclosed or otherwise were found to have financial
674 interest in connection with an actual or possible conflict of interest, the nature of the
675 financial interest, any action taken to determine whether a conflict of interest or
676 arrangement exists.

677 2. The names of the persons who were present for discussions and votes relating
678 to the transaction or arrangement, the content of the discussion including any

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

681 I. Compensation

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

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

689 J. Annual Statements

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

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

693 2. has read and understands the policy

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

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

698

699 **SECTION 2. GOVERNANCE**

700

701 **2.1 MEETINGS**

702

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

705 B. Regular and special meetings of the Executive Board, Executive Committee, and/or Executive
706 Finance Committee may be held at such place within the State of Florida as indicated in the
707 notice or waiver of notice.

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

712 D. When a scheduled Business Meeting does not occur due to acts of God or State of
713 Emergency, the Executive Board may waive or reschedule the meeting. If the meeting is waived,
714 the Board shall obtain votes on all resolutions and other business that would have been on the
715 agenda by mail vote.

716

717 **2.2 DUTIES OF EXECUTIVE BOARD**

718

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

722 A. Governance Duties

723 1. To govern, conduct, manage, and administer all property and business of the FSMTA
724 in the best interest of the FSMTA and its members.

725 2. To lease, use, and operate real property; and acquire rights and privileges which the
726 FSMTA has the power to take for the Corporation.

727 3. To determine or approve voting privileges of Executive/Chapter Board positions.

728 4. To create or approve additional positions in the Executive/Chapter Board, when
729 necessary and prudent to the efficient administrative functioning of the FSMTA.

730 5. To determine whether any proposal shall be deferred to a vote of the membership at
731 the FSMTA Annual Business Meeting, or by mail vote, and to obtain that vote.

732 6. To adopt and amend Bylaws, policies, procedures, rules, and guidelines necessary and
733 prudent to the efficient administration of the FSMTA.

734 7. To abide by, administer, and enforce the Bylaws and Policy & Procedures as written.

735 B. Administrative Duties

736 1. To delegate powers of administration to Board members and administrative personnel.

737 2. To approve or reject appointments as required in the Bylaws and Policy & Procedures.

738 3. To create, approve, or reject any salaries or stipends of administrative personnel,
739 independent contractors, and Board members.

740 4. To determine and amend duties of all administrative personnel and independent
741 contractors.

742 5. To delegate to the Executive Committee the power of selecting, discharging,
743 suspending, and approving duties and acts of Administrative Officers and administrative
744 personnel.

745 C. Financial Duties

746 1. To determine account signatories and the way all documents shall be
747 signed.

748 2. To determine security it deems appropriate, including all surety bonds and insurance,
749 and requirements for any person acting on behalf of the FSMTA.

750 3. To determine the distribution of all funds received and disbursed.

751 4. To approve or reject major obligations and expenditures of five hundred dollars
752 (\$500) or more not included in the annual budget or Expense Reimbursement Guidelines.

- 753 5. To provide financial and leadership assistance to Chartered Chapters, when requested
754 and as prudent.
- 755 6. To establish special funds and programs in the best interest of the FSMTA and its
756 members.
- 757 7. To determine and assess application fees and membership dues.
- 758 8. To contract a CPA on a yearly basis to review the FSMTA finances as required by the
759 Federal Government.

760 D. General Duties

- 761 1. To determine the time and place of FSMTA Annual Business Meetings and approve
762 the time and place of Annual Conventions.
- 763 2. To hold regular quarterly Board meetings and FSMTA Annual Business Meetings,
764 submit quarterly reports to the Board, and submit annual reports to membership.
- 765 3. To hear reports, proposals, and recommendations made by Chapters, Administrative
766 Officers, Board members, and committee chair and members; provide direction and
767 suggestions when necessary.
- 768 4. To determine and amend duties of all Officers, Directors, Chairs of Executive
769 Committees, and Board members.
- 770 5. To authorize the formation and purpose of all Executive Committees.
- 771 6. To determine bases for eligibility, termination, conflict of interest, and disqualification
772 of all Officers, Board members, committee chairs and members, candidates,
773 Administrative Officers (staff), personnel, and independent contractors.
- 774 7. To move for termination of Officers, Board members, directors, committee chairs and
775 members, Administrative Officers (Staff), personnel, and independent contractors, when
776 conflict of interest has been determined in accordance with the Bylaws.
- 777 8. To determine all election procedures, including procedures for filling vacancies.
- 778 9. To fill vacancies, as required by the Bylaws and Policy & Procedures.
- 779 10. To determine bases for grievance procedures and disciplinary actions for all
780 members.
- 781 11. To authorize and obtain opinion polls of membership.
- 782 12. To approve the Membership Application form.
- 783 13. To determine bases for issuance and revocation of Chapter Charters, and authorize
784 same; determine Chapter designations, boundaries, and amounts of organizational grants.
- 785 14. To consider all applications for Chapter Charters; move for issuance and revocation
786 of Chapter Charters.
- 787 15. To determine policies, procedures, rules, and guidelines for the administration of
788 Chartered Chapters.

789 E. Policy-Setting Duties

- 790 1. To determine and accurately communicate and represent official policies and positions
791 of the FSMTA on all matters; establish rules/guidelines to ensure the accurate
792 communication, dissemination, and representation of FSMTA policies and positions by
793 all members.
- 794 2. To determine policies regarding content, advertising, distribution, and publication of
795 all official publications of the FSMTA.
- 796 3. To approve any recommendation made I the name of the Association.
- 797 F. The Executive Board shall perform all other duties described in the Bylaws, appropriate to the
798 position, and prescribed by vote of the LMT/Practitioner Membership, the parliamentary
799 authority adopted by the FSMTA, and all applicable laws.

800

801 **2.3 DUTIES OF EXECUTIVE BOARD MEMBERS**

802

- 803 A. The Executive Board, Directors, and Executive Chairs have a responsibility to submit their
804 reports, including any motion to be considered by the Board, to Corporate Office and the
805 Executive President three (3) weeks prior to each regular meeting of the Board. Deadlines for
806 special meetings shall be established individually and included in notice for that meeting.
- 807 B. The Board may not be required to consider action items submitted after the deadline date.
808 Last-minute items may be considered at the discretion of the Chair.
- 809 C. The meeting books containing reports shall be mailed from Corporate Office to board
810 members two (2) weeks prior to the meeting.
- 811 D. A board member shall be fully prepared to participate in the business of the Association at the
812 scheduled time of the meeting, including but not limited to reading the contents of the meeting
813 book and attachments prior to the meeting.
- 814 E. Directors are expected to attend each meeting in full and be present for all votes. If a Director
815 cannot be present at a meeting, an alternate may temporarily assume the voting privilege of the
816 position.
- 817 F. An alternate shall attend when an Executive Standing Committee Chair or Chapter President
818 cannot be present. The alternate must assume all responsibilities and may temporarily assume
819 the voting privilege of the position.
- 820 G. A director who cannot attend shall notify the appropriate Officer-liaison; the Executive
821 Committee shall determine whether the reason for the absence and the alternate member are
822 acceptable.
- 823 H. A board member whose attendance is required or requested at Board meetings, and who fails
824 to attend two (2) regular or special meetings in one (1) calendar year without acceptable reasons
825 is subject to grievance for non-performance of duties and may be removed from the position.
- 826 I. All meetings shall be attended in full.
- 827 J. All materials required for proper execution of duties shall be brought to each meeting. The
828 materials include, but are not limited to the meeting book, the FSMTA Bylaws, and Policy &
829 Procedures.

- 830 K. All board members shall have a copy of the Agenda at the opening of the meeting.
- 831 L. Smoking is not permitted in the meeting room at any time.
- 832 M. No tape or other recordings may be made of the proceedings other than those made by
833 individuals approved by the Board.
- 834 N. All board members shall conduct and present themselves in a manner and attire suitable to
835 representatives of a professional association throughout the meetings and their stay at the meeting
836 location.
- 837 1. Board members may dress in either business casual attire or in traditional business
838 attire. Business casual attire, while more relaxed than traditional attire, must still present
839 an appearance that is acceptable in a professional business environment. For example:
 - 840 a. for men: slacks/dress jeans and shirt with collar.
 - 841 b. for women: slacks/dress jeans or casual skirts with blouse or sweater suitable
842 for business attire.
 - 843 2. Attire that is unprofessional and not suitable for Board meetings includes, but is not
844 limited to T-shirts, sweatshirts, tank tops, blue jeans, short skirts, shorts, warm-up suits or
845 athletic clothing. In addition, any type of clothing that would be unduly distracting to
846 fellow board members shall not be worn.
 - 847 3. All clothing must be neat and clean. Ripped, torn, or faded clothing is not permitted.
 - 848 4. A board member who is inappropriately attired by be asked to leave the meeting and
849 return dressed in an acceptable manner.
- 850 O. Directors shall attend all Convention meetings and events except Continuing Education
851 classes, which are optional.

852

853 **SECTION 3. EXECUTIVE OFFICERS**

854

855 **3.1 DUTIES OF EXECUTIVE PRESIDENT**

856

- 857 A. The Executive President is the chief Executive Officer along with Staff of the FSMTA, and
858 shall:
- 859 1. Supervise all business of the FSMTA; see that all business and votes of the FSMTA
860 are carried out.
 - 861 2. Prepare and announce the agenda and business that is in order at FSMTA Annual
862 Business, Executive Board, and Executive Committee, Executive Finance Committee,
863 and Grievance Affairs Committee meetings.
 - 864 3. Attend all Executive Board and other appropriate meetings; open meetings at the
865 appointed time by taking the chair, calling meetings to order, and determining whether a
866 quorum is present; declare meetings adjourned; call all meetings as provided in the
867 Bylaws.

- 868 4. Recognize members entitled to the floor; expedite business in every way compatible
869 with the rights of members and the parliamentary authority adopted by the FSMTA.
- 870 5. Put to vote all questions/motions that legitimately come before the meeting; announce
871 the result of each vote.
- 872 6. Authenticate, by signature when necessary, all acts, orders, and proceedings of
873 meetings and business of the FSMTA.
- 874 7. Appoint all Directors, Chairs of Executive Standing and Special Committees,
875 Subcommittees, and all committee members, except the Financial Review Committee and
876 Elections Committee and its Subcommittees, subject to all provisions in the Bylaws and
877 Policy & Procedures.
- 878 8. Review all appointments at the end of each term, or at the beginning of a new
879 Presidency, or as prudent for re-appointment or appointment of successors.
- 880 9. Chair the Executive Committee; Co-Chair the Executive Finance Committee and the
881 Grievance Affairs Committee.
- 882 10. Coordinate and assign Executive Officers as liaisons with Executive Committees and
883 Chapters to maintain optimal communication and coordinate effort; maintain an
884 organizational flow chart delineating assignment.
- 885 11. Assign projects to Board members and committees, and committees, and transfer
886 such projects if necessary; when appropriate, call special meetings of committees for
887 special projects; maintain an organizational flow chart delineating assignment; and
888 transmit same to Chapters and members of the Board.
- 889 12. Be ex-officio member of all Executive Committees, except the Elections Committee
890 and its Sub-Committees, and the Grievance Affairs Committee.
- 891 13. Represent FSMTA policy in answering communications and issuing publicity
892 releases.
- 893 14. Publicly represent the FSMTA; make public statements in the name of or on behalf of
894 the FSMTA.
- 895 15. Be Executive Editor of all FSMTA publications.
- 896 16. Be the contact person on all legal matters of the Association, unless directly involved
897 in the legal matter at hand, in which case the Executive Committee shall designate the
898 contact person.
- 899 17. Be the contact person, or delegate person for each independent contractor.
- 900 18. Properly delegate projects and duties to efficiently carry out the business of the
901 Association.
- 902 19. Submit quarterly reports to the Board as required in the Bylaws and as directed by the
903 Board.
- 904 20. Make a full report of the year's activities to the membership at the Annual Business
905 Meeting.

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

909

910 **3.2 DUTIES OF EXECUTIVE FIRST VICE-PRESIDENT**

911

912 A. The Executive first Vice-President shall:

913 1. Attend all Executive Board and other appropriate meetings; in the absence of the
914 Executive President, preside as President Pro Tem and temporarily assume all duties of
915 the President, except that no appointments shall be made or revoked, unless specifically
916 authorized, in writing, by the President.

917 2. Succeed to Executive President for the remainder of the term in the event of vacancy
918 in the office of President.

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

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

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

923 6. Submit quarterly reports to the Board and as directed by the President or Board.

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

927

928 **3.3 DUTIES OF EXECUTIVE SECOND VICE-PRESIDENT**

929

930 A. The Executive Second Vice-President shall:

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

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

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

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

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

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

943 7. Submit quarterly reports to the Board and as directed by the President or Board.

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

948

949 **3.4 DUTIES OF EXECUTIVE SECRETARY**

950

951 A. The Executive Secretary shall:

952 1. Attend all Executive Board and other appropriate meetings.

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

957 3. Transmit or supervise proper transmittal of minutes of Executive Committee and
958 Executive Finance Committee meetings to Executive Committee and Executive Finance
959 Committee members within ten (10) days for approval, and to the Executive Board within
960 30 days.

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

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

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

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

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

971 9. Transmit or supervise proper transmittal of membership cards, certificates, other
972 membership information, Chapter Charters, and other Chapter information.

973 10. Direct the maintenance of record book(s) in which the Bylaws, Policy & Procedures,
974 minutes of meetings, special rules of order, amendments, and other FSMTA records are
975 entered; maintain the current record book(s) on hand at every meeting.

976 11. Transmit or supervise transmittal of agendas as required.

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

978 13. Transmit or supervise transmittal of all official communications from the Board to
979 Directors, Executive Committees, Chapters, and membership, including mail or fax
980 votes, except for election of Officers.

981 14. Supervise the filing of correct Registered Agent status for the corporation.

982 15. Authenticate, by signature when necessary, all acts, orders, proceedings of meetings,
983 and legal documents; and affix the corporate seal to official documents.

984 16. Direct the submission of quarterly reports to the Board as directed by the President or
985 Board.

986 B. The Executive Secretary shall perform all such other duties customary to the Office as
987 described in the Bylaws, Policy & Procedures, as directed by the Board, and/or the Executive
988 President, and as prescribed by the parliamentary authority adopted by the FSMTA, and all
989 applicable laws.

990

991 **3.5 DUTIES OF EXECUTIVE TREASURER**

992

993 A. The Executive Treasurer shall:

994 1. Attend all Executive Board and other appropriate meetings.

995 2. Be custodian of FSMTA funds except Chapter funds, oversee the proper disbursement
996 and deposit of funds as directed by the Executive Finance Committee, Executive Board,
997 or Executive President.

998 3. Be custodian of all tangible property of the FSMTA.

999 4. Maintain FSMTA funds in a bank designated by the Executive Finance Committee to
1000 the credit and in the name of: Florida State Massage Therapy Association, Inc. D/B/A
1001 FSMTA.

1002 5. Be custodian of all accounting records representing funds received and disbursed.

1003 6. Develop and institute accounting policies as approved by the Executive Finance
1004 Committee and in accordance with Policy & Procedures.

1005 7. Maintain or supervise separate accounting or designation of funds as directed by the
1006 Executive Finance Committee or Board and in accordance with Policy & Procedures.

1007 8. Assist the Corporate Office and all Chapter Treasurers regarding
1008 accounting policies.

1009 9. Supervise collection of sales tax from all sources.

1010 10. Supervise the timely filing of sales, income, and other tax returns.

1011 11. Submit quarterly reports to the Board, annual reports at FSMTA Annual Business
1012 Meetings, and as directed by the President or Board.

1013 12. Submit all accounting records for annual audit or review by the Executive Finance
1014 Committee.

1015 13. Assist the Board and Executive Committee in an advisory capacity for one (1) year
1016 following the end of the elected term of office.

1017 B. The Executive Treasurer shall perform all such other duties customary to the office as
1018 described in the Bylaws, Policy & Procedures, as directed by the Board, Executive President, and
1019 prescribed by the parliamentary authority adopted by the FSMTA, and all applicable laws.

1020

1021 **3.6 DUTIES OF IMMEDIATE PAST EXECUTIVE PRESIDENT**

1022

1023 A. The Immediate Past Executive President shall:

1024 1. Assist the Executive President, Executive Committee, and Executive Board in an
1025 advisory capacity.

1026 2. Attend all Board and other appropriate meetings.

1027 3. Assist the Executive President in the transition of office and expeditious transfer of
1028 records.

1029 B. The Immediate Past Executive President shall perform all other duties customary to the office
1030 as described in the Bylaws, Policy & Procedures, as directed by the Board, Executive President,
1031 and prescribed by the parliamentary authority adopted by the FSMTA, and all applicable laws.

1032

1033 **SECTION 4. EXECUTIVE COMMITTEES**

1034

1035 **4.1 PURPOSE**

1036

1037 A committee is established and charged by the President, Board, or LMT/Practitioner Members. It serves
1038 as a vehicle for volunteers to carry out the work of the Association by considering, investigating, or acting
1039 on certain matters or subjects, or all these as directed by the Board. Depending on its charge, committees
1040 may:

1041 A. Create and present policy recommendation to the Board

1042 B. Recommend establishment of programs

1043 C. Monitor areas of Association interest

1044 D. Serve as a link between the Board and the membership

1045 E. Consult with officers and other committees as needed

1046 F. Receive input from members

1047 G. Provide information in their area of expertise

1048 H. Gather, analyze, and provide information pertinent to the committee’s charge

1049 I. Take other action as directed by the President, Executive Committee, or Board.

1050

1051 **4.2 EXECUTIVE STANDING COMMITTEES**

1052

1053 An Executive Standing Committee Chair shall attend all Executive Board meetings.

- 1054 A. Membership Committee
- 1055 B. Sports Team Committee
- 1056 C. Awards Committee
- 1057 D. Social Media Committee
- 1058 E. *Massage Message* Magazine
- 1059 F. FSMTA Store
- 1060 G. Elections Committee
- 1061 H. Legislation Awareness Day
- 1062 I. Massage Therapy Awareness Week
- 1063 J. Massage Television
- 1064 K. Massage Research
- 1065 L. Convention Committee
- 1066 M. Legislative Committee
- 1067 N. Parliamentary Procedures
- 1068 O. Ethics Committee

1069

1070 **4.3 EXECUTIVE SPECIAL COMMITTEES**

1071

1072 A. The Executive Special Committees may include but not be limited to the Financial Review
1073 Committee.

1074 B. An Executive Special Committee Chair shall attend Executive Board meetings at the written
1075 request of the Executive President.

1076

1077 **4.4 EXECUTIVE SUB-COMMITTEES**

1078

1079 A. The Executive Sub-Committee shall include but not be limited to the Nominating and
1080 Balloting Sub-Committees.

1081 B. An Executive Sub-Committee Chair shall attend Executive Board meetings at the written
1082 request of its Committee Chair and the Executive President.

1083

1084 **4.5 DUTIES OF COMMITTEE CHAIRS**

1085

1086 A. Each Committee Chair shall:

- 1087 1. Call and preside at committee meetings.
- 1088 2. Designate a committee member to take minutes.
- 1089 3. Be directly responsible to the President, Executive Committee, and Board.
- 1090 4. Submit reports to the Board quarterly, or more frequently as requested by the
1091 President or Board.
- 1092 5. Make oral reports at Board meetings as requested by the President or Board.
- 1093 6. Submit a yearly operating budget proposal as provided in Financial Review
1094 Committee Policy & Procedures.
- 1095 7. Submit a written annual report for the annual membership meeting.
- 1096 8. Submit a final report as the end on the one- (1) year term, or end of committee
1097 assignment, whichever comes first, including:
- 1098 a. Review of charges assigned,
- 1099 b. Brief explanation of how the committee carried out its work,
- 1100 c. Review of any recommendations to the Board which have not been acted
1101 upon,
- 1102 d. Review of any charges not completed, with plan for completion, and
- 1103 e. Complete accounting of the committee's monetary expenditures.
- 1104 9. Perform all other duties described in the Bylaws, appropriate to the position, as
1105 directed by the President, Board, and prescribed by the parliamentary authority adopted
1106 by the FSMTA and all applicable laws, and in the best interests of the FSMTA and its
1107 members.
- 1108 B. The Chairs of Executive Standing and Special Committees shall assist, communicate and
1109 coordinate efforts with corresponding Chairs of Chapter Standing and Special Committees.
- 1110 C. The President may request the Committee Chair to provide recommendations for committee
1111 members.
- 1112 D. The President shall review all committee appointments at the end of each term, or at the
1113 beginning of a new Presidency, or as prudent for re-appointment or appointment of successors.

1114

1115 **4.6 DUTIES OF EXECUTIVE DIRECTOR OF PARLIAMENTARY PROCEDURES**
1116 **COMMITTEE**

1117

- 1118 A. The Executive Director of Parliamentary Procedures Committee Chair shall:
- 1119 1. Oversee the Bylaws and Policy & Procedures and their amendment process.
- 1120 2. Attend all Board meetings.

- 1121 3. Act as Parliamentarian and interpreter of Bylaws and Policy & Procedures. Any
1122 appeal of the Director's interpretation is made to the Executive Board, which shall make
1123 a final ruling.
- 1124 4. Receive Proposal for Bylaw Amendment forms from membership for review by the
1125 Committee; clarify wording and content, if necessary; make recommendations to the
1126 Executive Board.
- 1127 5. Supervise annual review and/or publication of the Bylaws, and Policy & Procedures,
1128 including all amendments.
- 1129 6. Prepare, propose, and/or recommend Bylaws, Policy & Procedures, and amendments,
1130 as necessary, for adoption by the Board.
- 1131 7. Transmit or supervise transmittal or copies of proposals to the Board for review
1132 fourteen (14) days prior to the next scheduled Board meeting to provide for reading
1133 before voting.
- 1134 8. Transmit or oversee transmittal of copies of Bylaw amendments to Executive Board,
1135 Administrative Officers and Chapter Presidents within thirty (30) days of adoption.
- 1136 9. Submit quarterly reports to the Board, and as directed by the President or Board.
- 1137 10. Annually submit a written summary of the amendment process to the Board.
- 1138 11. Be ex officio non-voting member of the Grievance Affairs Committee.
- 1139 B. The Executive Director of Parliamentary Procedures Committee shall perform all other duties
1140 described in the Bylaws, Policy & Procedures, appropriate to the position, directed by the
1141 President, Board, and prescribed by the parliamentary authority adopted by the FSMTA and all
1142 applicable laws.

1143

1144 **4.7 DUTIES OF EXECUTIVE DIRECTOR OF EDUCATIONAL STANDARDS**
1145 **COMMITTEE**

1146

1147 A. The Executive Director of Educational Standards Committee shall:

- 1148 1. Oversee educational standards of the FSMTA, and assist with educational
1149 requirements, standards, certifications, and related activities of the FSMTA.
- 1150 2. Receive, supervise, and/or draft proposals for educational standards and certifications;
1151 make recommendations to the Executive Board.
- 1152 3. Attend all Board meetings.
- 1153 4. Submit quarterly reports to the Board; report to membership at FSMTA Annual
1154 Business Meetings.
- 1155 5. Assist the Convention Coordinator with guideline requirements for continuing
1156 education programs at Annual Conventions.
- 1157 6. Assist and communicate with Chapters regarding guideline requirements for
1158 educational programs offered by Chapters for continuing education credit.

1159 7. Annually submit a written summary to the Board.

1160 B. The Executive Director of Educational Standards Committee shall perform all other duties
1161 described in the Bylaws, Policy & Procedures, appropriate to the position, directed by the
1162 President, Board, and prescribed by the parliamentary authority adopted by the FSMTA and all
1163 applicable laws.

1164

1165 **4.8 DUTIES OF EXECUTIVE DIRECTOR OF LEGISLATIVE COMMITTEE**

1166

1167 A. The Executive Director of the Legislative Committee shall:

1168 1. Be responsible for maintaining knowledge of current and proposed legislation
1169 regarding the practice of massage therapy, including but not limited to the Massage
1170 Practice Act, Florida Statutes, Chapter 480, and all regional regulations governing the
1171 practice of massage therapy.

1172 2. Act as liaison with the FSMTA Legislative Consultant and Executive Board.

1173 3. Compile information on current and proposed local, regional and state legislation
1174 pertaining to the practice of massage therapy and disseminate that information to the
1175 Board.

1176 4. Compile information on local, regional, and state litigation and disseminate that
1177 information to the Board.

1178 5. Consult with and assist Executive/Chapter Boards on specific issues related to law and
1179 legislation.

1180 6. Assist Executive/Chapter Boards in dealing with local, regional, and state legislative
1181 bodies.

1182 7. Consult with counsel regarding questions on laws and legislation, as directed by the
1183 Board.

1184 8. Attend all Board meetings and other meetings or functions as directed by the
1185 President.

1186 9. Submit quarterly reports to the Board; report to membership at FSMTA Annual
1187 Business Meetings.

1188 10. Submit a committee legislative platform to the Board for approval prior to the annual
1189 session of the Florida legislature.

1190 11. Disseminate progress reports during legislative session with appropriate action for
1191 member participation.

1192 12. Annually submit a written summary to the Board.

1193 13. Report all immediate and future concerns regarding law and legislation to the Board
1194 and provide recommendations.

1195 14. Coordinate Legislative Awareness Days activities.

1196 B. The Executive Director of the Legislative Committee shall perform all other duties described
1197 in the Bylaws, Policy & Procedures, appropriate to the position, as directed by the President,
1198 Board, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable
1199 laws.

1200

1201 **SECTION 5. CHAPTERS**

1202

1203 **5.1 CHAPTER CHARTERS**

1204

1205 A. Application for a Chapter Charter may be made to the Executive Board for any county or
1206 district which meets all of the following requirements:

- 1207 1. It is not currently served by a chapter within fifty (50) miles.
- 1208 2. Twenty-five (25) or more LMT/Practitioner members reside there.
- 1209 3. It has demonstrated that it can form a Chapter Board of five (5) LMT/Practitioner
1210 members to govern it.

1211 B. The Executive Board shall consider all applications for Chapter Charters within two (2)
1212 regularly-scheduled meetings following receipt of application.

1213 C. The Chapter Charter shall be in a form approved by the Board and shall become a permanent
1214 part of the Chapter's records.

1215 D. The Board shall issue a Chapter Charter for approved applications, or request additional
1216 material from the applicant, or submit an explanation of denial to the applicant within thirty (30)
1217 days of consideration by the Board.

1218 E. An organizational grant not to exceed five hundred dollars (\$500) shall be available to a
1219 newly-chartered Chapter, at the discretion of the Executive Board. Any organizational grant may
1220 be forwarded with the Chapter Charter.

1221 F. Assistance with publication of the first three (3) Chapter newsletters may be provided by
1222 Corporate Office staff at no charge to the newly-chartered Chapter.

1223 G. The Board shall revoke a Chapter Charter for due cause by a two-thirds (2/3) vote and shall
1224 give notice of the revocation to the Chapter President and Secretary by certified mail, and to all
1225 Chapter members by regular mail, including information regarding their Chapter assignment
1226 options.

1227 H. A Chapter so revoked shall immediately:

- 1228 1. Cease to function as a representative part of the FSMTA.
- 1229 2. Lose all Chapter rights and privileges.
- 1230 3. Relinquish the Chapter Charter to the Executive Board
- 1231 4. Surrender all equipment, financial and other assets, and records of the Chapter, which
1232 are the property of the FSMTA.

1233

1234 **5.2 MEETINGS**

1235

1236 A. The Chapter shall hold business meetings, including by not limited to: The Chapter Annual
1237 Business meeting, regular and special meetings of the Chapter membership, and regular Chapter
1238 Board meetings, as provided in the Bylaws.

1239 B. Regular and special meetings of the Chapter may be held as such place within the Chapter
1240 boundaries as indicated in the notice or waiver of notice.

1241 C. The date, time and place of all regular Chapter meetings shall be at the discretion of the
1242 Chapter President and approved by a majority vote of the Chapter.

1243 D. When a scheduled business meeting does not occur due to acts of God or State of Emergency,
1244 the Chapter Board may waive or reschedule the meeting. If the meeting is waived, the Board
1245 shall obtain vote on all resolutions and other business that would have been on the agenda by mail
1246 vote.

1247 E. Election of Chapter Officers may occur at the Chapter Annual Business Meeting or by mail
1248 vote, pursuant to the Chapter Election Schedule in the Bylaws.

1249 F. The Officers presiding prior to the election shall open and conduct the meeting. New
1250 Business and Adjournment of the meeting shall be conducted by the newly-elected Officers.

1251 G. When a scheduled Chapter Annual Business Meeting does not occur due to acts of God or
1252 State of Emergency, the President shall designate the next-scheduled regular meeting as same or
1253 may call a Special Meeting if required for compliance with the Chapter Election Schedule.
1254 Newly-elected officers shall be installed by the Chapter Elections Committee Chair and assume
1255 office as of the originally-scheduled close of the Annual Business Meeting.

1256

1257 **5.3 MEETINGS OF CHAPTER BOARD**

1258

1259 A. The Chapter Board shall hold regular meetings as provided in the Bylaws.

1260 B. After election of Officers, the newly-elected Officers and the outgoing officers shall meet at
1261 the close of the Annual Business Meeting to provide for continuity in the transfer of power and
1262 duties. Members of the new Board shall meet as soon as possible for organization and transaction
1263 of business appropriate to the coming year.

1264

1265 **5.4 DUTIES OF CHAPTER BOARD**

1266

1267 A. The duties of the Chapter Board shall be to:

1268 1. Govern, conduct, manage, and administer all property, business, and financial aspects
1269 of the Chapter in the intervals between Chapter meetings in the best interest of the
1270 Chapter and the FSMTA.

- 1271 2. Abide by FSMTA Bylaws, policies, procedures, rules, and guidelines.
- 1272 3. Hear reports, proposals, and recommendations made by Chapter committees, Chapter
1273 Board members, and Chapter membership; provide direction and suggestions when
1274 necessary.
- 1275 4. Approve or reject appointments as required in the Bylaws.
- 1276 5. Hold quarterly, regular Chapter Board meetings, regular Chapter meetings, and
1277 Chapter Annual Business Meetings; submit reports to membership on action taken
1278 between Chapter meetings.
- 1279 6. Obtain membership approval or rejection of major Chapter obligations and
1280 expenditures of two hundred fifty dollars (\$250) or more of the Chapter funds not
1281 included in the annual budget or Expense Reimbursement Guidelines.
- 1282 a. Documentation of Chapter vote shall be included with such expenditure.
- 1283 b. Chapter meeting minutes will meet this requirement.
- 1284 7. Obtain written approval or rejection from the Executive Finance Committee of major
1285 Chapter obligations and expenditures of five hundred dollars (\$500) or more of the
1286 Chapter funds not included in the Chapter annual budget or Expense Reimbursement
1287 Guidelines.
- 1288 8. Accurately communicate and represent official policies and positions of the FSMTA
1289 at all times.
- 1290 9. Conduct opinion polls of membership, as it deems prudent.
- 1291 10. Accurately represent and expeditiously carry out all action taken by vote of the
1292 Chapter.
- 1293 11. Require security deemed appropriate for any person acting on behalf of the Chapter.
- 1294 12. Fill vacancies, as required in the Bylaws.
- 1295 13. Request the assistance of the Executive Board, when prudent.
- 1296 14. Oversee and/or prepare, review, and submit annual budgets to the Chapter Board
1297 and/or the Chapter for approval or rejection.
- 1298 15. Make recommendations to the Chapter.
- 1299 16. Report to the Chapter on action taken.
- 1300 17. Submit appropriate petitions to the Executive Board on behalf of the Chapter Board
1301 or LMT/Practitioner Membership.
- 1302 18. Report cases of potential conflict of interest to the Executive Board for deliberation.
- 1303 B. The Chapter Board may look to the powers and duties of the Executive Board for guidelines
1304 on the appropriate administration of the Chapter when those powers and duties are not in conflict.
- 1305 C. In addition to powers and duties expressly granted in the Bylaws and Policy & Procedures, the
1306 Chapter Board may develop standing rules and guidelines for the prudent and efficient
1307 administration of Chapter business, when not in conflict with the Bylaws and Policy &
1308 Procedures

1309 D. The Chapter Board shall perform all other duties described in the Bylaws, Policy &
1310 Procedures, directed by the Executive Board and Chapter, appropriate to the position, and
1311 prescribed by the parliamentary authority adopted by the FSMTA, and all applicable laws.

1312

1313 **5.5 DUTIES OF CHAPTER OFFICERS**

1314

1315 **A. DUTIES OF CHAPTER PRESIDENT**

1316 The Chapter President is the Chief Chapter Officer and shall:

1317 1. Supervise all business of the Chapter; see that all business and votes of the FSMTA are
1318 carried out.

1319 2. Attend all meetings of the Executive Board or designate a Chapter Officer to attend
1320 and temporarily fill the President's position on the Board. The designated Chapter
1321 representative may temporarily assume the voting privilege of the position.

1322 3. Attend and chair all Chapter, Chapter Board, and other appropriate meetings.

1323 4. Act as liaison with the Executive Board and Chapter membership.

1324 5. Present quarterly Chapter Reports of business and activities at Executive Board
1325 meetings, and annual Chapter reports to membership at FSMTA Annual Business
1326 Meetings; prepare written summaries for FSMTA records.

1327 6. Accurately disseminate pertinent information and business conducted at Executive
1328 Board meetings to the Chapter on a timely basis.

1329 7. Coordinate and assign Chapter Officers as Officers-liaison with all Chapter
1330 Committees for maintaining optimal communication and coordination of effort.

1331 8. Maintain an organizational flow chart delineating assignment and transmit same to
1332 members of the Chapter Board and the Executive Officer-liaison of the Chapter.

1333 9. Be Editor-in Chief of the Chapter Newsletter.

1334 10. Utilize the Duties of Executive President for guidelines appropriate to administration
1335 of the Chapter where those duties are not in conflict.

1336 11. Perform all other duties customary to the office as described in the Bylaws, Policy &
1337 Procedures, directed by the Executive and Chapter Boards, and prescribed by the
1338 parliamentary authority adopted by the FSMTA, and all applicable laws.

1339 **B. DUTIES OF CHAPTER FIRST VICE-PRESIDENT**

1340 The Chapter First Vice-President shall:

1341 1. Attend all Chapter Board and other appropriate meetings; in the absence of the
1342 Chapter President preside as President Pro Tem and temporarily assume all duties of the
1343 President, except that no appointments shall be made or revoked, unless specifically
1344 authorized, in writing, by the President.

1345 2. Succeed to Chapter President for the remainder of the term in the event of vacancy in
1346 the office of Chapter President.

- 1347 3. Act as liaison with Chairs of Chapter Committees as designated by Chapter President.
- 1348 4. Assist the Chapter President with all business affairs of the Chapter.
- 1349 5. Act as representative for the Chapter President, upon request of the President.
- 1350 6. Submit quarterly reports to the Chapter Board and as directed by the Chapter President
- 1351 or Board.
- 1352 7. Utilize the Duties of Executive First Vice-President for guidelines appropriate to
- 1353 administration of the Chapter where those duties are not in conflict.
- 1354 8. Perform all other duties customary to the office as described in the Bylaws, Policy &
- 1355 Procedures, directed by the Chapter Board, President, and prescribed by the
- 1356 parliamentary authority adopted by the FSMTA, and all applicable laws.

1357 **C. DUTIES OF CHAPTER SECOND VICE-PRESIDENT**

1358 The Chapter Second Vice-President shall:

- 1359 1. Attend all Chapter Board and other appropriate meetings; in the absence of the
- 1360 Chapter President and First Vice-President, preside as President Pro Tem and temporarily
- 1361 assume all duties of the Chapter President, except that no appointments shall be made or
- 1362 revoked unless specifically authorized, in writing, by the Chapter President.
- 1363 2. Succeed to Chapter First Vice-President for the remainder of the term in the event of
- 1364 vacancy in the office of Chapter First Vice-President.
- 1365 3. Succeed to Chapter President for the remainder of the term in the event of vacancies in
- 1366 both the offices of Chapter President and First Vice-President.
- 1367 4. Act as liaison with Chairs of Chapter Committees as designated by the Chapter
- 1368 President.
- 1369 5. Assist the Chapter President with all business affairs of the Chapter.
- 1370 6. Act as representative for the Chapter President, upon request of the President.
- 1371 7. Utilize the Duties of Executive Second Vice-President for guidelines appropriate to
- 1372 administration of the Chapter where those duties are not in conflict.
- 1373 8. Perform all other duties customary to the office as described in the Bylaws, Policy &
- 1374 Procedures, directed by the Chapter Board, President, and prescribed by the
- 1375 parliamentary authority adopted by the FSMTA, and all applicable laws.

1376 **D. DUTIES OF CHAPTER SECRETARY**

1377 The Chapter Secretary shall:

- 1378 1. Attend all Chapter Board and other appropriate meetings.
- 1379 2. Record the minutes of all meetings, including teleconferences, Chapter Board, and
- 1380 Chapter Annual Business meetings, where a quorum is met, and as directed by the
- 1381 Chapter President; call the roll at the above meetings, as required.
- 1382 3. Transmit or supervise proper transmittal of minutes of Chapter and Chapter Board
- 1383 meetings to Chapter Board, Executive Secretary, Administrative Officer-liaison, and
- 1384 Corporate Office within ninety (90) days of ratification by the chapter members or

- 1385 chapter Board of Directors respectively; and to Chapter members at next Chapter
1386 meeting.
- 1387 4. Maintain all Chapter committee reports on file in Chapter archives.
- 1388 5. Furnish committees with documents necessary for the performance of duties.
- 1389 6. Maintain a list of all committees and committee members on hand at each meeting.
- 1390 7. Transmit or supervise proper transmittal of Notices required in the Bylaws,
1391 membership cards, certificates, and other membership information.
- 1392 8. Maintain record book(s) in which the Bylaws, minutes of meetings, special rules of
1393 order, standing rules/guidelines, amendments, and other records of the Chapter are
1394 entered; maintain the current record book(s) on hand at every meeting.
- 1395 9. Transmit or supervise transmittal of agendas as required and conduct the general
1396 correspondence of the Chapter.
- 1397 10. Transmit or supervise transmittal of all official communications from the Chapter
1398 Board to the Executive Board and Chapter membership.
- 1399 11. Authenticate, by signature when necessary, all acts, orders, proceedings of meetings,
1400 and legal documents.
- 1401 12. Submit quarterly reports to the Chapter Board and as directed by the Chapter
1402 President or Board.
- 1403 13. Immediately notify the Executive Administrative Officer-Liaison and Corporate
1404 Office of Chapter Officers and appointments of Chapter Board members, designating the
1405 names, addresses, phone numbers, and positions held.
- 1406 14. Immediately notify the Administrative Officer-Liaison and Corporate Office of the
1407 resignation of a Chapter Officer or Board member; and, when determined, the name,
1408 address, and phone number of the individual filling the vacancy.
- 1409 15. Utilize the Duties of Executive Secretary for guidelines appropriate to administration
1410 of the Chapter where those duties are not in conflict.
- 1411 16. Perform all other duties customary to the office as described in the Bylaws, Policy &
1412 Procedures, directed by the Chapter Board, President, and prescribed by the
1413 parliamentary authority adopted by the FSMTA, and all applicable laws.

E. DUTIES OF CHAPTER TREASURER

1414 The Chapter Treasurer shall:

- 1415
- 1416 1. Attend all Chapter Board and other appropriate meetings.
- 1417 2. Be custodian of funds received by the Chapter; properly disburse and deposit funds in
1418 accordance with Policy & Procedures.
- 1419 3. Maintain funds in a bank designated by the Executive Finance Committee, to the
1420 credit and in the name of FSMTA (designated Chapter name) CHAPTER.
- 1421 4. Be custodian of all accounting records representing funds received and disbursed.
- 1422 5. Be custodian of all tangible property of the Chapter.

- 1423 6. Follow accounting policies as directed by the Executive Treasurer.
- 1424 7. Maintain separate accounting or designation of funds in accordance with Policy &
1425 Procedures.
- 1426 8. Assist the Executive Treasurer and Corporate Office, when necessary, regarding
1427 Chapter accounting records and collection of funds.
- 1428 9. Prepare and timely transmit all accounting reports to the Corporate Office in
1429 accordance with Policy & Procedures.
- 1430 10. Submit all accounting records for annual audit or review by the Executive Finance
1431 Committee.
- 1432 11. Submit quarterly reports to the Chapter Board, regular reports to the Chapter, and as
1433 directed by the Chapter President or Board.
- 1434 12. Utilize the Duties of Executive Treasurer for guidelines appropriate to administration
1435 of the Chapter where those duties are not in conflict.
- 1436 13. Perform all other duties customary to the office as described in the Bylaws, Policy &
1437 Procedures, directed by the Chapter Board, President, and prescribed by the
1438 parliamentary authority adopted by the FSMTA, and all applicable laws.

1439 **F. DUTIES OF IMMEDIATE PAST CHAPTER PRESIDENT**

1440 The Immediate Past Chapter President shall:

- 1441 1. Assist the Chapter President, Executive Committee, and Board in an advisory capacity
1442 only. (no vote).
- 1443 2. Attend Chapter Board and other appropriate meetings.
- 1444 3. Assist the Chapter President in the transition of office and expeditious transfer of
1445 records.
- 1446 4. Utilize the Duties of Immediate Past Executive President for guidelines appropriate to
1447 administration of the Chapter where not in conflict.
- 1448 5. Perform all other duties customary to the office as described in the Bylaws, Policy &
1449 Procedures, directed by the Chapter Board, President, and prescribed by the
1450 parliamentary authority adopted by the FSMTA, and all applicable laws.

1451

1452 **5.6 CHAPTER COMMITTEES**

1453

1454 A. A committee is established and charged by the President, Board, Chapter, or
1455 LMT/Practitioner Members. It serves as a vehicle for volunteers to carry out the work of the
1456 Association by considering, investigating or acting on certain matters or subjects, all of these as
1457 directed by the Board. Depending on its charge, committees may:

- 1458 1. Create and present policy recommendations to the Board.
- 1459 2. Recommend establishment of programs.

- 1460 3. Monitor areas of Association interest.
- 1461 4. Serve as a link between the Board and the membership.
- 1462 5. Consult with officers and other committees as needed.
- 1463 6. Receive input from members.
- 1464 7. Provide information in their area of expertise.
- 1465 8. Gather, analyze and provide information pertinent to the committee's charge.
- 1466 9. Take other action as directed by the President, Executive Committee, or Board.

1467 B. Chapter Standing Committees

- 1468 1. The Chapter shall have Standing Committees as provided in the Bylaws.
- 1469 a. Education
- 1470 b. Legislation
- 1471 c. Special Events
- 1472 2. A Chapter Standing Committee Chair shall attend all Chapter Board meetings.

1473 C. Chapter Special Committees

1474 The Chapter Special Committees may include but not be limited to:

- 1475 1. Awards Committee
- 1476 2. Elections Committee
- 1477 3. Membership Committee
- 1478 4. Publication Committee
- 1479 5. Public Relations Committee
- 1480 6. Promotional Products Committee
- 1481 7. Sports Massage Committee

1482 D. A Chapter Special Committee Chair shall attend Chapter Board meetings at the request of the

1483 Chapter President.

1484 E. Chapter Sub-Committees

- 1485 1. The Chapter Sub-Committees shall include but not be limited to: Balloting and
- 1486 Nominating Sub-Committee of Elections Committee
- 1487 2. A Chapter Sub-Committee Chair shall attend Chapter Board meetings at the request of
- 1488 its Committee Chair and the Chapter President.

1489

1490 **5.7. DUTIES OF CHAPTER COMMITTEE CHAIRS**

1491

- 1492 A. Each Committee Chair shall:
- 1493 1. Call and preside at all committee meetings.
- 1494 2. Designate a committee member to take minutes.
- 1495 3. Be directly responsible to the President and Board.
- 1496 4. Submit reports to the Board or quarterly or more frequently as requested by the
- 1497 President or Board.
- 1498 5. Make oral reports at Board meetings as requested by the President or Board.
- 1499 6. Submit a yearly operating budget proposal to the Chapter Board.
- 1500 7. Submit a written annual report for the annual membership meeting.
- 1501 8. Submit a final report at the end of the one- (1) year term, or end of committee
- 1502 assignment, whichever comes first, including:
- 1503 a. review of charges assigned,
- 1504 b. brief explanation of how the committee carried out its work,
- 1505 c. review of any recommendations to the Board which have not been acted upon,
- 1506 d. review of any charges not completed, with plan for completion, and
- 1507 e. complete accounting of the committee's monetary expenditures.
- 1508 9. Perform all other duties described in the Bylaws, appropriate to the position, as
- 1509 directed by the President, Board, and prescribed by the parliamentary authority adopted
- 1510 by the FSMTA, and all applicable laws, and in the best interests of the FSMTA and its
- 1511 members.
- 1512 B. The Chairs of Chapter Standing and Special Committees shall communicate and coordinate
- 1513 efforts with the corresponding Chairs of Executive Standing and Special Committees.
- 1514 C. The Chairs of Chapter Standing Committees may utilize the Duties of Executive Standing
- 1515 Committee Chairs for guidelines as appropriate to the administration of the Chapter, determined
- 1516 by the Chapter Board, and when these duties are not in conflict.
- 1517 D. The President may request the Committee Chair to provide recommendations for committee
- 1518 members.
- 1519 E. The President shall review all committee appointments at the end of each term, or at the
- 1520 beginning of a new Presidency for re-appointment or appointment of successors.

1521

1522 **5.8 CHAPTER NEWSLETTERS/WEBSITES/SOCIAL MEDIA**

1523

1524 A. PURPOSE:

1525 The purpose of the chapter newsletter is to promote the goals, objectives and purpose of the

1526 FSMTA, communicate to Chapter members the meetings, events and administrative information

1527 relevant to the individual Chapter and inform Chapter members of FSMTA business and
1528 activities worldwide, as directed by the Executive Board, and disseminate educational materials.

1529 B. POLICIES:

1530 1. Chapter newsletters may carry advertisements and announcements, provided they are
1531 in accordance with the policies and objectives of the Association.

1532 2. The Chapter newsletter shall convey and promote professionalism.

1533 3. The Chapter newsletter is a forum for FSMTA activities and business, and as such, it
1534 is not appropriate for:

1535 a. the Chapter President, Editor, or any individual to use it as a forum for
1536 personal opinions, including opinions regarding FSMTA business;

1537 b. any individual to use it as a forum for personal or professional gain except on
1538 paid advertisements.

1539 4. The Executive or Chapter Board may utilize the Chapter newsletter for opinion polls.
1540 Opinion polls are for polling membership and are not binding votes.

1541 5. The Chapter President is Editor-in-Chief of the newsletter, and as such, is responsible
1542 for the content of the newsletter.

1543 6. The Executive President, as Executive Editor of all FSMTA publications, shall have
1544 final authority over Chapter newsletters.

1545 7. The Executive Board shall determine all policies governing the Chapter newsletter.

1546 C. PROCEDURES:

1547 1. The Chapter newsletter shall be mailed to all Chapter members, all voting and non-
1548 voting Executive Board members, and Corporate Office.

1549 2. Chapter and Chapter Board meeting minutes or a synopsis of the meeting shall be
1550 included in the newsletter.

1551 3. The Editor(s) may be any Chapter member(s) willing and able to produce the
1552 newsletter. Duties shall include, but not be limited to:

1553 a. write, solicit, and otherwise gather materials for the newsletter according to
1554 timelines and deadlines,

1555 b. edit materials as necessary,

1556 c. prepare materials for printing,

1557 d. design and execute layout of the newsletter,

1558 e. attend meetings and report on activities as directed by Chapter President.

1559 4. The Editor may, with approval of Chapter Board, utilize outside professional
1560 assistance in the production and distribution of the newsletter.

1561 5. Chapters shall publish newsletters at least quarterly. Recommended is publication bi-
1562 monthly, in the months opposite the bi-monthly publication of the *Massage Message*
1563 magazine, to ensure a steady flow of communication to the membership.

- 1564 6. The format for each issue of the newsletter shall include as minimum requirements:
- 1565 a. a masthead including the FSMTA logo, name of the newsletter, and
- 1566 “_____ Chapter of the FSMTA” and date or volume and issue number;
- 1567 b. a column containing the titles, names and contact information of all Chapter
- 1568 officers and committee chairs;
- 1569 c. Chapter President’s report;
- 1570 d. minutes, or Chapter Secretary’s synopsis of minutes of all meetings;
- 1571 e. Chapter Treasurer’s report, or synopsis of financial activity;
- 1572 f. notice with location of next Chapter meeting and upcoming activities of the
- 1573 Chapter and relevant worldwide Association activities;
- 1574 g. a summary of business conducted at quarterly Executive Board meetings, as
- 1575 provided to Chapter Presidents by a designated member of the Executive Board.
- 1576 7. The format of the newsletter shall include items periodically or as timely, including
- 1577 but not limited to:
- 1578 a. Membership Application and information,
- 1579 b. FSMTA Liability Insurance Application and information,
- 1580 c. FSMTA Convention Registration Forms and information,
- 1581 d. Items designated by the Executive Board for dissemination through the
- 1582 Chapter newsletter.

1583

1584 **SECTION 6. ELECTIONS**

1585

1586 A. Election of Executive Committee Members shall occur in conjunction with the FSMTA

1587 Annual Business Meeting.

1588 B. Election of Executive Officers occurs by a mail vote. The ballots shall be received and

1589 counted prior to the Annual Business Meeting for announcement of results and installation of

1590 newly-elected Officers at that meeting.

1591 C. In an election year, the Executive Officers presiding prior to the election shall open and

1592 conduct the Annual Business Meeting to the conclusion of the meeting.

1593 1. Following Old Business, the Elections Committee Chair shall install the newly-elected

1594 Officers.

1595 2. The terms of office for newly-elected officers shall commence beginning the first day

1596 after the close of Convention.

1597

1598 **SECTION 7. FSMTA FINANCIAL INFORMATION**

1599

1600 **7.1 DUES-Effective Date 31 September 2017**

1601

1602 A. Annual membership dues shall be due and payable each successive membership year.

1603 1. LMT/Practitioner Membership \$125 each year

1604 2. Student Membership \$ 50 each year

1605 3. Associate Membership \$125 each year

1606 4. Business Membership \$125 each year

1607 5. School Membership \$125 each year

1608 B. Monthly membership dues shall be due and payable in monthly installments on the
1609 anniversary date of the membership at the rate of \$14.95/month. Monthly membership is
1610 available to all membership types except student memberships.

1611 C. Membership dues shall be billed and collected by Corporate Office.

1612 D. Chapters shall receive a portion of the yearly/monthly membership dues on the date of each
1613 member’s anniversary paid to the chapter in monthly installments.

1614 E. The application Fee for new and delinquent LMT/Practitioner memberships shall be an
1615 additional non-refundable processing charge of fifteen dollars (\$15).

1616

1617 **7.2 APPORTIONMENT OF FEES AND DUES**

1618

1619 A. Dues received from members with Chapter assignments shall be apportioned as follows:

1620 1. Twenty dollars (\$20) for LMT/Practitioner and Associate membership.

1621 2. Twenty dollars (\$20) for Business Membership

1622 3. Twenty dollars (\$20) for School Membership

1623 4. Fifteen dollars (\$15) for Student membership

1624 5. Two dollars and fifty cents (\$2.50) for monthly membership

1625 6. Remainder of the dues to the general revenue of the FSMTA

1626 B. Application fees for new and delinquent members shall not be apportioned.

1627 C. Dues received from members with “Member-at-Large” assignments shall be retained as
1628 general revenue of the FSMTA.

1629

1630 **7.3 EXPENSE REIMBURSEMENT GUIDELINES**

1631

1632 A. FSMTA members and appointed Administrative Officers (Staff), shall be entitled to
1633 reimbursement for reasonable expense incurred in performance of duties in accordance with
1634 guidelines developed by the Executive Finance Committee, approved by the Executive Board and
1635 subject to modification. Any modification shall not affect reimbursement for expenditures made
1636 prior to modification.

1637 B. Expenses shall be submitted to the appropriate Chapter/Executive Treasurer or Corporate
1638 Office on an Expense Reimbursement Report form with logs and original receipts, or a
1639 reasonable facsimile attached.

1640 C. Failure to submit Expense Reimbursement Reports within sixty (60) days of expenditure may
1641 result in non-payment, unless specifically approved by the Executive Finance Committee.

1642 D. Reimbursement Schedules follow, and reimbursement shall include such other expenses as
1643 the Finance Committee deems fit for reimbursement.

1644 1. Per Diem for attendance at FSMTA business meetings when presence is required of
1645 the position per Bylaws and Policy & Procedures or requested in writing by the
1646 Executive President. Receipts are not required for full or partial reimbursement.
1647 Effective Date 30 September 2017.

1648 a. Executive Board/Executive Committee: maximum of fifty-one dollars (\$51)
1649 per meeting day unless prior approval by the Executive Finance Committee is
1650 received.

1651 b. Appointed Administrative Officers: maximum of fifty-one dollars (\$51) per
1652 meeting day unless prior approval by Executive Finance Committee is received.

1653 2. Partial reimbursement rates are as follows: (As per State of Florida per diem laws):
1654 Partial reimbursement shall be determined according to the need for the participant to be
1655 at a meeting where a meal is not provided by the Association; during the time of the
1656 meal; or when the participant is en route to a meeting during the time of the meal, as
1657 approved by the Executive Finance Committee.

1658 a. Breakfast: ten dollars (\$10)

1659 b. Lunch: fifteen dollars (15)

1660 c. Dinner: twenty-six dollars (\$26)

1661 3. Private auto transport for attending business of the FSMTA, when presence is required
1662 of the position per Bylaws and Policies & Procedures, or requested in writing by the
1663 Executive or Chapter President:

1664 a. Current fiscal year's listing per the IRS standard mileage rate in effect at the
1665 time of expense incurred when mileage exceeds thirty (30) miles in any one
1666 direction.

1667 b. Parking fees and tolls when accompanied by appropriate receipts.

1668 c. Only one person per vehicle shall be reimbursed for private auto transport
1669 expenses.

1670 4. If commercial air travel is required for attending business of the FSMTA, when
1671 presence is required of the position per Bylaws and Policy & Procedures or requested in
1672 writing by the Executive President. The reimbursement shall be in an amount up to two-

1673 hundred fifty dollars (\$250) unless prior approval of the Executive Finance Committee
1674 has been obtained. Air travel is required if standard mileage rates exceed the cost of the
1675 airline ticket.

1676 5. Lodging, if required for attending business of the FSMTA, when presence is required
1677 of the position per Bylaws and Policy & Procedures or requested in writing by the
1678 Executive or Chapter President:

1679 a. An amount not to exceed ninety-five dollars (\$95) per night, unless prior
1680 approval by the Executive Finance Committee has been obtained.

1681 b. One night is allowed per meeting day attended, unless prior approval of the
1682 Executive Finance Committee has been obtained.

1683 6. Reimbursement Responsibilities

1684 a. The Chapter may reimburse the Chapter Representative for any corporate
1685 meeting expense outlined in items #2 through #5 listed above which exceeds the
1686 maximum reimbursement, provided the Chapter Board approves such
1687 reimbursement prior to incurring said expense.

1688 b. When presence for FSMTA business or an FSMTA meeting is requested by
1689 the Executive President, reimbursement shall be made from Corporate funds.

1690 c. When a Chapter President requests a representative's presence, reimbursement
1691 shall be made from that Chapter's funds.

1692 d. Reimbursement for items outlined in #2 through #5 listed above shall not
1693 exceed actual expenses incurred.

1694 e. The Corporate fund shall reimburse executive board meeting expenses
1695 outlined in items #2 through #5 listed above for a Chapter President or
1696 Representatives.

1697 7. International telephone calls shall be reimbursed for FSMTA business as follows:

1698 a. The cost of the phone call, plus appropriate taxes.

1699 b. The fee for a conference call.

1700 c. International Telephone Reimbursement Log must be complete.

1701 1. Copies of the phone bill must accompany the Telephone
1702 Reimbursement Log.

1703 2. Attach all copies in support of the claim of expenses.

1704 3. Attach all copies of International calls in support of the claim of
1705 expenses.

1706 8. Guidelines for reimbursement of copying/printing, newsletter publications, postage,
1707 telephone and travel are provided for completion of appropriate log forms. Other
1708 reimbursable expenses are listed on the Expense Reimbursement Form. Reimbursement
1709 for travel starts at thirty (30) miles in any one direction.

1710 9. A reasonable effort must be made to obtain the lowest-cost transportation, lodging and
1711 other expenses for reimbursement.

- 1712 10. Reimbursement may be refused for Executive Board Members not in compliance
1713 with the Policy and Procedures for Duties as Executive Board Members.
- 1714 11. Grounds for reimbursement refusal shall include, but not be limited to the following:
- 1715 a. Total reimbursement requested exceeds actual expense.
- 1716 b. Request for reimbursement for charges is duplicated by one or more
1717 individuals.
- 1718 c. Duplicate requests for reimbursement have been made from Corporate and
1719 Chapter funds for the same expense.
- 1720 12. For Executive/Chapter Committee/Board members whose terms have expired, who
1721 are not running for re-election, or who are running for re-election and are being opposed,
1722 their budgets will be divided into twelve (12) equal parts; and they will be entitled to
1723 spend one part per month or partial month they are in office. Any expenditures over 1/12
1724 of their budget per month must be approved by the Financial Review Committee.

1725

1726 7.4 CONVENTION

1727

- 1728 A. All individuals attending Annual Conventions shall pay a registration fee, unless otherwise
1729 exempted by the Executive Board or Executive Finance Committee, or in the Policy &
1730 Procedures.
- 1731 B. If a scheduled Annual Convention does not occur due to acts of God or State of Emergency,
1732 the Board may waive or re-schedule the Annual Convention.
- 1733 C. The net revenue from Annual Convention shall be retained as general revenue of the FSMTA.
- 1734 D. Convention Registration Fee will be waived:
- 1735 1. If attendance is required per Bylaws and Policy & Procedures at FSMTA Annual
1736 Business Meeting.
- 1737 2. For members of the Convention Committee.
- 1738 a. Chapter may pay the early registration fees to attend the FSMTA Convention
1739 on behalf of its Chapter for Chapter First Vice-President, Chapter Second Vice-
1740 President, Chapter Secretary and Chapter Treasurer as an allowable
1741 reimbursement when those officers are required to attend the Convention as part
1742 of their duties.
- 1743 b. A Chapter Board Meeting shall not be held at Convention as part of their
1744 duties. Therefore, Chapter Board members do not have a mandatory reason as
1745 part of their duties, with the exemption of Chapter President or Chapter
1746 Representative at the Annual Meeting or Quarterly Meeting held at Convention.
- 1747 c. Any variance to this directive will require prior approval from the FSMTA
1748 Financial Committee (EFC). Any expenditure above the approved amount (early
1749 registration fee) will require approval by the Chapter Membership, then the EFC;
1750 and the decision must be transmitted to Corporate Office for the record.
1751 Additional expenses such as travel and hotel must have limitations and require

1752 justification by the Chapter Board. Convention spending shall be within
1753 reasonable limits so that the Chapter bank accounts to not become depleted.
1754 Chapter Board Members have a fiduciary responsibility to maintain funds to run
1755 the Chapter for the entire year.

1756 d. A Variance for the hotel to be paid by the Chapter cannot be obtained when
1757 the Chapter board member is a volunteer or CE monitor whose registration fees
1758 have already been waived.

1759 E. Convention Hotel Room

1760 1. The Executive Committee Members shall have their room night(s) paid by corporate
1761 funds during the days that they are required to be at Convention to perform their duties.

1762 2. Members of the Convention Committee have room night(s) paid as determined by the
1763 Executive Finance Committee.

1764 3. Executive Directors, Board Directors and Committee Chairs, and each Chapter
1765 President or Chapter representative will have two (2) room nights paid by corporate funds
1766 for attendance at the Executive Board Meeting and the FSMTA Annual Business
1767 Meeting.

1768 4. The Chapter will pay the remaining hotel nights for the Chapter President or Chapter
1769 Representative.

1770 F. FSMTA will reimburse Convention presenters as follows:

1771 1. Honorarium of fifty dollars (\$50) per hour taught.

1772 2. Standard hotel room for one night per each one day of speaking as approved in the
1773 budget or by the EFC.

1774 3. Mileage per IRS rules for private vehicle or round trip lowest internet non-refundable
1775 coach airfare and ground transportation from the airport (receipts required). Maximum
1776 paid will be five-hundred dollars (\$500).

1777 4. One ticket to the Saturday night dinner/dance if staying over on Saturday night.

1778 5. Expenses for printed handouts, tips and/or valet parking will be the presenter's
1779 responsibility.

1780

1781 **7.5 SUBSIDIARY CORPORATIONS**

1782

1783 The FSMTA shall have the authority to form subsidiary corporations for the benefit of members
1784 and the Association as determined by the Executive Board.

1785

1786 **7.6 GENERAL INFORMATION**

1787

1788 A. Banking

- 1789 1. Authorized Bank
- 1790 a. All FSMTA bank accounts shall be held with FDIC charter Banks.
- 1791 b. Accounts shall meet the following criteria, when possible:
- 1792 1. Interest-Bearing Account
- 1793 2. No Service Charges charged to the account
- 1794 3. Deposits not to exceed insurance limits of FDIC
- 1795 2. Name and address for FSMTA accounts
- 1796 a. Corporate Operating bank account:
- 1797 Florida State Massage Therapy Association, Inc., D/B/A FSMTA
- 1798 C/O FSMTA Corporate Office
- 1799 FSMTA Corporate Office address
- 1800 b. Chapter bank account
- 1801 FSMTA _____ Chapter (name on Chapter Charter)
- 1802 C/O FSMTA Corporate Office
- 1803 FSMTA Corporate Office address
- 1804 3. Federal Identification Number (FIN)/Tax Identification Number (TIN):
- 1805 The FIN/TIN number is 59-2654594 and shall be used on all FSMTA accounts.
- 1806 4. Sales Tax Certificate number is 58-00-126823-79-3
- 1807 5. The Corporate office shall use computerized bookkeeping software for all Corporate-
- 1808 managed accounts.
- 1809 6. Signature
- 1810 a. Two signatures are required on all FSMTA Bank Accounts
- 1811 1. One signature shall be the Executive/Chapter Treasurer or
- 1812 Executive/Chapter President.
- 1813 2. The second signature shall be another Executive/Chapter Officer or
- 1814 Executive Director of the FSMTA
- 1815 b. More than two signatories may be allowed on each account. Only
- 1816 Executive/Chapter Officers and the Executive Director shall be signatories on
- 1817 Corporate/Chapter accounts.
- 1818 c. A signatory may not be the individual to whom the check is made payable.
- 1819 (*Reference: Bylaws – ARTICLE 20, SECTION 2, A & B – Page 27*).
- 1820 7. Receipt and disbursement of funds may be made by any customary and/or accepted
- 1821 banking procedure, whether physical or electronic.

1822 8. Fiscal Year: The FSMTA is on a fiscal year for tax reporting, which begins January 1
1823 and ends December 31.

1824 9. Record Keeping and Retention

1825 a. All records shall be retained in Corporate archives in Corporate Office for at
1826 least seven (7) years, in accordance with IRS Regulations.

1827 b. Financial records may not be destroyed by anyone but the Executive
1828 Treasurer, with approval of the Executive Finance Committee.

1829 10. Records Transfer

1830 All financial records must be transferred immediately, either to the succeeding
1831 Executive/Chapter Treasurer, to the Executive Treasurer, or to Corporate Office, in
1832 accordance with Bylaws and Policies & Procedures.

1833 11. Determination of Purchases as Assets

1834 a. A purchase becomes an asset when the cost on the item exceeds two-hundred
1835 dollars (\$200) and the useful life is greater than one year.

1836 1. The Executive Finance Committee and/or Executive Board, in
1837 accordance with Bylaws and Policy & Procedures, shall give prior
1838 approval to the purchase of the asset by the Corporation.

1839 2. The Chapter Board, in accordance with Bylaws and Policy &
1840 Procedures, shall give prior approval to the purchase of the asset by the
1841 Chapter.

1842 b. All Corporate/Chapter assets shall be reported within thirty (30) days of
1843 purchase to the Administrator of Finance (Staff) and Executive Treasurer for
1844 inclusion in the FSMTA inventory of assets, including the following information:

1845 1. Name of the item purchased, including its make, model and serial
1846 number, if applicable.

1847 2. Date on which the item was purchased.

1848 3. Copy of the receipt for the purchased item.

1849 4. Purpose of the purchased item.

1850 5. Name of the individual who is in possession of the purchased item.

1851 B. Federal and Sales Tax Reporting

1852 1. FSMTA is a not-for-profit Corporation 501(6)(c) for Federal Income Tax purposes.
1853 Tax returns shall be prepared by a CPA and filed at the appropriate date.

1854 2. FSMTA is not exempt from sales tax. The Association must pay sales tax on all items
1855 except purchases for resale.

1856 3. Promotional Products sales shall be processed through Corporate Office and sales tax
1857 collected on items sold.

1858 4. Administrator of Finance (Staff) shall perform all accounting for purpose of sales tax
1859 reporting which shall be done on a quarterly basis and shall be filed under the tax number
1860 5800126823-79-3.

1861 C. Chapter Dues Checks

1862 The Executive Treasurer/Corporate Office shall deposit Chapter dues monthly into Chapter
1863 accounts. Each deposit represents dues earned for the previous month.

1864 D. Bonding

1865 All signatories and all other individuals handling or having access to FSMTA funds shall be
1866 bondable and covered by Directors and Officers Insurance.

1867 E. Contracts

1868 The Executive Finance Committee shall approve contracts, registration fees and all other
1869 financial obligations and arrangements for Annual Convention prior to obligating the FSMTA to
1870 any such obligations and arrangements. The Board is notified and then the Executive President
1871 signs the contract.

1872 F. Membership Reports

1873 Corporate office shall send membership and dues reports monthly to Chapter Presidents unless
1874 otherwise designated by the Chapter President.

1875 G. Collection Procedures

1876 All/Any returned checks shall be handled through Corporate Office. All collection letters and
1877 notices will be sent from Corporate Office.

1878 H. Account Categories

1879 Account Categories for all FSMTA accounts shall include, but not be limited to:

1880	<i>Income:</i>	<i>Expenses</i>
1881	Convention	Accounting
1882	Fund Raising	Advertising
1883	Interest	Awards
1884	Legislative	Bank Charges
1885	Liability Insurance	Consultants-Independent Contractors
1886	Meeting	Convention
1887	Membership Dues	Depreciation
1888	Newsletter & Publications	Dues & Subscriptions
1889	Sales-Merchandise	Equipment
1890	Seminars	Fundraising
1891	Sports Team	Furniture/Fixtures
1892		Insurance

1893	Interest
1894	Legal
1895	Legislative
1896	Liability Insurance
1897	Meetings
1898	Membership Dues
1899	Newsletter & Publications
1900	Office Supplies
1901	Outside Events
1902	Payroll (Including Salaries)
1903	Payroll Taxes
1904	Postage-Excluding Newsletters & Publications
1905	Printing-Excluding Newsletters & Publications
1906	Purchases (Promotional Products cost of goods sold)
1907	Repairs & Maintenance
1908	Sports Team
1909	Supplies
1910	Taxes/Licenses
1911	Telephone
1912	Travel-Mileage

1913

1914 **7.7. EXECUTIVE TREASURER’S PROCEDURES**

1915

1916 A. Receipt of Funds

1917 1. All monies shall be received by Corporate Office and deposited on a regular basis, no
 1918 less than once per week.

1919 2. Copies of the deposit summary, noting sources of funds, shall be filed and retained in
 1920 Corporate Office.

1921 B. Reporting

1922 The Executive Treasurer shall report on Corporate funds, including but not limited to receipts,
 1923 disbursements and budgetary items in the following manner:

1924 1. Monthly to the Executive Finance Committees

- 1925 2. Quarterly to the Executive Board
- 1926 3. Annually to the Membership
- 1927 4. Annual preparation of all tax returns by a CPA in conjunction with Corporate Office
- 1928 C. Balanced Budget
- 1929 Executive Committee, Board Members and all Committees cannot exceed or be reimbursed for
 1930 expenses beyond their budgets without first getting approval from a 2/3-majority vote of the
 1931 Executive/Chapter Board.
- 1932 D. Disbursements of Corporate Funds
- 1933 There are currently two different categories of disbursements that the association handles. The
 1934 two categories shall be processed differently due to the need to review reimbursements for
 1935 compliance with Bylaws and Policy and Procedures.
- 1936 1. Recurring-Type Expenses
- 1937 This reimbursement type includes, but is not limited to rent, payroll, lease payments, and
 1938 contract payments.
- 1939 a. Administrator of Finance (Staff) shall receive bills and statements for
 1940 payment.
- 1941 b. Administrator of Finance shall create and print checks on a weekly basis, two
 1942 weeks prior to date due, when possible.
- 1943 c. Executive Director or Executive President shall review and sign checks.
- 1944 d. Administrator of Finance shall mail checks and envelopes prepared for
 1945 mailing via two-day express, along with the corresponding original
 1946 bills/statements, and a Check Detail Report, to the Executive Treasurer for
 1947 review and signature.
- 1948 2. Reimbursement-Type Expenses
- 1949 This reimbursement type consists of all expenses submitted to the Association for
 1950 reimbursement by the Executive Board, Administrative Officers and other Agents of the
 1951 Association, utilizing the Expense Reimbursement Report.
- 1952 a. The Expense Reimbursement Report shall be submitted directly to Corporate
 1953 Office, with appropriate supporting documentation of each expense.
- 1954 b. The Executive Director and/or Administrator of Finance shall review the
 1955 documents to be sure they comply with the following requirements:
- 1956 1. They are mathematically correct.
- 1957 2. They are submitted in compliance with Bylaws and Policy &
 1958 Procedures.
- 1959 3. They are submitted with appropriate documentation to support
 1960 expense (e.g. receipts, logs, etc.).
- 1961 4. The submission does not exceed the amount requested in annual
 1962 budget.

- 1963 c. The Administrator of Finance shall create and print checks and attach each
1964 check to an Expense Reimbursement Report.
- 1965 d. The Executive Director or Executive President shall review and sign checks.
- 1966 e. The Administrator of Finance shall mail checks and envelopes prepared for
1967 mailing via two-day express, along with a copy of the Expense Reimbursement
1968 Reports, supporting documentation and a Check Detail Report to the Executive
1969 Treasurer for review, approval and signature.
- 1970 3. The Executive Treasurer shall review, sign and send the checks from each category to
1971 the appropriate person/company. Some checks, along with original paperwork, will be
1972 returned to Corporate Office for disposition by priority mail.
- 1973 4. If either FSMTA Signatory above is not available for signature, and third Executive
1974 Officer shall provide the second signature. The signatories listed on the bank account are
1975 the following Executive Officers: Executive President, Executive Treasurer, Executive
1976 First Vice-President, Executive Second Vice-President, Executive Secretary and
1977 Executive Director.
- 1978 5. If the second signatory is not the Executive Treasurer, he/she shall review. Sign and
1979 send back all paperwork by priority mail to the Corporate Office for disposition and/or
1980 filing.
- 1981 6. The Executive Director shall open the bank statements and shall compare cancelled
1982 checks to the statement and Expense Reimbursement Reports. After review, the
1983 Executive Director shall give the bank statements to the Administrator of Finance to
1984 reconcile the account(s).
- 1985 7. The Administrator of Finance shall send Reconciliation Report to the Executive
1986 President and the Executive Treasurer.
- 1987 8. Cancelled checks, bank statements, original documents and reconciliation reports shall
1988 be retained at Corporate Office for seven (7) years.

1989

1990 **7.8 CHAPTER TREASURER'S PROCEDURES, CHAPTER-MANAGED ACCOUNTS**

1991

1992 The following are the specific procedures for the management of the FSMTA Chapter Funds, which are
1993 handled by the Chapter.

1994 A. Disbursements

1995 All disbursements from the Chapter Funds shall be submitted utilizing the FSMTA Expense
1996 Reimbursement Report Forms.

1997 1. The Expense Reimbursement Report shall be presented to the Chapter Treasurer,
1998 along with appropriate supporting documentation of each expense including the original
1999 receipts.

2000 2. The Chapter Treasurer shall review the document to be sure they comply with the
2001 following requirements:

2002 a. They are mathematically correct.

- 2003 b. The submission complies with Bylaws and Policies & Procedures.
- 2004 c. They are submitted with appropriate documentation to support expense (e.g.
2005 receipts, logs, etc.).
- 2006 d. The submission does not exceed the amount requested in annual budget.
- 2007 3. The Chapter Treasurer shall create and sign checks, write a brief description on each
2008 check, and record each check number and date on an Expense Reimbursement Report;
2009 then forward the checks with a copy of the Expense Reimbursement Report to the
2010 Chapter President for signature.
- 2011 4. The Chapter President shall review and sign the Expense Reimbursement Reports;
2012 sign check(s) and forward each to the appropriate person/company.
- 2013 5. If either officer above is not available for signature, a third officer shall provide the
2014 second signature. The signatories on the Chapter bank account should be the Chapter
2015 President, Chapter First Vice-President, Chapter Second Vice-President, Chapter
2016 Secretary, Chapter Treasurer, Executive Director and Executive Treasurer.
- 2017 6. The Chapter President shall receive the monthly bank statement directly from the
2018 bank, review and compare the statement against the Expense Reimbursement Reports for
2019 accuracy, and then forward the bank statement to the Chapter Treasurer for
2020 reconciliation. The Chapter President and/or the Chapter Treasurer may view the
2021 Chapter bank account at any time using current technology.
- 2022 7. The Chapter Treasurer shall reconcile the bank statement and send copies of the report
2023 to the Chapter President and Administrator of Finance.
- 2024 8. The Chapter Treasurer shall provide a financial report to the Chapter in newsletters
2025 and at meetings.
- 2026 B. Receipt of Funds
- 2027 1. The Chapter Treasurer shall deposit all monies received by the Chapter no less
2028 frequently than monthly and will forward a copy of each deposit slip to the Chapter
2029 President.
- 2030 2. The Administrator of Finance at the Corporate Office will deposit monthly dues
2031 checks directly into Chapter checking accounts and will mail a copy of each check and
2032 deposit slip to the corresponding Chapter President or other designated officer as directed
2033 by the Chapter President.
- 2034 C. Financial Reporting between the Chapter and FSMTA Corporate
- 2035 1. The Chapter Treasurer shall send original Expense Reimbursement Report(s), original
2036 supporting documentation, and receipts to the Administrator of Finance monthly; as well
2037 as keeping copies for the Chapter file.
- 2038 2. The Chapter Treasurer and/or Chapter President shall report all financial transactions
2039 to the Corporate Office on a monthly basis.
- 2040 3. The Chapter original bank statement and cancelled checks shall be mailed directly by
2041 the bank to the Corporate Office.
- 2042 4. The Corporate Office shall maintain the Chapter financial records in storage for seven
2043 years.

- 2044 5. The Administrator of Finance shall review the bank statement and cancelled checks
2045 for irregularities including, but not limited to:
- 2046 a. One signatory is the same as the recipient.
- 2047 b. Only one signature appears on the check.
- 2048 c. Checks do not match documentation.
- 2049 d. Checks are not in numerical order.
- 2050 6. The Administrator of Finance shall input information from the Chapter account into
2051 the computer accounting program, request any missing information from the Chapter
2052 Treasurer, and reconcile the Chapter account.
- 2053 7. The Administrator of Finance shall forward a copy of each bank statement and account
2054 reconciliation to the Chapter President.
- 2055 8. The Chapter President shall forward a copy of each bank statement and account
2056 reconciliation to the Chapter Treasurer.
- 2057 9. The Chapter Treasurer shall balance the checkbook to the account reconciliation.
- 2058 10. The Chapter Treasurer shall attach the account reconciliation to the copy of the bank
2059 statement and copies of Expense Reimbursement Reports and retain these documents in
2060 the Chapter's file for at least seven (7) years.
- 2061 11. The Chapter Treasurer shall provide documentation and/or information to support
2062 Chapter Board requests to the Executive Finance Committee.
- 2063 12. The Chapter Treasurer shall provide documentation and/or information to support a
2064 Chapter Board petition to the Executive Board.
- 2065 13. Any Chapter which is delinquent three months in submitting their financial reports to
2066 the Corporate Office shall have the Chapter dues withheld until all reports are up to date.
- 2067 14. A Chapter may voluntarily relinquish management of its bank account to the
2068 Corporate Office.
- 2069 15. The Executive Committee, acting as the Executive Finance Committee, may take
2070 over management of any accounts deemed not properly managed.
- 2071 16. If a Chapter has a vacancy in the office of Treasurer, that Chapter must relinquish
2072 management of its bank account to the Corporate Office.

2073 D. Miscellaneous

- 2074 1. Prior to expenditures or reimbursements of two hundred fifty dollars (\$250) or more
2075 not included in the annual budget of the Expense Reimbursement Guidelines, approval by
2076 Chapter vote shall be required. The Expense Reimbursement Report shall require the
2077 approval of both the Chapter Treasurer and the Chapter President, as well as
2078 documentation of the Chapter vote.
- 2079 2. Prior to expenditures or reimbursements of five hundred dollars (\$500) or more which
2080 are not included in the Chapter's annual budget or the Expense Reimbursement
2081 Guidelines, written approval by the Executive Finance Committee, as well as

- 2082 documentation of the chapter vote shall be included, along with an Expense
2083 Reimbursement Report.
- 2084 3. Additionally, the following officers shall have authority over the Chapter checking
2085 account:
- 2086 a. Executive Treasurer
- 2087 b. Executive Director
- 2088

2089 **7.9 CHAPTER TREASURER'S PROCEDURES, CORPORATE-MANAGED**
2090 **ACCOUNTS**

2091 A. Deposits

2092 1. Funds given to the Chapter Treasurer:

- 2093 a. The Chapter Treasurer shall keep a record documenting the products or
2094 services for which the funds were spent.
- 2095 b. The Chapter Treasurer shall make a copy of this documentation for the
2096 Chapter's records.
- 2097 c. The Chapter Treasurer shall deposit the funds into the Chapter's checking
2098 account.
- 2099 d. The Chapter Treasurer shall mail the documentation of the deposit slip to the
2100 Administrator of Finance within two business days of deposit.

2101 2. Checks written to the Chapter from the Corporate Office (i.e. dues):

- 2102 a. The Administrator of Finance shall deposit the monthly dues checks into
2103 Chapter checking accounts.
- 2104 b. The Administrator of Finance shall make a copy of the documentation
2105 regarding the funds.
- 2106 c. The Administrator of Finance shall mail a copy of the check and deposit slip
2107 to the Chapter President/Treasurer.

2108 B. Check Writing

- 2109 1. The Chapter Treasurer shall review and determine approval for Expense
2110 Reimbursement Report(s) turned in to the Chapter.
- 2111 2. The Chapter Treasurer shall make a copy of the Expense Reimbursement Report(s) for
2112 the Chapter's records.
- 2113 3. The Chapter Treasurer shall mail approved Expense Reimbursement Report(s)
2114 including original receipts to the Administrator of Finance.
- 2115 4. The Administrator of Finance shall review and process the request(s).
- 2116 5. The Administrator of Finance shall have the Executive Director sign the checks and
2117 mail them to the Chapter President or Chapter Treasurer for a second signature.

2118 6. The Chapter President or Chapter Treasurer shall complete the necessary second
2119 signature to the check(s) and will distribute them to the payee(s).

2120 C. Emergency Check Writing

2121 1. The Chapter Treasurer shall have on hand two blank, unsigned checks.

2122 2. The Chapter Treasurer can process these checks if an expense cannot go through the
2123 expense reimbursement process.

2124 3. Both the Chapter Treasurer and the Chapter President shall be required to approve the
2125 reimbursement and to sign the check.

2126 4. The Chapter Treasurer shall immediately inform the Administrator of Finance of the
2127 check amount by phone, fax or email.

2128 5. The Chapter Treasurer shall make a copy of the Expense Reimbursement Report for
2129 the Chapter's records.

2130 6. The Chapter Treasurer shall mail the Expense Reimbursement Report, including
2131 original receipts, to the Administrator of Finance.

2132 7. The Chapter Treasurer shall request replacement unsigned blank checks from the
2133 Administrator of Finance.

2134 D. Bank Statement Reconciliation

2135 1. Original Bank statements, including cancelled checks, shall be mailed directly from
2136 the bank to the FSMTA Corporate Office.

2137 2. The Administrator of Finance shall reconcile the bank statement to the financial
2138 records.

2139 3. The Administrator of Finance shall contact the Chapter Treasurer immediately if any
2140 problems arise in the reconciliation.

2141 4. The Administrator of Finance shall mail a copy of the Reconciliation Report, along
2142 with an income/expense report, a copy of the bank statement, and copies of the cancelled
2143 checks to the Chapter Treasurer.

2144 5. The Chapter Treasurer shall contact the Administrator of Finance immediately if the
2145 Reconciliation Report does not concur with the Chapter's records.

2146 E. Yearly Budget and Monthly Budget Reports

2147 1. In September, the Administrator of Finance shall mail to the Chapter Treasurer a
2148 budget guideline for the upcoming fiscal year based on the YTD income and expense
2149 figures of the current year.

2150 2. The Chapter Treasurer shall meet with the Chapter Board and create a yearly budget
2151 for the upcoming fiscal year.

2152 3. The Chapter Treasurer shall mail the approved Chapter Budget to the Administrator of
2153 Finance by December 15.

2154 4. The Administrator of Finance shall create a monthly financial statement, which will
2155 include a YTD income/expense report and a budget comparison.

2156 5. The Administrator of Finance Shall mail the monthly financial statement to the
2157 Chapter Treasurer, Chapter President, and Executive Treasurer.

2158 6. The Chapter Treasurer shall utilize this report when determining approvals for
2159 expenditures.

2160 F. Miscellaneous

2161 1. Prior to expenditures or reimbursements of two hundred fifty dollars (\$250) or more
2162 not included in the annual budget or the Expense Reimbursement Guidelines, approval by
2163 Chapter vote shall be required. The Expense Reimbursement Report shall require the
2164 approval of both the Chapter Treasurer and the Chapter President, as well as the
2165 documentation of the Chapter vote.

2166 2. Prior to expenditures or reimbursements of five hundred dollars (\$500) or more not
2167 included in the Chapter Budget or the Expense Reimbursement Guidelines, written
2168 approval by the Executive Finance Committee, as well as documentation of the Chapter
2169 vote shall be included, along with an Expense Reimbursement Report.

2170 3. The following officers will additionally have authority on the chapter checking
2171 account:

2172 a. Executive Treasurer

2173 b. Executive Director