



Southeast Athletic Trainers' Association, Inc (SEATA)

Policies and Procedures Manual

This Policy and Procedure Manual is designed to capture existing policies and procedures of SEATA, its Executive Board and organizational support groups in an effort to guide the membership in all SEATA related matters. Nothing in this document is intended to conflict with the current Constitution and By-Laws of SEATA. This manual is a living document that may be modified at anytime by the SEATA Executive Board. As such, the published edition may not always contain the most recent changes or additions as approved by the SEATA Executive Board.

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Approved by the SEATA Executive Board on July 7, 2008

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I. Officers

A. District Director

1. Duties:

- a. Represent SEATA at all required NATA, Inc. Board of Director meetings and functions.
- b. If the District Director is unable to attend a specific meeting or required function, the District Director will immediately inform the President. The District Director will then appoint a representative from the Executive Board of SEATA
- c. Keeps the President and Executive Board informed of any and all NATA business that may affect SEATA or its membership.
- d. Coordinates with the President so that at least one of the two officers will be in attendance at state meetings based on availability. Cost of attendance will be covered as per the SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests.
- e. Serve at the will of the President for all SEATA functions and business matters as approved by the Executive Board.

B. President

1. Duties:

- a. Serves in accordance with applicable sections of the By-Laws, the *SEATA Policies and Procedures Manual*, the Articles of Incorporation and other official governance instruments of SEATA.
- b. Serves as the official spokesperson for the Association.
- c. Serves as the presiding officer at all business meetings of SEATA.
- d. Responsible for organizing the annual SEATA Business Meeting. He/She selects necessary members to aid him/her at this meeting and preside over the program.
- e. Secures hotel for all SEATA meetings.
 - i. Reviews and co-signs for expenses related to the meetings.
 - ii. Responsible for approving any expenses related to the meetings.
- f. Coordinates with the District Director so that at least one of the two officers will be in attendance at state meetings based on availability. Cost of attendance will be covered as per the SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests.
- g. Serves as ex-officio member of all SEATA committees.
- h. Appoints committee, advisory group, project team chair and the parliamentarian with approval of the Executive Board.
- i. Keeps the State Presidents and other elected officers of SEATA informed about Association affairs.
- j. Responsible for coordination of the SEATA Executive Board Meeting and Members' Meeting at the NATA National Symposium.
 - i. Cost of attendance will be covered by SEATA (travel, room, board).
- k. Responsible for the approval of all financial business on behalf of SEATA.

C. Vice-President

1. Duties:

- a. Serves in accordance with applicable sections of the By-Laws, the *SEATA Policies and Procedures Manual*, the Articles of Incorporation and other official governance instruments of the Association.
- b. Assists the President in organizing the SEATA annual business meeting and Annual SEATA Clinical Symposium & Members Meeting.
- c. Serves as the official spokesperson for the Association in the absence of the President.

- d. Serves as the presiding officer at all business meetings of SEATA in the absence of the President.
- e. Serves as ex-officio member of all SEATA committees.
- f. Records minutes of all Executive Board meetings in case of absence of the Secretary.
- g. Works with Research and Education Committee to plan the Annual SEATA Clinical Symposium & Members Meeting.
- h. Coordinates the needs and activities of the following committees/individuals with respect to the Annual SEATA Clinical Symposium & Members Meeting.
 - i. SEATA Research and Education Committee
 - ii. SEATA Hall of Fame Committee
 - iii. SEATA Honors and Awards Committee
 - iv. SEATA Scholarship Committee
 - v. SEATA Exhibits Committee
- i. Chairs the Annual Symposium Oversight Committee.
- j. Carries out any additional duties as assigned by the President.

C. Secretary

1. Duties:

- a. Records minutes of all SEATA meetings and keeps records of attendance of members for CEU audits and supporting quorum requirements.
- b. Conducts correspondence with the approval of SEATA President for SEATA with other organizations and individuals and receives all committee reports and arranges with SEATA webmaster their publication to the SEATA website.
- c. Attends annual Secretary/Treasurers' meetings at National Office (winter) and during NATA Annual Meeting. Cost of attendance will be covered as per the SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests.
- d. Sends out notices of the regular and special meetings and attends to all duties as pertains to his/her office.
- e. Provides the President with any amendments to the Constitution or By-Laws to be discussed by the membership at the Annual SEATA Members Meeting.
- f. Coordinates all elections with Elections Committee Chair the publication of candidate's biographies and ballots in SEATA newsletters as appropriate and on the SEATA website, the notification of members regarding upcoming elections through e-mail, the SEATA website, and postcards to those without e-mail, the solicitation of nominations, the provision of a current list of eligible voters along with names and membership numbers for validation of ballots to the current accounting firm, and the notification of the general membership of the results via the SEATA website, *SEATA Newsletter*, and e-mail.
- g. Informs the Executive Board regarding membership status.
- h. Oversees the SEATA website organization and be responsible for all electronic communications including the quarterly *SEATA Newsletter* in conjunction with the Communications Committee as detailed in the *SEATA Policies and Procedures Manual*.
- i. Obtains appropriate mailing lists and contact information for the *SEATA Newsletter*, SEATA elections, state newsletters, state elections, and other lists following NATA Guidelines Appendix.
- j. Assists in the preparation of relevant materials (with the assistance of the Research and Education Committee) and arranges publication on the SEATA website of the registration information for the Annual SEATA Clinical Symposium & Members Meeting and coordinates the email notification of the SEATA membership of its availability.
- k. Prepares the registration forms for the SEATA Athletic Training Student Symposium and SEATA Athletic Training Educators' Conference and coordinates with the SEATA Communications Committee their publication on the SEATA website.

- l. Serve as the Communications Committee Chair.
- m. Responsible for hole punching of CEU forms at the Annual SEATA Clinical Symposium & Members Meeting
- n. Maintains all records and correspondence for SEATA and coordinates their storage on the SEATA website with the SEATA webmaster.
- o. Supplies information to the *NATA News* for publication with presidential approval.

D. Treasurer

1. Duties:

- a. Receives and deposits all SEATA monies in the name of SEATA.
- b. Payment of all SEATA expenditures.
- c. Furnishes a detailed statement of the financial affairs of SEATA at the Annual SEATA Clinical Symposium & Members Meeting and NATA Annual Meeting.
- d. Provide financial statement to any SEATA member upon request.
- e. Is custodian of all financial records belonging to SEATA and arranges for their storage on the SEATA website with the SEATA webmaster.
- f. Collects SEATA dues and keeps the President informed of payment status.
- g. Attends annual Secretary/Treasurers' meetings at National Office (winter) and during NATA Annual Meeting. Cost of attendance will be covered as per the SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests.
- h. Provides report along with state dues distribution to the treasurer & president of each state as to the respective dues payment status of that state's members.
- i. Coordinates registration with the appropriate committee chairs for all meetings and manages all related financial matters
- j. Prepares report and documentation which is sent annually to the SEATA accountant for review and their preparation of annual tax filing
- k. Serve as the Finance Committee Chair.

II. Officers and State Presidents Elect of SEATA

A. Meeting Attendance and Expense Reimbursement

- 1. If a state wishes its president-elect to attend the Executive Board meetings, the state funds the cost of the president-elect's travel, hotel and incidental expenses. SEATA pays for meals in the same manner as its policy dictates for Executive Board members. Officers-elect are encouraged to attend all SEATA Executive Board meetings after being elected and prior to assuming office. Officers-elect expenses related to attending the SEATA Executive Board meeting immediately preceding assumption of office are covered in the same manner as the expenses of the current officers.

B. Participation in Conference Calls

- 1. State Presidents-elect and officers-elect are invited to participate (on a non-voting basis) in the Executive Board conference calls prior to taking office. If they participate, SEATA pays the conference call cost.

III. Executive Board Meetings and Conference Calls

- A. Executive Board meetings are generally held twice annually, once in conjunction with the Annual SEATA Clinical Symposium & Members Meeting and once in conjunction with the NATA Annual Meeting. The President may call for a special meeting of the Executive Board at other times as needed with the approval of four voting members of the board.
- B. Conference calls are routinely scheduled for each month that the Executive Board does not meet. All board members including officers-elect and presidents-elect are polled as to available times and dates for by the President or his/her designee in June and December for the following six months who then notifies the board of the scheduled calls. The President may cancel the regularly scheduled monthly conference call unless overridden by four voting members of the Board. The President may call for a special conference call at other times as needed at his/her discretion.

- C. Procedures - Unless otherwise provided to the contrary by a specific policy adopted by the Executive Board, *Roberts Rules of Order*, Revised, shall be followed in conducting the business of the Executive Board.
 - D. Agenda - The President, in consultation with the Board, shall determine the agenda for the Board meetings. A tentative agenda and, to the extent possible, complete support materials from Board members, committee chairs, and the membership are forwarded to the Executive Board at least one week in advance of all Board meetings and conference calls. Further items may be forwarded as soon as they become available. Any item that was not included on the agenda forwarded to Board members prior to the meeting may, however, be considered with the approval of a majority of the members present. The omission of an item from the agenda shall not invalidate otherwise valid actions by the Executive Board.
 - E. Consent Agenda – The President may place items such as organization support group appointments, approval of previous Executive Board meeting and conference call minutes, ratification of previous email votes by the Board, routine reports, and other items not seeming to need discussion on the consent agenda. Any consent agenda item may be pulled from the consent agenda by any Board member for separate action and discussion. All items remaining on the consent agenda may be approved as a whole by the Executive Board with one action as per established procedure.
 - F. Membership Admission to Meetings - All official meetings of the Executive Board shall be open to the membership provided, however, that the Executive Board may go into executive session at any time for discussion purposes when in the judgment of the President such executive session is deemed advisable when good name and character or pending litigation may be involved in such discussions. Formal official action by the Executive Board resulting from any discussions which were in executive session shall be taken by the Board in an open meeting and made a part of the official minutes, which shall be available for membership inspection upon request.
- IV. Organization Support Groups and Liaisons**
- A. Executive Board: The Executive Board will consist of the President or his/her designated representative from each state and the offices of: District Director, President; Vice-President, Secretary, and Treasurer of which each will be nominated by and voted for election by the voting membership of SEATA.
 1. All Executive Board members must be voting members of SEATA.
 2. Must be a member in good standing of the state that is to be represented.
 3. On voting matters, each state will have one vote with the President breaking any ties.
 4. A quorum of four voting members must be present for any vote to take place.
 5. The Secretary is responsible for recording the vote outcome.
 - B. Use of Candidate Nomination Forms
 1. Candidates for organization support groups or liaison services will complete a SEATA Committee Candidate Nomination Form.
 2. Organization Support Groups or Task Force Chair positions must be approved by the President. Organization Support Groups or Task Force member positions must be approved by the Chair and the State President of the member.
 3. These documents will be presented to the President and be maintained by the Secretary who will arrange for their storage on the SEATA website with the SEATA webmaster.
 4. No action will be taken by the SEATA Executive Board on recommendations for these appointments without the proper documentation.
 - C. Voting for Organization Support Groups Appointments/Renewals
 1. SEATA Executive Board members will vote by ballot to determine chair appointments, new organization support group members and renewal of organization support group members. The ballot will include three options: Approve, Disapprove, and Wish to Discuss. If anyone checks the Wish to Discuss box, the vote will automatically be nullified and put on the next appropriate Executive Board meeting or conference call agenda for discussion.
 - D. Policies

1. An organization support group is made of one chair and one representative from each state of District IX. Exempted from this policy are the Annual Symposium Oversight, Athletic Training Student Symposium, Career Assistance, Communications, Ethics, Exhibits, Memorial Resolutions, Communications Committees and all task forces.
 2. Terms for organization support group chairs shall be three years. The chair may be reappointed with approval of the Executive Board. The president can recommend to the board removal or resignation of a chair.
 3. All organization support group members must be members of SEATA unless a special need arises for a non-member to serve which must be approved by the Executive Board.
 4. Each organization support group member serves a one year term and may be reappointed with approval of the Executive Board.
 5. For those organization support group comprised of state representatives, each committee member must be nominated by the representative State's President.
 6. Organization support group members fulfill the charge of the group under the direction of the committee chair. This involves attending meetings, participating in telephone conference calls, completing work assignments and remaining up-to-date on events and circumstances affecting the group.
 7. If an individual doesn't finish his/her full term, that particular state's president can nominate another person to replace the individual. If the state's president is unable to find a representative, then the chair can make a recommendation of someone from that particular state. The individual's name is given to District President for approval.
 8. Each organization support group meets once a year, usually during the Annual SEATA Clinical Symposium & Members Meeting. The chair may contact members through the year to review issues from the annual meeting and/or to monitor the progress of current projects. To call a committee meeting at the Annual SEATA Clinical Symposium & Members Meeting the chair must give the Vice-President at least two weeks advance notice.
 9. All organization support group meetings are open to the membership. The chair shall have discretion to call for a closed session for confidential matters.
 10. A organization support group report utilizing the SEATA Committee Action Plan Reporting Form is provided by the chair at least annually to the SEATA Executive Board 10 days in advance of the Annual SEATA Clinical Symposium & Members Meeting and/or NATA National Meeting and is stored on the SEATA website through coordination with the SEATA webmaster. Supplementary reports may be requested by the Executive Board in advance of conference calls.
 - a. If the chair is unable to attend the annual organization support group meeting, he/she will appoint a organization support group member to preside over the meeting and give the report to the SEATA Executive Board.
 - b. If an appointee is unable to attend the meeting then the chair reserves the right to cancel the organization support group meeting. The chair must give the District Vice-President notice at least two week prior to the Annual SEATA Clinical Symposium & Members Meeting but still submit a report.
 11. Four out of seven organization support group members or a majority of the organization support group's voting members must be present for a quorum to take place for any issues that have to be voted on by the organization support group. The chair will only vote in cases of tie.
 12. Any projects that the organization support group elects to do must be presented to the SEATA Executive Board for approval prior to the organization support group executing the project.
 13. Organization support group members are required to keep their individual state informed of any work/issues being completed and are expected to provide a report at their respective state meeting for state based committees.
- E. Liaisons:** To improve communication between the various organization support groups and the SEATA Executive Board the District Director will appoint members of the Executive Board to serve as liaisons to all organization support groups.

1. Duties as liaison to organization support groups
 - a. Communicate regularly with organization support group chair to stay up to date on projects and activities.
 - b. Contact the chair before each Executive Board meeting to become fully informed about any agenda items for the organization support group.
 - c. Present organization support group agenda items to the Executive Board, particularly when the chair cannot be present.
 - d. Promptly notify the organization support group chair of any relevant Executive Board discussion or action.
 - e. Handle matters related to the organization support group as they arise.

F. Organizational Support Groups Structure and Organization

1. The following District IX support groups serve as subcommittees to the corresponding NATA committee/council and have representatives from each state. In some cases they are chaired by the District IX Representative to the respective NATA Committee whereas in other cases there is a separate District Chair. Exempted from having representatives from each state are the Career Assistance Project Team and Ethics Council.
 - a. Career Assistance Project Team
 - b. Clinical/Industrial/Corporate Athletic Trainers' Committee
 - c. College/University Athletic Trainers' Committee
 - d. EC College/University Athletic Training Students' Committee
 - e. Ethics Council
 - f. Ethnic Diversity Advisory Committee
 - g. Governmental Affairs Committee
 - h. NATA PAC Committee
 - i. Public Relations Committee
 - j. NATA Research & Education Foundation Committee
 - k. Revenue Council
 - l. Secondary School Athletic Trainers' Committee
 - m. Young Professionals Committee
2. The following SEATA organization support groups have specific roles and responsibilities within SEATA and do not function in relation to specific NATA committees/councils. In some cases, there is a representative from each state, whereas in other cases, the organization support group may also consist of a chair and a few selected organization support group members.
 - a. SEATA Annual Symposium Oversight Committee
 - b. SEATA Athletic Training Educators' Conference Committee
 - c. SEATA Athletic Training Student Symposium Committee
 - d. SEATA Communications Committee
 - e. SEATA Elections Committee
 - f. SEATA Corporate Partnership Committee
 - g. SEATA Finance Committee
 - h. SEATA Hall of Fame Committee
 - i. SEATA History & Archives Committee
 - j. SEATA Honors & Awards Committee
 - k. SEATA Life Balance Project Team
 - l. SEATA Membership Project Team
 - m. SEATA Memorial Resolutions Committee
 - n. SEATA Research & Education Committee
 - o. SEATA Scholarship Committee
 - p. SEATA Student Senate Committee

V. District IX Organizational Support Groups

A. Career Assistance Project Team

1. *Composition:* One Project Team Chair and additional members as determined based upon need of the chair and Executive Board.
2. *Purpose:* Provide advice and counsel to members on the employment process and opportunities.
3. *Duties:*
 - a. At the SEATA Clinical Symposium, serve as a resource regarding usage and operations of the NATA Career Center. This includes advising members regarding the correct usage of the NATA Career Center including posting for job openings and gaining access to prospective employees posting of and access to current job vacancies.
 - b. Provide up-to-date employment information to members.
 - c. Promote effective employment-seeking practices.
 - d. Disseminate information from the NATA Career Center and the NATA Career Assistance Committee.
4. *Policies:*
 - a. See IV. D.

B. Clinical and Emerging Practices Athletic Trainers' Committee

1. *Composition:* Members of the committee are from the clinical, industrial, corporate or emerging practices settings. This is a state-based committee whose chair represents District IX on the NATA Clinical and Emerging Practices Athletic Trainers' Committee.
2. *Purpose:* To identify and address issues of concern to athletic trainers in the clinical/industrial/corporate or emerging practices setting and promote certified athletic trainers in these settings.
3. *Duties:*
 - a. Collect, analyze, and distribute information about the conduct of athletic training in the clinical/industrial/corporate or emerging practices setting.
 - b. Facilitate communication among certified athletic trainers in the clinical/industrial/corporate or emerging practices setting.
 - c. Develop educational programming for international, national, district and student meetings.
 - d. Develop and maintain relationships with related allied health organizations.
 - e. Facilitate communication with athletic training curriculum directors.
 - f. Collect, analyze and distribute information about the revenue conduct of athletic trainers in the clinical/industrial/corporate or emerging practices setting.
 - g. Provide input as requested and work collaboratively with other committees and groups.
4. *Policies:*
 - a. See IV. D.

C. College/University Athletic Trainers' Committee

1. *Composition:* One member from each state. Each member will be from one of the following practice settings: NCAA Division IA, IAA, IAAA, II & III; NAIA Division I & II; junior college; certified assistant athletic trainers; team physicians.
2. *Purpose:* To identify and address issues of concern to athletic trainers in the college and university setting.
3. *Duties:*
 - a. Study and discuss the unique concerns associated with the college/university practice setting.
 - b. Develop programs and activities to address concerns and enhance the effectiveness of college/university athletic trainers.
4. *Policies:*
 - a. See IV. D.

D. Education Council College/University Athletic Training Student Committee

1. *Composition:* This is a state-based committee whose chair represents District IX on the NATA Education Council College/University Athletic Training Student Committee.
2. *Purpose:* To facilitate communication among and to address issues of concern to student members of SEATA.

3. *Duties:*
 - a. Plan and coordinate, with the SEATA Executive Board and Athletic Training Student Symposium Committee, to facilitate the athletic training student clinical program at the SEATA Annual Athletic Training Student Workshop.
 - b. Assist the SEATA Scholarship Committee in promoting Athletic Training Student Awards.
 - c. Communicate with the College/University Athletic Trainers' Committee on issues of mutual interest.
 - d. To assist and direct the development of the SEATA Student Senate Committee

4. *Policies:*
 - a. See IV. D.

E. Ethics Council

1. *Composition:* One Council Chair and additional members as determined based upon need of the Chair and Executive Board.
2. *Purpose:* Ensure that the NATA Code of Ethics and the NATA/SEATA Membership Standards, Eligibility Requirements, and Membership Sanctions and Procedures are enforced.
3. *Duties:*
 - a. Provide information to SEATA Executive Board and members related to NATA ethics issues.
 - b. Address complaints of violation of the NATA's Code of Ethics according to the procedures in the Membership Standards, Eligibility Requirements, and Membership Sanctions and Procedures. (*Available from the NATA office.*)
 - c. Ensure that the Code of Ethics and the Membership Standards, Eligibility Requirements, and Membership Sanctions and Procedures are not in conflict with any federal or state laws, rules and regulations, or any policies of the NATA.
 - d. Recommend to the Board of Directors any appropriate changes to the Code of Ethics and the Membership Standards. When changes are approved by the board, the committee will notify the membership.
 - e. Cooperate with federal, state and local entities in matters concerning the ethical conduct of NATA members.
4. *Policies:*
 - a. See IV. D.

F. Ethnic Diversity Advisory Committee

1. *Composition:* This is a state-based committee whose chair represents District IX on the NATA Ethnic Diversity Advisory Committee. Members are ethnically diverse certified athletic trainers who have been certified at least five years. In addition, the committee may have one qualified graduate student member who must be an ethnically diverse SEATA member able to commit to one year renewable term of service and able to attend committee meetings. Proof of active graduate student status and letters of recommendation are required.
2. *Purpose:* To identify and address issues relevant to American Indian/Alaskan Natives, Asian/Pacific Islanders, Black, non-Hispanic and Hispanic members. Additionally, address health care concerns affecting physically active individuals in these ethnic groups. Advocate sensitivity and understanding toward ethnic and cultural diversity throughout the profession and the association
3. *Duties:*
 - a. Study and investigate issues and concerns relevant to the ethnically and culturally diverse membership within the Association.
 - b. Create an environment that is conducive to the positive growth and development of a multiethnic and multicultural membership.
 - c. Increase the body of knowledge on health care issues and conditions that affect physically active, ethnically diverse individuals.
 - d. Disseminate information and research relating to health care issues and conditions relevant to ethnically diverse populations (sickle cell disease, lactose intolerance, at risk populations, Blount's Disease, hypertension, etc.).

- e. Advocate for the recruitment and retention of athletic training students. Establish and maintain grants and scholarships for ethnically diverse athletic trainers. Develop student mentor program.
- f. Identify and recognize individuals who have significantly advanced the provision of athletic health care to ethnically diverse, physically active individuals, or who have made significant contributions to the professional development and or advancement of ethnically diverse athletic trainers (e.g. Bill Chisolm Professional Service Award).

4. *Policies:*

- a. See IV. D.

G. Governmental Affairs Committee

1. *Composition:* This is a state-based committee whose chair represents District IX on the NATA Governmental Affairs Committee.

2. *Purpose:* Oversee the Association's governmental relations and regulatory efforts.

3. *Duties:*

- a. Serve as a clearinghouse to, and a coordinator and facilitator of, Association members' activities in matters pertaining to state regulation of athletic training.
- b. Provide information on the governmental affairs process to Association members and others whose business and professional interest bring them in contact with the profession of athletic training. Create or procure materials for this purpose.
- c. Cooperate with federal, state, and local regulatory bodies in matters pertaining to the regulation of athletic trainers.
- d. Make recommendations to the SEATA Executive Board for positions of specific issues pertaining to athletic training.
- e. Provide advocacy for the benefit of membership
- f. Organize and administer the Annual SEATA Governmental Affairs Committee Social.

4. *Policies:*

- a. See IV. D,

H. NATA PAC Committee

1. *Composition:* This is a state-based committee and should be composed of at least one representative from each state and a chair from the group who serves as the District IX Chair on the NATA Political Action Committee.

2. *Purpose:* To inform the SEATA membership regarding the activities of NATA Political Action Committee and to promote involvement of SEATA members with the NATA PAC.

3. *Duties:*

- a. To coordinate and staff the NATA PAC booth and display and/or to speak on behalf of the NATA PAC at all SEATA and state meetings.
- b. To solicit member contributions and support for the NATA PAC and involvement with its activities.
- c. To provide to the SEATA membership updates on the status of the NATA PAC relative to contributions and activities.

4. *Policies:*

- a. See IV. D.

I. Public Relations Committee

1. *Composition:* The SEATA Public Relations Committee will be composed of a Chair and a representative of each member state. The state representative will be the Chair of the member states Public Relations Committee or a designate nominated by the states' Public Relations Chair or state President.

2. *Purpose:* Provide input and direction to SEATA's and NATA's public relations program.

3. *Duties:*

- a. Act as a resource to the SEATA Executive Board and SEATA on public relations matters.
- b. Investigate and recommend to the SEATA Executive Board public relations objectives and strategies.

- c. When outside Public Relations counsel is authorized by the SEATA Executive Board, the committee conducts an agency review and selects a firm.
 - d. Disseminate information from the NATA Public Relations Committee.
 - e. Direct NATA public relations programs and campaigns in the district.
 - f. Serve as a public relations resource for SEATA members.
 - g. Develop and implement public relations programs to promote athletic training in the district.
 - h. Create materials to help SEATA members promote athletic training.
 - i. Share ideas and materials from each member state.
 - j. Educate SEATA members of their role in public relations and to work with other SEATA committees to meet their goals.
4. *Policies:*
- a. See IV. D.
 - b. Public Relations Committee Chair
 - i. Term: The SEATA representative to the NATA Public Relations Committee serves as Chair of the SEATA Public Relations Committee. The term as Chair of the SEATA Public Relations Committee is based on the term of the NATA Public Relations Committee.
 - ii. Duties
 - (a) Disseminating information from the NATA PR Committee to the members of the SEATA PR Committee and Executive Board.
 - (b) Directing NATA PR programs and campaigns in the District.
 - (c) Appointing sub-committees as needed.
 - (d) Serving as a PR resource for SEATA members.
 - (e) Developing PR programs to promote athletic training in the District.
 - (f) Creating materials to help our members promote athletic training.
 - (g) Sharing ideas and materials from each member state.
 - (h) Educating SEATA members of their role in Public Relations.
 - (i) Working with other SEATA committees to meet their goals.
 - (j) Preparing a yearly activity and informational report.
 - (k) Preparing additional reports as requested by the President.
 - (l) Authoring the Public Relations section of the *SEATA Newsletter*.
 - (m) Preparing a yearly budget.
 - (n) Maintaining accurate records and minutes.
 - (o) Other duties as assigned by the SEATA President.
 - c. Public Relations Committee Members:
 - i. Term: The term of office for each SEATA Public Relations Committee Member is one year and may be reappointed with approval of the SEATA Executive Board.
 - ii. Duties:
 - (a) Disseminating information to the members of their state association.
 - (b) Directing PR programs & campaigns in their respective states.
 - (c) Sharing information, materials and ideas with the committee.
 - (d) Fulfilling the charge of the committee under the direction of the chair.
 - (e) Serving on sub-committees as appointed by the Chair.
 - (f) Other duties as assigned by the Chair.
 - d. Budget: The budget of the SEATA Public Relations Committee will be based on individual projects approved by the SEATA Executive Board. The Chair will meet with the President to submit ideas for projects requiring funding for consideration by the Executive Board. Once approved, an accurate accounting of the funds will be maintained and submitted to the treasurer.
 - e. Meetings
 - i. The SEATA PR Committee will meet annually at the SEATA Annual Member Meeting and Clinical Symposium.

- ii. Special meetings (in person and or conference calls) may be held with the approval of the Public Relations Committee and the SEATA Executive Board.
- iii. All parliamentary procedures will be based on Roberts Rules of Order.
- iv. For voting purposes a quorum is four of the seven states plus the Chair. Each member will have one vote. The Chair serves as the tie-breaking vote.

J. NATA Research and Education Foundation Committee

1. *Composition:* This is a state-based committee whose chair serves as the District IX Chair on the NATA Research and Education Foundation Board of Directors.
2. *Purpose:* To inform the SEATA membership regarding the research, education, and scholarship activities of NATA Research and Education Foundation and to promote involvement of SEATA members with the Foundation.
3. *Duties:*
 - a. To coordinate and staff the NATA Research and Education Foundation booth and display at all SEATA and state meetings with State Representatives and to arrange for State Representatives to speak on behalf of the NATA Foundation at state meetings.
 - b. To solicit member contributions and support for the NATA Research and Education Foundation.
 - c. To solicit contributions and support for the NATA Research and Education Foundation from SEATA and the State Organizations.
 - d. To provide to the SEATA membership updates on the status of the NATA Research and Education Foundation relative to contribution, research, education, and scholarships.
4. *Policies:*
 - a. See IV. D.

K. Secondary School Athletic Trainers' Committee

1. *Composition:* This is a state-based committee whose chair represents District IX on the NATA Secondary School Athletic Trainers' Committee. Members of the committee are from the secondary school setting.
2. *Purpose:* To identify and address issues of concern to the athletic trainers in the secondary school setting.
3. *Duties:*
 - a. Recognize the unique concerns and responsibilities associated with the secondary school athletic training practice setting.
 - b. Develop and provide programs and activities to enhance and promote the effectiveness of secondary school athletic trainers.
4. *Policies:*
 - a. See IV. D.

L. Revenue Council

1. *Composition:* This is a state-based committee whose chair represents District IX on the NATA Committee on Revenue.
2. *Purpose:* Provide advice and counsel to members on revenue and reimbursement issues and to pursue third party reimbursement for athletic training services.
3. *Duties:*
 - a. Maintain current information regarding revenue and reimbursement in district.
 - b. Report important developments to the Executive Board.
 - c. Provide up-to-date revenue information to members.
 - d. Respond to member questions.
 - e. Lead efforts in lobbying insurance companies and other key entities.
 - f. Promote effective revenue improvement practices.
4. *Policies:*
 - a. See IV. D.

M. Young Professionals Committee

1. *Composition:* This is a state-based committee with one representative from each state and a chair who represents District IX on the NATA Young Professionals Committee.
2. *Purpose:* Provide input and direction for young professional Athletic Trainers regarding involvement and advancement of our profession.
3. *Duties:*
 - a. To promote involvement of young professionals in the NATA, SEATA, and in the community.
 - a. To create networking opportunities for young professionals in athletic training.
 - b. To identify areas of concern among young professionals of the NATA and SEATA.
4. *Policies:*
 - a. See IV. D.

VI. SEATA Organizational Support Groups

A. SEATA Annual Symposium Oversight Committee

1. *Composition:* The Symposium Oversight Committee is chaired by the SEATA Vice-President and made up of the following sub-committees chairs and individuals: Hall of Fame, Honors and Awards, Corporate Partnership, and Research and Education. SEATA Officers serve as ex officio members.
2. *Purpose:* To stage an educational sound, fiscally responsible, successful Annual SEATA Clinical Symposium & Members Meeting.
3. *Duties:*
 - a. Review past meeting.
 - b. Help secure upcoming hotel contracts.
 - c. Review expenditures from past meeting.
 - d. Meet with Executive Board at NATA annual meeting.
 - e. Work with Site Selection Committee to acquire the best hotel site for future meetings.
 - f. Work with Research and Education Committee to provide outstanding educational programming.
 - g. Order member gifts for Annual SEATA Clinical Symposium & Members Meeting.
 - h. Acquire and confirm Presidential Lecturer.
 - i. Contact Committee Chairs to get meeting space requests for Annual SEATA Clinical Symposium & Members Meeting.
 - j. Set up Past Director's/Hall of Fame Breakfast, Tim Kerin Memorial Awards Luncheon, and Hall of Fame Reception
 - k. Set up rooming list.
 - l. Set up meal plans.
 - m. Review plans from all sub-committees
 - n. Finalize all meeting plans.
 - o. Attend Annual SEATA Clinical Symposium & Members Meeting and meet with Executive Board at meeting.
4. *Policies:*
 - a. See IV. D.

B. SEATA Athletic Training Educators' Conference Committee

1. *Composition:* One committee chair, one Program Coordinator, one Abstract Review Chair, and representatives from each state, Athletic Training Student Symposium Committee Chair, and Competencies in Athletic Training Workshop Director.
2. *Purpose:* To develop, plan, and coordinate an educationally sound, fiscally responsible, successful biennial SEATA Athletic Training Educators' Conference.
3. *Duties:*
 - a. Review past meeting.
 - b. Help secure upcoming hotel contracts.
 - c. Review expenditures from past meeting.
 - d. Work with Site Selection Committee to acquire the best hotel site for future meetings.

- e. Secure faculty and make all arrangements to address the needs of the faculty relative to their presentation.
- f. Issue and collect speaker agreement forms and materials for all SEATA Athletic Training Educators' Conference faculty.
- g. Follow-up as needed with the Treasurer to ensure that all expenses relative to faculty are handled appropriately.
- h. Provide the SEATA Athletic Training Educators' Conference program agenda in a timely manner to the Secretary and webmaster for distribution to the membership and publication to the SEATA website.
- i. Make appropriate contacts with NATA national office for publicity regarding the meeting in eBlasts and *NATA News*.
- j. Meet with Executive Board at Annual SEATA Clinical Symposium & Members Meeting.
- k. Coordinate all meeting space, rooming lists, and property needs with Athletic Training Student Symposium Committee, if meetings are held concurrently.
- l. Set up rooming list.
- m. Set up meal plans.
- n. Review plans from all sub-committees.
- o. Finalize all meeting plans.

4. *Policies:*

- a. See IV. D.

C. SEATA Athletic Training Student Symposium Committee

1. *Composition:* One committee chair, one Corporate Support Coordinator, one Laboratory Coordinator, one Clinical Case Coordinator and additional members as determined based upon need of the chair and Executive Board.

2. *Purpose:* To develop, plan, and coordinate an educationally sound, fiscally responsible, successful annual Athletic Training Student Symposium.

3. *Duties:*

- a. Review past meeting.
- b. Help secure upcoming hotel contracts.
- c. Review expenditures from past meeting.
- d. Work with Site Selection Committee to acquire the best hotel site for future meetings.
- e. Secure faculty and make all arrangements to address the needs of the faculty relative to their presentation.
- f. Issue and collect speaker agreement forms and materials for all SEATA Athletic Training Student Symposium faculty.
- g. Follow-up as needed with the Treasurer to ensure that all expenses relative to faculty are handled appropriately.
- h. Provide the SEATA Athletic Training Student Symposium program agenda in a timely manner to the Secretary and webmaster for distribution to the membership and publication to the SEATA website.
- i. Make appropriate contacts with NATA national office for publicity regarding the meeting in eBlasts and *NATA News*.
- j. Meet with Executive Board at Annual SEATA Clinical Symposium & Members Meeting.
- k. Set up rooming list.
- l. Set up meal plans.
- m. Review plans from all sub-committees.
- n. Finalize all meeting plans.

4. *Policies:*

- a. See IV. D.

D. SEATA Communications Committee

1. *Composition*: One committee chair, *SEATA Newsletter* Editor(s), *SEATA eBlast News* Editor(s), SEATA Webmaster, SEATA Web Assistant, SEATA Discussion Forum Moderator(s), SEATA List Serve Moderator(s), SEATA Group email Coordinator, SEATA Secretary and additional members as determined based upon need of the chair and Executive Board. The chair, who may serve in one or more of the positions on the committee, shall be eligible to serve a four-year term, with an unlimited renewal option.
2. *Purpose*: To disseminate professional information to the members of SEATA by use of the *SEATA Newsletter*, *SEATA eBlast News*, SEATA Discussion Forum, SEATA List Serve, SEATA website, email and the Internet.
3. *Duties*:
 - a. Requests information and news from all SEATA officers, state presidents and committee chairs for inclusion in *SEATA Newsletter*, *SEATA eBlast News* and SEATA website.
 - b. Prepares the *SEATA Newsletter* and coordinates publication on the SEATA website with webmaster and distribution via email with the SEATA group email coordinator.
 - c. Prepares the *SEATA eBlast News* and coordinates publication on the SEATA website with webmaster and distribution via email with the SEATA group email coordinator.
 - d. Evaluates needs of the association regarding web hosting, group email, and discussion boards, and other means of electronic communications and provides recommendation to the Executive Board.
 - e. Secures web hosting services, group email, discussion boards, and other means of electronic communications.
 - f. Organization and content of SEATA website.
 - g. Updating the SEATA website within 24-48 hours of being provided new information.
 - h. Promotion of all SEATA activities, meetings, and elections via SEATA website, *SEATA eBlast News*, *SEATA Newsletter*, SEATA Discussion Forum, SEATA List Serve and other means of electronic communications.
 - i. Organization and updating of SEATA email system and email groups.
 - j. Distribution of *SEATA Newsletter* and *SEATA eBlast News* via email.
 - k. Organization and storage of SEATA records in web directories.
 - l. Moderation of SEATA Discussion Forum and other SEATA related online forums and blogs.
 - i. SEATA members who wish to subscribe to the discussion forum should subscribe via discussion forum instructions posted on the discussion board. Moderator(s) are charged with reviewing all posts and may delete inappropriate posts as well as delete members who fail to follow the posted procedures.
 - m. Moderation of SEATA List Serve.
 - i. SEATA members who wish to subscribe to the list should send a blank email to SEATA-subscribe@yahoo.com. At that site, they are asked for their name and email address. The system will verify their address with a test email. At this same site, they can unsubscribe from the list. To set up full access to the list serve website, including online documents, member information, and an archive of past posted messages, members should go to <http://groups.yahoo.com/group/SEATA/>. A monthly help file will be distributed each month with information regarding the list serve.
4. *Policies*:
 - a. See IV. D.

E. SEATA Elections Committee

1. *Composition*: The election committee will be comprised of 3 members from the current state presidents on the Executive Board appointed by the SEATA President with one member designated as the Elections Committee Chair. These members will remain on the committee throughout their term on the SEATA Executive Board. In the event a committee member becomes involved in an election as a candidate, the President will appoint another Executive Board member to take that candidate's place. In the event that 3 members from the current state presidents on the Executive

Board are not available to serve due to being involved in the election as candidates the SEATA President will complete the committee with other members of the SEATA Executive Board that are not involved in the election as candidates.

2. *Purpose:* In cooperation with the District Secretary and/or other appropriate SEATA communications personnel, the Elections Committee Chair will be responsible for planning and communicating with the membership regarding all elections and special elections within SEATA and District 9 of the National Athletic Trainers Association (NATA). Elections will be conducted according to the By-Laws of SEATA.
3. *Duties:* The chair of the committee will be responsible for:
 - a. Selecting the CPA for each election with approval by the committee and the Executive Board.
 - b. Communicating with the CPA regarding ALL election processes.
 - c. Upon receiving nominations, confirming each candidate's desire to seek the respective office and informing each of the specific qualifying criteria regarding standing, membership, certification, licensure, and previous service.
 - d. Requiring nominees to forward current copies of NATA membership, BOC certification cards and state licensure/certification documents, and details of previous service criteria as to how they are eligible for the office for they have been nominated.
 - e. Ensuring with documentation and verification with the respective agencies and organizations that each candidate meets all qualification criteria for the respective office as follows:
 - i. Good standing in each of the following areas:
 - (a) NATA membership
 - (b) BOC Certification
 - (c) Respective state membership
 - (d) Respective state licensure/certification
 - ii. Previous service dates, offices, committees
 - (a) Respective state
 - (b) SEATA Executive Board
 - (c) SEATA Committee
 - f. Within a reasonable and expedient time frame following receipt of documentation and verification, notifying nominees of their approval status as a candidate.
 - g. Soliciting candidate biographies including photographs for final ballot preparation and supplying these to the Secretary and/or other appropriate SEATA communications personnel for distribution as indicated.
 - h. Coordinating the approval of the final ballot wording and layout with the committee members.
 - i. Establishing time line for conducting elections including dates for receiving nominations and candidate information, ballot mailing dates and ballot receipt dates.
 - j. Modifying the time line through consultation with the committee members in the event of natural disasters and/or other major unpredictable events that in the opinion of the committee would significantly affect the normal election process.
 - k. Print and mail ballots for elections according to the timeline established by the Elections Committee.
 - l. Notifying all candidates of election results at appropriate times.
 - m. Notifying the SEATA Executive Board of the results.
 - n. Researching the current trends, technology, legal and fiscal ramifications of online elections in conjunction with SEATA Communications Committee including potential service providers and providing recommendations to the Executive Board regarding the same.
4. *Policies:*
 - a. The ballot will provide the following:
 - i. Space for member's name and signature.
 - ii. Space for member's BOC certification number & NATA membership number.
 - iii. Candidate's names, biographies, and photographs.

- iv. Statements to approve or disapprove of any other ballot items such as changes in By-Law, dues, etc.
 - v. Complete details regarding any other ballot items such as changes in By-Law, dues, etc. or clear details where the complete details may be found on the SEATA website.
 - vi. Important mailing dates and the contact mailing address of the current accounting firm responsible for counting the ballots.
 - vii. The return address on the ballots will be the mailing address of the current accounting firm responsible for counting the ballots.
- b.** The SEATA Secretary and/or other appropriate SEATA communications personnel will be responsible for:
- i. Publishing candidate's biographies and ballots in SEATA newsletters as appropriate and on the SEATA website.
 - ii. Notifying members regarding upcoming elections through e-mail blasts, SEATA website, postcards to those without e-mail and to solicit nominations.
 - iii. Providing the current accounting firm with a current list of eligible voters along with names and membership numbers for validation of ballots.
 - iv. Notifying the general membership of the results via the SEATA website, SEATA newsletter, and e-mail blasts.
- c.** Ballots will be mailed to the Certified Regular, Certified Retired, & Certified Student membership of District 9/SEATA in accordance with current SEATA By-Laws. For those eligible voting members who do not receive a ballot for whatever reason or need to replace their ballots, blank ballots will be made available for printing via the SEATA website and/or sent through the regular mail. All ballots must be mailed directly to address provided by the accounting firm.
- d.** Ballot pool
- i. The ballot pool for elections will consist of only those members in good standing in SEATA on the date the ballots are sent out. Members not in this pool will not be eligible to vote.
 - ii. The same voter pool used in the primary election will be the one used in run off elections, if needed.
- e.** Ballot validation
- i. The accounting firm will be responsible for:
 - (a) Obtaining and securing ballots.
 - (b) Confirming validation of voters by comparing BOC membership numbers & NATA member with current NATA member database provided by Secretary & the NATA Office.
 - (c) Providing the Election Chair with a report of the voting results and tabulation of the votes.
 - (d) In the case where a ballot cannot be validated, it will not be counted but will be kept with all ballots received.
 - ii. In the event that a member of the SEATA Executive Board should receive a completed ballot from any of the membership, the Executive Board member should immediately follow the process as outlined below:
 - (a) Notify the member from which the ballot was received that the member must send ballots directly to the accounting firm and not to Executive Board members for them to count with a copy of this correspondence to the accounting firm and the Elections Committee Chair.
 - (b) Send the received ballot to the accounting firm indicating that it had been received by the Executive Board member due to inappropriate addressing.

F. SEATA Corporate Partnership Committee

1. *Composition:* One Committee Chair, Athletic Training Student Symposium Corporate Support Coordinator and additional members as determined based upon need of the chair and Executive Board.
2. *Purpose:* Development and revision of the SEATA Corporate Partner Plan and to advise the SEATA Executive Board on all matters related to exhibits at the Annual SEATA Clinical Symposium & Members Meeting, Annual Athletic Training Student Symposium, Biennial Athletic Training Educators Conference and Corporate Sponsorships/Partnerships.
3. *Duties:*
 - a. Every year the Committee Chair and Committee will be responsible for solicitations of potential exhibitors/vendors to participate in the Annual Symposium.
 - i. Committee Chair will update the following:
 - (a) Current mailing list of exhibitors/vendors who have either participated in the past or have an interest in athletic training or sports medicine. The first mailing must go out approximately four months prior to the meeting dates.
 - (b) Each year the Chair will update and revise the SEATA Corporate Partner Plan.
 - (i) Every three to five years the Chair (along with the Executive Board) will increase the application fees.
 - ii. The Chair will also be responsible in finding a convention services company for all piping, drapes, poster boards, etc. This could be bid out as a service to SEATA if needed.
 - iii. The Chair is also responsible for communicating with the vending company and the hotel on formats for the meeting and a floor plan for the exhibit hall.
 - b. Once the Corporate Partner Plans have been mailed, emailed and posted to the SEATA website, along with the enrollment form, the Chair waits for the exhibitor/vendors to enroll and become a part of that year's Annual SEATA Clinical Symposium & Members Meeting. Occasionally the Chair will have to send out reminders for certain exhibitors who are late in enrolling or have forgotten to submit their form and fee.
 - iv. Once the Chair is in receipt of the enrollment form and the fee, he/she will follow-up with a letter or email explaining in more detail about the format of the meeting and the exhibiting times and procedures. This includes the following:
 - (a) Hotel registration information
 - (b) Directions to the hotel
 - (c) Times for booth set-up
 - (d) Time the Exhibit hall opens
 - (e) Door-prize information
 - (f) Closing down the Exhibit hall
 - (g) Other information of importance concerning receptions, dinners, etc.
 - v. Once the Chair receives the enrollment form and the check he/she will then mail the checks with a receipt to the SEATA Treasurer. A receipt will be kept by the Chair in the company folder for that particular corporate partner.
 - (a) Make the necessary arrangements to honor the Corporate Partner Plan with whatever that corporate partner purchased; (i.e., ads for the notebook, ads for the *SEATA Newsletter*, SEATA website, electronic file, etc.)
 - (i) This will be coordinated through the SEATA President and/or any other individual as needed.
 - vi. Once the meeting begins then the Chair will have the following responsibilities:
 - (a) Meet with hotel and convention services personnel on set-up of the exhibit hall.
 - (b) Be present during the time the exhibitors will be setting up their booths and areas.
 - (c) During the welcoming remarks at the beginning of the meeting, the Chair will introduce the exhibitors by company and their representatives.
 - (d) Generally be available to answer any questions from both exhibitors and other personnel. Be present during the entire show from start to finish.

- (e) Be prepared to handle the door prize distribution as needed.
- vii. At the close of the meeting, the following will need to be done:
 - (a) Review the bill for the convention services and submit to the SEATA Treasurer for payment.
 - (b) Send a thank you letter to each corporate partner with either a list of all attendees or a computer disk, depending on what corporate plan they purchased.
 - (c) Follow-up on any loose ends such as enrollment forms and money not collected.
 - (d) The Chair will need to update the list of corporate partner for future meetings.

4. *Policies:*

- a. See IV. D.

G. SEATA Finance Committee

1. *Composition:* The Finance Committee should be composed of the SEATA Treasurer who serves as the chair, two state presidents from the SEATA Executive Board and one SEATA member who does not serve on the SEATA Executive Board.
2. *Purpose:* Review all financial matters of SEATA and make recommendations to the SEATA Executive Board.
3. *Duties:*
 - a. Develop a budget for SEATA, Inc.
 - b. To develop a plan for communication to the membership regarding the financial status of SEATA, Inc.
 - c. To provide for the Executive Board and the SEATA Membership quarterly reports available through the SEATA Newsletter and Executive Board Meeting Minutes.
 - d. To provide for the Executive Board and the SEATA Membership an annual report at the Annual Members Meeting and Clinical Symposium.
 - e. Recommend to the SEATA Executive Board, policies and procedures with respect to Income, Expenditures, and Investments of SEATA, Inc.
 - f. To oversee the management of the SEATA, Inc. investment accounts, as well as make recommendations to the SEATA, Inc. Executive Board.

4. *Policies:*

- a. See IV. D.

5. *Procedures:*

- a. .

H. SEATA Hall of Fame Committee

1. *Composition:* The Hall of Fame Committee should be composed of at least one representative from each state, the chair coming from this group. The importance of diversity across the scope of practice by Certified Athletic Trainers will be recognized.
2. *Purpose:* Recognize and honor those members of our District who have served and demonstrated outstanding and unusual service to SEATA and the profession of Athletic Training.
3. *Duties:*
 - a. Evaluate nominations; help with awards presentation and collection of such information as needed by the committee to make their decision.
 - b. Continue to review the nomination, selection and awards process and make recommendations to the SEATA Executive Board.
4. *Policies:*
 - a. Committee meetings, as needed will be conducted at the Annual Clinical Symposium & Members Meeting, through telephone calls, telephone conference calls, emails, letters or faxes.
 - b. See IV. D.
5. *Procedures:*
 - a. The nomination process is designed to be fair and objective to recognize those members who have performed extraordinary service and brought honor to the profession of athletic training

particularly at the SEATA level. Service at local, state, and national levels is considered but service to SEATA is the primary consideration.

- b. Nominations may be made by any certified member of District IX in good standing. Nomination must be submitted via the web at <http://www.seata.org/hofinfo.htm> by November 15th prior to the induction year.
- c. Application forms can be downloaded from the SEATA website at <http://www.seata.org/SEATAHoFAppFm.doc>.
- d. Nominating members and nominees are encouraged to contact the SEATA Hall of Fame Committee Chair with any questions regarding the process or forms.
- e. Nominating members are encouraged to assist the nominee in the application completion and submission process as soon as the nominating member initiates the nomination.
- f. Application forms are to be sent by email (preferred) or mail to the SEATA Hall of Fame Committee Chair by December 15th prior to the induction year.
- g. Completed application nomination and evaluation forms will be sent to each SEATA Hall of Fame Committee Member no later than December 31st.
- h. The SEATA Hall of Fame Committee Chair will appoint a subcommittee of three members to review the applications and report back to the committee with recommendations by January 31st
- i. The SEATA Hall of Fame Committee Chair will inform the SEATA President of the successful nominees. The SEATA President will present to the SEATA Executive Board for approval and will then contact the recipient(s) and inform them of their selection.
- j. All newly approved SEATA Hall of Fame inductees will be notified in writing by the President or his/her designee on or before February 7, and asked to respond in writing of their acceptance and attendance at the Annual Clinical Symposium & Members Meeting by February 15. If the new "Hall of Fame" member is unable to attend the Annual Clinical Symposium & Members Meeting, he/she will need to forward the name of the person they wish to accept their award to the Hall of Fame Committee Chair.
- k. The President or his/her designee will solicit and develop with the inductee a biographical statement and picture for inclusion in the Hall of Fame Awards Program and the SEATA website.
- l. The SEATA Hall of Fame Committee Chair will, by email, inform the other SEATA Hall of Fame Committee of the results of selection.
- m. The SEATA Hall of Fame Committee Chair will then order plaques/awards.
- n. Award presentation will take place during the Annual Clinical Symposium & Members Meeting. If possible, a close personal friend of the recipient may be asked to make the actual presentation.

I. SEATA History and Archives Committee

- 1. *Composition:* The History and Archives Committee should be composed of at least one representative from each state, the chair coming from this group.
- 2. *Purpose:* Collect, maintain, preserve, and disseminate the historical records of SEATA.
- 3. *Duties:*
 - a. Archive and catalogue the historical records of the Association.
 - b. Make historical documents available to advance the purpose of the Association
 - c. Conduct activities to promote an appreciation by the membership of the Association's history and past leadership.
- 4. *Policies:*
 - a. See IV. D.

J. SEATA Honors and Awards Committee

- 1. *Composition:* The SEATA Honors and Awards Committee will be composed of a Chair and a representative of each member state. The state representative will be the Chair of the member states Honors and Awards Committee or a designate nominated by the states' Honors and Awards Chair or state President. The committees shall be composed of at least one representative from each athletic training work setting (high school, college/university, professional, and clinical/industrial/corporate).

2. *Purpose:* Oversee and administer the Association's Honors and Awards program
3. *Duties:*
 - a. Develop, supervise, and evaluate the Association's Honors and Awards program.
 - b. Provide direction to the Honors and Awards subcommittees.
 - c. Establish nomination submission deadlines and nomination evaluation time schedules.
 - d. Communicate with state honors and awards committees regarding the honor and award nomination and selection process.
 - e. Recommend to the SEATA Executive Board candidates for honors and awards.
4. *Policies:* See IV. D.

K. SEATA Life Balance Project Team

1. *Composition:* This is a state-based project team.
2. *Purpose:* To investigate professional concerns, initiate actions, and disseminate information relative to member life balance in the association, engaging the entire NATA membership in problem solving discussions.
3. *Duties:*
 - a. To provide a vehicle for addressing concerns relating to life balance among members in the profession of Athletic Training
 - b. To engage all NATA and SEATA members in problem solving
4. *Policies:*
 - b. See IV. D.

L. SEATA Membership Project Team

1. *Composition:* This is a state-based committee with representation from each of the following groups: young professionals, athletic training educational programs, secondary schools, college/university, clinical/industrial/corporate.
2. *Purpose:*
 - a. Maintain and increase membership in SEATA and the NATA in coordination with the SEATA Secretary and Treasurer.
3. *Duties:*
 - a. To coordinate SEATA & NATA membership efforts through personal contact with non-members and delinquent members to renew membership or join the NATA & SEATA.
 - b. Strategically work to increase membership among allied health care providers
 - c. Through personal contact gather feedback related to membership to benefit the membership recruitment/retention efforts of the NATA and SEATA.
4. *Policies:*
 - a. See IV. D.

M. SEATA Memorial Resolutions Committee

1. *Composition:* One committee chair and additional members as determined based upon need of the chair and Executive Board. The chair shall be eligible to serve a four-year term, with an unlimited renewal option.
2. *Purpose:* Properly recognize deceased members of SEATA.
3. *Duties:*
 - a. Learn about the death of members of the association.
 - b. Prepare an obituary for each deceased member. The memorial is then submitted, along with a photograph (if available), to the *NATA News* for publication and to the *SEATA Newsletter* for publication in the next issue and to the SEATA webmaster for publication on the SEATA website.
 - c. Notify the director of membership at the national and district offices about deceased members.
4. *Policies:*
 - a. See IV. D.

N. SEATA Research and Education Committee

1. *Composition:* One Committee chair or two co-chairs and a representative from each state.

2. *Purpose:* To develop and plan the educational content of the Annual SEATA Clinical Symposium & Members Meeting.
3. *Duties:*
 - a. Work with the Vice-President to plan the Annual SEATA Clinical Symposium & Members Meeting.
 - b. Secure faculty and make all arrangements to address the needs of the faculty relative to their presentation.
 - c. Issue and collect speaker agreement forms and materials for all Annual SEATA Clinical Symposium & Members Meeting faculty.
 - d. Follow-up as needed with the Treasurer to ensure that all expenses relative to faculty are handled appropriately.
 - e. Coordinate meeting space as appropriate to conduct the Annual SEATA Clinical Symposium & Members Meeting.
 - f. Coordinate with the Annual Symposium Oversight Committee regarding faculty expenditures and honorariums.
 - g. Provide the Annual SEATA Clinical Symposium & Members Meeting educational program agenda in a timely manner to the Secretary and webmaster for distribution to the membership and publication to the SEATA website.
4. *Policies:*
 - a. See IV. D.

O. SEATA Scholarship Committee

1. *Composition:* One Committee chair and a representative from each state.
2. *Purpose:* Oversee and administer the Association's Scholarship program
3. *Duties:*
 - a. Develop, supervise, and evaluate the Association's Scholarship program.
 - b. Establish scholarship submission deadlines and evaluation time schedules.
 - c. Communicate with state scholarship committees regarding the scholarship application, submission, and selection process.
 - d. Recommend to the SEATA Executive Board recipients for scholarship awards.
 - e. Provide information as needed to promote the creation of additional SEATA scholarships and/or additional funding for existing scholarships.
 - f. Maintain records of past scholarship winners and the selection process.
 - g. Follow-up as needed with the Treasurer to ensure that all expenses relative to faculty are handled appropriately.
 - h. Coordinate the presentation of scholarships to recipients at the Annual Awards Banquet
 - i. Provide the information regarding the recipients in a timely manner to the Secretary and webmaster for publication in the *SEATA Newsletter* and publication to the SEATA website.
4. *Policies:*
 - a. Potential applicants for a District IX scholarship must apply via the SEATA website.
 - b. It is the policy of the Scholarship Committee to accept applications for a two month period that ends within the first two weeks of each calendar year. This allows for the committee to make their decision regarding undergraduate and graduate/family recipients prior to the Athletic Training Student Symposium and Clinical Symposium & Members Meeting, respectively.
 - c. All committee members should receive a copy of the accepted applications and related material via mail or electronic means prior to January 15th of each year.
 - d. The individual committee member shall make their decision as to the scholarship winners based on the priorities each member deems relevant. The decision is not solely based on an applicant's grade point average.
 - e. The Scholarship Committee shall award the available scholarship monies in the following manner:

- i.** The Memorial Graduate Scholarship in the amount of \$1,000 goes to the graduate applicant receiving the most votes.
 - ii.** The Memorial Undergraduate Scholarship in the amount of \$1,000 goes to the undergraduate or entry level applicant receiving the most votes.
 - iii.** The Jerry Rhea/Atlanta Falcons Undergraduate Scholarship Award in the amount of \$1,000 goes to the undergraduate or entry level applicant receiving second most number of votes.
 - iv.** The Jerry Rhea/Atlanta Falcons Graduate Scholarship Award in the amount of \$1,000 goes to the graduate applicant receiving the second most number of votes.
 - v.** The Hughston Sports Medicine Foundation Award in the amount of \$500 goes to the graduate applicant receiving the third most votes.
 - vi.** The Jim Gallaspy Student Leadership Award in the amount of \$500 goes to the graduate or undergraduate applicant who receives the most votes in the remaining pool of applicants.
 - vii.** The Family Scholarship Program allows for three scholarships in the amount of \$500 each to be given. The three winners of this award shall be given to the top three applicants, as determined by the committee, who meet the established criteria.
 - f.** The various scholarships shall be made available to the recipients at the District IX Annual Symposium.
- 5. Procedures:**
- a.** Applicants must apply and submit all materials via the SEATA website.
 - b.** In order to be eligible to apply for a SEATA Scholarship, the applicant must meet the following criteria:
 - i.** The graduate applicant must be graduating with a Bachelor's degree at the end of the academic year in which they are applying or must already have obtained a four year undergraduate degree and must be enrolled in a curriculum leading to a graduate degree.
 - ii.** The undergraduate applicant must have at least a junior standing for the upcoming academic year and must be enrolled in a CAATE accredited curriculum in District IX leading to a Bachelor's degree.
 - iii.** Students enrolled in a CAATE accredited entry level graduate curriculum in District IX may apply for an undergraduate scholarship and must meet all other requirements for undergraduate scholarship. These students must successfully complete one year in the program at the end of the academic year in which they are applying.
 - iv.** The applicant must have a grade point average of "B" or above.
 - v.** The graduate applicant must be in position to successfully complete all NATABOC eligibility requirements for certifications at the end of the academic year in which they are applying or must already possess NATABOC certification.
 - vi.** A NATABOC certified athletic trainer who is a current member in good standing with the SEATA and the NATA must sponsor the applicant.
 - vii.** The applicant must NOT be currently on full scholarship.
 - viii.** The applicant must be a student member of the NATA and SEATA.
 - ix.** It must be the intent of the applicant to pursue the profession of athletic training or a related field as a means of his/her livelihood.
 - c.** In order to be eligible for a Family Scholarship Program Award, the applicant must meet the following criteria:
 - i.** The applicant's dependent must be at least a junior in academic standing.
 - ii.** The applicant's dependent must have a grade point average of "B" or above.
 - iii.** The applicant's dependent must NOT be on full scholarship at the time the scholarship is awarded.
 - iv.** The parent/guardian must be a current certified member of SEATA.
 - v.** The parent/guardian must have been a certified member in good standing for the preceding five years with SEATA at the time of application. This will be verified by the Committee in consultation with the SEATA Secretary.

P. SEATA Student Senate Committee

1. *Composition:* This is a state-based committee with one representative from each state and a chair who represents District IX on the NATA National Athletic Training Student Committee.
2. *Purpose:*
3. *Duties:*
4. *Policies:*
 - a. See IV. D.

VII. Financial

A. Policies

1. In the event that SEATA, Incorporated decides to disband, the remaining monies in the treasury will be divided equally to the state organizations that make up SEATA, those being the Alabama Athletic Trainers' Association, Inc., The Athletic Trainers' Association of Florida, Inc., Georgia Athletic Trainers' Association, Inc., Kentucky Athletic Trainers' Society, Inc., Louisiana Athletic Trainers' Association, Inc., Mississippi Athletic Trainers' Association, Inc. and the Tennessee Athletic Trainers' Society, Inc., respectively.
2. The organization should develop and maintain a three to five-year plan, with the current year being identical to the current year's budget. Each year, the plan should be updated to remove the most recent year and add the new third to fifth year.
3. The SEATA Executive Board should directly search for and retain an independent auditor, general counsel, and investment counselor for the organization. This process should be without undue influence by the District Director. This allows for total loyalty directly to the SEATA Executive Board. If the District Director participates in or influences the selection process, a tier of loyalty may be created to the District Director that may precede the level of loyalty to the SEATA Executive Board.
4. Following development of the annual budget each year, the plan should be presented to the auditor for review. This will prevent a budget from being presented that is not in conformity with generally accepted accounting principles.
5. Given the financial reporting format, which provides information on a program basis instead of a line item basis, certain accounts (those areas that are often subject to abuse such as travel, lodging, entertainment, etc) should be analyzed by the auditor at the request of the SEATA Executive Board.
6. The financial audit performed on an annual basis should be expanded to include a limited compliance review to insure that these principles are maintained on a consistent basis. The process would provide reasonable assurance that the SEATA Executive Board is aware, with appropriate consultation, of any changes.
7. SEATA supports fiscally prudent management of its resources. This means, when appropriate, three bids should be sought on projects, services and products.

B. Expense Reimbursement Policy

1. Individuals representing SEATA should exercise discretion in incurring expenses. The least expensive, most efficient mode of travel should be used.
2. Original receipts must support expenses presented for reimbursement. Photocopies are not acceptable for IRS and audit purposes.
3. Accepted and approved expenses for mileage are reimbursed at the current IRS rate.
4. Any payments due over \$5,000 require two signatures, that of the Treasurer and President.
5. Travel Expenses estimated to be above a total of \$1,000 require pre-approval of the President.
6. Unless otherwise specified, SEATA will reimburse the member for the member's expenses only. (Please do not submit expenses for family members and/or other persons not eligible for SEATA reimbursement) Also, please note, for meal expenses that include others, who was included and why (e.g., committee luncheon or meeting.)
7. SEATA does not cover expenses incurred as a result of travel to and from committee meetings held during the SEATA Annual Meeting & Clinical Symposium. An exception to this rule may be made with approval of the President when the committee is asked to meet before or after the Annual

SEATA Clinical Symposium & Members Meeting and the volunteers incur out-of-pocket expenses as a result of the committee meeting. SEATA generally does not provide funds for meals during committee meetings at the SEATA Annual Meeting & Clinical Symposium. Exceptions to this may be made by the Executive Board for certain committee meetings on a case by case basis or policy modification.

8. NATA Committee members representing SEATA, Inc. at a NATA Committee meeting are eligible for reimbursement not to exceed \$200.00. Appropriate form(s) must be submitted to the President for approval two weeks prior to travel. Report of meeting needs to be submitted using the online committee reporting form available on the SEATA website.
9. Expense reimbursement requests must be submitted to the SEATA Treasurer within 30 days of completion of the trip/activity utilizing the SEATA Expense Reimbursement Form. Members attending committee or liaison meetings must submit a written committee report or completed liaison report form at the same time to ensure prompt reimbursement.
10. Members requesting reimbursement should follow the instructions on the back of the SEATA Expense Reimbursement Form (Appendix B).
11. SEATA strives to issue and mail expense reimbursement checks within seven days of receiving the request.
12. The SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests will serve as a guideline for expenditures as indicated. Exceptions may be made at the discretion of the President in communication with the Executive Board.

C. Internet Use While Traveling

1. While traveling on SEATA business, members are encouraged to use the most cost efficient technology available when communicating electronically. When available, the local or toll-free access number for your ISP should be used. Please check your hotel's policy on local calls and 800 number calls.

D. Airfare Travel & Motor Vehicle Policy

1. Approved travel on SEATA business is that which has been budgeted and approved by the Executive Board.
2. Anyone approved to travel on SEATA business should select the least expensive mode of travel when allowed by schedules, whether that be direct-route airfare or by motor vehicle.
3. Anyone approved to travel on SEATA business should select the least expensive direct-route airfare available for his/her flights on SEATA business.
4. If airline vouchers are available, they should be utilized for flights over \$600*. Exceptions: Those scheduled for more than three trips in a year may select whatever least expensive direct-route airline fare is available on the airline of their choice.

E. NATA Funding Distributions

1. Career Center distributions from the NATA are paid in equal parts to the state organizations in SEATA which comply with the guidelines approved by the SEATA Executive Board. These guidelines include that the state organizations agree not to advertise for position announcements on their respective websites or in their respective newsletters which are not posted on the NATA Career Center.
2. NATA Sponsorship distributions are allocated usually in April to the seven members states in proportion to their membership in the month prior to the distribution from the NATA.
3. The NATA distributes district membership dues to the Districts in January, February, July and December. The NATA only makes this distribution for individual members when the respective member has fully paid his/her total membership dues. District IX membership dues are \$52.00 for Certified and Associate Members and \$20.00 for Student Members. These membership dues are further allocated as: 1) \$5.00 for individual Certified and Associate Member contribution to the NATA Research & Education Foundation; 2) State Organization Membership dues of \$27.00 for Certified and Associate Members and \$10.00 for Student Members, and; 3) District IX Membership

dues of \$20.00 for Certified and Associate Members and \$10.00 for Student Members. The \$5.00 individual member contribution is distributed by the NATA to the NATA Foundation before the remaining dues are distributed to SEATA. SEATA then distributes to the State Organization their respective membership dues. The State Organization President and State Organization Treasurer are notified when the check is sent as well as the amount. A listing of the members who paid during that period is included in this notification.

4. State Organization Presidents and Treasurers are to be notified when any SEATA funds are distributed to their states and of any check(s) which have not been deposited within 90 days.

F. SEATA Funding Policies

1. SEATA provides a memorial contribution in the amount of \$100.00 to the NATA Research & Education Foundation in the name of deceased SEATA members. The chair of the SEATA Memorial Resolutions Committee is to contact the SEATA President and Treasurer upon learning of the member's passing.
2. SEATA provides funding to the NATA Research & Education Foundation to fully support the awarding of the Bobby Barton Scholarship.
3. SEATA provides \$200.00 annually to the NATA Research & Education Foundation in support of the NATA Memorial Scholarship established by the NATA Board of Directors in 2001 in memory of athletic trainers who have lost their lives in the line of duty. Each of the ten districts contributes this amount and the invoice is usually sent in April.
4. SEATA provides annual support and appreciation to the NATA office staff through a \$200.00 gift for their monthly luncheon. This is done by each of the 10 district organizations. The NATA will invoice us as a reminder usually in May.
5. SEATA provides funding in the amount of \$500.00 annually to support the NATA Bobby Gunn Student Leadership Fund. This is subject to annual review.
6. Beginning in March of 2008 SEATA initiated the allocation of funding to support the StarTRACK Leadership Scholars Program. This is for a one time \$1000.00 per person for those candidate selected by District IX to participate in the StarTRACK Leadership Scholars program. StarTRACK candidates that receive SEATA funding are required to complete a contractual agreement with SEATA. The program is to be reviewed in two years.

VIII. Annual SEATA Clinical Symposium & Members Meeting

A. The Annual SEATA Clinical Symposium & Members Meeting is under the jurisdiction of the District President. Activities are directed by the Research and Education Committee.

B. Honoraria/Awards/Expenses

1. SEATA provides the following convention honoraria/awards/expenses for its meeting speakers and participants:
 - a. Speakers who are members of SEATA or athletic trainers eligible to be members of SEATA or exhibiting company representative who speak for 30 minutes or longer at the Annual SEATA Clinical Symposium & Members Meeting are provided with the following (applies to SEATA clinical sessions, minicourses, Athletic Training Student Symposium, Athletic Training Educators' Conference, Secondary School Athletic Trainer Workshop, Clinical/Industrial/Corporate Workshop, College/University Athletic Trainer Workshop, spouse lecture):
 - i. One complimentary symposium registration
 - ii. One complimentary Awards Luncheon ticket
 - iii. One \$ ____ honorarium, regardless of number of presentations
 - iv. One speaker's gift
 - b. Speakers who are not members of SEATA and not exhibiting company representatives who speak for 30 minutes or longer are provided with the following (applies to same group as No. 1):
 - i. One complimentary symposium registration
 - ii. One complimentary Awards Luncheon ticket
 - iii. One \$ ____ honorarium, regardless of number of presentations

- iv. One speaker's gift
- c. Moderators are entitled to a speaker's gift only.
- d. Speakers at clinical workshops and laboratories, whether or not they are members of SEATA, or athletic trainers eligible to be members, who speak for 30 minutes or longer, are provided with the following:
 - i. One complimentary symposium registration
 - ii. One complimentary Awards Luncheon ticket
 - iii. One \$ ____ honorarium, regardless of number of presentations
 - iv. One speaker's gift
- e. Note: It is intended that clinical workshop and laboratory speakers will be local area professionals to the extent possible
- f. In cases where SEATA plans to produce and sell a resource by filming SEATA event speakers, presenters that meet the 30 minute minimum and sign a release receive one additional \$150 honorarium.

IX. Tobacco Usage Policy

- A. The use of tobacco products will not be permitted in the meeting rooms or exhibit hall at the Annual SEATA Clinical Symposium & Members Meeting, nor at any other SEATA sponsored event.

X. Endorsement or Promotion of Social Events by Commercial Enterprises

- A. SEATA will not endorse or publicize any social events sponsored by commercial enterprises during the course of the Annual SEATA Clinical Symposium & Members Meeting, with the exception of events conducted by SEATA's official corporate sponsors.

XI. Complimentary Symposia Registration Fee Policy

- A. The symposia registration fee for the Annual Clinical Symposium & Members Meeting is waived for retired certified, NATA & SEATA Hall of Fame Members, and honorary members.

XII. Convention Registration & Attendance Policies

- A. Other policies relating to convention registration and attendance are stated on the SEATA Advance Registration Form and the SEATA Exhibit Booth Application and Contract.

XIII. Discrimination

- A. SEATA does not discriminate against any legally protected class.

XIV. Membership Procedures

A. Requirements for Membership

1. Eligibility for membership is determined by conditions and obligations for Article II, IV, and VI of the Constitution of SEATA.

B. Certified - Regular

1. This category is open to non-student NATA certified athletic trainers (ATCs) possessing current Board of Certification, Inc. (BOC) certification.
2. Certified-Regular
 - a. Members in this category may vote on Association matters and may hold office within SEATA.
 - b. The membership of a Certified-Regular member who fails to pay annual dues during the prescribed period will be suspended until dues are paid. Notification of failure to pay dues is forwarded to the BOC so it can bill for Continuing education units (CEU) maintenance fees.
 - c. Annual membership fees consist of national dues determined from time to time by the NATA Board of Directors and district/state dues determined from time to time by the SEATA Executive Board.
3. Certified - Student
 - a. This category is open to individuals possessing BOC certification and in good standing with BOC who are currently enrolled as full-time graduate students working toward an advanced degree at an accredited college or university.
 - b. Members in this category may vote on Association matters and may hold office within SEATA.

- c. The membership of a Certified-Student member who fails to pay annual dues during the prescribed period will be suspended until dues are paid. Notification of failure to pay dues is forwarded to the BOC so it can bill for CEU maintenance fees.
 - d. Annual membership fees consist of national dues determined from time to time by the NATA Board of Directors and district/state dues determined from time to time by the SEATA Executive Board. An individual may not be classified as a certified student for a combined total of more than 3 years.
- 4. Certified - Retired**
- a. This category is open to individuals who have
 - i. followed the BOC procedures to resign certification.
 - ii. provided written documentation to the NATA membership department attesting that s/he is retired from the practice of athletic training, and
 - iii. been an NATA member for 20 continuous years at the time of resignation.
 - iv. Members in this category may vote on Association matters.
 - v. Certified Retired members do not pay dues.
- 5. Associate**
- a. This category is open to individuals who are working professionally in athletics, education, research, medicine, or an allied health profession related to athletic training.
 - b. An individual who has fulfilled the requirements to apply for the BOC certification examination and is not currently enrolled as a full-time student is eligible for the Associate membership category.
 - c. In addition, the membership category of a Certified Member whose certification is no longer in good standing with the BOC shall be changed to Associate Member
 - d. Associate members may not vote or hold office within SEATA.
 - e. The membership of an Associate member who fails to pay annual dues during the prescribed period will be suspended until dues are paid.
 - f. Annual membership fees consist of national dues determined from time to time by the NATA Board of Directors and district/state dues determined from time to time by the SEATA Executive Board.
- 6. Non-certified-Student Membership**
- a. This category is open to individuals meeting the following criteria:
 - i. Non-certified individuals enrolled as full-time undergraduate or graduate students in an accredited college or university; or
 - ii. Individuals making progress toward fulfillment of the requirements for BOC certification.
 - b. An individual may be classified non-certified student for a combined total of no more than eight years (undergraduate five, graduate three). After eight years, the individual must transfer to the Associate category.
 - c. Members in this category may not vote on Association matters and may hold office within SEATA.
 - d. The membership of a Student member who fails to pay annual dues during the prescribed period will be suspended until dues are paid.
 - e. Annual membership fees consist of national dues determined from time to time by the NATA Board of Directors and district/state dues determined from time to time by the SEATA Executive Board.
- 7. Honorary**
- a. An individual may be awarded Honorary membership in NATA by NATA. Persons who promote and show profound interest in the athletic training profession are eligible. These are non-voting members.
 - b. Nominations are made only by certified members through their district director. Nominations must be accompanied by resumes. The Honors and Awards Committee will make recommendations to the President for approval.

- 8. Certified Military Inactive**
 - a.** A certified member in the reserves who is called up for active duty and who submits proof of active military service may request military inactive status. A member may hold military inactive status for a maximum of two years, during which time s/he does not receive membership benefits or pay dues. The military inactive member must ask to be returned to certified membership before the two-year period elapses. At that time, s/he will pay pro-rated dues for the rest of the membership year and resume certified membership with full rights, privileges and obligations, and no break in service.
 - b.** Military inactive status members who exceed the two-year deadline are changed to nonmember status. Subsequently they must reapply for membership and will be subject to all other new member provisions and fees.
 - c.** Current national, district, and state dues: \$0
- 9. Application for Membership**
 - a.** Membership in the Association is approved by the NATA Membership Department in accordance with the Membership Standards and Eligibility Requirements.
 - b.** Applications must include complete payment of dues appropriate to the membership category.
 - c.** An Association member (except International and members in military service) must hold district membership that corresponds with the mailing address maintained by NATA.
- 10. Inter-District Transfer of Membership**
 - a.** A member of NATA in good standing who moves into a district other than the one in which s/he holds membership must transfer membership to the district into which the move was made. This is done by notifying the national office of the change of address.
 - b.** If a member is found by NATA to be in the wrong district, s/he will be transferred to the correct district. The district secretary shall be notified of the change.
 - c.** The difference in district dues from district changes is waived for the balance of the current membership year.
- 11. Change of Membership Class**
 - a.** If a member has a change in status that affects his/her membership category, s/he should notify the national office. Certified or Associate members requesting a change to a student membership category must fax or mail proof of full-time enrollment (i.e. proof of current registration and the classes enrolled in).
 - b.** If the NATA membership department determines a member is in the wrong membership class, the member will be reclassified. The member will be notified of the change.
 - c.** Changes in information are communicated electronically to the district secretary at regular intervals.
 - d.** Any difference in national dues from changes in classification is billed and collected from the member.
 - e.** Members experiencing financial hardship may apply annually for inactive status in order to retain membership rights while paying less money in dues (\$60 annually). No member may exceed two years in inactive status. The availability of inactive status will not be publicized.

XV. Membership Dues

- A.** Collected in conjunction with NATA dues and must be paid in U.S. funds.



District IX Committee Candidate Nomination Form



This nomination is for: _____
(Committee or Task Force)

Nominee's Name: _____ (Please list credentials following your name.)

Nickname: _____ The nominee will serve as: ___ chair ___ member

Work Address: _____ Work Phone: _____
_____ Fax Number: _____
_____ Email: _____

Home Address: _____ Home Phone: _____
_____ Fax Number: _____
_____ Email: _____

STATE: _____ NATA Membership Number: _____

Which address would you like published in the SEATA leadership directory? ___ Work ___ Home

Which volunteer are you succeeding (if any)? _____

Educational Institution	Year Graduated	Degrees	Credentials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please specify relevant qualifications and biographical information for this position.
(You may submit up to one additional page with this form. PLEASE DO NOT ENCLOSE A CURRICULUM VITAE.)

CHAIR CANDIDATES ONLY: Please indicate your vision for this group.

SEATA President Date Committee/Task Force Chair Date
Approved copy to SEATA Secretary Revised 06/08/04



Southeast Athletic Trainers' Association
 12133 Cheyenne Trail ♦ Jacksonville, FL 32223
 (904) 308-2656 ♦ Fax (904) 308-4095

2008

Please fill out this form as completely as possible, including a mailing address for any correspondence regarding this expense form. Failure to do so may delay processing.

Name: _____ * PURPOSE OF TRIP: _____

Day →										Totals For The Week
Date →										
City →										
Transportation (Air, Rail, Etc.)										
Local Taxi, Bus, Tolls										
Mileage _____ miles @ 50.5¢/mile										
Parking										
Auto Expenses (not including mileage)										
Lodging										
Breakfast \$10										
Lunch \$15										
Dinner \$25										
Tips										
Telephone										
Miscellaneous Expenses (see below)										
Totals										

NOTE:
EXPENSE RECORD REQUIREMENTS

1. Please provide receipts for all expenses. Any claimed expense not documented by a receipt should be explained in the space provided (i.e., tip for courtesy personnel at hotel, etc.)
2. List all expenses for both cash disbursements and credit card charges. The supporting information must sufficiently explain (who / what / where / when / why) any business related expense.
3. *It is necessary to have the purpose of the trip for accurate expense coding.

Are all supporting documents attached?

DATE	EXPLANATION OF MISCELLANEOUS EXPENSES

TOTALS FOR WEEK	AMOUNT
CASH ADVANCE	
TOTAL EXPENSE	
DUE COMPANY	
TOTAL DUE TRAVELER	
BALANCE PAID	

Please provide mailing address for any correspondence regarding this expense form (i.e., reimbursement):

Address _____
 City _____ State _____ Zip _____

◆◆◆◆◆
 Comments _____

TRAVELER'S SIGNATURE _____
 DATE SIGNED _____ APPROVED _____

For Accounting Use
 Date Paid _____ Voucher # _____
 Check # _____

SEATA

Expense Reimbursement Policy

From time to time SEATA asks its volunteers or staff to travel or perform other functions that might incur out-of-pocket expense. SEATA has formulated the following policies for expense reimbursement:

● All expenses/travel must be approved by the district director, president or executive board.

● Individuals representing **SEATA** should exercise discretion in incurring expenses. The least expensive, most efficient mode of travel should be used. If airline vouchers are available, they should be utilized, if possible, for flights costing over \$500. Exception: An individual scheduled to fly for **SEATA** more than three times in a calendar year may select the least expensive airfare on the airline of their choice instead of a coupon. When traveling, please use the most cost effective method of communicating electronically. If possible, please use your ISP's local or toll-free access number and review the hotel's policy on local and toll-free calls. A prepaid long distance phone card can be provided by SEATA if necessary.

● Expenses presented for reimbursement should be supported by original receipts whenever possible. **SEATA** is unable to reimburse individuals for expenses paid or reimbursed by another institution, but may reimburse the institution if it issued a travel advance or paid expenses for the trip. At no time should the individual receive dual reimbursement. In instances when another organization reimburses the expenses, a reimbursement request should not be submitted to **SEATA**.

● Expense reimbursement requests should be submitted to the **SEATA** **within 10 days of completion of the trip/activity**. Members attending committee or liaison meetings must submit a written committee report or completed liaison report form at the same time to ensure prompt reimbursement.

● **SEATA** strives to produce and mail expense reimbursement checks within seven days of receiving the request.

● **Please use the following guidelines for maximum meal reimbursement: breakfast \$10, lunch \$15 and dinner \$25. Per diem will be applied on a percent basis as appropriate to the travel schedule set with a maximum value of \$45.00. Example: 1/3 day = \$15.00; 2/3 day = \$30.00; full day = \$45.00**

SEATA

Expense Reimbursement Procedures

1. Please print or type your name.
2. Each form covers a seven-day period.
3. Please clearly print or type your name and the purpose of your trip. [Example: Site Selection Committee Meeting.]
4. Original receipts are required for reimbursement. Photocopies are not acceptable for IRS and audit purposes.
5. Any expenses billed directly to **SEATA** should be noted and circled in red, but not included in total expenses.
6. Unless otherwise specified, **SEATA** will reimburse you for your expenses only. Please do not submit expenses for family members and/or other persons not eligible for **SEATA** reimbursement. Also, please note for meal expenses that include others, who was included and why. [Examples: committee luncheon or meeting.]
7. Mileage is reimbursed at the current IRS rate. Effective 01/01/2008 the rate is 50.5¢ per mile.
8. Expenses not classified in the headings on the left hand column should be entered on the miscellaneous expense line and detailed in the box labeled **"Explanation of Miscellaneous Expenses"**.
9. To make sure your reimbursement check is received in a timely manner, please clearly type or print your mailing address in the designated area near the bottom of the form. Space is also available in that area for comments that may speed processing of your request. [For example, if the check should be made out to your institution instead of you, please specify that under **"Comments."**]
10. Summarize all expenses in the box labeled **"Totals For Week."** List any cash advances and the total due you or **SEATA**. Please attach a check made payable to **SEATA** if your advance exceeded your expenses.
11. Sign and date the report and forward it to your committee chair or **SEATA** for approval and payment.
12. If you have any questions, please contact Jim Mackie, SEATA Treasurer, at **(904) 308-2656**.

SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests

	NATA Convention	SEATA Clinical Symposium	State Meetings	Misc. SEATA Travel	Student Symposium
District Director	Paid by NATA	Travel, Hotel, Per diem, 100% Basic registration reduction, 1 speaker's gift	Travel, Hotel, Per diem, 100% Basic registration reduction	NATA, SEATA Hotel, Travel, Per diem	Travel, hotel, Per diem
President	Travel, 4 Hotel nights. & Committee Mtgs. Night	Travel, Hotel, Per diem, 100% Basic registration reduction, 1 speaker's gift	Travel, Hotel, Per diem, 100% Basic registration reduction	Expenses not covered by another organization approved by President	Travel, hotel, Per diem
Vice-President	Travel, 4 Hotel nights. & Committee Mtgs. Night	Travel, Hotel, Per diem, 100% Basic registration reduction, 1 speaker's gift	Travel, Hotel, Per diem, 100% Basic registration reduction	Expenses not covered by another organization approved by President	Travel, hotel, Per diem
Treasurer	Travel, 4 Hotel nights. & Committee Mtgs. Night	Travel, Hotel, Per diem, 100% Basic registration reduction, 1 speaker's gift	Travel, Hotel, Per diem, 100% Basic registration reduction if filling for DD, Pres or V-Pres	Expenses not covered by another organization approved by President	Travel, hotel, Per diem
Secretary	Travel, 4 Hotel nights. & Committee Mtgs. Night	Travel, Hotel, Per diem, 100% Basic registration reduction, 1 speaker's gift	Travel, Hotel, Per diem, 100% Basic registration reduction if filling for DD, Pres or V-Pres	Expenses not covered by another organization approved by President	Travel, hotel, Per diem
State Presidents	Travel, 2 Hotel nights	Travel, 2 Hotel nights, 100% Basic registration reduction, 1 speaker's gift	N/A	As approved by President	N/A
Parliamentarian	Travel, 1 Hotel night, & Per diem for annual Executive Board Meeting(s)	Travel, 1 Hotel night, Per diem, 1 speaker's gift	N/A	N/A	N/A
NATA Committee	\$200.00 Maximum	N/A	N/A	As approved by President	N/A
SEATA Committee	N/A	N/A	N/A	Travel, Hotel, Per diem as approved by the President	N/A
SEATA Research & Education Committee Members	N/A	50% Basic registration reduction	N/A	N/A	N/A
SEATA Research & Education Committee Chair(s)	N/A	3 Hotel nights, 100% Basic registration reduction, 1 speaker's gift	N/A	N/A	N/A
SEATA Exhibits Committee Chair	N/A	3 Hotel nights, 100% Basic registration reduction, 1 speaker's gift	N/A	N/A	N/A
NATA Research & Education Foundation District IX Chair	N/A	N/A	100% Basic registration reduction	N/A	N/A
SEATA Clinical Symposium & Members Meeting Speakers 30 minutes or longer	N/A	100% Basic registration reduction, 1 Banquet ticket, \$____ honorarium, regardless of number of presentations, 1 speaker's gift	N/A	N/A	N/A
SEATA Clinical Symposium & Members Meeting Moderators	N/A	1 speaker's gift	N/A	N/A	N/A
SEATA Corporate Partners	N/A	1 speaker's gift per Partner except Exhibitor, 8 Banquet Tickets (Director's), 4 Banquet Tickets for President's, Executive, & Committee, 1 Banquet Ticket for Exhibitor, 50% Basic registration reduction - NATA Member Exhibitor ATs	N/A	N/A	N/A
NATA Honorary Members, NATA & SEATA Hall of Fame, Past SEATA District Directors & Presidents	N/A	100% Basic registration reduction	N/A	N/A	N/A

- Please follow specific guidelines on Expense Reimbursement Form
- To help reduce SEATA expenses it is helpful where applicable that state or employer funds expenses or share rooms at the NATA Annual Meeting & SEATA Clinical Symposium
- The SEATA District Director and President will share travel expenses to the state meetings in most cases
- It will be at the discretion of the SEATA President to increase the number of room nights to a State President to represent their state @ SEATA
- All reimbursements are to be paid with receipts and completed SEATA Travel forms submitted to the Treasurer
- Per diem will be applied on a percent basis as appropriate to the travel schedule set with a maximum value of \$45.00. Example: 1/3 day = \$15.00; 2/3 day = \$30.00; full day = \$45.00.

- Where SEATA plans to produce and sell a resource by filming SEATA event speakers, presenters that meet the 30 minute minimum and sign a release receive one additional \$150 honorarium.
- The SEATA president provides approval of speaker room nights to keep the number in check.
- If a state wishes its president-elect to attend the Executive Board meetings, the state funds the cost of the president-elect's travel, hotel and incidental expenses. SEATA pays for meals in the same manner as its policy dictates for does for Executive Board members. Officers-elect are encouraged to attend all SEATA Executive Board meetings after being elected and prior to assuming office. Officers-elect expenses related to attending the SEATA Executive Board meeting immediately preceding assumption of office are covered in the same manner as the expenses of the current officers.

NATA/SEATA SPONSORSHIP PROGRAM

The NATA/SEATA Sponsorship Program is updated annually or more often as participation changes and is directly dependent upon changes in the NATA Sponsorship Program.

Sponsorship Philosophy

The National Athletic Trainers' Association (NATA) developed its official sponsorship program to fund public relations, education, membership services, research and other programs that enhance the image of the athletic training profession and promote the association. Success of the sponsorship program is dependent upon communication and cooperation between NATA national and district organizations.

What is sponsorship?

Sponsorship is a fee paid to an organization in return for access to the commercial potential of that organization. Sponsorships improve the fortunes of a company or brand by building a link between the sponsor and a highly valued organization to be used for key consumers or markets. Sponsorship can come in the form of cash or in-kind "gifts."

Philanthropy vs. Sponsorship

The two are different. Philanthropy is support of an organization WITHOUT any commercial incentive. Sponsorship seeks to achieve commercial objectives -- be it increase sales, create brand awareness or test new products.

Sponsorship vs. Endorsements

The NATA does not accept or endorse products; instead NATA sells exclusive product categories. All of its corporate sponsors are known as "an Official Sponsor of the National Athletic Trainers' Association" and "The Official Product (bandage, sports drink, etc.) of the National Athletic Trainers' Association." The same "official" designation applies to suppliers and convention partners. The terms "sponsor" and "supplier" are the most desirable words for both the NATA and the sponsor because those words are most recognized by the public and do not infer that the product has passed any acceptance protocol or testing by the NATA.

Sponsorship Levels

Founding Sponsor is the category assigned to Gatorade and Johnson & Johnson, as their initial contributions began our official sponsorship program at NATA. This is the highest level of sponsorship at NATA and is no longer open to other companies.

Official Sponsor is the next sponsorship level. It is open to firms that typically sell nationally recognized brands to the general public, oftentimes called "pass-through products." Current sponsors at that level include Tinactin, Motrin and Tylenol.

Official Supplier is a step under Official Sponsor. Official Suppliers are firms that typically produce products specifically for the athletic training/sports medicine market. Examples of

products that would fit into our Official Supplier category are ultrasound devices, iontophoresis drug delivery systems, etc. Current sponsors at this level include Cramer Products, Riddell and Sports Medicine Concept.

Convention Sponsor is the fourth level of sponsorship. It is only available during the four-month period preceding and continuing through the Annual Meeting and Clinical Symposia. This level is only offered to Annual Meeting exhibitors. A good example of a Convention Sponsor is Henry Schein, which has sponsored the NATA Internet Café at the Annual Meeting for the past few years.

Sponsorship Allocations at the NATA

Districts

Each of NATA's 10 districts receives a percentage of the NATA's sponsorship income. In return, districts are to provide exclusivity to NATA's Founding and Official Sponsors. This means the districts will not attempt to separately sell sponsorships to NATA's Founding or Official Sponsors or competitors of those companies.

Founding and Official Sponsors, levels of sponsorship and product categories owned are:

Johnson & Johnson (Founding Sponsor) – Athletic training tape, bandages, sponges and dressings, cotton and therapeutic products, first aid kits and first aid kit refill items

Gatorade (Founding Sponsor) – Sports beverage (including water), energy bar

McNeil/Motrin (Official Sponsor) – Internal pain relievers

Schering-Plough/Tinactin (Official Sponsor) -- antifungal

To obtain an updated list of sponsors or to verify sponsor competitors, district representatives can contact NATA's corporate programs coordinator at 214-637-6282, ext. 124.

Districts have the option of soliciting sponsorships from local firms and companies with which the NATA is not currently negotiating sponsorship deals and are not competitors to NATA's current sponsors. Also, if a district has a pre-existing arrangement with one of NATA's current sponsors, and that company wants to continue funding the district separately from the NATA, the district can accept those funds.

Each district is asked to provide NATA Founding and Official Sponsors a complimentary exhibit booth at its district meeting. Districts also might be asked to provide other services or rights, such as district meeting signage or, in some special cases, time during the district meeting for an educational session. In these cases, NATA staff will contact the district meeting planner with any additional or special requests.

Note: District exclusivity does not apply to our Official Suppliers – Riddell, Cramer Products and SMC. However, we are optimistic the districts will be sensitive to their competitors as well.

Athletic Training State Organizations

Athletic training state organizations do not benefit financially from NATA's sponsorship program and are not required to adhere to the guidelines specified in this document.

NATA Research and Education Foundation

The NATA Foundation receives a grant from NATA annually. In addition, one NATA Foundation scholarship, now in the amount of \$2,000 each, is sponsored by the NATA in the name of each Official Sponsor and Founding Sponsor.

How does a company become an NATA Sponsor or Supplier?

For those groups that wish to join our sponsorship program, the first step is initial negotiation and research by NATA staff. After staff determines this is a potential fit, the next step is review of the company, and in some cases the actual product, by the Sponsor Review Group (SRG). This group is comprised of NATA leaders and is selected by staff. The job of the SRG is to review sponsor information to determine if the company and product will be accepted by the membership. After initial review and approval by the SRG, staff presents the information to the Board of Directors for approval. Upon approval by the Board, staff negotiates the terms of the agreement and manages all aspects of the relationship.

Sponsorship Renewals

Most NATA sponsors have a three-year agreement, but it is important to remember that renewal is not guaranteed. In fact, as strategies change and as marketing representatives move along to other brands, it is not uncommon for the relationships to end. However, staff works closely with our sponsors to ensure the objectives of the sponsorship are met. In addition, staff constantly monitors the market for new relationships.

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