

AMTA Iowa Chapter



Policy Manual Policies in effect for all Executive Board of Directors, Committee Chairs & Delegates

(Updated October 2010)

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The AMTA Iowa Chapter Policies are developed by the Iowa Chapter Board of Directors. All AMTA Chapter Board of Directors is allowed to develop Policies specific to each Chapters needs. The AMTA National By-laws and the Iowa Chapter Standing Rules contain information that

is in conjunction with these Policies and must also be consulted to ensure proper procedure.

Section A

Policies Regarding Reimbursement

- 1. Mileage reimbursement is based on the rate used by the most current IRS guidelines.**
- 2. Room expenses for Iowa Chapter Conventions will be reimbursed in full based on the “Group Rate” amount (plus Taxes) for room rental as per written contract with the hotel. Should a Board Member choose to upgrade their room from the “Group Rate” they will be personally responsible for the difference in that upgrade and any applicable taxes to make such an upgrade.**
- 3. Meal expenses for Iowa Chapter Convention will be up to not to exceed 30.00 per day.**
- 4. Telephone expenses for long distance charges related to AMTA business will be reimbursed. Copies of the bill need to be attached to the form and related calls highlighted and totaled.**
- 5. Miscellaneous expenses related to AMTA business such as; copies, postage, supplies, etc will be reimbursed.**
- 6. Committee members will be reimbursed for expenses related to AMTA business with the approval of the committee chair. All requests for reimbursement under this policy must have committee chair signature for approval and be submitted to Treasurer with receipts attached to reimbursement form.**
- 7. President, Delegate, and the first Alternate Delegate elected to attend the National Convention shall be reimbursed the full cost of the following expenses related to attending the National Convention; group rate for hotel, airfare, convention registration, and a 50.00 daily allotment for meals, cabs, tips. Reimbursement cannot exceed 1,500 per Delegate, First Alternate and 2,000 for the President.**
- 8. Reimbursement forms and receipts for Convention must be properly filled out and submitted to the Chapter Treasurer within 60 days of that Convention.**
- 9. Reimbursement forms received before the 1st of the month will be paid by the 15th. Forms received by the 15th will be paid by the 31st of**

the month.

10. All financial reimbursement will be closed at the end of each fiscal year. Currently running March 1st to March 1st.

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Section A

Policies regarding Reimbursement

11. Any elected Delegate is allowed a \$900.00 budget per year. The budget is to be used for travel, hotels, meals, office, postage, printing and phone/fax in direct relationship to conveying information to the Board of Directors and Members. The Delegates may choose to share the expense. The Delegates shall not use any of the \$900.00 budgets for fee's or expenses to National Convention.
12. The AMTA Iowa Chapter will offer up to \$1,000 expense allowance to any member that has achieved 25 years of continuous membership to the AMTA Iowa Chapter as per National membership standards. The purpose of this funding is to attend National Convention for the year in which the 25 years was achieved. Should the Board of Directors determine at any time that the budget does not allow for this expense the Board maintains the right to decrease the amount or bypass the allowance until which time the budget is secure enough to provide the funding. This expense allowance is to assist with travel, meals, hotel, and AMTA National Convention registration. The reimbursement will be distributed as per AMTA Policies.
13. The AMTA Iowa Chapter will offer up to \$1,000 per person and not to exceed a total of \$6,000 expense allowance to any elected board member for the purpose to attend National Convention. This expense allowance is to assist with travel, meals, hotel, and convention registration. The reimbursement will be distributed as per AMTA policy. If an elected board member holds another position in the AMTA Iowa Chapter, which provides funding for National Convention, this expense allowance will not be available. Any elected member interested in receiving these funds must prepare and deliver a written request to the AMTA Iowa Chapter President no later than June 1st of the current year. The Board of Directors may determine at any time that the budget will not allow for this expense. Should the Chapter budget be in question, the AMTA Iowa Board of Directors maintains the right to decrease the amount or bypass the allowance until which time the budget is secure enough to provide the funding.

All elected board members attending National Convention and using Iowa Chapter funds will be expected to participate in the convention in a way beneficial to the Iowa Chapter. Included in the responsibilities are attending tasks as assigned by the AMTA Iowa President.

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BREAKDOWN OF REIMBURSEMENT

Chapter Leadership Training	50%
Committee meeting (s)	25-50%
Other meetings as assigned	
By Chapter President	0-25%

Should an elected Board member not fulfill the listed responsibilities there will be a reduction in the allowance available as indicated. Should the Board member suffer from injury or illness while attending National Convention, the member must contact the Chapter President immediately to allow for coverage of the assigned task by another member. The AMTA Iowa Board of Directors may make individual considerations for reimbursement if written documentation for such request is made by the member within 10 days of returning home from National Convention. Should an elected member choose not to attend, funds may be dispersed among committee chairs who wish to attend. The above mentioned responsibilities shall pertain to all who attend.

Section B

Policies Regarding AMTA Iowa Chapter Conventions

- 1. The Term “Student” is defined as a person who is currently enrolled in Massage Therapy School at the time of registration. Registration includes receipt of full payment and completed registration form.**
- 2. Chapter Convention fees shall be waived for Executive Board of Directors, Committee Chairs, elected Delegates and 1st Alternate of the AMTA Iowa Chapter House of Delegates.**
- 3. AMTA Iowa Chapter Convention registration refund Policy is as follows; A 20.00 processing fee will be charged if written cancellation is postmarked one week (7) day prior to convention. Refunds cannot be given if cancellation is postmarked after that date, except in the event of an emergency. Any written documented emergency cancellation received after the deadline may be up to 50% of the registration fee with approval of the Iowa Chapter Board of Directors. Documentation must be received within 10 days of the convention.**
- 4. Iowa AMTA Chapter members are allowed to attend business meetings free of charge. They will be required to pay for the meal, if they choose to eat.**

Section C

Policies Regarding Newsletter

- 1. The AMTA Chapter shall publish a Newsletter four times per year. The Third Vice President shall be the editor of the Newsletter. The Editor will have final editorial jurisdiction, as the Third Vice President is elected by the membership to serve in this capacity.**
- 2. All deadline dates are printed in the each Newsletter for the year. If an article is submitted after the deadline date it will be up to the Editor to choose if and when the article will be published. Any articles submitted late from the Board of Directors will be published in the following Newsletter. Anyone is welcome to submit an article.**

Section D

Policies Regarding AMTA Iowa Delegates

- 1. Delegates elected to attend the National Convention are required to attend Chapter Leadership training, House of Delegates Orientation, House of Delegates Meetings. Per Presidents request, Delegate will attend Committee meetings, and or Presidents Council meetings.**
- 2. Delegates are required to report back to the membership regarding activities and business conducted at National Convention. A written report summarizing the events at National Convention must be submitted to the Board prior to the end of the term. Delegates would also submit this report to the Third Vice President for publication in the newsletter. According to National by-laws the term of office runs January 1st to December 31st.**
- 3. All Delegates elected to represent the AMTA Iowa Chapter at the National Convention will be required to sign a written agreement outlining expectations as determined by the AMTA Iowa Board of Directors. Should a Delegate not fulfill the listed responsibilities the Delegate will not receive the full reimbursement amount listed in Section A #7 Policies regarding reimbursement. Should a Delegate NOT attend the assigned tasks the Delegate would lose that percentage of Delegate reimbursement as determined by the Board of**

- Directors. Should a Delegate suffer from an injury or illness while attending the National Convention, the Delegate must contact the Chapter President immediately to allow for coverage of the assigned task by another member. In the case of incapacity of the Delegate the AMTA Iowa Board of Directors may make individual consideration for reimbursement if written documentation for such a request is made by the Delegate within 10 days of returning home from National Convention.**
- 4. The AMTA Iowa Chapter will send the First Alternate Delegate to the National Convention. The First Alternate Delegate must fulfill all the Delegate responsibilities, as stated in the Delegate information packet and in accordance with AMTA By-laws and Policies.**
 - 5. Delegates may request reimbursement prior to the National Convention for the expense of travel and convention fee.**
 - 6. Delegates are required to attend 75% of all Board of Directors meetings during their elected term.**

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Section E

Policies Related to Officers Responsibilities

- 1. All Board members and Committee Chairs are required to submit a proposed budget for the following year and shall have these submitted by January 1st of that year.**
- 2. The Immediate Past President position shall be a voting member of the AMTA Board of Directors.**
- 3. All Executive Board members and Committee Chairs are required to pass on all inventory items and related information to their successor within 30 days post election. The outgoing Board member/Committee Chairs will be responsible for planning the transfer of items. Any person failing to meet the 30 day requirement will be subject to the following disciplinary action:**
 - 1. The Treasurer will hold any reimbursement due to the existing Board member until all items are transferred.**
 - 2. Will be required to pay replacement cost for the items.**
 - 3. May have a complaint filed against them to be reviewed by the**

**National
Grievance Commission.**

- 4. All Board members and Committee Chairs are required to submit a complete and up to date list of inventory items to the Treasurer by January 1st of each year. The inventory lists shall be reviewed and accounted for during the transfer from outgoing Board member to incoming Board member.**

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Section F

Policies Regarding Iowa Chapter Website

- 1. The Iowa Chapter Website Committee will consist of the President and two other members of the Board (elected or appointed). In the event there are not Board members available for this Committee, the President may appoint from the general membership.**
- 2. All submissions for the Website must be submitted to the Website Committee through email or US mail. All submissions received by the 1st of the month will have action by this Committee by the 15th of the same month. All submissions received by the 15th of the month shall have**

action

by this Committee by the 1st of the next month. Upon majority approval by the Committee, the Committee will then submit the items(s) to the webmaster for inclusion on the website.

- 3. The set up and monthly maintenance to the Website shall come out of the Website Committee budget. The amount paid to the Webmaster shall not exceed \$400 for any one year period without Board approval.**

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Section G

Policies Regarding MERT

- 1. MERT membership will be a two year membership for all team Leaders and Responders.**
- 2. The fees for MERT training / membership
Training—Responder—4 hours
AMTA Member-- \$50.00
Non-Member--\$60.00**

**Training—Team-Leader—12 hours
AMTA Members Only--\$65.00**

**Membership—2 years
AMTA Member--\$50.00
Non-Member--\$70.00**

The fees will include all training materials, shirt, site materials needed and Mock Disaster Training.

- 3. The MERT Call-Down Committee will consist of the President and two other elected Board Members. This Committee shall follow the Call-Down procedure for MERT and approve or deny deployment. In the event that there are not three on the Committee, the President and one elected Board Member shall form the Committee. Should the MERT Chapter Coordinator be an elected member at the time he/she will not be eligible for the Committee.**
- 4. Iowa Chapter MERT “Call-Down” procedure read as follows:**
 - A. If any MERT Team Member or AMTA Iowa Chapter Member is alerted to a disaster and/ or receives a call requesting MERT deployment they shall contact the MERT Coordinator.**
 - B. The Coordinator will gather incident information using the incident phone assessment questionnaire or ask the Team Leader for the zone to do the assessment.**
 - C. The Chapter Coordinator, in conjunction with the Team Leader for that area, will determine if a site assessment is in order. The Team Leader or Coordinator will follow the site assessment procedure.**
 - D. The Coordinator will inform the Committee of all aspects of the deployment and request approval to proceed with deployment. If deployment is granted the Coordinator must contact AMTA National office within 48 hours.**

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Section G

Polices Regarding MERT

- E. If deployment is granted, the Coordinator will contact Team Leaders with the decision and begin contacting MERT Responders through the phone tree communication system.**
- F. The MERT Committee and Coordinator will remain available to each other throughout the incident.**
- G. The MERT Coordinator will provide the Committee with a complete report of the deployment and its activities.**
- H. The Coordinator and Team Leaders will determine deployment options such as deactivation, demobilizing, and debriefings. The deployment will be assigned a incident number and files kept.**
- 5. The Iowa Chapter allows the MERT Chapter Coordinator the option to appoint an Assistant Coordinator.**

Section H

Iowa Chapter Finance Policies

- 1. To become compliant with the new AMTA National Chapter Finance Policy, the AMTA Iowa Chapter will utilize the National Office for inputting all transactions made on the Account into QuickBooks and generating of all required financial statements for the Chapter. The Chapter will retain the position of Treasurer. The Immediate Past President will open, review, and initial all chapter financial account statements.**

