

## **Constitution and Bylaws Of the North Dakota Athletic Trainers' Association, Inc.**

### **Article I ----- NAME**

The name of this organization shall be the North Dakota Athletic Trainers' Association, Inc.

### **Article II ----- OBJECTIVES**

The objectives of this Association shall be:

1. To promote the advancement of athletic training under the standards, rules, and laws established by the National Athletic Trainers' Association (NATA) and the state of North Dakota.
2. To promote a better working relationship among those persons interested in athletic training.
3. To develop further the ability of each of its members.
4. To better serve the common interest of its members by providing a means for a free exchange of ideas within the organization.

### **Article III ----- MEMBERSHIP**

#### **Section 1**

The classification of members shall be in accordance with the National Athletic Trainers' Association By-Laws. The following are the current membership groups.

1. Certified/Licensed
2. Certified/Licensed Student
3. University/College Student
4. High School Student
5. Affiliate
6. Advisory
7. Allied
8. Honorary
9. Retired

(No individual shall be eligible for more than one class of membership at the same time.)

### **Article IV ----- CANDIDATES FOR MEMBERSHIP**

#### **Section 1**

Certified/Licensed membership is included in the national and district dues collection.

#### **Section 2**

Candidates for student, affiliate, advisory, and allied membership shall fill out an application and send it to the NDATA Secretary/Treasurer with the appropriate dues. The NDATA membership committee has final authority on membership classification. Complete membership requirements are included in the By-Laws.

## **Article V ----- DUES**

### **Section 1**

The dues of all classes of members shall be as prescribed by the By-Laws.

## **Article VI ----- SUSPENSION OF MEMBERSHIP**

### **Section 1**

Membership cancellations may be recommended by any member of the Association for cause and the membership of any member be caused to cease by a two-thirds majority vote of those members present at the annual business meeting.

### **Section 2**

Membership may be suspended by non-payment of membership dues as required by the By-Laws.

### **Section 3**

Appeals: A person whose membership is canceled in accordance with Section 1 shall be allowed, either in person or through some member of the Association, to appeal to the Association Membership Committee for reconsideration. Information in the appeal shall be presented to the Executive Board, and the Board shall by a majority vote, decide whether to submit the question of the membership to the Association membership for another vote in accordance with Section 1.

A person whose membership has been canceled in accordance with Section 2 may reinstate membership by completing an application for membership and enclosing payment of the current years dues. This application must be sent to the Secretary/Treasurer for verification.

## **Article VII ----- VOTING MEMBERSHIP**

### **Section 1**

Certified/Licensed, Certified/Licensed Students, and Certified/Licensed Retired members shall be entitled to one vote upon all questions submitted to the Association for decisions.

## **Article VIII ----- ORGANIZATION**

### **Section 1**

The governing body of the organization shall be the Executive Board.

### **Section 2**

The Executive Board shall consist of the President, Executive Director, Vice-President and the Secretary-Treasurer.

### **Section 3**

No member of the North Dakota Licensure Board of Athletic Trainers shall serve concurrently as a member of the Executive Board of the North Dakota Athletic Trainers' Association, Inc.

**Section 4**

(a) PRESIDENT – The President shall be elected for a three-year term with candidates coming from past Executive Board members, past committee chairpersons, or any member with a minimum of five (5) years membership in the NDATA.

(b) EXECUTIVE DIRECTOR – The Executive Director will be the past-President of the Association.

(c) VICE-PRESIDENT – The Vice-President shall be elected for a two year term with candidates coming from the Certified/Licensed membership of the Association.

(d) SECRETARY/TREASURER – The Secretary/Treasurer shall be elected for a two year term with candidates coming from the Certified/Licensed membership of the Association.

**Section 5**

If the office of President becomes vacant before the end of the term for which the President was elected, the Vice-President shall become the President immediately and shall serve as President for the remainder of the term for which the President was elected. In the event that the President, elect is unable to assume the office of President, the Vice-President shall become the President at the beginning of the term for which the original President was elected.

**Section 6**

If the office of Executive Director becomes vacant before the end of the term for which the Executive Director serves; the President shall become the Executive Director for the remainder of the term for which the Executive Director was serving. In the event that the Executive Director-elect is unable to assume the office of Executive Director, the President shall become Executive Director at the beginning of the term for which the original Executive Director was to serve.

**Section 7**

Removal of officers: All state officers may be impeached and convicted on the following grounds: embezzlement, malfeasance in office, and actions contrary to or in violation of this Constitution and it's By-Laws. Before impeachment proceedings can be instituted, a brief containing the charges shall be drawn up and presented by an Executive Board member to the Executive Board sitting in executive session. The aforementioned brief must then be adopted by a majority vote prior to the formal presentation of the charge. Impeachment of any officer shall require a two-thirds vote of the voting membership of the Association present at the meeting held within the state.

**Article IX ----- POWERS AND DUTIES OF OFFICERS**

**Section 1**

All powers and duties of officers are as prescribed in the By-Laws and Article VIII of the Constitution.

## **Article X ----- COMMITTEES**

### **Section 1**

All committees shall be appointed by the President with the approval of the Executive Board. The Secretary/Treasurer will chair the Membership Committee.

## **Article XI ----- MEETINGS**

### **Section 1**

Two regular meetings shall be held during the fiscal year and other additional meetings as are necessary may be called by the President. Notice of meetings shall be sent to the membership ten (10) days prior to the date of the meeting.

A quorum for a business meeting shall consist of ten percent (10%) of the voting membership of the association. There will be no voting by proxy.

### **Section 2**

The Executive Board may submit items of Association business to the voting membership for a vote by mail. Approval of the items shall require a "yes" majority of the respondents to the mailings. There will be a minimum of two weeks after the initial US Post Office postmark has been placed on the mailed out ballot allowing for response.

When Executive Board elections are to be held, the Nomination committee must send a mail ballot to the voting membership. There will be a minimum of two weeks, after the initial US Post Office postmark has been placed on the mailed out ballot, allowed for a response. Approval of the candidate will require a simple majority of the respondents to the mailing.

### **Section 3**

The Association may meet by teleconferencing. There must be arrangement for state-wide coverage and one-third of the voting membership shall be identified for a quorum.

### **Section 4**

The Executive Board shall meet at regular intervals with a minimum of two executive committee meetings annually. A majority shall constitute a quorum.

## **Article XII ----- AMENDMENTS TO THE CONSTITUTION**

### **Section 1**

All proposed amendments to the Constitution shall be submitted in writing to the voting membership at least three weeks prior to the annual business meeting. A two-thirds majority vote of the voting membership present shall be necessary for the adoption of the said amendment.

## **Article XIII ----- AMENDMENTS TO THE BY-LAWS**

### **Section 1**

The By-Laws may be amended at any official meeting of the Executive Board by majority vote of said board. By-Laws may not be added, deleted or amended by mail vote or telephone.

**BYLAWS OF THE NORTH DAKOTA  
ATHLETIC TRAINER'S ASSOCIATION, INC**

**Article I**

**PRESIDENT OF THE NORTH DAKOTA ATHLETIC TRAINERS' ASSOCIATION, INC**

**Section 1**

Selection:

In accordance with Article VIII Section 3 of the Constitution.

**Section 2**

Term of office:

In accordance with Article VIII Section 4 of the Constitution.

**Section 3**

Functions and Responsibilities:

1. Serves as the official spokesperson for the Executive Board concerning matters of public concern.
2. Maintains communications with the Executive Board pertaining the coordination, management, and supervision of the Association's affairs.
3. Calls and presides over all meetings of the Executive Board.
4. Appoints with agreement of the Executive Board all committee chairpersons.
5. Serves as ex-officio member on all Association committees.
6. Presides over all Association meetings as deemed necessary and advisable.
7. Appoints with agreement of the Executive Board, representatives to allied organizations.
8. Receive reimbursement for travel (mileage/airfare, per diem and lodging as needed) to State Executive Board meetings.

**Article II**

**EXECUTIVE DIRECTOR OF THE NORTH DAKOTA ATHLETIC TRAINERS' ASSOCIATION, INC**

**Section 1**

Selection:

In accordance with Article VIII Section 3 of the Constitution

**Section 2**

Term of office:

In accordance with Article VIII Section 4 of the Constitution

**Section 3**

Functions and Responsibilities:

1. Serve as the official spokesperson for the State on the Board of Directors of the Mid-America Athletic Trainers' Association (NATA District 5).
2. Keep the membership informed about MAATA and NATA affairs.
3. Represent the state and members in communication with the MAATA and

the NATA.

4. Receive reimbursement for travel to the MAATA and NATA Annual Meetings and Symposium and the state Executive Board meetings.
5. Serve as the state representative to the MAATA scholarship committee.

### **Article III**

#### **VICE PRESIDENT OF THE NORTH DAKOTA ATHLETIC TRAINERS' ASSOCIATION, INC**

##### **Section 1**

###### Selection:

In accordance with Article VIII Section 3 of the Constitution.

##### **Section 2**

###### Term of office:

In accordance with Article VIII Section 4 of the Constitution.

##### **Section 3**

###### Functions and Responsibilities:

1. Presides over meetings of the NDATA and the Executive Board in absences of the President.
2. Assumes the office of President as prescribed in the Constitution.
3. Compiles reports from the Committees of the NDATA and maintains communication from the Executive Board and the Committees.
4. Sergeant At Arms.
5. Receive reimbursement for travel to state Executive Board meetings.

### **Article IV**

#### **SECRETARY/TREASURER OF THE NORTH DAKOTA ATHLETIC TRAINERS' ASSOCIATION, INC**

##### **Section 1**

###### Selection:

In accordance with Article VIII Section 3 of the Constitution.

##### **Section 2**

###### Term of office:

In accordance with Article VIII Section 4 of the Constitution.

##### **Section 3**

###### Functions and Responsibilities:

1. Registering and compiling the minutes for all business meetings and Executive Board meetings.
2. Managing the membership.
3. Maintain accounting of all funds and expenditures for the Association, Including the payment of bills.
4. Compiles and publishes semi-annual fiscal report for the membership.
5. Updating and providing for mailing lists of membership.
6. Receiving reimbursement for travel expenses to state Executive Board

Meeting.

## **Article V**

### **GOVERNMENTAL AFFAIRS COMMITTEE**

#### **Section 1**

##### Selection of chairperson:

Appointed by the President of the Association with approval of the Executive Board.

#### **Section 2**

##### Term of office:

Two years and may be reappointed with approval of the Executive Board.

#### **Section 3**

##### Selection of Committee Members:

The number of committee members shall be determined and appointed by the President with approval of the Executive Board. It should be as representative as possible of different geographical and employment areas of the Association.

#### **Section 4**

##### Functions and Responsibilities:

1. Chairperson is responsible for maintaining the Constitution and By-laws.
2. Any changes made by amendment by the membership or Executive Board must be documented according to the regulations contained in the Constitution.
3. Chairperson shall be the state representative to the District governmental affairs committee.
4. Committee should serve as a clearinghouse for all matters pertaining to State Licensure of Athletic Trainers.
5. Act as a liaison between the Association and various related organizations. e.g.. (AMA, APTA, ACSM, NDHSAA) in matters pertaining to regulation of athletic training.
6. Work with legislators and lobby for licensure revisions as they occur.
7. Keep abreast of any licensure problems within the state of North Dakota.

## **Article VI**

### **PUBLIC RELATIONS AND INFORMATION COMMITTEE**

#### **Section 1**

##### Selection of Chairperson:

Appointed by the President of the Association with the approval of the Executive Board from certified/Licensed membership of the organization.

#### **Section 2**

##### Term of office:

Two years and may be reappointed by the Executive Board.

**Section 3**Committee Members:

The number of committee members will be determined by the Chairperson to form a workable group.

**Section 4**Selection of Committee Members:

Recommended by the Chairperson, appointed by the President with the approval of the Executive Board.

**Section 5**Functions and Responsibilities:

1. Chairperson is responsible for keeping our membership informed on state, district and national news.
2. To have a quarterly news letter published.
3. Needs to use PR money allotted to the Public Relations fund.

**Article VII****STATE HISTORIAN****Section 1**Selection of Chairperson:

Appointed by the President with agreement of the Executive Board from the Certified/Licensed membership of the Association.

**Section 2**Term of office:

Two years and may be reappointed with approval of the Executive Board.

**Section 3**Functions and Responsibilities:

1. Compiles and maintains a history of the NDATA.
2. Compiles and maintains history of the NDATA founders.
3. Compiles and maintains important documents.
4. Organize and promote a State Athletic Training Hall-of-Fame.

**Article VIII****NOMINATION COMMITTEE****Section 1**Selection of Chairperson:

Appointed by the President with approval of the Executive Board from the Certified/Licensed membership of the Association.

**Section 2**Term of office:

Two years and may be reappointed with the approval of the Executive Board.

**Section 3**Selection of Committee Members:

The number of committee members will be determined by the President with the approval of the Executive Board to form a workable group.

**Section 4**Functions and Responsibilities:

1. Solicit nominations for election to NDATA Executive Board Positions.
2. Obtain biographies on prospective candidates for office.
3. Publish a slate of candidates for office and advertise the slate in the newsletter.
4. Do all the mailing for mail ballots.
5. Count the ballots and inform the Executive Board (minus the board member being voted on) the results.
6. Mail out the information on who won the elections or post it in the next newsletter if being published soon to the date of the election.

**Article IX****MEMBERSHIP PROVISIONS AND DUES****Section 1**Membership Classes:

1. **CERTIFIED/LICENSED**  
Individuals must be NATA Certified Athletic Trainers or ND Licensed Athletic Trainers.
2. **CERTIFIED/LICENSED STUDENTS**  
Individuals must be NATA Certified Athletic Trainers or ND Licensed Athletic Trainers who are full-time University or College students.
3. **UNIVERSITY, COLLEGE STUDENT**  
Individuals must be a student in a university or college and engaged in athletic training.
4. **HIGH SCHOOL STUDENT ATHLETIC TRAINER**  
Individuals who are full-time high school students and engaged in athletic training.
5. **AFFILIATE**  
Individuals who are interested in athletic training or certified-eligible persons.
6. **ADVISORY**  
Physicians who are directly associated with a sports program and are providing medical care to athletes.
7. **ALLIED**  
Individuals whose business interests are related to athletic training.
8. **HONORARY**  
Individuals who, by virtue of their acts and speech, have profound interest in the athletic training profession and enhancing its service to those in athletic training and athletics shall be eligible for lifetime membership in

this class as voted by Association membership.

9. RETIRED

A member who retires because of age shall have the privilege of continuing in the membership class held at retirement without further payment of dues.

## Section 2

### Dues:

1. All certified, non student, dues are paid through the NATA Annual Dues.
  - a. Certified, non-members, moving to the state after their NATA dues have been paid will be pro-rated as follows:
    1. January 1st - March 31st: \$20.00
    2. April 1st - June 30th: \$15.00
    3. July 1st - September 30th: \$10.00
    4. October 1st - December 31st: \$ 5.00
2. Certified/Licensed Student members shall pay an annual dues amounting to ten dollars (\$10.00).
3. University/College Student members shall pay an annual dues amounting to five dollars (\$5.00).
4. High School Student members shall pay annual dues amounting to two dollars (\$2.00).
5. Affiliate members shall pay annual dues amounting to twenty dollars (\$20.00).
6. Advisory members shall pay annual dues amounting to twenty dollars (\$20.00).
7. Allied members shall pay annual dues amounting to twenty dollars (\$20.00).
8. Honorary members are voted in and are members free of charge.
9. Retired members are members for as long as they shall like, free of charge.

## Article X

### TRAVEL GUIDELINES

#### Section 1

##### Mileage/airfare:

1. Mileage is based on our state rate.
2. Mileage vs. airfare; the Executive Board has the right to pay the cheapest rate available.

#### Section 2

##### Lodging:

Lodging is based on the number of nights the individual will have to stay, to attend the mandatory meetings.

#### Sections 3

##### Per-diem:

As of February 2000, per-diem will be \$30.00/day for the number of days the individual needs to be present to attend the mandatory meetings.

#### Sections 4

##### Reimbursement:

No reimbursement will be met until all receipts are turned into the Sec./Tres.