

AMTA WISCONSIN DELEGATE POLICIES

1. Chapter Delegate Statement Of Understanding

I, _____, having been elected Delegate for the Wisconsin Chapter of the American Massage Therapy Association, understand and agree to the following duties of this position:

2. Remain a professional member in good standing throughout my term as Delegate.

3. Sign the AMTA Chapter Volunteer Code of Conduct.

4. Agree to fulfill the term for two years following my election to the position of Delegate. Term begins following the election.

5. Mandatory attendance at the AMTA Wisconsin Annual Chapter and Fall Chapter Meetings. At the Fall Chapter Meeting it is the responsibility of the delegates to read, explain, and acquire a consensus vote from the membership regarding the resolutions from the AMTA National office.

6. Register for the National Convention by the Early Registration Deadline and arrange lodging, transportation, and work schedule to accommodate the length of time required to fulfill Delegate duties and represent the AMTA Wisconsin Chapter in a professional manner.

7. Have knowledge of House of Delegates (HOD) bylaws and policies, Code of Conduct, and Delegate Job Description and abide by National AMTA Articles of Incorporation.

8. Attend the House of Delegates orientation and the House of Delegates meeting.

9. Attend the assigned/chosen education seminars to insure each segment of the convention has a chapter Delegate in attendance.

10. Produce a written report on the assigned/chosen event. The report must be typewritten and delivered by mail or electronically to the Newsletter Editor no later than November 1st. If the Delegate does not submit reports, he/she forfeits the right to be a Delegate the following year and will not receive full reimbursement for expenses incurred at the convention just attended as detailed below. It is preferred that reports be submitted to the newsletter editor via e-mail. The newsletter editor will confirm receipt by reply e-mail.

11. Delegates will be reimbursed for convention registration, travel, lodging and food up to but not to exceed their equal share of the budgeted amount as voted on by the membership.

a) The Delegate may receive reimbursement for convention registration prior to the convention. An original receipt must be securely attached to a filled out expense report and mailed to the Treasurer for reimbursement. All other expenses will be paid upon receipt of report.

b) Each Delegate will submit his or her Convention report to the Newsletter Editor by the date decided. The Newsletter Editor will notify the Chapter President when the report is received and then the Treasurer may reimburse the delegate of his or her expenses. An expense report must be filled out and all original receipts must be neatly and securely attached and sent to the Treasurer for reimbursement.

c) If a Delegate does not meet the report submission deadline, he/she will be assessed a \$30 per day penalty for each day the report is late, up to 15 days past the due date. The late fee will be subtracted from the final reimbursement check. The Delegate will forfeit any reimbursement if he/she submits the Delegate Report later than 15 days past the due date.

d) If a Delegate is unable to attend the entire convention, he/she will receive a prorated amount according to the total percentage of the convention attended. If a Delegate fails to attend the Convention, he/she agrees to repay to the Chapter any monies paid to the Delegate or advanced by the Chapter on his/her behalf.

14. If a Delegate cannot fulfill his or her duties due to resignation, disqualification, disablement, or death prior to the end of his or her term of office, the Chapter President will appoint an alternate in accordance with the elected order.

15. Delegates shall read and sign this agreement and return the Original Chapter Copy to the Chapter Secretary. The Delegate retains a copy for his/her records.

I have read and understand the foregoing agreement. I understand that failure to comply with the provisions of this agreement may lead to my forfeiture of the Delegate allowance. In the event that I am unable to fulfill the duties, I will notify the Chapter President and Secretary as soon as possible. I further agree that if I fail to attend the Convention, I will repay to the Chapter any monies paid to me or advanced by the Chapter on my behalf. I promise in good faith to fulfill all of the above-listed duties.

- Delegates will now serve a two-year term
- Delegates will be elected at the same annual meeting in which chapters hold their annual elections
- Delegates will have a limit of three-terms, meaning that a delegate can serve up to six consecutive years and then have to sit out a year before running again
- Delegates' terms will now run concurrently with other chapter officer's terms
- All delegates begin serving at the same time newly-elected chapter officers do, in accordance with AMTA Bylaws

Between 2010 and 2012, chapters will need to stagger their delegate elections at annual meetings according to the following schedule:

- 2010: No delegates elected
- 2010-2011: Delegate(s) who were elected in 2009 and serving in 2010, will serve until chapters elect new delegate(s) in 2011.
- 2011:
 - If your chapter has one delegate, elect one delegate to a two-year term.
 - If your chapter has an even number of delegates (2, 4):
 - elect half of the delegate positions to a two-year term and
 - elect half of the delegate positions to a one-year term.
 - If your chapter has an odd number of delegates (3, 5):
 - elect the larger amount of delegate positions to a two-year term and
 - elect the smaller amount of delegate positions to a one-year term.
- 2012 and beyond: Elect delegates to two-year terms. Delegates will have a three-term (consecutive) limit.

The staggered elections outlined above will help chapters retain an experienced delegate who can mentor a “first-time” delegate.