

**American Massage Therapy Association
Washington Chapter Standing Rules
Approved at Chapter Meeting 10/20/2002**

Proposed changes are shown in ***bold italics*** and ~~strikethroughs~~
Changes to be approved at the March 6, 2010 Annual Meeting

Section 1 Chapter Name and Boundaries

The Washington Chapter is chartered by AMTA National and named American Massage Therapy Association – Washington Chapter. The name is abbreviated AMTA-WA Chapter.

Section 2 Chapter Board of Directors

A. Composition

1. Elected Chapter Officers
 - a. Elected Officers shall be President, First Vice President, Second Vice President, Third Vice President, Treasurer and Secretary. This group shall also be known as the Executive Committee.
 - b. The Chapter President is the chief executive officer and chief administrative officer of the Chapter.
2. Appointed Officers
 - a. Appointed Officers are appointed by the President with the approval of the Board of Directors.
 - b. Any positions that are appointed rather than elected shall have a voice, but shall not be voting members of the Chapter Board of Directors.

B. Responsibilities

The Chapter Board of Directors shall be responsible for the following:

1. Direct all business and financial affairs for and on behalf of the Chapter and be responsible for all of its property and funds.
2. Establish policies for the transaction of business and coordination of Chapter activities.
3. Employ, define the authority and responsibilities of, and annually review the performance of an Administrative Director, who shall be the administrator of the Chapter Office and who shall be responsible to the Board of Directors.
4. Confer to any officer or employee of AMTA-WA the power of selecting, discharging or suspending employee(s).
5. Uphold Chapter Standing Rules.
6. Establish ***programs and*** committees as is deemed necessary, and define the purpose and scope ~~activities~~ of such ***programs and*** committees.
7. Approve or reject appointments.
8. Determine the time and ~~place~~ ***location*** of the ~~annual Convention and Meeting~~ ***Chapter meetings and events requiring the attendance of the Chapter Board of Directors.***
- ~~9. Review and approve all applications for new Units.~~
9. Determine the Chapter Meritorious Award recipient by secret ballot.
10. Assume other duties as ~~may be provided for~~ ***indicated*** elsewhere in these Standing Rules.

Section 3 Administrative Director

- A. The Administrative Director position shall be a salaried position.
- B. Responsibilities are outlined in the AMTA-WA Personnel Policy Manual.
- C. ***The Administrative Director shall not be an appointed or elected Chapter officer.***

Section 4 Chapter Elections

- A. ~~Nomination Procedures~~ *Call for Candidates*
1. A Call for Candidates shall be published in the Chapter Journal at least ~~60~~ **30** days before the Annual Meeting
 2. ***A Call for Candidates shall be emailed to AMTA Washington Chapter members at least 60 days before the Annual Meeting.***
 3. A candidate for elected office must submit a complete application.
 4. A candidate for elected office must be a Professional member of AMTA-WA in good standing.
 - ~~4. Nominations from the floor at the annual meeting will be accepted after the Nominating Committee has read its report.~~
 - ~~a. Candidates nominated from the floor should be prepared to present the Nominating Committee with a complete application and evidence of qualifications.~~
- B. ~~Nominating Committee~~
- ~~1. At any meeting of the Chapter Board of Directors preceding the Chapter Annual meeting by at least 60 days, a Nominating Committee consisting of three or more members, may be elected by the Chapter Board of Directors.~~
 - ~~2. The duties of the Nominating Committee shall be to:~~
 - ~~a. Consider the qualifications of all proposed candidates whose resumes are submitted prior to the annual meeting.~~
 - ~~b. Nominate, from the candidates who satisfy the qualifications specified for the office which they seek, one name for each elective office to be filled.~~
 - ~~c. Read its report at the Chapter annual meeting.~~
 - ~~d. Review applications of those candidates nominated from the floor to verify that they are in order.~~
- B. Elections
1. Chapter Elections shall be held annually at the annual meeting.