

# **BY- LAWS of the National Association of Intercollegiate Athletics Athletic Trainers Association (NAIA-ATA)**

## **Article I - Membership**

Membership application shall be submitted to the Secretary/Treasurer.

Any member who resigns athletic training duties at an NAIA member institution or whose institution cancels membership in the NAIA becomes ineligible to vote or hold office.

### **Section 1. Certified**

Those members possessing current NATA-Board of Certification status, who are in good standing, and who are affiliated/employed by an NAIA member institution.

### **Section 2. Associate**

Those members who are recognized by the NATA as being associate members and who are affiliated/employed by an NAIA member institution.

### **Section 3. Retired**

Those members who are recognized as either Certified or Associate members who no longer are actively engaged in practicing athletic training or who are no longer employed by an NAIA member institution.

### **Section 4. Honorary**

Any person who, by virtue of his/her actions, shows a profound interest in the advancement of the athletic training profession shall be eligible for membership in this classification. Nominations shall be made by Certified or Associate members and shall be directed to the Chairperson of the Scholarship and Awards Committee.

### **Section 5. Allied**

Those members who by virtue of their profession or occupation have an interest in furthering the health care of athletes. This includes physicians, physical therapists, nurses or others who work with injured athletes at NAIA member institutions.

### **Section 6. Student**

Those members who are full-time undergraduate or graduate students at an NAIA member institution who are pursuing a career in athletic training.

## **Article II - Board of Directors**

### **Section 1. Qualifications**

Only Certified and Associate members in good standing may be elected to positions on the Board of Directors. The President & President-Elect must be a Certified member of the NATA.

### **Section 2. Duties and Responsibilities:**

- A. The Board of Directors shall carry out the mandates and policies of the NAIA-ATA as determined by its membership.
- B. The Board of Directors shall have full power and authority to perform all acts and business transactions for and on behalf of the Association within the provisions of these By-Laws.
- C. The Board of Directors shall make a report to the membership at each general meeting for the purpose of providing information, seeking opinions, and/or taking a vote.

## **Article III - Officers**

## **Section 1. President**

Selection: Automatically moves to this office from President-Elect.

Term: Two years. May serve consecutive term with membership vote of confidence.

### Duties and Responsibilities:

- A. Serves as Chairperson of the Board of Directors.
- B. Calls all meetings of the Board and/or Association as deemed necessary.
- C. Serves as official spokesperson for the Board.
- D. Implements the mandates and policies of the Association.
- E. Possesses full power and responsibility to transact all business for and on behalf of the Association.
- F. Presides over all association meetings.
- G. Appoints standing and ad hoc committee chair-persons and/or committee members, and liaisons with the approval of the Board.
- H. Serves as ex-officio member of all committees.

## **Section 2. President-Elect**

Selection: Elected by eligible voting membership.

Term: Two years. May serve consecutive term. Must be NATA certified.

### Duties and Responsibilities:

- A. Serves as a member of the Board of Directors.
- B. Serves as President pro-tempore in the absence of the President.
- C. Serves as Chairperson of the Newsletter and Public Relations Committee.
- D. Serves as Chairperson of the Nominating Committee and conducts the election.
- E. Performs other duties as assigned by the President.

## **Section 3. Vice President**

Selection: Elected by eligible voting membership.

Term: Two years. May serve more than one term, but not more than two terms consecutively.

### Duties and Responsibilities:

- A. Serves as a member of the Board of Directors.
- B. Serves as NATA Convention Contact Liaison.
- C. Serves as Editor of the NAIA NEWS Training Room column.
- D. Coordinates updates/revisions to the NAIA-ATA Constitution & By-Laws
- E. Serves as Chairperson of the Scholarship and Awards Committee.
- F. Performs other duties as assigned by the President.

## **Section 4. Immediate Past-President**

Selection: Automatically moves to this position following the term of office as President.

Term: May serve consecutive terms.

### Duties and Responsibilities:

- A. Serves as a member of the Board of Directors.
- B. Serves as parliamentarian for Board meetings and general business meeting.
- C. Performs other duties as assigned by the President.

## **Section 5. Secretary/Treasurer**

Selection: Elected by eligible voting membership.

Term: Two years. May serve more than one term consecutively.

**Duties and Responsibilities:**

- A. Serves as a member of the Board of Directors.
- B. Possesses power and responsibility to transact all financial business on behalf of the Association.
- C. Commits the Association to no financial obligations in excess of its available resources.
- D. Coordinates updates/revisions of NAIA Athletic Trainers' Manual.
- E. Serves as custodian of all records, books, and papers belonging to the Association.
- F. Records minutes of all Board meetings and general business meetings and distributes necessary information to the membership.
- G. Conducts all official correspondence as directed by the Board.
- H. Maintains a record of current and accurate mailing lists and provides signature of approval of all new membership applications and classification changes.
- I. Provides applications to prospective members.
- J. Submits a financial and membership record to the Board and association membership at the annual meeting.
- K. Performs other duties as assigned by the President.

**Article IV - Elections**

**Section 1. Nominating Committee**

The Nominating Committee shall be chaired by the President-Elect. The Committee shall be comprised of the Board and two other voting members appointed by the President.

**Section 2. Election Process**

Nominations for office shall be submitted to the Committee sixty (60) days prior to the annual meeting.

All candidates shall have declared willingness to accept office by submitting an officer candidate biography to the President-Elect. SEE APPENDIX A. (page 57)

Ballots shall be returned post-marked fifteen (15) days prior to the annual meeting.

Candidates will be elected by a majority vote (plurality of more than two (2) candidates) of the membership casting ballots. If only one nominee exists for a position, approval of the nominee will take place at the annual meeting.

All candidates for elected positions shall be notified of the outcome of the election by the President prior to the announcement of newly elected officers at the annual meeting.

**Article V - Standing Committees**

**Section 1. Nominating Committee**

- A. Chairperson – President-Elect  
Term: length of office  
Duties and Responsibilities:
  - 1. Coordinates development of slate of candidates for each elected office.
  - 2. Coordinates balloting process.
  - 3. Submits annual report and budget request to the Board.
- B. Committee – Board members  
Term: length of office  
Duties and Responsibilities:
  - 1. Develops slate of at least two (2) candidates for each office during election years.
  - 2. Creates, dispenses, and collects ballots for tabulation to determine new officers.

**Section 2. Professional Education and Research Committee**

- A. Chairperson – Appointed by the President  
Term: two years  
Duties and Responsibilities:
  1. Acts as communicator between the committee and Board.
  2. Facilitates the development of annual goals and the committee.
  3. Assists in the planning of annual education program.
  
- B. Committee – Appointed by the Chairperson  
Term: two years, may serve consecutive terms  
Duties and Responsibilities:
  1. Assists in the development of the educational portion of the annual meeting.
  2. Sets goals for development of professional education of the Association membership.
  3. Seeks, supports and encourages scholarly research by the members of the Association on topics inherent toward the advancement of athletic training.
  4. Select at least one (1) research project for presentation at the annual meeting.

**Section 3. Scholarship and Awards Committee**

- A. Chairperson – Vice President  
Term: length of office  
Duties and Responsibilities:
  1. Appoints members of the subcommittees.
  2. Receives and reviews all applicants for Al Ortolani Student Athletic Trainer Scholarship.
  3. Schedules meeting of subcommittee for the purpose of discussing and selecting recipients of the scholarship award.
  4. Submits report and budget request to Board of Directors.
  
- B. Committee  
Term: one (1) year at discretion of Chairperson  
Duties and Responsibilities:
  1. Meets to review all nominations for scholarship awards.
  2. Recommends candidates for award to Board of Directors.
  3. Submits names of candidates for Honorary Membership

**Section 4. Newsletter and Public Relations Committee**

- A. Chairperson – President-Elect  
Term: length of office  
Duties and Responsibilities:
  1. Selects subcommittee members.
  2. Gathers information, news, etc. for publication of newsletter three (3) times per year.
  3. Submits report and budget request to the Board of Directors.
  
- B. Committee  
Term: one (1) year, may serve consecutive terms  
Duties and Responsibilities:
  1. Gathers NAIA-ATA news and information for publication.
  2. Assists chairperson in writing/editing newsletter.
  3. Assists with distribution of newsletter.
  4. Seeks to encourage good public relations with media, other organizations and interested public.
  5. Encourages applicants for membership.

**Section 5. Medical Aspects Committee**

- A. Chairperson – Appointed by President  
Term: two (2) years at discretion of the Board  
Duties and Responsibilities:
  1. Appoints members of committee.
  2. Serves as editor of Medical Aspects Handbook.
  3. Submit report and budget request to the Board of Directors.
  
- B. Committee  
Term: two (2) years, may serve consecutive terms  
Duties and Responsibilities:
  1. Seeks to identify specific problems dealing with medical aspects of athletic training in NAIA institutions.
  2. Proposes policies and procedures dealing with medical aspects.
  3. Prepares and updates Medical Aspects Handbook.

## **Article VI - Liaison Positions**

### **Section 1. NAIA Liaison**

Selection of Liaison is by official appointment by NAIA.

Liaison attends Board of Directors and general business meetings. Liaison acts as resource person to disseminate information between both Associations. Liaison assists with arrangement of budget dispersal and general meeting arrangements.

### **Section 2. NATA & CATS Liaison**

Liaison attends Board of Directors and general business meetings. Liaison acts as a resource person to disseminate information between associations.

### **Section 3. Regional Representative**

Regional Representatives are appointed by the Board of Directors

Duties and Responsibilities

1. Maintain and update a regional database of NAIA athletic trainers.
2. Coordinate activities to ensure that all conference, regional, and national tournaments held in their region are adequately covered by athletic trainers.
3. Act as a liaison for their members to the NAIA and NAIA-ATA.
4. Gather news items that would be appropriate for the NAIA-ATA newsletter and forward to the NAIA liaison.

### **Section 4. Regional Representative Coordinator**

Appointed by the Board of Directors from the pool of Regional Representatives

Duties and Responsibilities

1. To act as a liaison between the Regional Representatives, the NAIA-ATA Board of Directors, and the NAIA liaison to the NAIA-ATA.
2. To provide leadership to the Regional Representatives as to their duties and roles.
3. To compile a national database of NAIA institutions' athletic trainers and update it annually.

## **Article VII - Fiscal and Membership Year**

The fiscal and membership year shall be August 1 through July 31 of each year.