

BYLAWS OF THE ALABAMA ATHLETIC TRAINERS' ASSOCIATION

Edited 5-12-05

Article I – Membership

1.1 Membership Eligibility

Eligibility for membership is determined by conditions and obligations of Articles III, IV, and VI of the Constitution of the Alabama Athletic Trainers' Association, Incorporated (ALATA) and as outlined in these Bylaws. All Members will abide by the Code of Ethics of the National Athletic Trainers' Association, Incorporated (NATA) and the Standards of Professional Practice as set forth by the Board of Certification, Incorporated (BOC).

1.2 Classes of Members

The following classifications will comprise the membership classes:

- a) Certified/Licensed Athletic Trainer
- b) Licensed Athletic Trainer
- c) Certified/Licensed Athletic Trainer, Retired
- d) Licensed Athletic Trainer, Retired
- e) Certified/Licensed Athletic Trainer, Student
- f) Associate
- g) Non-Certified Athletic Training Student
- h) Corporate
- i) Honorary

1.3 Membership Qualifications & Privileges

Membership in the Alabama Athletic Trainers' Association, Incorporated will mirror membership in the National Athletic Trainers' Association and the Southeast Athletic Trainers' Association (SEATA). Eligibility for these classifications is defined as follows:

- a) **Certified/Licensed Athletic Trainer** membership shall be open to any non full-time student possessing current BOC certification and a current license from the Alabama Board of Athletic Trainers. Certified/licensed members are entitled to vote on ALATA affairs, hold ALATA office and serve on the Executive Board and/or committees.
- b) **Licensed Athletic Trainer** membership shall be open to any non full-time student who is not a BOC Certified Athletic Trainer but possesses a current license from the Alabama Board of Athletic Trainers. Licensed Members are entitled to vote on ALATA affairs, hold ALATA office and serve on the Executive Board and/or committees.

- c) **Certified/Licensed Athletic Trainer-Retired** membership shall be open to any certified/licensed Member who has retired from the practice of athletic training, met NATA and BOC requirements for retired status and retired his/her license to practice in Alabama. Certified/Licensed-Retired Members are entitled to vote on ALATA affairs. They may not hold an ALATA Executive Council office but may serve on committees as members.
- d) **Licensed Athletic Trainer-Retired** membership shall be open to any certified/licensed Member who has retired from the practice of athletic training and retired his/her license to practice in Alabama. Licensed-Retired members are entitled to vote on ALATA affairs. They may not hold an ALATA Executive Council office but may serve on committees as members.
- e) **Certified/Licensed Athletic Trainer-Student** membership shall be open to individuals possessing current BOC Certification in good standing and are enrolled as full-time graduate students working toward an advanced degree at an accredited college or university. An individual may not be classified as a Certified Athletic Trainer-Student Member for a combined total of more than three years. Certified-Student members are entitled to vote on ALATA affairs, hold any ALATA office. They may serve on a committee, but shall not serve as a chairperson unless reviewed and approved by the Executive Board.
- f) **Associate** membership shall be open to individuals who are working professionally in athletics, education, research, medicine, or an allied health profession related to athletic training. An individual who has fulfilled the requirements to apply for the BOC certification examination and is not currently enrolled as a full-time student shall be eligible for the Associate membership category. In addition, the membership category of a Certified Member in good standing with the NATA who has been placed on inactive status by the BOC shall be changed to Associate Member. Associate members are not entitled to vote on ALATA affairs or to hold any ALATA office. They may serve on a committee but shall not have any voting privileges or serve as a chairperson.
- g) **Non-Certified Athletic Training Student** membership shall be open to individuals meeting the following criteria: (a) Non-certified individuals enrolled as full-time graduate or undergraduate students in an accredited college or university; and (b) Individuals making progress toward the fulfillment of the requirements for BOC certification but have not completed such requirements. (c) An individual may be classified as a Student Member for a combined total of no more than eight years (undergraduate five, graduate three). After eight years, the individual must transfer to the Associate Member category. If a person ceases to be a full time student, he/she is not eligible for Non-Certified Athletic Training Student membership. Non-Certified Student members are not entitled to vote on ALATA affairs or to hold any ALATA office. They may serve on a committee but shall not have any voting privileges or serve as a chairperson.

- h) **Corporate Partnership** shall be open to those entities, which are suppliers and/or manufacturers of athletic training materials, supplies, equipment and/or services. Corporate Partners must designate one individual as the liaison of the corporation to ALATA, Inc. Corporate Partners shall pay such ALATA, Inc. dues as shall be determined by the Executive Council. Corporate Partners are not entitled to vote on ALATA, Inc. affairs or to hold any ALATA, Inc. office. They may not serve on any committees.

- i) **Honorary** membership may be awarded to an individual or group by ALATA, Inc. only. A person who, by virtue of his/her actions and speech, shows profound interest in the athletic training profession and in enhancing its service to those in athletics shall be eligible for membership in this class. Nominations may be made only by a Certified/Licensed, Licensed or Retired Member and shall be directed to the chairperson of the Honors and Awards committee. The Committee will make recommendations to the Executive Council for approval. Honorary Members are not entitled to vote on ALATA, Inc. affairs or to hold any ALATA, Inc. office. They may not serve on any committees.

1.4 Active Military Duty

A Member called up for active duty may request Military Inactive membership status for a maximum of 2 years. A copy of proof of active military service must accompany the request. A member in Military Inactive status remains a member in good standing, with all the rights and privileges of a regular member, but receives no mailings and pays no dues. Upon discharge from the military or on the 2 year anniversary of his/her request, the member will return to their pre-military membership status by notifying ALATA, Inc. and by paying the appropriate dues amount (from the dues schedule for new members). If the member does not contact ALATA, Inc. by the 2 year anniversary of his/her request, he/she will be changed to nonmember status.

1.5 Membership Application

An individual Member of the NATA, Inc., in good standing, shall automatically be a Member of ALATA, Inc., in the same category of membership as the NATA, Inc., upon payment of their annual dues through the NATA, Inc. dues renewal process. A non-NATA Member individual requesting membership to ALATA, Inc. shall complete an application and submit it to the ALATA, Inc. secretary. The Secretary shall forward all applications to the membership committee within one calendar month of receiving the application. The committee shall approve or reject all applications subject to the review of the Executive Council. Any applicant shall be denied membership if the information on their application is found to be false or if the applicant fails to meet the requirements for any of the membership categories. Individuals who apply for membership into a category for which they are not eligible shall be automatically transferred by ALATA, Inc. to the appropriate category.

1.6 Membership Dues

- a) **Payment.** A qualified applicant shall become a Member upon the acceptance of their application for NATA, Inc. membership and payment of dues. Thereafter, dues shall be paid annually prior to January 1st. Honorary, Certified-Retired and Licensed-Retired Members shall pay no dues. Membership shall be renewed without notice and a Member who does not give termination of membership shall be liable for all dues and assessments relating to the current dues period.
- b) **Amount.** The dues structure shall be proposed by the Executive Council and set by the membership of ALATA, Inc. at the annual business meeting by a two-thirds majority vote of the ballots cast by the Association's voting membership. Dues shall be increased or decreased as deemed necessary. Dues shall not be prorated.
- c) **Arrears.** Any Member whose dues remain in arrears on February 15th (as determined by the Membership Committee) shall be suspended from membership in ALATA, Inc. Suspended members whose dues remain in arrears on September 30th (as determined by the Membership Committee) shall be removed from membership. This process is subject to the review of the Executive Council. In case of hardship the Membership Committee shall have the power to extend the time of payment on unpaid dues.

1.6 Termination of Membership

Any Member may terminate membership at any time by notifying the ALATA, Inc. Secretary of the intent to terminate. Such termination shall not relieve the Member from the payment of dues or qualify the member for any right to a rebate of dues paid.

Article II – Annual Members' Meeting

2.1 Time, Location, Notification

An Annual Members' Meeting of ALATA, Inc. shall be held in conjunction with ALATA, Inc.'s Annual Meeting and Clinical Symposia. The location and time of the Annual Members' Meeting shall be announced in advance of the meeting through various means including mail, email, the association's website and other applicable electronic technology.

2.2 Purposes

The Annual Members' Meeting shall be held for the purpose of announcing ALATA, Inc.'s financial status based on its current financial statements, for the delivery of the President's Annual Report, and for the reporting of other information and the conduct of such other business as the Executive Council may determine is important to ALATA, Inc. and its Members.

Article III – Governing Body

3.1 Executive Council

The governing body of ALATA, Inc. shall be the Executive Council. It shall be comprised of the President, Vice President, Secretary, Treasurer and three (3) Non-Officer Members. All Executive Council members shall be Members in good standing as set forth in Article I in these Bylaws and shall be elected to their office by a process set forth in these Bylaws.

3.2 Nominations and Elections

The Secretary will announce upcoming regular elections and the call for nominations to the membership by mail and/or through applicable electronic technology by May 1st prior to the end of the respective term(s) of office. A Member entitled to vote on ALATA, Inc. affairs, as set forth in Article I in these Bylaws, may nominate an eligible Member for a position on the Executive Council. Nominations must be made in writing, to include email, to the Secretary of ALATA, Inc. The nominations shall close by the following June 1st and ballots distributed to the membership by mail and/or through applicable electronic technology by July 1st. The Executive Secretary of the Alabama Board of Athletic Trainers shall preside over all elections. Voting shall be completed by August 1st and election results announced to the membership by August 15th. Election shall be by a majority popular vote. Newly elected Executive Council Members will take office and begin their terms on the ALATA, Inc. Executive Council the following January 1st.

3.3 Qualifications for Executive Council Members

All Officers and Non-Officer Members of the Executive Council must be either a Certified/Licensed, Licensed or Certified/Licensed – Student Member in good standing of ALATA, Inc. All Executive Council Members must have been a Certified/Licensed or Licensed Member of ALATA, Inc. for a minimum of two (2) years prior to nomination.

3.4 Terms of Office

All Executive Council Members shall be elected for two (2) year terms. Executive Council Members may not serve more than two (2) consecutive terms in the same office; excepting, Members who served a partial term (*not greater than one year*) due to a vacancy occurring in their office may serve two (2) full terms in addition to the partial term.

3.5 Staggering Terms of Executive Council Members

Regular Elections for the President, Treasurer and Non-Officer Member (#2) shall be held in the same year. Regular Elections for the Vice President, Secretary and Non-Officer Members (#1 & #3) shall occur on the year following the regular election of the President, Treasurer and one (1) Non-Officer Member of the Executive Council.

3.6 Special Elections: Vacancies and/or Removal of Executive Council Members

- a) The Vice-President shall become President in the event that the office of the President becomes vacant before the end of the term for which the President was elected. In the event of the simultaneous vacating of both the President and Vice-President, a special election shall be held by mail and/or applicable electronic technology and new officers chosen within sixty days of said offices being vacated. The Treasurer shall serve as Interim President in this instance with the Secretary serving as Interim President in the event of the simultaneous vacating of the President, Vice-President and Treasurer. Refer to section 3.4 of these Bylaws to determine the terms of those elected by special elections.
- b) In the event the offices of Vice-President, Secretary, Treasurer and/or a Non-Officer Member becomes vacant during their respective terms, a special election shall be held by mail and/or applicable electronic technology and new Executive Council Member(s) chosen within sixty days of said office(s) being vacated. Executive Council Members elected as a result of special elections shall assume office immediately. Refer to section 3.4 of these Bylaws to determine the terms of those elected by special elections.
- c) In the case where it is known in advance that an elected official will be leaving office for any reason, a special election may take place immediately instead of waiting for the respective office to be vacated. Any person elected in this manner shall take office at the time the vacating member officially leaves office.

3.7 Removal of Executive Council Members: Impeachment

Any Executive Council Member may be impeached and removed from office on the following grounds: embezzlement, malfeasance in office, conflict of interest with the goals of ALATA, Inc. or actions contrary to or in violation of the Constitution and/or these Bylaws. Before impeachment proceedings can be instituted, a brief containing the charges shall be drawn up and presented by an ALATA, Inc. Member in good standing to the Executive Council sitting in executive session. The aforementioned brief must then be adopted by a majority vote of the Executive Council prior to the formal presentation of the charges to the membership. Impeachment and removal from office of any officer shall require a two-thirds vote of the voting membership of ALATA, Inc. present at the Annual Business Meeting.

3.8 Removal of Executive Council Members: Inability to Maintain or Complete Duties

- a) If any Executive Council Member is unable to maintain or complete the duties and/or responsibilities of their respective office for reasons outside Article III, Section 6, then a quorum of the Executive Council may call for a vote to ask for resignation of that Member and proceed with a special election to fill that vacancy as outlined in these Bylaws.

- b) Any Executive Council Member shall be deemed to have resigned and the office shall be deemed vacant when that Member:
 - i) resigns their membership in ALATA, Inc.;
 - ii) ceases to be a Certified/Licensed or Licensed Member in good standing;
 - iii) ceases to be actively involved in the profession of athletic training;
 - iv) dies.

Article IV – Powers and Duties of Executive Council

4.1 Powers of the Executive Council

The officers are the President, Vice-President, Secretary, Treasurer and three (3) Non-Officer Members. All powers and duties of the Executive Council Members are prescribed in these Bylaws. Voting on all business matters or issues requiring a vote will be done by the Executive Council. The President shall cast a deciding vote on impasse. No currently unelected ALATA, Inc. Member is allowed to be a substitute in the event a Member of the Executive Council is unable to be present for a meeting, either in person or through means of applicable computer technology.

4.2 Executive Council and Conduct of Business

- a) The Annual Business Meeting shall be held each year at a time and place set by the Executive Council in conjunction with the Annual Meeting and Clinical Symposia. A quorum for the annual business meeting shall consist of one-fourth of the voting members present.
- b) The Executive Council may submit items of ALATA, Inc. business to the voting membership for a vote by mail or with the advance of applicable computer technology through means of online voting.
- c) The Executive Council shall meet at the Annual Meeting and Clinical Symposia and at any other time that the President determines it necessary to call a Council meeting. A quorum for an Executive Council Meeting shall be four (4) of the voting members.
- d) The President may submit appropriate items of ALATA, Inc. business to the Executive Council in a meeting with a quorum of the Council present, for a vote by mail, conference call or through the advance of applicable computer technology. For any voting procedure the president shall first secure a “second” to the proposal. For a voting procedure other than a quorum present, the President must submit the proposal to each member of the Council by mail or through the advance of applicable computer technology, with a request to submit a “yes” or “no” vote either by mail or through the advance of applicable computer technology on the proposal by a date specified by the President. An immediate vote by conference call is permissible.

- e) Each Officer shall have one (1) vote on items of business before the Executive Council. The Non-Officer Members of the Council shall collectively have one (1) vote on items of business before the Executive Council. The Non-Officer Members' vote shall be determined by a simple majority of the votes cast by the Non-Officer Members present. Council Approval of items properly submitted shall require three (3) "yes" votes.
- f) The President may submit emergency items of ALATA, Inc. business that are appropriate for Council Action to the Executive Council for a vote by telephone. For such a voting procedure the President shall first secure a "second" to the proposal and then call each member of the Council for his/her vote on the proposal. Council Approval of items properly submitted shall require three (3) "yes" votes.

4.3 Duties of Executive Council Members

- a) Functions and Responsibilities of the President:
 - i) Represent ALATA, Inc. in all NATA, Inc. communications.
 - ii) Represent ALATA, Inc. at Southeastern Athletic Trainers' Association, Incorporated (SEATA, Inc.) Executive Board meetings (including conference calls and appropriate computer technology).
 - iii) If the President is unable to represent ALATA, Inc. at a SEATA, Inc. meeting or required action, the President shall appoint a representative from the Executive Council of ALATA, Inc.
 - iv) Call and preside over all Executive Council meetings (including conference calls and appropriate computer technology) as deemed necessary and advisable.
 - v) Call and preside over all official ALATA, Inc. meetings.
 - vi) Serve as official spokesperson for the Executive Council and ALATA, Inc.
 - vii) Establish, dissolve, and serve as coordinator and ex-officio member of all ALATA, Inc. standing committees.
 - viii) Elect members to SEATA, Inc. committees with the approval of the ALATA, Inc. Executive Council.
 - ix) Responsible for the approval of all financial business on behalf of ALATA, Inc..
 - x) Oversee all other members of the Executive Council in the performance their duties.
- b) Functions and Responsibilities of the Vice-President:
 - i) Serve in the absence of the President at all official meetings
 - ii) fulfill the duties of the President in the event that the office of the President becomes vacant before the conclusion of that term of office.
 - iii) Organize and oversee the arrangements for ALATA's mid-year business meeting and annual business meeting and clinical symposium.
 - iv) Oversee the publication and distribution of the Association's newsletter

and website.

- v) Serve as an ex-officio member of all ALATA, Inc. committees.
 - vi) Carry out additional duties as assigned by the President.
- c) Functions and Responsibilities of the Secretary:
- i) Will record the minutes of all ALATA, Inc. meetings and Executive Council meetings.
 - ii) Will serve as custodian of all records, books and papers belonging to ALATA, Inc. with the exception of the financial records.
 - iii) Will conduct official correspondence for ALATA, Inc. with other organizations and individuals, to include receiving reports of committees.
 - iv) Compilation and arrangement of Association newsletter and website and deliver to web coordinator.
 - v) Chair the Membership Committee, maintain a current and accurate official membership and mailing list and coordinate the renewal of memberships.
 - vi) Inform the President regarding membership status.
 - vii) Will send out notices of regular and special elections and/or meetings of ALATA, Inc.
 - viii) Provide the President with any proposed amendments to the Constitution and/or Bylaws to be discussed by the membership at the annual meeting.
 - ix) Assist with the organization and oversight of ALATA's mid-year business meeting and the annual business meeting and clinical symposium.
 - x) Preside over the election(s) of members of the Alabama Board of Athletic Trainers at the annual business meeting
- c) Functions and Responsibilities of the Treasurer:
- i) Serve as the custodian of all financial records of ALATA, Inc.
 - ii) Receive and deposit all ALATA, Inc. monies in the name of ALATA, Inc.
 - iii) Will furnish a detailed statement of financial affairs of ALATA, Inc. quarterly. This information will also be made available to any Executive Council Member of ALATA, Inc. at any time they may request it. This information will be published in the ALATA, Inc. Newsletter
 - iv) Will collect dues from non-NATA, Inc. members and receive dues as forwarded from SEATA, Inc. on behalf of NATA, Inc. members.
 - v) Will provide membership status relative to dues collection to the Secretary of ALATA, Inc.
 - vi) Assist with the organization and oversight of ALATA's mid-year business meeting and the annual business meeting and clinical symposium.
- d) Functions and Responsibilities of the Non-Officer Members:
- i) Bring Issues to from the membership to the Executive Council.
 - ii) Serve as chairs of special committees as assigned by the President.
 - iii) Carry out additional duties as assigned by the President.
 - iv) Vote on matters before the Executive Council. The votes of the Non-Officer Members shall be counted as set forth in Article 4, Section 2 of these Bylaws.

Article V – Committees

- 5.1 Committees may be established at any time. The President shall establish such committees with the approval of the Executive Council. Committees shall have a purpose and authority limited to that specifically delegated in writing by the Executive Council. Committees shall report to the President and Executive Council for approval of the committee's progress, needs and recommendations for the welfare, growth and protection of ALATA, Inc. Each Committee shall have a liaison from the Executive Council as assigned by the President. Committees will be fully responsible for operating within the Code of Ethics of the NATA, Inc. and the Standards of Professional Practice as set forth by the Board of Certification, Inc. Committees will be prepared to present to the general membership in a form dictated by the Executive Council a report of activities at the Annual Business Meeting.
- 5.2 A committee Chair shall be selected by the President, and approved by the Executive Council, from Members in good standing within appropriate membership categories as set forth in Article 1, section 3 of these Bylaws. The duties of each Chair shall be determined by the President with the approval of the Executive Council. The Chair shall be responsible for directing the function of their respective committee and will report all activities to the President or Executive Council Liaison as requested. Each Chair's term of office shall be three (3) years. The Chair may be reappointed with approval of the Executive Council.
- 5.3 The number and names of committee members shall be selected by the President, and approved by the Executive Council, from Members in good standing within appropriate membership categories as set forth in Article 1, section 3 of these Bylaws. Committee members shall serve two (2) year terms with reappointment allowed with the approval of the Executive Council.
- 5.4 The President may, at any time, with the approval of the Executive Council, remove or make changes to any committee leadership or its members.

Article VI – Order and Procedure of Business Meetings

- 6.1 The order of all official ALATA, Inc. business meetings will be as follows:
- a) Roll Call
 - b) Reading, or Disposal, of any Unapproved Minutes
 - c) Reports of Officers
 - d) Committee Reports
 - e) Unfinished Business
 - f) New Business
 - g) Adjournment

- 6.2 The Robert's Rules of Order will govern all parliamentary procedures and matters not included in these Bylaws.

Article VII - Amendments

- 7.1 These Bylaws may be amended without previous notice by two-thirds majority vote of the ballots cast by the voting membership of ALATA, Inc. Vote shall be by mail or applicable electronic technology. Amendments will be presented to and approved by the Executive Council of ALATA, Inc. prior to a vote of the membership.