

FLORIDA STATE MASSAGE THERAPY ASSOCIATION, INC.

POLICIES & PROCEDURES

Table of Contents

SECTION	DESCRIPTION	SUB-SECTION / PAGE
1	GENERAL MEMBERSHIP INFORMATION	3
	Central Office	1.1 3
	Application for Membership	1.2 3
	Membership Year, Dues	1.3 3
	Membership Assignments	1.4 3
	Privileges	1.5 4
	Change of Name, Contact Information, Membership Class	1.6 5
	Request for Transfer of Assignment	1.7 5
	Personal Liability	1.8 5
	Indemnification	1.9 6
	Official Publications	1.10 6
	Annual Convention	1.11 7
	Awards and Gifts	1.12 7
	Meetings	1.13 9
	Quorum and Voting by Mail, Fax or Other Legal Document	1.14 9
	Opinion Polls	1.15 10
	Judicial Affairs	1.16 10
	Bylaws and Policy & Procedures	1.17 12
2	GOVERNANCE	13
	Meetings	2.1 13
	Duties of Executive Board	2.2 13
	Duties of Executive Board Members	2.3 15
3	STATE OFFICERS	17
	Duties of State President	3.1 17
	Duties of State First Vice-President	3.2 18
	Duties of State Second Vice-President	3.3 18
	Duties of State Secretary	3.4 19
	Duties of State Treasurer	3.5 20
	Duties of Immediate Past State President	3.6 21
4	STATE COMMITTEES	21
	Purpose	4.1 21
	State Standing Committees	4.2 21
	State Special Committees	4.3 21
	State Sub-Committees	4.4 22
	Duties of Committee Chairs	4.5 22
	Duties of State Bylaws Committee Chair	4.6 23
	Duties of State Educational Standards Committee Chair	4.7 24
	Duties of State Legislative Committee Chair	4.8 24

FLORIDA STATE MASSAGE THERAPY ASSOCIATION, INC.
POLICIES & PROCEDURES
Table of Contents cont...

SECTION	DESCRIPTION	SUB-SECTION / PAGE
5	CHAPTERS	25
	Chapter Charters	5.1 25
	Meetings	5.2 26
	Meetings of Chapter Board	5.3 26
	Duties of Chapter Board	5.4 27
	Duties of Chapter Officers	5.5 28
	Chapter Committees	5.6 31
	Duties of Committee Chairs	5.7 32
	Chapter Newsletters	5.8 33
6	ELECTIONS	35
7	FINANCIAL	36
	Dues	7.1 36
	Apportionment Of Fees And Dues	7.2 36
	Expense Reimbursement Guidelines	7.3 36
	Convention	7.4 39
	Subsidiary Corporation	7.5 39
	General Information	7.6 39
	State Treasurer's Procedures	7.7 43
	Chapter Treasurer's Procedures - <i>Chapter Managed Accounts</i>	7.8 44
	Chapter Treasurer's Procedures - <i>State Managed Accounts</i>	7.9 46
8	FORMS, LOGS & REPORTS	49

FLORIDA STATE MASSAGE THERAPY ASSOCIATION, INC.

POLICIES & PROCEDURES

SECTION 1. GENERAL MEMBERSHIP INFORMATION

1.1 CENTRAL OFFICE

- A. One (1) central office shall be maintained for the purpose of processing membership applications, maintaining a master membership list, billing and collecting dues, fees and contributions, storing Association records, promoting the FSMTA through creative marketing, consulting and public relations, and otherwise performing administrative services which the Executive Board may designate. 7/15/90
- B. The principal address or central office of the FSMTA shall be published in the *Massage Message* magazine. 2/5/00
- C. The name, address, and contact information of the central office is: FSMTA Central Office, 1870 Aloma Ave Suite 260 Winter Park, FL 32789; 407-628-2772; fax-407-628-2042; email-info@fsmta.org.

1.2 APPLICATION FOR MEMBERSHIP

- A. Applicant shall submit official Membership Application form, fees and dues to a Chapter representative or directly to Central Office. 7/15/90
- B. Applications, fees and dues received by Chapters shall be remitted within 24 hours of receipt to the Central Office. 2/5/00
- C. The Application Fee for new and delinquent LMT Memberships shall be a non-refundable processing charge of fifteen (\$15) dollars. 10/22/95

1.3 MEMBERSHIP YEAR, DUES

4/3/04

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

MEMBERSHIP:	1 YR.	2YR.	3YR
LMT Membership	\$125	\$230	\$300
Student Membership	\$50		
Associate Membership	\$125	\$230	\$300

1.4 MEMBERSHIP ASSIGNMENTS

7/15/90

- A. All members may choose:
 - 1. Chapter Assignment, or
 - 2. Member-at-Large Assignment
- B. Membership assignment shall be made by the Central Office as provided herein.
- C. Chapter assignments shall be held and maintained by the Chapter and the Central Office.

- D. Member-at-Large assignments shall be held and maintained in a membership pool administered by the Central Office.
- E. Members not designating a membership assignment at the time of application or renewal shall be assigned by the Central Office, utilizing postal zip codes, as follows:
 - 1. Automatic Chapter Assignment:
 - a. Members applying or renewing through a Chapter representative shall receive assignment to that Chapter.
 - b. Members residing in Florida within a fifty- (50) mile radius of a Chapter mailing address shall receive assignment to that Chapter.
 - c. Members residing in Florida beyond a fifty (50) mile radius of a Chapter mailing address shall be requested by the Central Office to designate assignment within thirty (30) days. Otherwise, members shall receive assignment to the nearest Chapter.
 - 2. Automatic Member-at-Large Assignment:

Members residing outside the State of Florida shall be requested by the Central Office to designate assignment within thirty (30) days. Otherwise members shall receive Member-at-Large assignment.

1.5 PRIVILEGES AND BENEFITS

- A. General privileges and benefits of membership shall include but not be limited to:
 - 1. Use of the name, Florida State Massage Therapy Association, Inc., the abbreviation "FSMTA", and the FSMTA logo, with discretion and in an ethical manner. 7/15/90
 - 2. A subscription to the FSMTA magazine, *Massage Message*. 2/5/00
 - 3. Use of all FSMTA official publications. 7/15/90
 - 4. Holding and displaying membership card, evidencing privileges of participation in the FSMTA. 7/15/90
 - 5. Holding and displaying membership certificate. 7/15/90
 - 6. Wearing and displaying the FSMTA membership pin. 7/15/90
 - 7. Membership and participation in the FSMTA Sports Massage Team, once trained. 7/15/90
- B. Privileges of Chapter Assignment:

A member choosing Chapter assignment may enjoy fellowship and participation in Chapter meetings and activities, all Chapter privileges and benefits, and all privileges of membership classification. 7/15/90
- C. Privileges of Member-At-Large Assignment:
 - 1. A member choosing Member-at-Large assignment may enjoy all privileges of membership classification except at Chapter meetings, as described below. 7/15/90
 - 2. A Member-at-Large may enjoy fellowship and participation in Chapter meetings and activities, at the Chapter's discretion but shall not vote at Chapter meetings, hold Chapter office, or chair Chapter committees, regardless of membership classification. 7/15/90

1.6 CHANGE OF NAME, CONTACT INFORMATION, MEMBERSHIP CLASSIFICATION

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

- A. Change of name, address, phone, fax or email shall be made in writing to Central Office within thirty (30) days. *2/5/00*
- B. Request for change in membership classification shall be made in writing to Central Office within thirty (30) days of meeting the definition of another classification. *2/5/00*
 - 1. Student members shall be re-classified to and receive privileges of LMT Membership upon showing proof of licensure by the Florida Board of Massage Therapy. *2/5/00*
 - 2. Additional membership dues including any difference between dues previously paid and annual dues required for LMT Membership, regardless of elapsed time in the membership year, shall be waived for a Student Member re-classified as an LMT Member. *2/5/00*
 - 3. Any other member requesting re-classification shall show proof of a change in status which may cause a change in membership classification. *2/5/00*
 - 4. Any other member shall remit any difference between dues previously paid and annual dues required for the new membership class, regardless of elapsed time in the membership year. *7/15/90*
 - 5. No refund of dues or fees shall be made for any reason except cancellation of a Convention. *2/5/00*

1.7 REQUEST FOR TRANSFER OF ASSIGNMENT *7/15/90*

- A. Request for transfer of any membership assignment shall be made by the member to the Central Office.
- B. Dues of transferring members shall not be transferred to the new chapter unless request for transfer has occurred within thirty (30) days from date of application or renewal.

1.8 PERSONAL LIABILITY *1/10/93*

An officer or director of the FSMTA is not personally liable for monetary damages to any person for any statement, vote, decision, or failing to take action regarding organizational management or policy by an officer or director unless:

- A. The officer or director breached or failed to perform the duties as an officer or director; and
- B. The officer or director's breach of, or failure to, perform the duties constitutes:
 - 1. A violation of the criminal law, unless the officer or director had reasonable cause to believe the conduct was lawful or had no reasonable cause to believe the conduct was unlawful.
 - 2. A transaction from which the officer or director derived an improper personal benefit either directly or indirectly; or
 - 3. Recklessness or an act or omission which was committed in bad faith or with a malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

1.9 INDEMNIFICATION

1/10/93

The Association shall, by majority vote of the Executive Board, indemnify any person who is or was a party to any proceeding, other than an action by or in the right of the Association, by reason of fact that the person is or was an Officer or Director of the Association against any expenses actually or reasonable incurred in connection with such proceeding, if the person acted in good faith and in a manner he or she reasonable believed to be in, or not opposed to, the best interests of the Association and had no reasonable cause to believe the conduct was unlawful.

The Association shall, by majority vote of the Executive Board, indemnify any person who is or was a party to any proceeding, by or in the right of the Association, to procure a Judgment in its favor, by reason of fact that the person is or was an Officer or Director of the Association against any expenses actually or reasonable incurred and against amounts paid in settlement in connection with such proceeding, if the person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Association.

1.10 OFFICIAL PUBLICATIONS

- A. The official publications of the FSMTA shall include but not be limited to: 2/5/00
1. FSMTA Constitution
 2. FSMTA Bylaws
 3. FSMTA Policy & Procedures
 4. The *Massage Message* Magazine
 5. Newsletters of Chartered Chapters
 6. Brochures approved by the Executive Board
 7. FSMTA Sports Massage Team Training Manual
 8. FSMTA Membership Directory
 9. FSMTA Website
- B. Official Policies
1. The purpose of official publications of the FSMTA shall be to promote the objectives and purposes of the FSMTA, communicate with membership, and aid in the administration of the FSMTA. 7/15/90
 2. Official publications may, from time to time, carry advertisements and announcements, provided they are in accordance with the policies and objectives of the Association. 2/5/00
 3. All official publications of the FSMTA shall convey and promote professionalism. 7/15/90
 4. The Executive Board shall determine policies governing all official publications of the FSMTA. 2/5/00
- C. *Massage Message*
- The *Massage Message* magazine shall be published as provided in Policy & Procedures for Administrative Officers. 2/5/00
- D. Chapter Newsletters
- Newsletters of Chartered Chapters shall be published as provided in Policy & Procedures for Chapters. 2/5/00

1.11 ANNUAL CONVENTION

- A. The Annual Convention shall be held at a time and place determined by the Convention Committee and approved by the Executive Board. 7/15/90
- B. The Executive Finance Committee shall approve contracts, registration fees, and all other financial obligations and arrangements for Annual Conventions, prior to obligating the FSMTA to any such obligations and arrangements. 7/15/90
- C. All individuals attending Annual Conventions shall pay a registration fee, unless otherwise exempted by the Executive Board or Executive Finance Committee, or as provided in Expense Reimbursement Guidelines. 2/5/00
- D. In the event a scheduled Annual Convention does not occur due to acts of God or State of Emergency, the Board may waive or re-schedule the Annual Convention. 7/15/90

1.12 AWARDS AND GIFTS

- A. Purpose:

The purpose of annual awards is to honor and recognize individuals and Chapters for outstanding service, accomplishments and participation in the FSMTA and profession above and beyond normal duties and functions. For all awards, eligibility is for service between January and December of the preceding year. Eligibility differs for each award. Please read eligibility requirements for each award carefully. All nominations for an award must be submitted with a short written narrative stating reason for consideration using the award criteria as the guide. 2/5/00
- B. Procedure:
 - 1. Nominating forms shall be given to the Executive Board at the winter Board Meeting for State level awards. Chapters may use forms provided and shall conduct their selection of Chapter awards during this period. 2/5/00
 - 2. All State award nominations shall be completed and returned to the Central Office no later than 28 days prior to the Spring Board meeting. The Awards Committee Chair shall obtain the nominations from the Central Office. Chapter Presidents shall forward the names of individuals selected for Chapter level awards at this time along with a picture of the nominee and a brief narrative stating reason for selection. 4/22/07
 - 3. The Awards Committee shall review the nominations for accuracy and eligibility for State level awards. 2/5/00
 - 4. The Awards Committee Chair shall present the nominations of State level awards at the Executive Spring Quarterly Board Meeting for vote by the Board. All Chapter nominations and voting takes place at the Chapter level and the results sent to Central Office 28 days prior to the Spring Quarterly Board Meeting. 4/22/07
 - 5. Award winners shall be announced in the May/June issue of the *Massage Message* magazine. Awards Committee Chair shall prepare the article which should include a picture of individual receiving award and a one (1) paragraph description of why individual received award. 2/5/00
 - 6. Presentations of State Awards shall occur at the Annual FSMTA Convention. The Convention Awards Committee shall prepare the awards presentation portion of the program. 4/22/07
 - 7. Presentations of Chapter Awards shall occur at each Chapter. The Chapter Awards Committee shall prepare the awards presentations and coordinate the program with the Chapter Board. Presentation shall take place before Convention. The Chapter awards will be created and paid for by FSMTA State convention budget. Winners will be recognized during Convention. 4/22/07

C. Gifts:

1. Outgoing State President: Upon successful completion of the final term of office, the Executive Board may elect to provide a gift to the outgoing State President that shall not exceed \$750.00 when one term or \$1,000.00 when two terms were served. 2/5/00
2. Event Gifts: FSMTA may provide gifts for significant events such as weddings, births, and funerals, in an amount that shall not exceed \$75.00 per event. 2/5/00

D. State Awards:

1. State LMT of the Year Award (one for entire state)
Eligible: All FSMTA LMT members who have not previously received this award.
Honoring: Outstanding service, achievement and participation impacting the FSMTA and/or the massage therapy profession statewide. 4/6/03
2. Outstanding State Service (up to three for entire state)
Eligible: All FSMTA members
Honoring: Outstanding state service, achievement or participation in the FSMTA or profession. 2/5/00
3. State Sports Team of the Year (one for the entire State)
Eligible: All FSMTA Chapter Sports Massage Teams
Honoring: Achievement, performance and contribution to Sports Massage and commitment to FSMTA team efforts. 4/22/07
4. State Sports Massage Therapist of the Year
Eligible: All FSMTA Sports Massage Team Therapists
Honoring: An outstanding FSMTA Sports Massage Therapist who has demonstrated a real commitment to Sports Massage. 4/22/07

E. Special Category Awards

Charles Canfield-Optional award, not required to be given each year. (one for entire state)
Eligible: Current or previous members of the Board of Massage Therapy, including LMT and consumer members.
Honoring: Long-term, consistently outstanding service, achievement or participation in service of the massage profession in the State of Florida. 2/5/00

F. Chapter Awards

1. Chapter LMT of the Year Award (one for each Chapter)
Eligible: All Chapter LMT members of each Chapter, excluding the Chapter President.
Honoring: Outstanding Chapter service, achievement or participation that significantly impacts the FSMTA Chapter and the Massage Therapy profession. 4/6/03
2. Outstanding Chapter Service (one for each Chapter)
Eligible: All Chapter FSMTA members.
Honoring: Outstanding Chapter service, achievement or participation. 2/3/01
3. Outstanding Sports Massage Team Member (one for each Chapter)
Eligible: All Chapter FSMTA members
Honoring: Outstanding Chapter Sports Massage Team Member 2/3/01

1.13 MEETINGS

- A. The FSMTA shall hold business meetings, including but not limited to: the FSMTA Annual Business Meeting; regular and special Executive Board meetings; regular and special Chapter meetings, and regular Chapter Board meetings as provided in the Bylaws. 7/15/90
- B. Election of Executive Officers shall occur in conjunction with the FSMTA Annual Business Meeting. 4/25/99
- C. When election of Executive Officers occurs by mail vote, the ballots shall be received and counted prior to the Annual Business Meeting for announcement of results and installation of newly-elected Officers at that meeting. 4/25/99
- D. In an election year, the Executive Officers presiding prior to the election shall open and conduct the Annual Business Meeting to the conclusion of Reports and Old Business. Following Old Business, the Elections Committee Chair shall install the newly-elected Officers. The terms of office for newly elected officers shall commence beginning the first day after the close of convention. 3/28/08
- E. When a scheduled business meeting does not occur due to acts of God or State of Emergency, the appropriate Board may waive or re-schedule the meeting. If the meeting is waived, the Board shall obtain a mail vote on all resolutions and other business that would have been on the agenda. 2/5/00

1.14 QUORUM AND VOTING BY MAIL, FAX OR OTHER LEGAL DOCUMENT

- A. Where mail vote is appropriate or called for, mail, fax, or other legal documents may be utilized by the Executive/Chapter Board for votes of LMT Membership and votes of the Board. 4/25/99
- B. The Secretary, at the direction of the President, shall conduct and/or tabulate all mail votes, except for elections, as provided in Election Procedures. 7/15/90
- C. Mail, fax, and other legal document votes to the Executive/Chapter Board shall be by dated ballots to all Board members, requiring return of ballots within fourteen (14) days of ballot date. To constitute a quorum, the total valid ballots cast shall equal a majority of those entitled to vote for the transaction of all business. Each Board member entitled to vote shall be entitled to cast one (1) ballot. 4/25/99
- D. Mail votes to LMT Membership shall be by dated ballots to all LMT Members in good standing at the time of the mailing, requiring return ballots by a specified date. The Executive Board may utilize the *Massage Message* magazine or other appropriate means to distribute ballots. The Chapter Board may utilize the Chapter Newsletter or other appropriate means to distribute ballots. The total valid ballots cast shall constitute a quorum for the transaction of all business. Each LMT Member shall be entitled to cast one (1) ballot. 4/25/99
- E. A majority vote shall transact all business, unless otherwise required in the Bylaws. If there are more than two choices and no choice attains the required vote, then preferential vote shall transact all business. 7/15/90
- F. All ballots received shall be retained by the Elections Committee Chair or Secretary until the following meeting of the Board when the Board shall vote to destroy the ballots or retain them in the safekeeping of the Secretary. 4/25/99

1.15 OPINION POLLS

7/15/90

- A. Opinion Polls shall be for the purpose of polling membership only and shall not be binding votes.
- B. Opinion Polls may be conducted by the Executive/Chapter Board at meetings or by mail.
- C. The Executive/Chapter Board may utilize the *Massage Message*/Chapter newsletter or any other appropriate written means for Opinion Polls by mail.
- D. All Opinion Polls conducted at meetings shall be specifically stated as such, so as not to be construed as binding votes.
- E. All Opinion Polls conducted by mail shall specifically state the language in (A) above, on the Polling Ballot.

1.16 JUDICIAL AFFAIRS

- A. Composition of the State Judicial Affairs Committee
 1. The Executive Committee shall be the State Judicial Affairs Committee. *10/5/03*
 2. Being a party to the grievance being processed shall cause a member of the committee to recuse themselves from the proceedings, thus creating a vacancy on the committee. *2/5/00*
 3. A vacancy on the committee shall be filled by Executive Board member(s), past or present, elected by majority vote of the Executive Board at any regular Board meeting, special meeting called for that purpose, or by mail vote according to Article 8, Subsection 4 of the Bylaws. *10/5/03*
 4. The State Bylaws Chair shall be an ex-officio non-voting member of the State Judicial Affairs Committee. *10/5/03*
- B. Duties
 1. Administer Judicial Affairs procedures as described in the Bylaws and in the best interest of the FSMTA and its members. *2/3/01*
 2. Maintain impartiality and confidentiality of all proceedings. *2/3/01*
 3. Render appropriate determinations. *2/3/01*
 4. Determine and implement the specific disciplinary action taken. *2/3/01*
 5. Report to the Board on all action taken. *2/3/01*
 6. Perform all other duties described in the Bylaws, and Policy & Procedures, appropriate to the position, directed by the Executive Board, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *2/3/01*
- C. Cause for Complaint *2/5/00*
 1. Any member charged with a violation of the Massage Practice Act, Florida Statutes, Chapter 480, Chapter 456 or Rules Chapter 64B7 Florida Administrative Code. *10/5/03*
 2. Any member convicted of any felony offense. *10/5/03*
 3. Any member convicted of committing or threatening a violent act. *10/5/03*

D. Judicial Affairs Procedures

1. A Judicial Affairs procedure may be initiated by a member, Judicial Affairs Committee, Board, or member of the public for due cause, as defined above. *10/5/03*
2. All complaints shall: 1) be in writing; 2) be signed by the complainant; 3) state the specific violation(s) alleged; 4) state the facts surrounding the allegation(s). *7/15/90*
3. A complaint against any member shall be filed with the Central Office and submitted to and heard by the Judicial Affairs Committee. *10/5/03*
4. A complaint against any member, alleging violation of the Massage Practice Act, Chapter 480, Chapter 456 or Rules Chapter 64B7 Florida Administrative Code, shall be submitted to the Judicial Affairs Committee. Complainant shall simultaneously file a complaint with, and in the manner prescribed by, the Florida Department of Health, Division of Medical Quality Assurance, Board of Massage Therapy. The Judicial Affairs Committee shall not proceed in any way until a final order is issued by the Department of Health, Agency for Health Care Administration, Board of Massage Therapy. The Judicial Affairs Committee shall defer to the findings of facts and final adjudication of the Department of Health, Agency for Health Care Administration, Board of Massage Therapy. *10/5/03*
5. If the complaint against any member is the result of a current or previous disciplinary action by the Department of Health, Division of Medical Quality Assurance, Board of Massage Therapy, then the complainant shall not be required to simultaneously file a complaint as required above. The Judicial Affairs Committee shall defer to the findings of fact and final adjudication of the Department of Health, Division of Medical Quality Assurance, Board of Massage Therapy. *10/5/03*

E. Defense

Any member charged with a complaint, and subject to a Judicial Affairs proceeding shall be given the privilege of presenting a defense to the Judicial Affairs Committee. The Judicial Affairs Committee shall review the evidence presented and render an appropriate decision based upon the evidence. *10/5/03*

F. Appeal

1. Any decision of the Judicial Affairs Committee may be appealed to the Executive Board. *10/5/03*
2. Notification of appeal shall be given, in writing, to the Judicial Affairs Committee Chair within thirty (30) days of the original decision. *10/5/03*
3. Disciplinary action shall be withheld pending appeal. *7/15/90*
4. The Executive Board shall have full and final authority on appeal. *2/5/00*

G. Disciplinary Action

Any member adjudicated guilty of a violation of the Massage Practice Act, Florida Statutes 480 or Florida Chapter 456, by the Board of Massage Therapy, shall be deemed to have been simultaneously and similarly adjudicated by the FSMTA. Disciplinary action of suspension, revocation, and/or probation shall be duplicated. *10/5/03*

1. Any member adjudicated guilty of any other violation may be placed on probation, suspended, or revoked. *10/5/03*
2. Any Officer or Board member adjudicated guilty of any other violation may be immediately vacated from the position, and/or placed on probation, suspended, or revoked. *10/5/03*

3. Upon demand of the Judicial Affairs Committee, a suspended or revoked member shall be required to surrender membership card and certificates. *10/5/03*
4. Upon demand of the Judicial Affairs Committee, a suspended or revoked member shall be required to surrender membership card and certificate. *10/5/03*
5. Notice of all Judicial Affairs proceedings, findings, and disciplinary action shall be given as provided in the Bylaws. *10/5/03*

1.17 BYLAWS AND POLICY & PROCEDURES

A. Proposal for Amendment to Bylaws or Policy & Procedures

1. Any proposal for a Bylaw or Policy & Procedure, for consideration by the Executive Board, may be made by any member. *2/5/00*
2. Each Bylaw proposal shall be presented on a Bylaw Proposal for Amendment form, and forwarded to the State Bylaws Committee Chair. *2/3/01*
3. The State Bylaws Committee Chair shall make Bylaw proposal forms available to Chapters, and upon request, to Members-at-Large. The Chapter Bylaws Committee Chair shall make Bylaw proposal forms available to Chapter membership. *2/3/01*

B. Review and Presentation

1. The State/Chapter Bylaws Committee Chair shall review all Bylaw proposals received and clarify wording, if necessary, to accomplish the intent of the proposal. *2/3/01*
2. The State Bylaws Committee Chair shall transmit Bylaw proposals to the Executive Board, for review, no later than fourteen (14) days prior to the next-scheduled regular or special meeting, together with recommendations, to provide for reading prior to vote. *2/3/01*

C. Requirements for Adoption, Amendment

1. The Executive Board may adopt and/or amend Bylaws at any regular Board meeting or special meeting called for that purpose, by a two-thirds (2/3) vote, when not in conflict with the Constitution or vote of the LMT Membership. *2/5/00*
2. The Executive Board may adopt and/or amend Policy & Procedures at any regular Board meeting or special meeting called for that purpose, by a majority vote, when not in conflict with the Constitution, Bylaws or vote of the LMT membership. *2/5/00*

D. Notice of Bylaws, Policy & Procedures

1. Notice of Bylaws, Policy & Procedures, and amendments shall be transmitted by Central Office at direction of State Bylaws Chair, to each Executive Board member, appointed Administrative Officer, and Chapter Presidents not later than thirty (30) days from date of adoption. *2/5/00*
2. Bylaws, Policy & Procedures, and amendments shall be effective upon adoption, unless otherwise specifically determined by the Board. *2/5/00*

SECTION 2. GOVERNANCE

2.1 MEETINGS

- A. The Executive Board, Executive and Executive Finance Committees shall hold regular and special meetings as provided in the Bylaws. *7/15/90*
- B. Regular and special meetings of the Executive Board, Executive and Executive Finance Committees, may be held at such place within the State of Florida as indicated in the notice or waiver of notice. *7/15/90*
- C. After election of Officers, the newly elected Officers and the outgoing officers shall meet at the close of the Annual Business Meeting to provide for continuity in the transfer of power and duties. Members of the new Board shall meet as soon as possible for the purpose of organization and transaction of business appropriate to the coming year. *4/25/99*
- D. When a scheduled Business Meeting does not occur due to acts of God or State of Emergency, the Executive Board may waive or re-schedule the meeting. If the meeting is waived, the Board shall obtain vote on all resolutions and other business that would have been on the agenda by mail vote. *2/5/00*

2.2 DUTIES OF EXECUTIVE BOARD

The Executive Board shall perform the following duties in order to execute its business, subject to all state and federal laws, Internal Revenue Service sections relating to non-profit corporations, and the FSMTA Constitution, Bylaws, and Policy & Procedures, and votes of the LMT Membership: *7/15/90*

- A. Governance Duties
 - 1. To govern, conduct, manage, and administer all property and business of the FSMTA in the best interest of the FSMTA and its members. *7/15/90*
 - 2. To lease, use and operate real property and acquire rights and privileges which the FSMTA has the power to take for the Corporation. *7/15/90*
 - 3. To determine or approve voting privileges of Executive/Chapter Board positions. *7/15/90*
 - 4. To create or approve additional positions on the Executive/Chapter Board, when necessary and prudent to the efficient administrative functioning of the FSMTA. *7/15/90*
 - 5. To determine whether any proposal shall be deferred to vote of membership at FSMTA Annual Business Meeting, or by mail vote, and obtain that vote. *2/5/00*
 - 6. Adopt and amend Bylaws, policies, procedures, rules, and guidelines necessary and prudent to the efficient administration of the FSMTA. *7/15/90*
 - 7. To abide by, administer and enforce the Constitution, Bylaws and Policy & Procedures as written. *2/5/00*
- B. Administrative Duties
 - 1. To delegate powers of administration to Board members and administrative personnel. *7/15/90*
 - 2. Approve or reject appointments as required in the Bylaws and Policy & Procedures. *2/5/00*
 - 3. To create, approve, or reject any salaries or stipends of administrative personnel, independent contractors, and Board members. *2/5/00*

4. To determine and amend duties of all administrative personnel and independent contractors. *2/5/00*
5. To delegate to the Executive Committee the power of selecting, discharging, suspending, and approving duties and acts of Administrative Officers and administrative personnel. *2/5/00*

C. Financial Duties

1. To determine account signatories and the manner in which all documents shall be signed. *7/15/90*
2. To determine security it deems appropriate, including all surety bonds and insurance, and require for any person acting on behalf of the FSMTA. *7/15/90*
3. To determine the distribution of all funds received and disbursed. *7/15/90*
4. Approve or reject major obligations and expenditures of five-hundred dollars (\$500) or more not included in the annual budget or Expense Reimbursement Guidelines. *2/5/00*
5. Provide financial and leadership assistance to Chartered Chapters, when requested and as prudent. *7/15/90*
6. To establish special funds and programs in the best interest of the FSMTA and its members. *7/15/90*
7. To determine and assess application fees and membership dues. *7/15/90*

D. General Duties

1. To determine the time and place of FSMTA Annual Business Meetings and approve the time and place of Annual Conventions. *7/15/90*
2. Hold quarterly, regular Board meetings and FSMTA Annual Business Meetings; submit quarterly reports to the Board and annual reports to membership. *7/15/90*
3. Hear reports, proposals, and recommendations made by Chapters, Administrative Officers, Board members and committee chairs and members; provide direction and suggestions when necessary. *2/5/00*
4. To determine and amend duties of all Officers, Chairs of State Committees, and Board members. *7/15/90*
5. To authorize the formation and purpose of all State Committees. *7/15/90*
6. To determine bases for eligibility, termination, conflict of interest, and disqualification of all Officers, Board members, committee chairs and members, candidates, Administrative Officers and personnel, and independent contractors. *2/5/00*
7. Move for termination of Officers, Board members, committee chairs and members, Administrative Officers and personnel, and independent contractors, when conflict of interest has been determined in accordance with Bylaws for Disqualification. *2/5/00*
8. To determine all election procedures, including procedures for filling vacancies. *7/15/90*
9. Fill vacancies, as required in the Bylaws and Policy & Procedures. *7/15/90*

10. To determine bases for grievance procedures and disciplinary actions for all members. *7/15/90*
11. Authorize and obtain opinion polls of membership. *7/15/90*
12. To approve the Membership Application form. *7/15/90*
13. To determine bases for issuance and revocation of Chapter Charters, and authorize same; determine Chapter designations, boundaries, and amounts of organizational grants. *7/15/90*
14. Consider all applications for Chapter Charters; move for issuance and revocation of Chapter Charters. *7/15/90*
15. To determine policies, procedures, rules, and guidelines for the administration of Chartered Chapters. *7/15/90*

E. Policy-Setting Duties

1. To determine and accurately communicate and represent official policies and positions of the FSMTA on all matters; establish rules/guidelines to ensure the accurate communication, dissemination, and representation of FSMTA policies and positions by all members. *7/15/90*
 2. To determine policies regarding content, advertising, distribution, and publication of all official publications of the FSMTA. *7/15/90*
 3. Approve any recommendation or endorsement made in the name of the Association. *2/5/00*
- F. The Executive Board shall perform all other duties described in the Bylaws, appropriate to the position, and prescribed by vote of the LMT Membership, the parliamentary authority adopted by the FSMTA and all applicable laws. *7/15/90*

2.3 DUTIES OF EXECUTIVE BOARD MEMBERS

2/5/00

- A. Director, here to mean voting members of the Executive Board, and State Chairs have a responsibility to submit their reports, including any motion to be considered by the Board, to Central Office three (3) weeks prior to each regular meeting of the Board. Deadlines for special meetings shall be established individually and included in notice for that meeting.
- B. The Board may not be required to consider action items submitted after the deadline date. Last-minute items may be considered at the discretion of the Chair.
- C. The meeting books containing reports shall be mailed from Central Office to board members two (2) weeks prior to the meeting.
- D. A board member shall be fully prepared to participate in the business of the Association at the scheduled time of the meeting, including but not limited to reading the contents of the meeting book and attachments prior to the meeting.
- E. Directors are expected to attend each meeting in full and be present for all votes.
- F. An alternate shall attend when a State Standing Committee Chair or Chapter President cannot be present due to illness or personal difficulty. The alternate must assume all responsibilities of and may temporarily assume the voting privilege of the position.

- G. A director who cannot attend shall notify the appropriate Officer-liaison; the Executive Committee shall determine whether the reason for the absence and the alternate member are acceptable.
- H. A board member whose attendance is required or requested at Board meetings, and who fails to attend two (2) regular or special meetings in one (1) calendar year without acceptable reasons, is subject to grievance for non-performance of duties and may be removed from the position.
- I. All meetings shall be attended in full.
- J. All materials required for proper execution of duties shall be brought to each meeting. The materials include, but are not limited to, the meeting book, the FSMTA Constitution, Bylaws and Policy & Procedures.
- K. All board members shall have a copy of the Agenda at the opening of the meeting.
- L. Smoking is not permitted in the meeting room at any time.
- M. No tape or other recordings may be made of the proceedings other than those made by individuals approved by the Board.
- N. All board members shall conduct and present themselves in a manner and attire suitable to representatives of a professional association throughout the meetings and their stay at the meeting location.
 - 1. Board members may dress in either business casual attire or in traditional business attire. Business casual attire, while more relaxed than traditional attire, must still present an appearance that is acceptable in a professional business environment. For example:
 - a. for men, slacks/dress jeans and shirt with collar.
 - b. for women, slacks/dress jeans or casual skirts with blouse or sweater suitable for business attire.
 - 2. Attire that is unprofessional and not suitable for Board meetings includes, but is not limited to, T-shirts, sweatshirts, tank tops, blue jeans, short skirts, shorts, warm-up suits or athletic clothing. In addition, any type of clothing that would be unduly distracting to fellow board members shall not be worn.
 - 3. All clothing must be neat and clean; ripped, torn or faded clothing is not permitted.
 - 4. A board member who is inappropriately attired may be asked to leave the meeting and return dressed in an acceptable manner.
- O. Directors shall attend all Convention meetings and events, except Continuing Education classes which are optional.

SECTION 3. STATE OFFICERS

3.1 DUTIES OF STATE PRESIDENT

- A. The State President is the chief Executive Officer and chief Administrative Officer of the FSMTA and shall:
1. Supervise all business of the FSMTA; see that all business and votes of the FSMTA are carried out. *7/15/90*
 2. Prepare and announce the agenda and business that is in order at FSMTA Annual Business, Executive Board, and Executive, Executive Finance, and Judicial Affairs Committee meeting. *10/5/03*
 3. Attend all Executive Board and other appropriate meetings; open meetings at the appointed time by taking the chair, calling meetings to order, and determining whether a quorum is present: declare meetings adjourned; call all meetings as provided in the Bylaws. *7/15/90*
 4. Recognize members entitled to the floor; expedite business in every way compatible with the rights of members and the parliamentary authority adopted by the FSMTA. *7/15/90*
 5. Put to vote all questions/motions that legitimately come before the meeting: announce the result of each vote. *7/15/90*
 6. Authenticate by signature, when necessary, all acts, orders, and proceedings of meetings and business of the FSMTA. *7/15/90*
 7. Appoint all Administrative Officers, Chairs of State Standing and Special Committees, Sub-Committees, and all committee members, except the Financial Review Committee and Elections Committee and its Sub-Committees, subject to all provisions in the Bylaws and Policy & Procedures. *4/25/99*
 8. Review all appointments at the end of each term, or at the beginning of a new Presidency, or as prudent, for the purpose of re-appointment or appointment of successors. *2/5/00*
 9. Chair the Executive, Executive Finance, and Judicial Affairs Committees. *10/5/03*
 10. Coordinate and assign Executive Officers as liaisons with State Committees and Chapters for the purpose of maintaining optimal communication and coordination of effort; maintain an organizational flow chart delineating assignments. *7/15/90*
 11. Assign projects to Board members and committees, and transfer such projects if necessary; when appropriate, call special meetings of committees for special projects; maintain an organizational flow chart delineating assignments and transmit same to Chapters and members of the Board. *7/15/90*
 12. Be ex-officio member of all State Committees, except the Elections Committee and its Sub-Committees and the Judicial Affairs Committee. *10/5/03*
 13. Represent FSMTA policy in answering communications and issuing publicity releases. *2/5/00*
 14. Publicly represent the FSMTA; make public statements in the name of or on behalf of the FSMTA. *7/15/90*
 15. Be Executive Editor of all FSMTA publications. *2/5/00*

16. Be the contact person on all legal matters of the Association, unless directly involved in the legal matter at hand, in which case the Executive Committee shall designate the contact person. *2/5/00*
 17. Be the contact person, or delegate a contact person for each independent contractor. *2/5/00*
 18. Properly delegate projects and duties in order to efficiently carry out the business of the Association. *2/5/00*
 19. Submit quarterly reports to the Board as required in the Bylaws and as directed by the Board. *7/15/90*
 20. Make, to the membership at the Annual Business Meeting, a full report of the year's activities. *2/5/00*
- B. The State President shall perform all such other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Board, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *2/5/00*

3.2 DUTIES OF STATE FIRST VICE-PRESIDENT

7/15/90

- A. The State First Vice-President shall:
1. Attend all Executive Board and other appropriate meetings; in the absence of the State President, preside as President Pro Tem and temporarily assume all duties of the President, except that no appointments shall be made or revoked, unless specifically authorized, in writing, by the President.
 2. Succeed to State President for the remainder of the term in the event of vacancy in the office of President.
 3. Act as State Officer-Liaison with Chapters and Chairs of State Committees as designated by the President.
 4. Assist the President with all business affairs of the FSMTA.
 5. Act as representative for the President, upon request of the President.
 6. Submit quarterly reports to the Board and as directed by the President or Board.
- B. The State First Vice-President shall perform all such other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Board, State President, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws.

3.3 DUTIES OF STATE SECOND VICE-PRESIDENT

7/15/90

- A. The State Second Vice-President shall:
1. Attend all Executive Board and other appropriate meetings; in the absence of the State President and State First Vice-President, preside as President Pro Tem and temporarily assume all duties of the President, except that no appointments shall be made or revoked unless specifically authorized, in writing, by the President.
 2. Succeed to State First Vice-President for the remainder of the term in the event of vacancy in the office of State First Vice-President.

3. Succeed to State President for the remainder of the term in the event of vacancies in both the offices of President and First Vice-President.
 4. Act as State Officer-liaison with Chapters and Chairs of State Committees as designated by President.
 5. Assist the President with all business affairs of the FSMTA.
 6. Act as representative for the President, upon request of the President.
 7. Submit quarterly reports to the Board and as directed by the President or Board.
- B. The State Second Vice-President shall perform all such other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Board, State President, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws.

3.4 DUTIES OF STATE SECRETARY

- A. The State Secretary shall:
1. Attend all Executive Board and other appropriate meetings. *7/15/90*
 2. Record, or supervise the recording of votes and minutes of all meetings, including teleconference meetings, FSMTA Annual Business Meetings, meetings of the Board, Executive, and Executive Finance Committees when quorum is met, and as directed by the President; call the roll at the above meetings, as required. *7/6/00*
 3. Transmit or supervise proper transmittal of minutes of Executive & Executive Finance Committee meetings to Executive & Executive Finance Committee members within ten (10) days for approval, and to the Executive Board within 30 days. *7/6/00*
 4. Transmit or supervise proper transmittal of minutes of Executive Board meetings to Executive Board within 30 days. *7/6/00*
 5. Transmit or supervise proper transmittal of Notices as required in the Bylaws, and as directed by the President or Board. *7/6/00*
 6. Direct the furnishing to committees with documents necessary for the performance of duties. *7/15/90*
 7. Direct the maintenance of a list of all state committees and committee members and have on hand at each meeting. *7/15/90*
 8. Maintain or supervise permanent storage of original copies of all documents, records, reports, and correspondence in FSMTA archives at Central Office. *2/5/00*
 9. Transmit or supervise proper transmittal of membership cards, certificates, other membership information, Chapter Charters, and other Chapter information. *7/15/90*
 10. Direct the maintenance of record book(s) in which the Constitution, Bylaws, Policy & Procedures, minutes of meetings, special rules of order, amendments, and other FSMTA records are entered; maintain the current record book(s) on hand at every meeting. *7/15/90*
 11. Transmit or supervise transmittal of agendas as required. *7/15/90*

12. Conduct or supervise the general correspondence of the FSMTA. *7/15/90*
 13. Transmit or supervise transmittal of all official communications from the Board to State Committees, Chapters, and membership, including mail or fax votes, except for election of Officers. *7/6/00*
 14. Supervise the filing of correct Registered Agent status for the corporation. *7/15/90*
 15. Authenticate by signature, when necessary, all acts, orders, proceedings of meetings, and legal documents, affix the corporate seal to official documents. *7/15/90*
 16. Direct the submission of quarterly reports to the Board and as directed by the President or Board. *7/15/90*
- B. The State Secretary shall perform all such other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Board, State President, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *7/15/90*

3.5 DUTIES OF STATE TREASURER

- A. The State Treasurer shall
1. Attend all Executive Board and other appropriate meetings. *7/15/90*
 2. Be custodian of FSMTA funds, except Chapter funds, oversee the proper disbursement and deposit of funds as directed by the Executive Finance Committee, Executive Board, or State President. *7/15/90*
 3. Be custodian of all tangible property of the FSMTA. *2/5/00*
 4. Maintain FSMTA funds in a bank designated by the Executive Finance Committee to the credit and in the name of: Florida State Massage Therapy Association, Inc. *7/15/90*
 5. Be custodian of all accounting records representing funds received and disbursed. *7/15/90*
 6. Develop and institute accounting policies as approved by the Executive Finance Committee and in accordance with Policy & Procedures. *7/15/90*
 7. Maintain or supervise separate accounting or designation of funds as directed by the Executive Finance Committee or Board and in accordance with Policy & Procedures. *7/15/90*
 8. Provide assistance to the Central Office and all Chapter Treasurers regarding accounting policies. *7/15/90*
 9. Supervise collection of sales tax from all sources. *7/15/90*
 10. Supervise the timely filing of sales, income, and other tax returns. *7/15/90*
 11. Submit quarterly reports to the Board, annual reports at FSMTA Annual Business Meetings, and as directed by the President or Board. *7/15/90*
 12. Submit all accounting records for annual audit or review by the Executive Finance Committee. *2/5/00*
 13. Assist the Board and Executive Committee in an advisory capacity for one (1) year following the end of the elected term of office. *7/15/90*
- B. The State Treasurer shall perform all such other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Board, State President, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *2/5/00*

3.6 DUTIES OF IMMEDIATE PAST STATE PRESIDENT

- A. The Immediate Past State President shall
 - 1. Assist the State President, Executive Committee, and Executive Board in an advisory capacity. 7/15/90
 - 2. Attend all Board and other appropriate meetings. 7/15/90
 - 3. Assist the State President in the transition of office and expeditious transfer of records. 7/15/90
- B. The Immediate Past State President shall perform all other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Board, State President, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. 2/5/00

SECTION 4. STATE COMMITTEES

10/5/03

4.1 PURPOSE

2/5/00

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

- A. Create and present policy recommendations to the Board;
- B. Recommend establishment of programs;
- C. Monitor areas of Association interest;
- D. Serve as a link between the Board and the membership;
- E. Consult with officers and other committees as needed;
- F. Receive input from members;
- G. Provide information in their area of expertise;
- H. Gather, analyze and provide information pertinent to the committee's charge;
- I. Take other action as directed by the President, Executive Committee, or Board.

4.2 STATE STANDING COMMITTEES

7/15/90

A State Standing Committee Chair shall attend all Executive Board meetings.

4.3 STATE SPECIAL COMMITTEES

10/5/03

- A. The State Special Committees may include but not be limited to:
 - 1. Awards Committee
 - 2. Colon Hygiene Committee
 - 3. Convention Committee
 - 4. Elections Committee
 - 5. Financial Review Committee
 - 6. Membership Committee
 - 7. Practitioner Guidelines Committee

8. Professional Relations Committee
 9. Provider Reimbursement Committee
 10. Publications Committee
 11. Public Relations Committee
 12. Sports Massage Committee
 13. Promotional Products Committee
- B. A State Special Committee Chair shall attend Executive Board meetings at the written request of the State President. *7/15/90*

4.4 STATE SUB-COMMITTEES

4/25/99

- A. The State Sub-Committees shall include but not be limited to:
1. Balloting Sub-Committee of Elections Committee
 2. Nominating Sub-Committee of Elections Committee
- B. A State Sub-Committee Chair shall attend Executive Board meetings at the written request of its Committee Chair and the State President. *7/15/90*

4.5 DUTIES OF COMMITTEE CHAIRS

- A. Each Committee Chair shall: *2/5/00*
1. Preside at and call committee meetings.
 2. Designate a committee member to take minutes.
 3. Be directly responsible to the President, Executive Committee, and Board.
 4. Submit quarterly reports to the Board or more frequently as requested by the President or Board.
 5. Make oral reports at Board meetings as requested by the President or Board.
 6. Submit a yearly operating budget proposal as provided in Financial Review Committee Policy & Procedures.
 7. Submit a written annual report for the annual membership meeting.
 8. Submit a final report at the end of the one (1) year term, or end of committee assignment, whichever comes first, including:
 - a. Review of charges assigned,
 - b. Brief explanation of how the committee carried out its work,
 - c. Review of any recommendations to the Board which have not been acted upon,
 - d. Review of any charges not completed, with plan for completion, and
 - e. Complete accounting of the committee's monetary expenditures.
 9. Perform all other duties described in the Bylaws, appropriate to the position, as directed by the President, Board, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws, and in the best interests of the FSMTA and its members.
- B. The Chairs of State Standing and Special Committees shall assist, communicate and coordinate efforts with corresponding Chairs of Chapter Standing and Special Committees. *2/5/00*

- C. The President may request the Committee Chair to provide recommendations for committee members. *7/15/90*
- D. The President shall review all committee appointments at the end of each term, or at the beginning of a new Presidency, or as prudent, for the purpose of re-appointment or appointment of successors. *2/5/00*

4.6 DUTIES OF STATE BYLAWS COMMITTEE CHAIR

- A. The Chair of the State Bylaws Committee shall:
 - 1. Chair the Standing Committee that oversees the Constitution, Bylaws and Policy & Procedures and their amendment process. *2/5/00*
 - 2. Attend all Board meetings. *7/15/90*
 - 3. Act as Parliamentarian and interpreter of Constitution, Bylaws and Policy & Procedures. Appeal of Chair's interpretation is made to Executive Board which shall make a final ruling. *2/5/00*
 - 4. Receive Proposal for Bylaw Amendment forms from membership for review by the Committee; clarify wording and content, if necessary; make recommendations to the Executive Board. *2/3/01*
 - 5. Supervise annual review and/or publication of the Constitution, Bylaws, and Policy & Procedures, including all amendments. *2/5/00*
 - 6. Prepare, propose, and/or recommend Bylaws, Policy & Procedures, and amendments, as necessary, for adoption by the Board. *2/5/00*
 - 7. Transmit or supervise transmittal of copies of proposals to the Board for review fourteen (14) days prior to the next scheduled Board meeting to provide for reading before voting. *2/5/00*
 - 8. Transmit or oversee transmittal of copies of Bylaw amendments to Executive Board, Administrative Officers and Chapter Presidents, within thirty (30) days of adoption. *2/3/01*
 - 9. Supervise Constitutional amendment proposals requiring vote of LMT Membership of the FSMTA. *7/15/90*
 - 10. Submit quarterly reports to the Board, and as directed by the President or Board. *7/15/90*
 - 11. Annually submit a written summary of the amendment process to the Board. *7/15/90*
 - 12. Be ex officio nonvoting member of Judicial Affairs Committee. *10/15/03*
- B. The Chair of the State Bylaws Committee shall perform all other duties described in the Bylaws, Policy & Procedures, appropriate to the position, directed by the President, Board, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *7/15/90*

4.7 DUTIES OF STATE EDUCATIONAL STANDARDS COMMITTEE CHAIR 7/15/90

- A. The Chair of the State Educational Standards Committee shall:
1. Chair the Standing Committee that oversees educational standards of the FSMTA, and assists with educational requirements, standards, certifications, and related activities of the FSMTA.
 2. Receive, supervise, and/or draft proposals for educational standards and certifications; make recommendations to the Executive Board.
 3. Attend all Board meetings.
 4. Submit quarterly reports to the Board; report to membership at FSMTA Annual Business Meetings.
 5. Assist the Convention Coordinator with guideline requirements for continuing education programs at Annual Conventions.
 6. Assist and communicate with Chapters regarding guideline requirements for educational programs offered by Chapters for continuing education credit.
 7. Annually submit a written summary to the Board.
- B. The Chair of the State Educational Standards Committee shall perform all other duties described in the Bylaws, Policy & Procedures, appropriate to the position, directed by the President, Board, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws.

4.8 DUTIES OF STATE LEGISLATIVE COMMITTEE CHAIR

- A. The Chair of the State Legislative Committee shall:
1. Chair the Standing Committee responsible for knowledge of current and proposed legislation regarding the practice of massage therapy, including but not limited to the Massage Practice Act, Florida Statutes, Chapter 480. *7/15/90*
 2. Act as liaison with the FSMTA Legislative Consultant and Executive Board. *7/15/90*
 3. Compile information on current and proposed legislation pertaining to the practice of massage therapy and disseminate to the Board. *7/15/90*
 4. Compile information on local and state legislation and litigation and disseminate to the Board. *7/15/90*
 5. Consult with and assist Executive/Chapter Boards on specific issues related to law and legislation. *7/15/90*
 6. Assist Executive/Chapter Boards in dealing with local and state legislative bodies. *7/15/90*
 7. Consult with counsel regarding questions on laws and legislation, as directed by the Board. *7/15/90*
 8. Attend all Board meetings and other meetings or functions as directed by the President. *7/15/90*

9. Submit quarterly reports to the Board; report to membership at FSMTA Annual Business Meetings. *7/15/90*
 10. Submit a committee legislative platform to the Board for approval prior to the annual session of the Florida legislature. *2/5/00*
 11. Disseminate progress reports during legislative session with appropriate action for member participation. *2/5/00*
 12. Annually submit a written summary to the Board. *7/15/90*
 13. Report all immediate and future concerns regarding law and legislation to the Board, and provide recommendations. *7/15/90*
 14. Coordinate Legislative Awareness Days activities. *2/5/00*
- B. The Chair of the State Legislative Committee shall perform all other duties described in the Bylaws, Policy & Procedures, appropriate to the position, directed by the President, Board, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *7/15/90*

SECTION 5. CHAPTERS

5.1 CHAPTER CHARTERS

- A. Application for a Chapter Charter may be made to the Executive Board for any county or district which meets all of the following requirements: *2/5/00*
 1. is not currently served by a chapter within fifty (50) miles; and
 2. twenty-five (25) or more LMT members reside there; and
 3. has demonstrated that it can form a Chapter Board of five (5) LMT members to govern it.
- B. The Executive Board shall consider all applications for Chapter Charters within two (2) regularly scheduled meetings following receipt of application. *2/5/00*
- C. The Chapter Charter shall be in a form approved by the Board and become a permanent part of the Chapter's records. *7/15/90*
- D. The Board shall issue a Chapter Charter for approved applications or request additional material from the applicant, or submit an explanation of denial to applicant, within thirty (30) days of consideration by the Board. *2/5/00*
- E. An organizational grant not to exceed five hundred dollars (\$500) shall be available to a newly-chartered Chapter, at the discretion of the Executive Board. Any organizational grant may be forwarded with the Chapter Charter. *7/15/90*
- F. Assistance with publication of the first three (3) Chapter newsletters may be provided by Central Office staff at no charge to the newly chartered Chapter. *2/5/00*
- G. The Board shall revoke a Chapter Charter for due cause by a two-thirds (2/3) vote and shall notice the revocation to the Chapter President and Secretary by certified mail, and to all Chapter members by regular mail, including information regarding their Chapter assignment options. *2/5/00*

- H. A Chapter so revoked shall immediately: *2/5/00*
1. cease to function as a representative part of the FSMTA,
 2. lose all Chapter rights and privileges,
 3. relinquish the Chapter Charter to the Executive Board
 4. surrender all equipment, financial and other assets, and records of the Chapter, which are the property of the FSMTA.

5.2 MEETINGS

- A. The Chapter shall hold business meetings, including but not limited to: the Chapter Annual Business meeting, regular and special meetings of the Chapter membership, and regular Chapter Board meetings, as provided in the Bylaws. *7/15/90*
- B. Regular and special meetings of the Chapter may be held at such place within the Chapter boundaries as indicated in the notice or waiver of notice. *7/15/90*
- C. The date, time and place of all regular Chapter meetings shall be at the discretion of the Chapter President, and approved by a majority vote of the Chapter. *7/15/90*
- D. When a scheduled business meeting does not occur due to acts of God or State of Emergency, the Chapter Board may waive or re-schedule the meeting. If the meeting is waived, the Board shall obtain vote on all resolutions and other business that would have been on the agenda by mail vote. *2/5/00*
- E. Election of Chapter Officers may occur at the Chapter Annual Business Meeting or by mail vote, pursuant to the Chapter Election Schedule in the Bylaws. *7/15/90*
- F. The Officers presiding prior to the election shall open and conduct the meeting. New Business and Adjournment of the meeting shall be conducted by the newly-elected Officers. *7/15/90*
- G. When a scheduled Chapter Annual Business Meeting does not occur due to acts of God or State of Emergency, the President shall designate the next-scheduled regular meeting as same, or may call a Special Meeting if required for compliance with the Chapter Election Schedule. Newly-elected officers shall be installed by the Chapter Elections Committee Chair and assume office as of the originally scheduled close of the Annual Business Meeting. *4/25/99*

5.3 MEETINGS OF CHAPTER BOARD

- A. The Chapter Board shall hold regular meetings as provided in the Bylaws. *7/15/90*
- B. After election of Officers, the newly elected Officers and the outgoing officers shall meet at the close of the Annual Business Meeting to provide for continuity in the transfer of power and duties. Members of the new Board shall meet as soon as possible for the purpose of organization and transaction of business appropriate to the coming year. *4/25/99*

5.4 DUTIES OF CHAPTER BOARD

- A. The duties of the Chapter Board shall be to:
1. Govern, conduct, manage, and administer all property, business, and financial aspects of the Chapter in the intervals between Chapter meetings in the best interest of the Chapter and the FSMTA. *7/15/90*
 2. Abide by FSMTA Constitution, Bylaws, policies, procedures, rules, and guidelines. *7/15/90*
 3. Hear reports, proposals, and recommendations made by Chapter committees, Chapter Board members, and Chapter membership; provide direction and suggestions when necessary. *7/15/90*
 4. Approve or reject appointments as required in the Bylaws. *7/15/90*
 5. Hold quarterly, regular Chapter Board meetings, regular Chapter meetings, and Chapter Annual Business Meetings, submit reports to membership on action taken between Chapter meetings. *7/15/90*
 6. Obtain membership approval or rejection of major Chapter obligations and expenditures of two-hundred fifty dollars (\$250) or more of the Chapter funds not included in the annual budget or Expense Reimbursement Guidelines. *2/5/00*
 - a. Documentation of Chapter vote shall be included with such expenditure *10/3/09*
 1. Chapter meeting minutes will meet this requirement *10/3/09*
 - b. Obtain written approval or rejection from the State Executive Finance Committee for expenditures or obligations of five hundred dollars (\$500) or more. *10/3/09*
 7. Obtain written approval or rejection from the State Executive Finance Committee of major Chapter obligations and expenditures of five hundred dollars (\$500) or more of the Chapter not included in the Chapter annual budget or Expense Reimbursement Guidelines. *10/3/09*
 8. Accurately communicate and represent official policies and positions of the FSMTA at all times. *7/15/90*
 9. Conduct opinion polls of membership, as it deems prudent. *7/15/90*
 10. Accurately represent and expeditiously carry out all action taken by vote of the Chapter. *7/15/90*
 11. Require security deemed appropriate for any person acting on behalf of the Chapter. *7/15/90*
 12. Fill vacancies, as required in the Bylaws. *7/15/90*
 13. Request the assistance of the Executive Board, when prudent. *7/15/90*
 14. Oversee and/or prepare, review, and submit annual budgets to the Chapter Board and/or the Chapter for approval or rejection. *7/15/90*
 15. Make recommendations to the Chapter. *7/15/90*
 16. Report to the Chapter on action taken. *7/15/90*
 17. Submit appropriate petitions to the Executive Board on behalf of the Chapter Board or LMT Membership. *10/3/09*
 18. Report cases of potential conflict of interest to Executive Board for deliberation. *2/5/00*
- B. The Chapter Board may look to the powers and duties of the Executive Board for guidelines as to the appropriate administration of the Chapter when those powers and duties are not in conflict. *2/5/00*

- C. In addition to powers and duties expressly granted in the Bylaws and Policy & Procedures, the Chapter Board may develop standing rules and guidelines for the prudent and efficient administration of Chapter business, when not in conflict with the Bylaws and Policy & Procedures. *2/5/00*
- D. The Chapter Board shall perform all other duties described in the Bylaws, Policy & Procedures, directed by the Executive Board and Chapter, appropriate to the position, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *7/15/90*

5.5 DUTIES OF CHAPTER OFFICERS

A. DUTIES OF CHAPTER PRESIDENT

The Chapter President is the chief Chapter Officer and shall:

1. Supervise all business of the Chapter; see that all business and votes of the FSMTA are carried out. *2/5/00*
2. Attend all meetings of the Executive Board or designate a Chapter Officer to attend and temporarily fill the President's position on the Board. The designated Chapter representative may temporarily assume the voting privilege of the position. *7/15/90*
3. Attend and chair all Chapter, Chapter Board, and other appropriate meetings. *2/5/00*
4. Act as liaison with the Executive Board and Chapter membership. *7/15/90*
5. Present quarterly Chapter Reports of business and activities at Executive Board meetings, and annual Chapter reports to membership at FSMTA Annual Business Meetings, prepare written summaries for FSMTA records. *7/15/90*
6. Accurately disseminate pertinent information and business conducted at Executive Board meetings to the Chapter on a timely basis. *7/15/90*
7. Coordinate and assign Chapter Officers as Officers-liaison with all Chapter Committees for the purpose of maintaining optimal communication and coordination of effort. *7/15/90*
8. Maintain an organizational flow chart delineating assignments and transmit same to members of the Chapter Board and the Executive Officer-liaison of the Chapter. *7/15/90*
9. Be Editor-in-Chief of Chapter Newsletter. *2/5/00*
10. Utilize the Duties of State President for guidelines appropriate to administration of the Chapter where those duties are not in conflict. *7/15/90*
11. Perform all other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Executive and Chapter Boards, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *7/15/90*

B. DUTIES OF CHAPTER FIRST VICE-PRESIDENT *7/15/90*

The Chapter First Vice-President shall:

1. Attend all Chapter Board and other appropriate meetings; in the absence of the Chapter President preside as President Pro Tem and temporarily assume all duties of the President, except that no appointments shall be made or revoked, unless specifically authorized, in writing, by the President.
2. Succeed to Chapter President for the remainder of the term in the event of vacancy in the office of Chapter President.
3. Act as liaison with Chairs of Chapter Committees as designated by Chapter President.
4. Assist the Chapter President with all business affairs of the Chapter.

5. Act as representative for the Chapter President, upon request of the President.
6. Submit quarterly reports to the Chapter Board and as directed by the Chapter President or Board.
7. Utilize the Duties of State First Vice-President for guidelines appropriate to administration of the Chapter where those duties are not in conflict.
8. Perform all other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Chapter Board, President, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws.

C. DUTIES OF CHAPTER SECOND VICE-PRESIDENT *7/15/90*

The Chapter Second Vice-President shall:

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

D. DUTIES OF CHAPTER SECRETARY

The Chapter Secretary shall:

1. Attend all Chapter Board and other appropriate meetings. *7/15/90*
2. Record the minutes of all meetings, including teleconferences, Chapter Board, and Chapter Annual Business meetings, where quorum is met, and as directed by the Chapter President; call the roll at the above meetings, as required. *2/5/00*
3. Transmit or supervise proper transmittal of minutes of Chapter and Chapter Board meetings to Chapter Board, State Secretary, Executive Officer-liaison, and Central Office within ten

- (10) days, and to Chapter members at next Chapter meeting. *2/5/00*
4. Maintain all Chapter committee reports on file in Chapter archives. *7/15/90*
 5. Furnish committees with documents necessary for the performance of duties. *7/15/90*
 6. Maintain a list of all committees and committee members on hand at each meeting. *7/15/90*
 7. Transmit or supervise proper transmittal of Notices required in the Bylaws, membership cards, certificates, and other membership information. *7/15/90*
 8. Maintain record book(s) in which the Constitution, Bylaws, minutes of meetings, special rules of order, standing rules/guidelines, amendments, and other records of the Chapter are entered; maintain the current record book(s) on hand at every meeting. *7/15/90*
 9. Transmit or supervise transmittal of agendas as required, and conduct the general correspondence of the Chapter. *7/15/90*
 10. Transmit or supervise transmittal of all official communications from the Chapter Board to the Executive Board and Chapter membership. *7/15/90*
 11. Authenticate by signature when necessary, all acts, orders, proceedings of meetings, and legal documents. *7/15/90*
 12. Submit quarterly reports to the Chapter Board and as directed by the Chapter President or Board. *7/15/90*
 13. Immediately notify the Executive Officer-Liaison and Central Office of Chapter Officers and appointments of Chapter Board members, designating the names, addresses, phone numbers, and positions held. *7/15/90*
 14. Immediately notify the Executive Officer-Liaison and Central Office of the resignation of a Chapter Officer or Board member, and when determined, the name, address, and phone number of the individual filling the vacancy. *7/15/90*
 15. Utilize the Duties of State Secretary for guidelines appropriate to administration of the Chapter where those duties are not in conflict. *7/15/90*
 16. Perform all other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Chapter Board, President, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *7/15/90*

E. DUTIES OF CHAPTER TREASURER

The Chapter Treasurer shall:

1. Attend all Chapter Board and other appropriate meetings. *7/15/90*
2. Be custodian of funds received by the Chapter; properly disburse and deposit funds in accordance with Policy & Procedures. *2/5/00*
3. Maintain funds in a bank designated by the Executive Finance Committee, to the credit and in the name of FSMTA (designated Chapter name) CHAPTER. *2/5/00*

4. Be custodian of all accounting records representing funds received and disbursed. *7/15/90*
5. Be custodian of all tangible property of the Chapter. *2/5/00*
6. Follow accounting policies as directed by the State Treasurer. *7/15/90*
7. Maintain separate accounting or designation of funds in accordance with Policy & Procedures. *2/5/00*
8. Assist the State Treasurer and Central Office, when necessary, regarding Chapter accounting records and collection of funds. *7/15/90*
9. Prepare and timely transmit all accounting reports to the Central Office in accordance with Policy & Procedures. *2/3/01*
10. Submit all accounting records for annual audit or review by the Executive Finance Committee. *2/5/00*
11. Submit quarterly reports to the Chapter Board, regular reports to the Chapter, and as directed by the Chapter President or Board. *7/15/90*
12. Utilize the Duties of State Treasurer for guidelines appropriate to administration of the Chapter where those duties are not in conflict. *7/15/90*
13. Perform all other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Chapter Board, President, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *7/15/90*

F. DUTIES OF IMMEDIATE PAST CHAPTER PRESIDENT

The Immediate Past Chapter President shall:

1. Assist the Chapter President, Executive Committee, and Board in an advisory capacity. *7/15/90*
2. Attend all Chapter Board and other appropriate meetings. *7/15/90*
3. Assist the Chapter President in the transition of office and expeditious transfer of records. *7/15/90*
4. Utilize the Duties of Immediate Past State President for guidelines appropriate to administration of the Chapter where not in conflict. *7/15/90*
5. Perform all other duties customary to the office as described in the Bylaws, Policy & Procedures, directed by the Chapter Board, President, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws. *2/5/00*

5.6 CHAPTER COMMITTEES

2/5/00

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

1. Create and present policy recommendations to the Board;
2. Recommend establishment of programs;
3. Monitor areas of Association interest;
4. Serve as a link between the Board and the membership;
5. Consult with officers and other committees as needed;
6. Receive input from members;
7. Provide information in their area of expertise;
8. Gather, analyze and provide information pertinent to the committee's charge;
9. Take other action as directed by the President, Executive Committee, or Board.

- B. Chapter Standing Committees
 - 1. The Chapter shall have Standing Committees as provided in the Bylaws.
 - 2. A Chapter Standing Committee Chair shall attend all Chapter Board meetings. *7/15/90*

- C. Chapter Special Committees

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

 - 1. Awards Committee
 - 2. Elections Committee
 - 3. Membership Committee
 - 4. Publications Committee
 - 5. Public Relations Committee
 - 6. Sports Massage Committee
 - 7. Promotional Products Committee

- D. A Chapter Special Committee Chair shall attend Chapter Board meetings at the request of the Chapter President. *7/15/90*

- E. Chapter Sub-Committees
 - 1. The Chapter Sub-Committees shall include but not be limited to: *4/25/99*
 - a. Balloting Sub-Committee of Elections Committee
 - b. Nominating Sub-Committee of Elections Committee
 - 2. A Chapter Sub-Committee Chair shall attend Chapter Board meetings at the request of its Committee Chair and the Chapter President. *7/15/90*

5.7 DUTIES OF CHAPTER COMMITTEE CHAIRS

2/5/00

- A. Each Committee Chair shall:
 - 1. Preside at and call committee meetings.
 - 2. Designate a committee member to take minutes.
 - 3. Be directly responsible to the President and Board.
 - 4. Submit quarterly reports to the Board or more frequently as requested by the President or Board.
 - 5. Make oral reports at Board meeting as requested by the President or Board.
 - 6. Submit a yearly operating budget proposal to the Chapter Board.
 - 7. Submit a written annual report for the annual membership meeting.
 - 8. Submit a final report at the end of the one (1) year term, or end of committee assignment, whichever comes first, including:
 - a. review of charges assigned,
 - b. brief explanation of how the committee carried out its work,
 - c. review of any recommendations to the Board which have not been acted upon,
 - d. review of any charges not completed, with plan for completion, and
 - e. complete accounting of the committee's monetary expenditures.
 - 9. Perform all other duties described in the Bylaws, appropriate to the position, as directed by the President, Board, and prescribed by the parliamentary authority adopted by the FSMTA and all applicable laws, and in the best interests of the FSMTA and its members.

- B. The Chairs of Chapter Standing and Special Committees shall communicate and coordinate efforts with the corresponding Chairs of State Standing and Special Committees.
- C. The Chairs of Chapter Standing Committees may utilize the Duties of State Standing Committee Chairs for guidelines as appropriate to the administration of the Chapter, determined by the Chapter Board, and when these duties are not in conflict. *7/15/90*
- D. The President may request the Committee Chair to provide recommendations for committee members. *7/15/90*
- E. The President shall review all committee appointments at the end of each term, or at the beginning of a new Presidency, for the purpose of re-appointment or appointment of successors.

5.8 CHAPTER NEWSLETTERS

2/5/00

A. PURPOSE:

The purpose of the chapter newsletter is to promote the goals, objectives and purpose of the FSMTA, communicate to Chapter members the meetings, events and administrative information relevant to the individual Chapter, and inform Chapter members of FSMTA business and activities statewide, as directed by the Executive Board, and disseminate educational materials.

B. POLICIES:

1. Chapter newsletters may carry advertisements and announcements, provided they are in accordance with the policies and objectives of the Association.
2. The Chapter newsletter shall convey and promote professionalism. *7/15/90*
3. The Chapter newsletter is a forum for FSMTA activities and business, and as such, it is not appropriate for:
 - a. the Chapter President, Editor, or any individual to use it as a forum for personal opinions, including opinions regarding FSMTA business.
 - b. any individual to use it as a forum for personal or professional gain except on paid advertisements.
4. The Executive or Chapter Board may utilize the Chapter newsletter for Opinion Polls. Opinion polls are for polling membership and are not binding votes. *7/15/90*
5. The Chapter President is Editor-in-Chief of the newsletter, and as such, is responsible for the content of the newsletter.
6. The State President, as Executive Editor of all FSMTA publications, shall have final authority over Chapter newsletters.
7. The Executive Board shall determine all policies governing the Chapter newsletter.

C. PROCEDURES:

1. The Chapter newsletter shall be mailed to all Chapter members, all voting and non-voting Executive Board members, and Central Office. 7/15/90
2. Chapter and Chapter Board meeting minutes or a synopsis of the meeting shall be included in the newsletter.
3. The Editor(s) may be any Chapter member(s) willing and able to produce and distribute the newsletter. Duties shall include, but not be limited to:
 - a. write, solicit, and otherwise gather materials for newsletter according to timelines and deadlines.
 - b. edit materials as necessary.
 - c. prepare materials for printing.
 - d. design and execute layout of newsletter.
 - e. attend meetings and report on activities as directed by Chapter President.
4. The Editor may, with approval of Chapter Board, utilize outside professional assistance in the production and distribution of the newsletter.
5. Chapters shall publish newsletters quarterly. Recommended is publication bi-monthly in the months opposite the bi-monthly publication of the *Massage Message* magazine, to ensure a steady flow of communication to the membership.
6. The format for each issue of the newsletter shall include as minimum requirements:
 - a. A masthead including the FSMTA logo, name of the newsletter, and "_____ Chapter of the Florida State Massage Therapy Association", and date or volume and issue number.
 - b. A column containing the titles, names and contact information of all Chapter officers and committee chairs.
 - c. Chapter President's report.
 - d. Minutes, or Chapter Secretary's synopsis of minutes of all meetings,
 - e. Chapter Treasurer's report, or synopsis of financial activity.
 - f. Notice with location of next Chapter meeting and upcoming activities of the Chapter and relevant statewide Association activities.
 - g. A summary of business conducted at quarterly Executive Board meetings, as provided to Chapter Presidents by a designated member of the Executive Board.
7. The format of the newsletter shall include items periodically or as timely, including but not limited to:
 - a. Membership Application and information,
 - b. FSMTA Liability Insurance Application and information
 - c. FSMTA Convention Registration Forms and information

- d. Items designated by the Executive Board for dissemination through the Chapter newsletter.

SECTION 6. ELECTIONS

1. Election of Executive Officers shall occur in conjunction with the FSMTA Annual Business Meeting. *4/25/99*
2. When election of Executive Officers occurs by mail vote, the ballots shall be received and counted prior to the Annual Business Meeting for announcement of results and installation of newly-elected Officers at that meeting. *4/25/99*
3. In an election year, the Executive Officers presiding prior to the election shall open and conduct the Annual Business Meeting to the conclusion of the meeting. Following Old Business, the Elections Committee Chair shall install the newly-elected Officers. The terms of office for newly elected officers shall commence beginning the first day after the close of convention. *4/1/06*

SECTION 7. FSMTA FINANCIAL INFORMATION

7.1 DUES – Effective Date 31 August 2004

4/3/2004

- A. Annual membership dues shall be due and payable each successive membership year, or at the discounted multi-year rate as determined by the Executive Board:
 - 1. LMT Membership \$125 one year \$230 two year \$300 three year
 - 2. Student Membership \$50 one year only
 - 3. Associate Membership \$125 one year \$230 two year \$300 three year
- B. Membership dues shall be billed and collected by Central Office.
 - 1. Second and third year revenue collected shall be held in escrow and deposited into the general revenue account on the yearly renewal date of each member.
 - 2. Chapters shall receive apportionment on the yearly renewal date of each member.
- C. The Application Fee for new and delinquent LMT memberships shall be a non-refundable processing charge of FIFTEEN (\$15) DOLLARS.

7.2 APPORTIONMENT OF FEES AND DUES

- A. Dues received from members with Chapter assignments shall be apportioned as follows:
 - 1. Thirty Dollars to the Chapter for LMT and Associate membership 4/3/04
 - 2. Fifteen Dollars for Student membership 4/3/04
 - 3. Remainder to the general revenue of the FSMTA 4/3/04
- B. Application fees for new and delinquent LMT members shall not be apportioned.
- C. Dues received from members with Member-at-Large assignments shall be retained as general revenue of the FSMTA.

7.3 EXPENSE REIMBURSEMENT GUIDELINES

- A. FSMTA members and appointed Administrative Officers shall be entitled to reimbursement for reasonable expense incurred in performance of duties in accordance with guidelines developed by the Executive Finance Committee, approved by the Executive Board and subject to modification. Any modification shall not affect reimbursement for expenditures made prior to modification.
- B. Expenses shall be submitted to the appropriate Treasurer or Central Office on an Expense Reimbursement Report form with logs and original receipts, or a reasonable facsimile, attached.
- C. Failure to submit Expense Reimbursement Reports within sixty- (60) days of expenditure may result in non-payment, unless specifically approved by the Executive Finance Committee.

- D. Reimbursement Schedules follow and reimbursement shall include such other expenses the Finance Committee deems fit for reimbursement.
1. Per Diem for attendance at FSMTA business meetings when presence is required of the position per Bylaws and Policy & Procedures, or requested in writing by the State President: Receipts are not required for full or partial reimbursement. Effective Date 31 August 2004
 - a. Executive Board: maximum of \$50 per meeting day unless prior approval by the Executive Finance Committee is received.
 - b. Appointed Administrative Officers: maximum of \$50 per meeting day unless prior approval by Executive Finance Committee is received.
 - c. Payment shall be made when attendance is required of the position
 - d. Partial reimbursement rates are as follows:
 1. Breakfast \$10
 2. Lunch \$15
 3. Dinner \$25
 - e. Partial reimbursement shall be determined according to the need for participant to either be at a meeting where meal is not provided by association, during the time of appropriate meal, or be en route to meeting during the time of the appropriate meal, as approved by the Executive Finance Committee.
 2. Private Auto Transport for attending to the business of the FSMTA, when presence is required of the position per Bylaws and Policies & Procedures, or requested in writing by the State or Chapter President:
 - a. IRS standard mileage rate for previous year-end April 1. *4/6/2003*
 - b. Parking fees and tolls when accompanied by appropriate receipts.
 - c. Only one person per vehicle shall be reimbursed for private auto transport expenses.
 3. Air Fare if required for attending to business of the FSMTA, when presence is required of the position Bylaws and Policy & Procedures, or requested in writing by the State President
 - a. Up to \$250 unless prior approval of the Executive Finance Committee.
 4. Lodging if required for attending to business of the FSMTA, when presence is required of the position per Bylaws and Policy & Procedures, or requested in writing by the State or Chapter President:
 - a. An amount not to exceed \$85 per night, unless prior approval by the Executive Finance Committee is obtained.
 - b. One night allowed per meeting day attended, unless prior approval of the Executive Finance Committee is obtained.

5. Reimbursement Responsibilities
 - a. The Chapter may reimburse the Chapter Representative for any state meeting expense outlined in items 2 through 4 above which exceeds the maximum reimbursement, provided the Chapter Board approves such reimbursement prior to incurring said expenses.
 - b. When presence for FSMTA business or an FSMTA meeting is requested by the State President, reimbursement shall be made from State funds. When a Chapter President requests presence, reimbursement shall be made from that Chapter's funds.
 - c. Reimbursement for items outlined in 2 through 4 above shall not exceed actual expenses incurred.
 - d. The State fund shall reimburse state board meeting expenses outlined in items 2 through 4 above for Chapter Representatives.
6. Telephone calls shall be reimbursed for FSMTA business as follows:
 - a. The cost of the phone call, plus appropriate taxes.
 - b. The fee for a conference call.
 - c. Copies of the phone bill must accompany the Telephone Reimbursement Log.
 - d. Other telephone fees or expenses may be reimbursed with prior approval of Executive Finance Committee.
7. Guidelines for reimbursement of copying/printing, newsletter publications, postage, telephone and travel are provided on appropriate log forms. Other reimbursable expenses are listed on Expense Reimbursement Form.
8. A reasonable effort must be made to obtain the lowest cost transportation, lodging and other expenses for reimbursement.
9. Reimbursement may be refused for Executive Board Members not in compliance with the Policy and Procedures for Duties as Executive Board Members.
10. Grounds for reimbursement refusal shall include, but not be limited to the following:
 - a. Total reimbursement requested exceeds actual expense.
 - b. Request reimbursement for charges duplicated by one or more individuals.
 - c. Duplicate reimbursements from the State and the Chapter for the same expense.
11. For State Executive Officers that their terms have expired or are not running for re-election or that are running for re-election and are being opposed, their budgets will be divided into 12 equal parts and they will be entitled to spend one part per month or partial month they are in office. Any expenditures over 1/12 per month must be approved by the Financial Review Committee. (4/03/04)

- E. FSMTA will reimburse convention presenters as follows:
- Honorarium of fifty five dollars (\$55.00) per hour taught
 - Standard hotel room for one (1) night per each one (1) day of speaking
 - Mileage per IRS rules for private vehicle or roundtrip lowest internet non-refundable coach air fare, ground transportation from airport (receipts required) **MAXIMUM PAID WILL BE SIX HUNDRED DOLLARS (\$600)**
 - Two (2) tickets to the Saturday night dinner/dance if staying over on Saturday night
 - Per diem for meals for two (2) travel days (\$10.00 breakfast, \$15.00 lunch and \$25.00 dinner) **MAXIMUM PAID WILL BE ONE HUNDRED DOLLARS (\$100)**
 - Expenses for printed handouts, tips and/or valet parking will be the presenter's responsibility. 1/31/10

7.4 CONVENTION

- A. All individuals attending Annual Conventions shall pay a registration fee, unless otherwise exempted by the Executive Board or Executive Finance Committee, or in the Policy & Procedures.
- B. In the event a scheduled Annual Convention does not occur due to acts of God or State of Emergency, the Board may waive or re-schedule the Annual Convention.
- C. The net revenue from Annual Convention shall be retained as general revenue of the FSMTA.
- D. Convention Registration Fee waived:
1. If attendance is required per Bylaws and Policy & Procedures at FSMTA Annual Business Meeting.
 2. For members of the Convention Committee.
 3. State Standing Committee Chairs.
 4. For Chapter Presidents or representatives, if Chapter President is unable to attend.
 5. The Chapter Board may pay the early registration fees to attend the FSMTA convention on behalf of its Chapter for Chapter First Vice-President, Chapter Second Vice-President, Chapter Secretary and Chapter Treasurer as an allowable reimbursement when those officers are required to attend the convention as part of their duties.
 *Any variance to this directive will require prior approval from FSMTA Financial Review Committee (FRC). Any expenditure above approved amount (early registration fee) will require approval by the Chapter Membership, then the FRC and the decision transmitted to Central Office for the record.
 *A variance would be, instead of paying registration the Chapter may pay hotel room not to exceed the dollar amount of the early registration fee. Additional expenses such as travel and hotel must have limitations and require justification by the Chapter Board. Convention spending shall be within reasonable limits so as not to deplete the chapter bank accounts. Chapter Board Members have a fiduciary responsibility to maintain funds to run the chapter for the entire year.
- E. Convention Hotel Room
1. Executive Committee will have room nights paid by the State during the days that they are required to be at convention to perform their duties.
 2. Members of the Convention Committee shall have room night(s) paid as determined by the Executive Finance Committee.
 3. State Committee Chairs, each Chapter President or Chapter representative shall have one (1) room night paid by the State for attendance at the Executive Board Meeting and the FSMTA Annual Business Meeting.
 4. The Chapter shall pay the remaining hotel nights for Chapter President or Chapter Representative.

F. FSMTA will reimburse convention presenters as follows:

- Honorarium of \$55.00 per hour taught
- Standard hotel room for 1 night per each 1 day of speaking
- Mileage per IRS rules for private vehicle or roundtrip lowest internet non-refundable coach air fare, ground transportation from airport (receipts required) MAXIMUM PAID WILL BE \$600
- 2 tickets to the Saturday night dinner/dance if staying over on Saturday night
- Per diem for meals for 2 travel days (\$10.00 breakfast, \$15.00 lunch and \$25.00 dinner) MAXIMUM PAID WILL BE \$100
- Expenses for printed handouts, tips and/or valet parking will be the presenter's responsibility. 1/31/10

7.5 SUBSIDIARY CORPORATION

The FSMTA shall have the authority to form subsidiary corporations for the benefit of members and the Association.

7.6 GENERAL INFORMATION

A. Banking

1. Authorized Bank
 - a. All FSMTA bank accounts shall be held with Bank of America, with these exceptions:
 1. Reason shown that Bank of America cannot be used; permission must be granted from the State Treasurer and/or Executive Committee prior to opening or using an account with a bank other than Bank of America.
 2. The State Executive Committee may cause the opening of State and/or Chapter accounts with a bank other than Bank of America.
 - b. Accounts shall be of the following types, when possible:
 1. Interest Bearing Account.
 2. No Service Charges charged to the account.
2. Name and address for FSMTA accounts
 - a. State bank account:

Florida State Massage Therapy Association
C/O FSMTA Central Office
FSMTA Central Office address
 - b. Chapter bank account
FSMTA _____ Chapter (name on Chapter Charter)
C/O FSMTA Central Office
FSMTA Central Office address
3. Federal Identification Number (FIN)/ Tax Identification Number (TIN):

The FIN/TIN number is 59-2654594 and shall be used on all FSMTA accounts.
4. Sales Tax Certificate number is # is 58-00-126823-79-3.
5. The State shall use computerized bookkeeping software for all State managed accounts.
6. Signature
 - a. Two signatures are required on all FSMTA Bank Accounts and Checks.
 1. One signature shall be the State/Chapter Treasurer or State/Chapter President.
 2. The second signature shall be another State/Chapter Officer or Executive Director of the FSMTA.
 - b. More than two signatories may be allowed on each account. Only State/Chapter Officers and the Executive Director shall be signatories on State/Chapter accounts.
 - c. A signatory may not be the individual to whom the check is made payable.
(Reference: Bylaws - ARTICLE 10, SECTION 2, A & B - Page 27)
7. Receipt and disbursement of funds may be by any customary and/or accepted banking procedure, whether physical or electronic. 9/27/2008

8. Fiscal Year
The FSMTA is on a fiscal year for tax reporting, which begins April 1 and ends March 31.
9. Record Keeping and Retention
All records shall be retained in State archives in Central Office for at least seven (7) years. Financial records may not be destroyed by anyone but the State Treasurer, with approval of Executive Finance Committee.
10. Records Transfer
All financial records must be transferred immediately, either to the succeeding State/Chapter Treasurer, to the State Treasurer, or to Central Office, in accordance with By-laws and Policies and Procedures.
11. Determination of Purchases as Assets
 - a. A purchase becomes an asset when the cost of the item exceeds \$200 and the useful life is greater than one year.
 1. The Executive Finance Committee and/or Executive Board, in accordance with By-laws and Policy & Procedures, prior to purchase, shall approve the purchase of the asset by the State.
 2. The Chapter Board, in accordance with By-laws and Policy & Procedures, prior to purchase, shall approve the purchase of the asset by the Chapter.
 - b. All State/Chapter assets shall be reported within 30 days of purchase to Administrator of Finance and State Treasurer for inclusion in the FSMTA inventory of assets, including the following information:
 1. Name of item purchased, including make, model and serial number.
 2. Date item purchased.
 3. Copy of receipt of purchased item.
 4. Purpose of purchased item.
 5. Name of individual who has it in possession.

B. Federal and Sales Tax Reporting

1. FSMTA is a not for profit Corporation for Federal Income Tax purposes.
 - a. Tax returns shall be prepared by CPA and filed by August 15th of each year.
2. FSMTA is not exempt from Florida sales tax. The Association must pay sales tax on all items except purchases for resale.
3. Promotional Products sales shall be processed through Central Office and sales tax collected on items sold.
4. Administrator of Finance shall perform all accounting for purpose of sales tax reporting which shall be done on a monthly basis and shall be filed under the tax number 58-00126823-79-3.

C. Chapter Dues Checks

1. The State Treasurer/ Central Office shall deposit dues checks monthly into Chapter accounts. Each check represents dues earned for the previous month.
2. Check written from the State account must be negotiated within one month from time written. When a Chapter does not honor this request, the State Treasurer/Central Office shall hold future checks due the Chapter until the Chapter complies.

D. Bonding

1. All signatories and all other individuals handling or having access to FSMTA funds shall be bonded.
2. The amount of each bond shall be annually reviewed, approved and supervised by the Executive Finance Committee and the Executive Director.
3. The amount of Dues collected and assets on hand shall be utilized in determining the amount of bond required.

E. Contracts

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

F. Membership Reports

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

G. Collection Procedures

Returned Checks shall be handled through Central Office. All collection letters and notices will be sent from Central Office.

H. Account Categories

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

Income:

Convention
Fund Raising
Interest
Legislative
Liability Insurance
Meeting
Membership Dues
Newsletter & Publications
Sales-Merchandise
Seminars
Sports Team

Expenses:

Accounting
Advertising
Awards
Bank Charges
Consultants-Independent Contractors
Convention
Depreciation
Dues & Subscriptions
Equipment
Fundraising
Furniture/Fixtures
Insurance
Interest
Legal
Legislative
Liability Insurance
Meetings
Membership Dues
Newsletter & Publications
Office Supplies
Outside Events
Payroll (including salaries)
Payroll Taxes
Postage-Excluding Newsletters & Publications
Printing-Excluding Newsletters & Publications
Purchases (Promotional Products cost of goods sold)
Repairs & Maintenance
Sports Team
Supplies
Taxes/Licenses
Telephone
Travel- Mileage

7.7 STATE TREASURER'S PROCEDURES

A. RECEIPT OF FUNDS

1. All monies shall be received by Central Office and deposited on a regular basis, no less than once a week.
2. Copies of the deposit summary, noting sources of funds, shall be filed and retained in Central Office.

B. REPORTING

1. The State Treasurer shall report on State funds, including but not limited to receipts, disbursements and budgetary items in the following manner:
 - a. Monthly to the Executive Finance Committees
 - b. Quarterly to the Executive Board.
 - c. Annually to the Membership.
 - d. Annual preparation of all tax returns by CPA in conjunction with Central Office

C. BALANCED BUDGET

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

D. DISBURSEMENTS – STATE FUNDS

There are currently two different categories of disbursements that the association handles. The two categories shall be processed differently due to the need to review reimbursements for compliance with By-laws and Policy and Procedures.

1. Recurring Type Expenses

- a. Recurring expenses include, but are not limited to rent, payroll, lease payments and contract payments.
- b. Administrator of Finance will receive bills and statements for payment.
- c. Administrator of Finance shall create and print checks on a weekly basis, two weeks prior to date due, when possible.
- d. Executive Director or State President shall review and sign checks.
- e. Administrator of Finance shall 2-day express checks and envelopes prepared for mailing, along with the corresponding original bills/statements along with a Check Detail Report, to the State Treasurer for review and signature.

2. Reimbursement Type Expenses

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

- a. The Expense Reimbursement Report shall be submitted directly to Central Office, with appropriate supporting documentation of each expense.
- b. The Executive Director and/or Administrator of Finance shall review the documents for the following items:
 - √ Mathematical correctness,
 - √ Submission is in compliance with By-laws and Policy & Procedures,
 - √ Appropriate documentation is submitted to support expense (e.g. receipts, logs, etc.),
 - √ Submission does not exceed the amount requested in annual budget.

- c. Administrator of Finance shall create and print checks and attach check to Expense Reimbursement Report.
 - d. Executive Director or State President shall review and sign checks.
 - e. Administrator of Finance shall 2 day express checks and envelopes prepared for mailing, along with a copy of the Expense Reimbursement Reports and supporting documentation along with Check Detail Report, to the State Treasurer for review, approval and signature.
3. State Treasurer shall review, sign and send the checks to the appropriate person/company. Some checks will be returned to Central Office for disposition along with original paperwork by priority mail.
 4. If either FSMTA Signatory above is not available for signature, a third Executive Officer shall provide the second signature. The signatories listed on the bank account are the following Executive Officers: State President, State Treasurer, State First Vice-President, State Second Vice-President, State Secretary and Executive Director.
 5. If the second signatory is not the State Treasurer, he/she shall review, sign and send by priority mail all paperwork back to the Central Office for disposition and/or filing.
 6. Executive Director shall open the bank statements and shall compare cancelled checks to the statement and Expense Reimbursement Reports. After review, the Executive Director shall give the bank statements to the Administrator of Finance to reconcile the account(s).
 7. Administrator of Finance shall send Reconciliation Report to State President and State Treasurer.
 8. Cancelled checks, bank statements, original documents and reconciliation reports shall be retained at Central Office for seven (7) years.

7.8 CHAPTER TREASURER'S PROCEDURES – Chapter Managed Accounts

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

A. DISBURSEMENTS

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

1. The Expense Reimbursement Report shall be presented to the Chapter Treasurer, along with appropriate supporting documentation of each expense including the original receipts.
2. The Chapter Treasurer shall review the document for the following items:
 - a. Mathematical correctness,
 - b. Submission is in compliance with By-laws and Policies & Procedures,
 - c. Appropriate documentation is submitted to support expense (e.g. receipts, logs, etc.),
 - d. Submission does not exceed the amount requested in annual budget
3. The Chapter Treasurer shall create and sign checks; a brief description shall also be written on each check, and record check number and date on expense reimbursement form and then forward with copy of Expense Reimbursement Report to the Chapter President for signature.

4. Chapter President shall review and sign Expense Reimbursement Reports; sign check and forward to appropriate person/company. 9/27/2008
5. If either officer above is not available for signature, a third officer shall provide the second signature. The signatories on the Chapter bank account should be, Chapter President, Chapter First Vice president, Chapter Second Vice President, Chapter Secretary, Chapter Treasurer, State Executive Director and State Treasurer.
6. The Chapter President shall receive the monthly bank statement directly from the bank, review and compare against expense reimbursement reports for accuracy and then forward the bank statement to the Chapter Treasurer for reconciliation.
 - a. The Chapter President and/or the Chapter Treasurer by using current technology may at anytime view the Chapter bank account. 9/27/2008
7. The Chapter Treasurer shall reconcile the bank statement and send copies of the report to the Chapter President and Administrator of Finance.
8. The Chapter Treasurer shall provide a financial report to the Chapter in newsletters and at meetings.

B. RECEIPT OF FUNDS

1. The Chapter Treasurer shall deposit all monies received by the Chapter no less frequently than monthly and forward a copy of deposit slip to Chapter President.
2. Administrator of Finance at Central Office will deposit monthly dues checks directly into Chapter checking accounts and will mail a copy of the check and deposit slip to the Chapter Presidents or other designated officer as directed by the Chapter President.

C. FINANCIAL REPORTING BETWEEN THE CHAPTER AND THE STATE

1. The Chapter Treasurer shall send original Expense Reimbursement Report, original supporting documentation and receipts to Administrator of Finance monthly; keeping copies for Chapter file.
2. The Chapter Treasurer and /or Chapter President will report all financial transactions to the Central Office on a monthly basis.
3. The Chapter original bank statement and cancelled checks shall be mailed directly by the bank to the Central Office.
4. The Central Office shall maintain, in storage, the Chapter financial records for seven (7) years.
5. The Administrator of Finance shall review the bank statement and cancelled checks for irregularities, including, but not limited to:
 - a. One signatory same as pay to,
 - b. Only one signature on check,
 - c. Checks do not match documentation,
 - d. Checks are not in numerical order.
6. Administrator of Finance shall input information from the Chapter account into the computer accounting program, request any missing information from the Chapter Treasurer and reconcile the Chapter account.

7. Administrator of Finance shall forward a copy of bank statement, and account reconciliation to the Chapter President.
8. Chapter President shall forward copy of bank statement and account reconciliation to the Chapter Treasurer.
9. Chapter Treasurer shall balance checkbook to account reconciliation.
10. Chapter Treasurer shall attach account reconciliation to the copy of the bank statement and copies of Expense Reimbursement Reports and retain in file for at least seven (7) years.
11. Chapter Treasurer will provide documentation and/or information to support Chapter Board requests to the Executive Finance Committee *10/3/09*
12. Chapter Treasurer will provide documentation and/or information to support a Chapter Board petition to the Executive Board *10/03/09*
13. Any Chapter delinquent 3 months in submitting their financial reports to the State shall have the Chapter dues withheld until all reports are up to date.
14. A Chapter may voluntarily relinquish management of its bank account to the State.
15. The Executive Committee, acting as the Executive Finance Committee, may take over management of any accounts deemed not properly managed.

D. MISCELLANEOUS

1. Prior to expenditures or reimbursements of two hundred fifty dollars (\$250) or more not included in the annual budget or The Expense Reimbursement Guidelines, approval by Chapter vote shall be required. The Expense Reimbursement Report will require the approval of both the Chapter Treasurer and the Chapter President as well as documentation of the Chapter vote.
2. Prior to expenditures or reimbursements of five hundred dollars (\$500) or more written approval by State Executive Finance committee as well as documentation of the chapter vote shall be included with Expense Reimbursement Report.
3. The following positions will additionally have authority on the chapter checking account.
 - a. State Treasurer
 - b. Executive Director

7.9 CHAPTER TREASURER'S PROCEDURES – State Managed Accounts

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

A. DEPOSITS

1. Funds given to the Chapter Treasurer:
 - a. The Chapter Treasurer will keep a record documenting what the funds were for.
 - b. The Chapter Treasurer will make a copy of this documentation for the Chapter's records.
 - c. The Chapter Treasurer will deposit the funds into the Chapter's checking account.
 - d. The Chapter Treasurer will mail the documentation and deposit slip to the Administrator of Finance within two business days of deposit.

2. Checks written to the Chapter from the Central Office (i.e. dues):
 - a. The Administrator of Finance will deposit the monthly dues checks into Chapter checking account.
 - b. The Administrator of Finance will make a copy of the documentation regarding the funds.
 - c. The Administrator of Finance will mail a copy of the check and deposit slip to the Chapter President/Treasurer.

B. CHECK WRITING

1. The Chapter Treasurer will review and determine approval for Expense Reimbursement Report(s) turned in to the Chapter.
2. The Chapter Treasurer will make a copy of the Expense Reimbursement Report(s) for the Chapter's records.
3. The Chapter Treasurer will mail approved Expense Reimbursement Report(s) including original receipts to the Administrator of Finance.
4. The Administrator of Finance will review and process the request(s).
5. The Administrator of Finance will have the Executive Director sign the checks and mail to the Chapter President or Chapter Treasurer for second signature.
6. The Chapter President or Chapter Treasurer will sign the check(s) and will distribute to payee.

C. EMERGENCY CHECK WRITING

1. The Chapter Treasurer will have on hand two (2) blank, unsigned checks.
2. The Chapter Treasurer can process these checks in the event that an expense cannot go through the expense reimbursement process.
3. Both the Chapter Treasurer and the Chapter President will be required to approve the reimbursement and to sign the check.
4. The Chapter Treasurer will immediately inform the Administrator of Finance of the check amount by phone, fax or email.
5. The Chapter Treasurer will make a copy of the Expense Reimbursement Report for the Chapter's records.
6. The Chapter Treasurer will mail the Expense Reimbursement Report including original receipts to the Administrator of Finance.
7. The Chapter Treasurer shall request replacement, unsigned blank checks from Administrator of Finance.

D. BANK STATEMENT RECONCILIATION

1. Original Bank statements including cancelled checks will be mailed directly from the bank to the FSMTA Central Office.
2. The Administrator of Finance will reconcile the bank statement to the financial records.
3. The Administrator of Finance will contact the Chapter Treasurer immediately if any problems arise in the reconciliation.
4. The Administrator of Finance will mail a copy of the Reconciliation Report along with an income/expense report, a copy of the bank statement and copies of the cancelled checks to the Chapter Treasurer.
5. The Chapter Treasurer will contact the Administrator of Finance immediately if the Reconciliation Report does not concur with the chapter's records.

E. YEARLY BUDGET AND MONTHLY BUDGET REPORTS

1. The Administrator of Finance in January will mail to the Chapter Treasurer a budget guideline for the upcoming fiscal year based on the YTD income and expense figures of the current year.
2. The Chapter Treasurer will meet with the Chapter Board and create a yearly budget for the upcoming fiscal year.
3. The Chapter Treasurer will mail the approved Chapter Budget to the Administrator of Finance by March 31.
4. The Administrator of Finance on a monthly basis will create a financial statement, which will include a YTD income/expense report and a budget comparison.
5. The Administrator of Finance will mail the monthly financial statement to the Chapter Treasurer, Chapter President, and State Treasurer.
6. The Chapter Treasurer will utilize this report when determining approvals for expenditures.

F. MISCELLANEOUS

1. Prior to expenditures or reimbursements of two hundred fifty dollars (\$250) or more not included in the annual budget or The Expense Reimbursement Guidelines, approval by Chapter vote shall be required. The Expense Reimbursement Report will require the approval of both the Chapter Treasurer and the Chapter President as well as the documentation of the Chapter vote. *10/3/09*
2. Prior to expenditures or reimbursements of five hundred dollars (\$500) or more written approval by State Executive Finance committee as well as documentation of the Chapter vote shall be included with Expense Reimbursement Report. *10/3/09*
3. The following positions will additionally have authority on the chapter checking account.
 - a. State Treasurer
 - b. Executive Director

SECTION 8. FORMS, LOGS AND REPORTS (02/01/10)

Table of Contents

These forms are subject to change – please check the date in the upper right hand corner

CHAPTER BUDGET WORKSHEET – 02/01/10

CHAPTER CHART OF ACCOUNTS – 02/01/10

CHAPTER CHECK REGISTER & BANK RECONCILIATION – 01/15/10

CHAPTER DEPOSIT WORKSHEET – 08/13/08

CHAPTER QUARTERLY REPORT – 02/12/09

COMMITTEE QUARTERLY REPORT – 01/15/08

COPYING AND PRINTING LOG – 01/15/08

EXPENSE REIMBURSEMENT REPORT – 02/12/09

INSURANCE APPLICATION

INVENTORY COUNT SHEET-CENTRAL OFFICE – 08/29/08

INVENTORY REPORT FORM-CENTRAL OFFICE – 08/29/08

INVENTORY COUNT SHEET-CHAPTER – 08/29/08

INVENTORY REPORT FORM-CHAPTER – 08/29/08

INVENTORY COUNT SHEET-COMMITTEE – 08/29/08

INVENTORY REPORT FORM-COMMITTEE – 08/29/08

MEMBERSHIP APPLICATION – 06/09 (*date located in bottom right corner*)

NEWSLETTER PUBLICATION LOG – 01/15/08

NOMINATION APPLICATION: OFFICER – 01/15/08

NOMINATION APPLICATION: CHAPTER AWARD – 01/15/08

NOMINATION APPLICATION: STATE AWARD – 01/15/08

OATH OF OFFICE – 03/23/09

POSTAGE LOG – 01/15/08

PRESENTER OR SERVICE RECEIPT – 02/1/10

PROJECT/COMMITTEE BUDGET REQUEST FOR FUNDING – 01/15/08

PROPOSAL FOR CONSTITUTION, BYLAWS OR P&P AMEMDMENT – 01/15/08

STATE QUARTERLY BOARD MEETING EXPENSE & TRAVEL LOG REIMBURSEMENT – 01/01/09

TELEPHONE LOG – 01/15/08

TRAVEL LOG – 01/01/09



Florida State Massage Therapy Association Budget Worksheet



4000 - Chapter Income

4010	Membership Dues Income	_____
4040	CE Seminars Income	_____
4050	State Store Sales Income	_____
4060	Interest Earned	_____
4070	State Fair Income	_____
4090	Other Income	_____
4210	Newsletter Ads Income	_____
4310	Fundraising Income	_____
4330	Chapter Mtg CE Income	_____
4340	Sports Team Income	_____
4350	Special Events Income	_____
4551	Seated Team Income	_____
	TOTAL INCOME	_____

Total Expenses *cannot exceed* Total Income

Expenses

6000 - Chapter Expenses

6010-99	Office Help Wages - 1099	_____
6012-99	Services Paid - 1099	_____
6014-99	Website - 1099	_____
6014	Website	_____
6020	Travel and Meetings	_____
6050	State Store Merchandise	_____
6060	Bank Charges	_____
6070	Chapter Dues	_____
6071	Telephone/Merchant	_____
6072	Office Supplies/Merchant	_____
6073	Postage & Deliveries/Merchant	_____
6080	Donations and Gifts	_____
6090	Other	_____
6091	Voided Checks/Stop Payment	_____

6100 - Convention

6110	Milage/Travel	_____
6111	Meals	_____
6146	Chapter Gathering	_____
6148	Hotel Room	_____
6149	Registration	_____
6190	Other	_____

6200 - Newsletter Exp.

6240	Printing & Typesetting	_____
6240-99	Printing & Typesetting 1099	_____
6259	Postage/Labels	_____
6290	Other/Supplies	_____

6300 - State Qrtly Board Mtgs

6310	Spring	_____
6320	Summer	_____
6330	Fall	_____
6340	Winter	_____

	6400 · Officers	
	6410 · President	
6411	Postage	_____
6412	Supplies	_____
6413	Telephone	_____
6414	Travel	_____
6415	Other	_____
	6420 · 1st Vice President	
6421	Postage	_____
6422	Supplies	_____
6423	Telephone	_____
6424	Travel	_____
6425	Other	_____
	6430 · 2nd Vice President	
6431	Postage	_____
6432	Supplies	_____
6433	Telephone	_____
6434	Travel	_____
6435	Other	_____
	6440 · Treasurer	
6441	Postage	_____
6442	Supplies	_____
6443	Telephone	_____
6444	Travel	_____
6445	Other	_____
	6450 · Secretary	
6451	Postage	_____
6452	Supplies	_____
6453	Telephone	_____
6454	Travel	_____
6455	Other	_____
6460	Immediate Past President	_____

	6500 · Committees	
	6501 · Sports Team	
6502	Hotel Rooms	_____
6503-99	LMT Wages-1099	_____
6504	Manuals	_____
6505	Meals/Refreshments	_____
6506	Supplies	_____
6507	Training	_____
6508	Travel	_____
6509	Other	_____
6520	Education	_____
6530	Legislative	_____
6540	Membership	_____
	6550 · Seated Team	
6551	Postage	_____
6552	Hotel	_____
6553-99	LMT Wages 1099	_____
6554	Manuals	_____
6555	Meals/Refreshments	_____
6556	Supplies	_____
6557	Training	_____
6558	Travel	_____
6559	Other	_____
6560	Elections	_____
6570	Professional Relations	_____
6580	Public Relations	_____
6590	Hospitality	_____

6600 · Chapter Meeting		
6610	Meals/Refreshments	_____
6620	Milage/Travel	_____
6630-99	Presenters - 1099	_____
6640	Door Prizes, etc	_____
6650	Space Fee	_____
6660	Other	_____
6700 · Chapter Board Meeting		
6710	Meals/Refreshments	_____
6720	Milage/Travel	_____
6730	Other	_____
7000 · Special Events		
7001-99	Entertainment - 1099	_____
7010	Holiday Party	_____
7020	LAD	_____
7030	MTAW	_____
7040	CE Seminars	_____
	TOTAL EXPENSES	_____

FSMTA Chapters Chart of Accounts

02/01/10

COA #	4000 - Chapter Income
4010	Membership Dues Income
4040	CE Seminars Income
4050	State Store Sales Income
4060	Interest Earned
4070	State Fair Income
4090	Other Income
4210	Newsletter Ads Income
4310	Fundraising Income
4330	Chapter Mtg CE Income
4340	Sports Team Income
4350	Special Events Income
4551	Seated Team Income
COA#	6000 - Chapter Expenses
6010-99	Office Help Wages - 1099
6012-99	Services Paid - 1099
6014-99	Website - 1099
6014	Website
6020	Travel and Meetings
6050	State Store Merchandise
6060	Bank Charges
6070	Chapter Dues
6071	Telephone/Merchant
6072	Office Supplies/Merchant
6073	Postage & Deliveries/Merchant
6080	Donations and Gifts
6090	Other
6091	Voided Checks/Stop Payment
COA#	6100 - Convention Expenses
6110	Milage/Travel
6111	Meals
6146	Chapter Gathering
6148	Hotel Room
6149	Registration
6190	Other

FSMTA Chapters Chart of Accounts

02/01/10

COA#	6200 · Newsletter Expenses
6240	Printing & Typesetting
6240-99	Printing & Typesetting 1099
6259	Postage/Labels
6290	Other/Supplies
COA#	6300 · State Qrtly Board Mtgs Exp.
6310	Spring
6320	Summer
6330	Fall
6340	Winter
COA#	6400 · Officers Expenses
	6410 · President
6411	Postage
6412	Supplies
6413	Telephone
6414	Travel
6415	Other
	6420 · 1st Vice President
6421	Postage
6422	Supplies
6423	Telephone
6424	Travel
6425	Other
	6430 · 2nd Vice President
6431	Postage
6432	Supplies
6433	Telephone
6434	Travel
6435	Other
	6440 · Treasurer
6441	Postage
6442	Supplies
6443	Telephone
6444	Travel
6445	Other

FSMTA Chapters Chart of Accounts

02/01/10

	6450 - Secretary
6451	Postage
6452	Supplies
6453	Telephone
6454	Travel
6455	Other
6460	Immediate Past President
<u>COA#</u>	<u>6500 - Committees Expenses</u>
	6501 - Sports Team
6502	Hotel Rooms
6503-99	LMT Wages-1099
6504	Manuals
6505	Meals/Refreshments
6506	Supplies
6507	Training
6508	Travel
6509	Other
6520	Education
6530	Legislative
6540	Membership
	6550 - Seated Team
6551	Postage
6552	Hotel
6553-99	LMT Wages 1099
6554	Manuals
6555	Meals/Refreshments
6556	Supplies
6557	Training
6558	Travel
6559	Other
6560	Elections

FSMTA Chapters Chart of Accounts

02/01/10

6570 Professional Relations

6580 Public Relations

6590 Hospitality

COA# 6600 - Chapter Meeting Expenses

6610 Meals/Refreshments

6620 Milage/Travel

6630-99 Presenters - 1099

6640 Door Prizes, etc

6650 Space Fee

6660 Other

COA# 6700 - Chapter Board Meeting Exp.

6710 Meals/Refreshments

6720 Milage/Travel

6730 Other

COA# 7000 - Special Events Expenses

7001-99 Entertainment - 1099

7010 Holiday Party

7020 LAD

7030 MTAW

7040 CE Seminars

Chapter Check Register & Bank Reconciliation Report for Month of _____, 20

Expenses					Chapter Meetings/Special Events								Newsletter			
Date	Chk.#	Payee:	Total	c	Space fee	Refreshment	Presenters	Other	*Explain	Postage	Print&Type.	Labels				
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																

General

	Store Merch	Postage	Suppl./Copies	Telephone	Travel	Hotel Room	Bank Chrg.	Other	*Explain - Description / COA #
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Income

Date	Total Dep.	c	Dues	Interest	Fundraising	Newsletter	Seminar	Sports Team	State Store	Other	*Explain

Last month's outstanding checks & deposits

Date	Num	Amount

Bank Balance:

Ending Bank Balance	_____
(+) Outstanding Deposits	_____
(-) Outstanding Checks	_____
(=) Adjusted Bank Balance *	_____

Checkbook Balance:

Previous Month End Balance	_____
(+) This Month's Deposits	_____
(-) This Month's Checks	_____
(=) Checkbook Ending Balance *	_____

*These two amounts should agree

FSMTA Deposit Worksheet - Monthly Log

08/13/08

Date	\$ or Check #	Income From=COA #	Where did \$ come From Description	Amount
Total Dep.		*** Attach Bank Dep. Slip Receipt		\$

					Chapter
Date	\$ or Check #	Income From=COA #	Where did \$ come From Description	Amount	
Total Dep.		*** Attach Bank Dep. Slip Receipt		\$	

Total Dep.		*** Attach Bank Dep. Slip Receipt		\$

Total Dep.		*** Attach Bank Dep. Slip Receipt		\$

Total Dep.		*** Attach Bank Dep. Slip Receipt		\$

Total Dep.		*** Attach Bank Dep. Slip Receipt		\$

**COA
INCOME
CATEGORIES** 

COA #	Description	COA #	Description	COA #	Description
4010	: Membership Dues	4070	: State Fair	4330	: Chapter Meeting CE
4040	: CE Seminars	4090	: Other	4340	: Sports Team
4050	: State Store Sales	4210	: Newsletter Ads	4350	: Special Events
4060	: Interest Earned	4310	: Fundraising	4551	: Seated Team

COA = Chart Of Accounts

CHAPTER REPORT

Date _____ Chapter Name _____

Chapter Board Members

Chapter Information

President _____ **Bank Acct Balance \$** _____

1st Vice President _____ **# of Members** _____

2nd Vice President _____

Treasurer _____

Secretary _____

Please list the last 3 Chapter meetings, dates, locations and presenter/class offered.

Date	Location	Presenter/class offered	Presenter Provider#	*Ask to Return?
_____	_____	_____	_____	yes no
_____	_____	_____	_____	yes no
_____	_____	_____	_____	yes no

***Please indicate if you would invite your presenters to return by circling yes or no above.**

Please describe any special events that your Chapter participated in for the past 3 months.

Describe any fundraising activities and how much money was raised for the Chapter.

Chapter purchase of equipment \$ _____ **Type of equipment** _____

Did you hold any Chapter Board meetings in the last 3 months? ___ Yes ___ No

Does your Chapter Board or members have any questions or concerns that need to be addressed?

Florida State Massage Therapy Association
_____ COMMITTEE

QUARTERLY REPORT

1. ACTIVITIES List all projects of the committee and status of each project.

2. FUTURE PROJECTS and/or CONCERNS What ideas or problems need to be brought to the Boards attention?

3. INCOME/EXPENSES List committee annual budget, expenses incurred for each project and income sources received.

Submitted by _____

Committee Chair _____

Signature

FSMTA Copying & Printing Log

(Non-newsletter)

Name: _____

Position: _____

*Copies made on your own equipment must be specifically identified and will be reimbursed at \$.05 per copy.

<u>Date</u>	<u>Committee/Project/Reason</u>	<u># of Copies</u>	<u>\$ per copy</u>	<u>Total</u>
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____
_____	_____	_____ X	0.05	= _____

Total Cost of Copies _____

Expense Reimbursement Report

Chapter : _____

02/12/09

Payee on Check: _____ E-Mail : _____

Address: _____ City, St, Zip: _____

Phone: _____ Position: _____

Project/Committee Expense: _____

*If reimbursement is for multiple projects/committees, please use a separate report for each.

Date	Account	COA#	Description	For Period or For Month of:	Amount
	Meetings/Special Events				
	Space fee				
	Refreshment				
	Presenters				
	Other				
	Newsletter				
	** Postage				
	** Printing & Typesetting				
	Other =				
	** Labels				
	General				
	State Store Merch				
	** Postage				
	** Copies				
	Telephone				
	Office Supplies				
	Hotel Room				
	** Travel				
	Other =				
	Other =				
	Other =				
					Total owed

** = Attach Log

Always Attach Receipt or Log !

Total owed

Receipts and appropriate logs must be attached to reimbursement request to be considered for payment. All expenses must be submitted within 60 days. Incurring and the reimbursement of expenses shall be in accordance with By-laws and Policies & Procedures and subject to approval of the Executive Finance Committees. Expenses not included in annual budget or approved by the Board may not be paid.

I affirm that these are correct expenses made on behalf of the FSMTA:

Payee Signature	Date	Check
Chapter or State Treasurer Signature	Date	Total Paid
Chapter President Signature (if chapter expense)	Date	Date Paid



Florida State Massage Therapy Association, Inc.

1870 Aloma Ave., Suite 260 • Winter Park, FL 32789 • Ph: 407.628.2772 • F: 407.628.2042
info@fsmta.org • www.fsmta.org

Membership Application

Last Name: _____ First Name: _____ MI: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Home Work

Business Phone: _____ Fax: _____ Home Phone (Optional): _____

Email: _____

I give permission to have my name and business contact information released for profession-related referrals.

Please list 3 modalities: 1. _____ 2. _____ 3. _____

Chapter Membership

Based on geographic location - please indicate only one chapter affiliation you want to belong to using the following choices:

- Big Bend (Tallahassee)
- Brevard
- Broward
- Central Florida (Orlando)
- Dade
- Emerald Coast (Escambia/Santa Rosa)
- First Coast (Duval County)
- Flagler/Volusia
- Gulf Coast (Panama City Area)
- Heart of Florida (Polk County)
- Keys
- North Central Florida (Ocala)
- Palm Beach
- Sarasota/Manatee
- Southwest Florida (Ft. Myers)
- Sugar Dunes (Walton/Okaloosa)
- Suwannee Valley (Gainesville)
- Tampa Bay
- Treasure Coast (Vero Beach)
- State/Member-at-Large

Membership Level & Dues

Please check all that apply.

Student - Attending an approved Florida Board of Massage Therapy School & haven't passed the State LMT Exam.
School Name: _____ 1 YEAR \$50.00

Florida Licensed Massage Therapist - License MA# _____
 1 YEAR \$125.00
 2 YEARS \$230.00
 3 YEARS \$300.00
 Member Application Fee*... \$15.00

**Membership application fee only applies to new LMT members and past-due renewals.*

Associate - Supporting individual (non-LMT), school, company or organization
 Individual 1 YEAR \$125.00
 School 2 YEARS \$230.00
 Company/Organization 3 YEARS \$300.00

Professional Contribution (Optional)
 Legislative Support - Our legislative program promotes our profession and protects our right to practice. Please show your support! Contribute the equivalent of "just one" treatment for the year.
\$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Applicants interested in Liability Insurance need to complete the separate insurance form. If paying by check, please write separate checks.

AGREEMENT: Please allow four weeks to receive the membership certificate and card. Dues are tax deductible except for \$10.00 which is allocated to the Legislative Program. Membership dues and legislative contributions are NON-REFUNDABLE. It is my desire to actively support the profession and educational objectives and purpose of the FSMTA. I pledge to abide by the Constitution, Bylaws, Policies and Procedures and Professional Ethics of the FSMTA, Florida Statute 480 and 456. Rules Chapter 64B7 and all applicable state and local laws and regulations.

Signature: _____ Date: _____

PAYMENT: Check or money order made payable to FSMTA for amount enclosed \$ _____
 Visa MasterCard Discover American Express

Credit Card # _____ Name on Card: _____

Exp. Date: _____ Charge Amount \$: _____ Signature: _____

Billing Zip Code: _____ 3- or 4-digit Security Code: _____

FSMTA Newsletter/Publication Log

Name: _____

Publication Type: _____

<u>Date</u>	<u># of Copies</u>	<u>\$ per Copy</u>	<u>Cost</u>
<u>Printing Costs</u>			
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
			Total Printing _____

<u>Postage Costs</u>			
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
			Total Postage _____

<u>Typesetting Costs</u>			
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
			Total Typesetting _____

<u>Labeling Costs</u>			
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
			Total Labeling _____

<u>Other Cost</u>			
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
_____	_____	X _____ =	_____
			Total Other _____

Total Page \$: _____

FSMTA Nomination Application

Nominating period: _____ TO _____ Balloting Period: _____ TO _____
Term of Office: _____

OFFICE BEING SOUGHT: _____

NAME OF NOMINEE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

EMAIL: _____ FAX: _____

MEMBER OF _____ CHAPTER

NOMINEE'S FLORIDA STATE MASSAGE LICENSE #MA _____

IS NOMINEE A FLORIDA RESIDENT? (Circle One) YES NO
(attach proof of residency, i.e. FL. Driver's license)

CAN NOMINEE BE BONDED IF NECESSARY? YES NO

CAN NOMINEE FULFILL THE TIME COMMITMENT OF OFFICE? YES NO

DOES ANY POTENTIAL CONFLICT OF INTEREST EXIST? YES NO
IF YES EXPLAIN: _____

EDUCATION: _____

LIST OFFICES HELD (Past or Current) IN OTHER PROFESSIONAL ORGANIZATIONS: _____

FSMTA OFFICES & POSITIONS HELD, (include dates)	
<u>Position(s) Held</u>	<u>Date(s)</u>
_____	_____
_____	_____
_____	_____

OTHER EXPERIENCE RELEVANT TO OFFICE (use separate sheet and attach)

REASONS AND OBJECTIVES FOR SEEKING OFFICE (use separate sheet and attach)

The signature below affirms the above as true and correct and is acceptance of the nomination if approved.

Signature: _____ Date: _____

Return Application to:



Florida State Massage Therapy Association

OATH OF OFFICE

**I accept the duties and responsibilities of my position
until a successor is chosen.**

I pledge to abide by

The Constitution, Bylaws, Policies & Procedures

and Professional Ethics of the FSMTA,

and at all times, represent the best interests

of the FSMTA and its members.

Date _____

Signature

Print Name

Position

Witness Signature

Executive Board Member Signature

This oath may be repeated by the new Officers and Committee Chairs in an installation ceremony. Whether or not an installation ceremony is held, please obtain one signed copy for each individual serving and retain in minutes.

FSMTA CE Presenter **OR** Service Receipt

Payee: _____

Check #: _____ Amount \$: _____

Date: _____ COA#: _____

Description: _____

If **Payee** written on check is a company, no W9 is needed

If **Payee** written on check is a person/individual, **W9 is needed**

(Payee written on check must be **same** as written on W9)

CE Presenter Signature: _____

Provider#: _____ Course#: _____

_____ Contacted Central Office Administrator of Finance **PRIOR to CE presentation,**
to verify W9 status of CE Presenter

_____ W9 on file

_____ Signed W9 attached

FSMTA Project/Committee Budget Request For Funding

Project/Committee Name: _____

Description: _____

Goals for Project/Committee: _____

How do the Goals Benefit the FSMTA?: _____

Duration of the Project/Committee: _____

Expected Cost of Project/Committee: _____

Methods of Tracking & Reporting Results: _____

This request is submitted by: _____

Signature: _____

Date: _____

Date Received FRC _____

Y

N

Date Sent to EFC _____

Date Received EFC _____

Y

N

Date Sent to Exec. Bd. _____

Date Received Exec. Bd. _____

Y

N

All denials by the Financial Review Committee or the Executive Finance Committee shall be in writing with specific reasons for said denial. If approved by the FRC and the EFC, the Executive Board will be supplied within the Board Minutes of said meeting.

Florida State Massage Therapy Association

Proposal for Constitution, Bylaws or Policy and Procedure Amendment

Each proposal for a Bylaw or Policy and Procedure amendment to be considered by the Executive Board shall be submitted to the Constitution/Bylaws Chair. The Constitution/Bylaws Chair shall transmit Bylaw proposals to the Executive Board no less than 14 days prior to the next scheduled meeting or special meeting called for that purpose. A Policy and Procedure amendment does not require 14 days notice.

Each proposal shall contain the following:

1. PRESENT BYLAW/P&P EFFECTED:

- a. State the Article _____, Section _____, Subsection _____, and Page _____.
- b. State the relevant portion of the Bylaw/P&P.
- c. ~~STRIKE THROUGH~~ all deletions.
- d. UNDERLINE all additions.

2. RATIONALE:

State the reason for the proposal and effect intended.

3. PROPOSED BY _____ CHAPTER

DATE _____

4. RECOMMENDATION OF THE BYLAWS COMMITTEE CHAIR:

____Do Pass ____Do Not Pass ____No Recommendation

FSMTA Travel Log

Name: _____

Position: _____

*If travel spanned multiple days, please use one form for that trip. Otherwise, you may use one form for multiple trips.

Date			
Origin			
Destination			
Purpose			
<u>Per Diem</u>			
Bfast (\$10.00)			
Lunch (\$15.00)			
Dinner (\$25.00)			
Total Per Diem			
<u>Private Auto</u>			
Miles Driven			
Mileage Cost (\$.55 /m)			
<u>Other</u>			
Tolls			
Parking			
Tips			
Plane/Other			
Taxi/Local			
Rental Car Cost			
Rental Car Gas			
Total Per Day/Trip			

Travel Grand Total _____