

**STANDING RULES OF THE
AMERICAN MASSAGE THERAPY ASSOCIATION
IOWA CHAPTER
JANUARY 2017 **MARCH 2022** REVISION**

Section 1. ~~Duties of Chapter Board members~~

- A. ~~The President shall provide leadership for the Chapter and fulfill the duties and obligations of the office according to the Bylaws.~~
- B. ~~The Secretary shall:~~
 - 1. ~~Keep accurate complete minutes of all Board and Membership meetings. Minutes shall be typed and submitted for approval at the next meeting.~~
 - 2. ~~Keep minutes in an orderly manner and pass them on to the next Secretary within 30 days of leaving office.~~
 - 3. ~~Work to ensure accurate and timely information is included in each issue of the Newsletter regarding Board actions and decisions, as well as upcoming Board meetings.~~
- C. ~~The Financial Administrator shall:~~
 - 1. ~~Keep accurate accounting of all chapter moneys income, expenses and accounts.~~
 - 2. ~~Fulfill the financial reporting requirements of AMTA.~~
 - 3. ~~Report to the Board and membership at their regular meetings as to the Chapters financial status.~~
 - 4. ~~Prepare a yearly budget and financial statement for approval by the Board.~~
 - 5. ~~Pay all approved expenses in a timely manner.~~
 - 6. ~~Work to protect the financial integrity and reputation of the Chapter.~~

Section 2. ~~Chapter Board Meetings~~

- A. ~~The Chapter Board shall meet on the Friday evening of the weekend of each of the two (2) Chapter meetings. The Board meeting shall be held at the site of the Chapter meeting of that weekend. The meeting time will be announced in the advanced promotional materials for the Chapter meeting.~~
- B. ~~Should the President or Board feel it necessary to hold additional meetings, they should attempt to schedule them far enough in advance that the meeting time and place can be announced at one of the Chapter meetings or published in the Chapter Newsletter prior to the meeting.~~
- C. ~~All Motions considered and all decisions made by the Board shall be reported to the membership at the business meeting immediately following the Board meeting or in the Chapter Newsletter. Motions and decisions in Executive/Closed sessions must conform to AMTA Bylaws and are exempt from this requirement.~~

Section 1. Online Elections

- 1. The Iowa Chapter shall hold online elections in accordance with AMTA Bylaws and Policy.

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Section 1. Online Elections

2. The Iowa Chapter shall hold online elections in accordance with AMTA Bylaws and Policy.

Section 2. Chapter Communication

- A. The Chapter shall send news and information three times each fiscal year. The Chapter Board shall have final editorial jurisdiction. The news and information may include but is not limited to:
 1. Schedule of Chapter Meetings, events, activities and updates.
 2. AMTA Volunteer Opportunities
 3. Member Awards and Recognition
 4. Articles of interest and education.
 5. Government Relations activities and updates.