

American Massage Therapy Association – Utah Chapter

Policy

Approved, October 16, 2013

Minutes including motion to approve accepted, December 18, 2013

Article I. Expectations and Attendance of Volunteers

Section 1.01 Purpose

- (a) For the purpose of setting a standard for satisfactory participation, fulfillment of job duties and eligibility for tuition and or fee discounts for Chapter volunteers.

Section 1.02 Definition of Attendance

- (a) Present is defined as in attendance.
- (b) Absent is defined as not in attendance.

Section 1.03 Standards for Board Members Attendance

- (a) Board members are expected to be present at board meetings,
 - (i) to be present during the discussion of the issues and/or motions on the table, and
 - (ii) to vote on issues with awareness of the discussion.
- (b) The minimum standard for satisfactory participation and fulfillment of job duties for Board members is to be present at 70% of board meetings.
- (c) To be eligible for tuition and or fee discounts, Board Members are required
 - (i) to be in attendance at a minimum of 70% of board meetings (including the Annual Meeting).

Section 1.04 Standard for Delegate Attendance

- (a) Delegates are expected to be present at board meetings,
 - (i) to be aware of the issues being discussed, and
 - (ii) to provide input on issues with awareness.
- (b) The minimum standard for satisfactory participation and fulfillment of job duties for Delegates is to
 - (i) Complete duties as outlined in Bylaws, Standing Rules and/or assigned by the Board
- (c) The minimum standard for eligibility for tuition and or fee discounts is
 - (i) to be in attendance at 50% of board meetings (including the Annual Meeting).

Section 1.05 Standard for Committee Chairs Attendance

- (a) Committee Chairs are expected to be present at board meetings, or have a designated proxy attend in their place and,

- (i) to be aware of the issues being discussed, and
- (ii) to provide input on issues with awareness.
- (b) The minimum standard for eligibility for tuition and or fee discounts is
 - (i) to be in attendance at 50% of board meetings.

Article II. Chapter Giveaways

Section 2.01 Purpose

- (a) The purpose of this article is for establishing fairness and consistency across all Chapter Giveaways at Chapter meetings, classes and all other functions. This Article does not apply to non-Chapter entities, such as sponsors, instructors, etc.

Section 2.02 Function of Giveaways

- (a) Giveaways are intended to serve the following functions:
 - (i) to create a sense of inclusion for participants,
 - (ii) to provide an opportunity for participation,
 - (iii) to generate excitement among participants,
 - (iv) to demonstrate appreciation of and to participants, and
 - (v) to provide an incentive to attend meetings, classes and other functions.

Section 2.03 Giveaway Types

- (a) A giveaway shall be one of the following three types:
 - (i) Prize Drawing,
 - (ii) Giveaway, or
 - (iii) Gift Bag.
- (b) Giveaway type or types must be determined prior to the event, class or other function.
- (c) Giveaway type or types, except for Gift Bags, must be listed in at least the final announcement prior to the event, class or other function.

Section 2.04 Prize Drawings

- (a) A Prize Drawing may be any of the following types for a given event, meeting, class or other function:
 - (i) Door Prize Drawing,
 - (ii) Membership Drawing, or
 - (iii) Registrant Drawing.

Section 2.05 Prize Drawing Rules

- (a) Board Members are not eligible for Drawings and are not considered participants, members or registrants for Prize Drawings as defined in Section 1.04 or Section 1.05.
- (b) Door Prize Drawing Rules are:
 - (i) Every participant who "comes through the door" is eligible with one chance to win;
 - (ii) Upon a participant's ticket, name, number or other token being drawn that participant must be present to be eligible to win the prize.
- (c) Membership Drawing Rules are:
 - (i) Every AMTA Member is eligible with one chance to win;
 - (ii) Upon an eligible member's ticket, name, number or other token being drawn, that member must also be present to be eligible to win the prize.
- (d) Registrant Drawing Rules are:
 - (i) Every Registrant is eligible with one chance to win:
 - (ii) Upon an eligible registrant's ticket, name, number or other token being drawn, that registrant must also be present to be eligible to win the prize.
- (e) Being present is defined as in attendance at the event, meeting, class or other function.
 - (i) If the person happens to be out of the immediate vicinity (for example, in the rest room, grabbing something from their car, or out in the hall), and is intending to come back into the immediate vicinity during the event, that person is to be considered present and in attendance.

Section 2.06 Giveaways

- (a) A Giveaway may be any of the following types for a given event, meeting, class or other function.
 - (i) General Giveaway, which may also be known as a "Party Favor",
 - (ii) Membership Giveaway, or

- (iii) Registrant Giveaway.

Section 2.07 Giveaway Rules

- (a) General Giveaway Rules are:
 - (i) Each of one of the following entities receives the same or similar prize, gift or collection of items:
 - 1) Place Setting at dining table, or
 - 2) Guest at the event.
 - a) *Guests at the event are:*
 - i) *Members,*
 - ii) *Guests of Members, and*
 - iii) *Guests of the Chapter.*
- (b) Membership Giveaway Rules are:
 - (i) Each member attending the event, meeting, class or other function, receives the same or similar prize, gift or collection of items.
- (c) Registrant Giveaway Rules are:
 - (i) Each registrant attending the event, meeting, class or other function, receives the same or similar prize, gift or collection of items.

Section 2.08 Gifts

- (a) Gifts may be for any of the following purposes for an event, meeting, class or other function:
 - (i) Recognition of Volunteer Service,
 - (ii) Recognition of Membership Loyalty, or
 - (iii) Any other purpose that supports the Goals and/or Mission of the Chapter.

Section 2.09 Gifts Rules

- (a) Gifts may be donated items, items in excess from other giveaways and drawings, and
- (b) may be items purchased within the amounts defined in the Chapter Budget for an event, meeting, class or other function.
- (c) Gifts are to be defined as needed by the event, meeting, class or other function planner(s) under the supervision of the Committee Chair responsible for the event, meeting, class or other function, and
 - (i) if Chapter funds in excess of budgeted amounts are to be used, prior approval of the Board must be obtained.

Section 2.10 Compliance and Accountability

- (a) Compliance with these definitions and policies shall be monitored and enforced by the Parliamentarian, or
- (b) if the Parliamentarian is not present or available, the Chapter Secretary, or
- (c) if the Chapter Secretary is not present or available, then the Presiding Board Member at the event, meeting, class or function, or
- (d) a Chapter Member appointed by the Presiding Board Member.