

# By-Laws of the Southeast Athletic Trainers' Association

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## Article I - Membership

### Section 1.

Eligibility for membership is determined by conditions and obligations of Article III of the Constitution of the Southeast Athletic Trainers' Association, Incorporated (SEATA) and as outlined in these By-Laws. All members will abide by the Code of Ethics of the National Athletic Trainers' Association (NATA), the Standards of Professional Practice as set forth by the National Athletic Trainers' Association Board of Certification (BOC) and any applicable State laws and/or regulations.

### Section 2.

The following classifications will comprise the membership classes:

- (a) Certified Athletic Trainer
- (b) Certified-Retired
- (c) Certified-Student
- (d) Associate
- (e) Non-Certified Student
- (f) Honorary

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

#### 1. Certified Athletic Trainer

##### Qualifications for Membership:

Certified membership shall be open to individuals who are members of the National Athletic Trainers' Association (NATA), National Athletic Trainers' Association Board of Certification (BOC) Certified Athletic Trainers (ATC) and, if applicable, must be licensed or certified as an Athletic Trainer in their respective home state. A member in this class must meet all requirements, laws, rules and regulations of and remain in good standing with the National Athletic Trainers' Association (NATA), National Athletic Trainers' Association Board of Certification (BOC) and their respective home state. Certified – International members who meet the requirements of that respective NATA category will be considered as Certified members of SEATA for the purpose of privileges.

Certified members are entitled to vote on Southeast Athletic Trainers' Association, Incorporated affairs, to hold Southeast Athletic Trainers' Association, Incorporated office or serve on the Executive Board.

#### 2. Certified - Retired

##### Qualifications for Membership

A Certified member who is eligible for retired status and who wishes to continue membership in Southeast Athletic Trainers' Association, Incorporated in the retired class must request change to this class through the National Athletic Trainers' Association and inform the Secretary of the Southeast Athletic Trainers' Association, Incorporated. A Retired member shall also submit verification that he/she has retired their license to practice in their respective home state, if applicable.

A Certified member who retires shall have the privilege of continuing membership without further payment of dues. Certified-Retired members are entitled to vote on Southeast Athletic Trainers' Association, Incorporated affairs. They may not hold a Southeast Athletic Trainers' Association, Incorporated Executive Board office but may serve on committees as members.

### **3. Certified - Student**

#### **Qualifications for Membership:**

Certified-Student membership shall be open to individuals possessing current National Athletic Trainers' Association Board of Certification (BOC) certification and in good standing with National Athletic Trainers' Association Board of Certification (BOC) who are enrolled as full-time graduate students working toward an advanced degree at an accredited college or university. An individual may not be classified as a Certified-Student Member for a combined total of more than three years.

A member in this class must meet all requirements, laws, rules and regulations of and remain in good standing with both the National Athletic Trainers' Association Board of Certification (BOC) and, if applicable, must be licensed or certified as an Athletic Trainer in their respective home state.

If a person ceases to be a full-time student, he/she is not eligible for Certified-Student membership.

Certified-Student members are entitled to vote on Southeast Athletic Trainers' Association, Incorporated affairs or to hold any Southeast Athletic Trainers' Association, Incorporated office. They may serve on a committee but shall not serve as a chairperson unless reviewed and approved by the Executive Board.

### **4. Associate**

#### **Qualifications for Membership:**

Associate membership shall be open to individuals who are working professionally in athletics, education, research, medicine, or an allied health profession related to athletic training. An individual who has fulfilled the requirements to apply for the National Athletic Trainers' Association Board of Certification (BOC) certification examination and is not currently enrolled as a full-time student shall be eligible for the Associate membership category. In addition, the membership category of a Certified Member in good standing with the National Athletic Trainers' Association who has been placed on inactive status by the National Athletic Trainers' Association Board of Certification (BOC) shall be changed to Associate Member. Non-certified – International Members who meet the requirements of that respective NATA category will be considered as Associate members of SEATA for the purpose of privileges.

Associate members are not entitled to vote on Southeast Athletic Trainers' Association, Incorporated affairs or to hold any Southeast Athletic Trainers' Association, Incorporated office. They may serve on a committee but shall not have any voting privileges or serve as a chairperson.

### **5. Non-Certified Student**

#### **Qualifications for Membership:**

Non-Certified Student Membership shall be open to individuals meeting the following criteria:

- (a) Non-certified individuals enrolled as full-time graduate or undergraduate students in an accredited college or university; and
- (b) Individuals making progress toward the fulfillment of the requirements for BOC certification but have not completed such requirements.
- (c) An individual may be classified as a Student Member for a combined total of no more than eight years (undergraduate five, graduate three). After eight years, the individual must transfer to the Associate Member category.

If a person ceases to be a full time student, he/she is not eligible for Non-Certified Student membership. Non-Certified Student members are not entitled to vote on Southeast Athletic Trainers' Association, Incorporated affairs or to hold any Southeast Athletic Trainers' Association, Incorporated office. They may serve on a committee but shall not have any voting privileges or serve as a chairperson.

## **6. Honorary Qualifications for Membership:**

An individual or group, such as a corporate sponsor, may be awarded Honorary membership status through the Southeast Athletic Trainers' Association, Incorporated only. A person who, by virtue of his/her actions and speech, shows profound interest in the athletic training profession and in enhancing its service to those in athletics shall be eligible for membership in this class. Nominations may be made only by a Certified or Retired member and shall be directed to the chairperson of the Honor and Awards Committee. The Committee will make recommendations to the Executive Board for approval.

Honorary members are not entitled to vote on Southeast Athletic Trainers' Association, Incorporated affairs or to hold any Southeast Athletic Trainers' Association, Incorporated office. They may not serve on any committees.

## **ARTICLE II - Governing Body: Election To and Removal From Office; Eligibility to Run for Office**

### **Section 1.**

- (a) The governing body of the Southeast Athletic Trainers' Association, Incorporated shall be The Executive Board. It shall be comprised of the current President of each State within District Nine who are elected by their respective states 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 the Southeast Athletic Trainers' Association, Incorporated. All Executive Board members shall be certified athletic trainers as set forth in Article I, Section 2, Part 1 or Part 3 in these By-Laws.
- (b) In the event a State within the District elects a president who does not meet membership requirements and/or certification as set forth in these By-Laws, that State shall present to the Executive Board for approval another individual from the respective officers of that State as a permanent replacement to represent that State on all matters and business within the Southeast Athletic Trainers' Association, Incorporated. Such individual shall meet all membership requirements and will serve only during the term of that respective State President. Only this replacement or a replacement as outlined in Article III, Section 2 of these By-Laws will be allowed to attend Executive Board meetings, hear business of the Southeast Athletic Trainers' Association, Incorporated and be allowed to vote on behalf of their respective State.
- (c) The Certified Athletic Trainer and Certified – Retired members of the Southeast Athletic Trainers' Association, Incorporated will propose nominations for the Southeast Athletic Trainers' Association, Incorporated officers. The Secretary will announce upcoming regular elections and the call for nominations to the membership by mail and/or through applicable computer technology by July 1st prior to the end of the respective term of office. Nominations are to be made in writing to the Secretary of the Southeast Athletic Trainers' Association, Incorporated or to a designated member of the Executive Board appointed by the President and approved by the Board. Nominations shall close by the following August 15th and ballots distributed to the membership by mail and/or applicable computer technology by September 15th. Voting shall be completed by October 15th and election results announced to the membership by November 1st. Election shall be by a majority popular vote.

- (d) In order to run for and hold an elected office of the Southeast Athletic Trainers' Association, Incorporated must be a certified athletic trainer member of SEATA, a National Athletic Trainers' Association Board of Certification (BOC) Certified Athletic Trainer (ATC) and, if applicable, must be licensed or certified as an Athletic Trainer in their respective home state. A member in this class must meet all requirements, laws, rules and regulations of and remain in good standing with both the National Athletic Trainers' Association Board of Certification (BOC) and their respective home state. In addition:
1. Candidates for District Director must have served on the Executive Board for a minimum of two years as a SEATA officer or State President in the ten-year period immediately preceding the beginning of the election for the office they are seeking.
  2. Candidates for President must have served on the Executive Board for a minimum of two years as a SEATA officer or State President in the ten year period immediately preceding the beginning of the election for the office they are seeking.
  3. Candidates for Vice-President must have served on the Executive Board for a minimum of two years as a SEATA officer, State President or State Vice-President in the ten year period immediately preceding the beginning of the election for the office they are seeking; or as a committee chair of a standing SEATA committee for four years in the seven-year period immediately preceding the beginning of the election for the office they are seeking; or as chair of a state educational committee for four years in the seven-year period immediately preceding the beginning of the election for the office they are seeking.
  4. Candidates for Secretary or Treasurer must have served on the Executive Board for a minimum of two years as a SEATA officer or State President, State Vice-President or State Secretary or Treasurer; or as a committee chair of a standing SEATA committee for four years in the seven-year period immediately preceding the beginning of the election for the office they are seeking.
  5. Years of service will be determined from the actual date that the candidate took the office of the respective requirement to the date of the election for the office that they are seeking.
- (e) The newly elected officers will take office and begin their terms at the Southeast Athletic Trainers' Association, Incorporated Executive Board session the following June concurrent with the National Athletic Trainers' Association Annual Meeting. Officers elected as a result of special elections shall assume office as set forth in Article II, Section 3 in these By-Laws.

## **Section 2.**

### **Election and Terms of Office of the Officers of the Southeast Athletic Trainers' Association, Incorporated:**

- (a) District Director: Elected by a majority popular vote of the voting membership of the Southeast Athletic Trainers' Association, Incorporated. Vote shall be by mail and/or with the advance of applicable computer technology through means of online voting.

The term of office of the District Director shall be three years and he/she may not serve more than two consecutive terms. The term of office shall begin at the time of the National Athletic Trainers' Association annual meeting following the end of the previous immediate term.

- (b) President: Elected by a majority popular vote of the voting membership of the Southeast Athletic Trainers' Association, Incorporated. Vote shall be by mail and/or with the advance of applicable computer technology through means of online voting. The election of the President will occur on the year following the election of the District Director. The term of office of the President shall be three years. He/she may not serve more than two consecutive terms.
- (c) Vice-President: Elected by a majority popular vote of the voting membership of the Southeast Athletic Trainers' Association, Incorporated. The term of office of the Vice President shall be three years. He/she may be reelected for one additional term. The election of the Vice-President will occur on the year following the election of the President. Vote shall be by mail and/or with the advance of applicable computer technology through means of online voting. He/she may not serve more than two consecutive

terms.

In the event that the office of President becomes vacant before the end of the term for which the President was elected, the Vice President shall become President for the remainder of the term for which the previous President was elected. Upon becoming President in this manner, he/she can still serve two consecutive elected terms of office as President if there is less than one year remaining in the previous President's term. Should the Vice-President assume the President's position in the first or second year of office then he/she may only run for election as President for one additional consecutive term.

- (d) Secretary: Elected by a majority popular vote of the voting membership of the Southeast Athletic Trainers' Association, Incorporated. Vote shall be by mail and/or with the advance of applicable computer technology through means of online voting. The election of the Secretary will occur on the year following the election of the President. The term of office of the Secretary shall be three years. He/she may not serve more than two consecutive terms.
- (e) Treasurer: Elected by a majority popular vote of the voting membership of the Southeast Athletic Trainers' Association, Incorporated. Vote shall be by mail and/or with the advance of applicable computer technology through means of online voting. The election of Treasurer will occur on the same year as the election of the President. The term of office of the Treasurer shall be three years. He/she may not serve more than two consecutive terms.

### **Section 3.**

#### **Special Elections: Vacancies of the Offices of District Director, Vice-President, Secretary and/or Treasurer:**

- (a) Should any of the offices of District Director, Vice-President, Secretary and/or Treasurer become vacant during their respective terms, or with the simultaneous vacating of both the President and Vice-President offices, a special election shall be held and a new officer chosen within sixty days of said office being vacated. Such special election will be called for by the Executive Board. Nominations will be asked of the membership by mail and/or with the advance of applicable computer technology through online means. The nomination period will be open for thirty days after which elections will take place immediately by mail and/or with the advance of applicable computer technology through means of online voting. The person elected shall serve in the respective office for the remainder of the term until the next regularly scheduled election. In any event that an office is vacant, the newly elected official will take office immediately.
- (b) In the case where it is known in advance that an elected official will be leaving office for any reason, a special election may take place immediately instead of waiting for the respective office to be vacated. Nominations will be asked of the membership by mail and/or with the advance of applicable computer technology through online means. The nomination period will be open for thirty days after which elections will take place immediately by mail and/or with the advance of applicable computer technology through means of online voting. Any person elected in this manner shall take office at the time the vacating officer officially leaves office.
- (c) An officer elected by special election shall serve for the remainder of the term of office that they are filling. Upon becoming an officer in this manner, he/she can still serve two consecutive elected terms of office in that respective office if there is less than one year remaining in the previous officer's term. Should the new officer assume the vacated position in the first or second year of office then he/she may only run for election in that respective office for one additional term.

### **Section 4.**

#### **Removal of Officers: Impeachment**

Any officer may be impeached and removed from office on the following grounds: embezzlement, malfeasance in office, or actions contrary to or in violation of the Constitution and/or these By-Laws. Before impeachment proceedings can be instituted, a brief containing the charges shall be drawn up and presented by a Southeast Athletic Trainers' Association, Incorporated member to the Executive Board sitting in executive session. The aforementioned brief must then be adopted by a majority vote of the Executive Board prior to the formal presentation of the charges to the membership. Impeachment and removal from office of any officer shall require a two-thirds vote of the voting membership of the Southeast Athletic Trainers' Association, Incorporated present at the Annual Business Meeting.

## **Section 5.**

### **Removal of Officers: Inability to Maintain or Complete Duties of Office**

If any officer is unable to maintain or complete the duties and/or responsibilities of their respective office for reasons outside of Article II, Section 4, then a quorum of the state presidents serving on the Executive Board may call for a vote to ask for resignation of that officer and proceed with a special election to fill that vacancy as outlined in these By-Laws.

## **ARTICLE III - Powers and Duties of Officers and Members of the Executive Board**

### **Section 1.**

The officers are the District Director, President, Vice-President, Secretary and Treasurer. All powers and duties of officers are prescribed in these By-Laws. Voting on all business matters or issues requiring a vote will be done by the state presidents who serve as members on the Executive Board of the Southeast Athletic Trainers' Association, Incorporated. The officers shall not have voting power to conduct Southeast Athletic Trainers' Association, Incorporated business as the Executive Board, with the exception of the President, who may only vote on impasse.

### **Section 2.**

In the event a state president is unable to be present for a meeting, conference call or vote, the respective state president may designate a delegate who shall be a certified athletic trainer as set forth in Article I, Section 2, Part 1 in these By-Laws to represent that State. The state president must notify the President of the Southeast Athletic Trainers' Association, Incorporated in writing and/or through e-mail as far in advance as possible with this information. The delegate will not have any voting rights unless this notification is made and acknowledged by the President of SEATA or the delegate is the individual permanently replacing the state president as described in Article II, Section 1, Paragraph (b) of these By-Laws.

## **ARTICLE IV - Executive Board and Conduct of Business**

### **Section 1.**

The annual business meeting shall be held each year at a time and place set by the Executive Board. A quorum for the annual business meeting shall consist of one-fourth of the voting membership present.

### **Section 2.**

The Executive Board may submit items of Southeast Athletic Trainers' Association, Incorporated business to the voting membership for a vote by mail or with the advance of applicable computer technology through means of online voting.

### **Section 3.**

- a) The Executive Board shall meet at the annual business meeting and at any other time that the President determines it necessary to call a Board meeting.
- b) A quorum for an Executive Board Meeting shall be four (4) of the voting members.
- c) The President may submit appropriate items of Southeast Athletic Trainers' Association, Incorporated business to the Executive Board in a meeting session with a quorum of the Board present, for a vote by mail, electronic computer technology or by conference call. For such a voting procedure the President shall first secure a "second" to the proposal and then submit the proposal to each member of the Board by mail or electronic computer technology with a request to mail a "yes" or "no" vote on the proposal by a date specified by the President but not sooner than ten (10) days after the distribution of the proposal. An immediate vote by conference call is permissible. Board approval of items submitted shall require a "yes" vote of at least four (4) voting members of the Board, regardless of voting method.
- d) The President may submit emergency items of Southeast Athletic Trainers' Association, Incorporated business that are appropriate for Board action to the Executive Board for a vote by telephone or electronic computer technology. For such a voting procedure the President shall first secure a "second" to the proposal and then call or contact via electronic computer technology each member of the Board for his/her vote on the proposal. Board approval of items so submitted shall require a "yes" vote by at least four (4) voting members of the Board.
- e) Members of the Southeast Athletic Trainers' Association, Incorporated who are in good standing may attend Executive Board meetings as provided for in the SEATA Policies and Procedures Manual.

## **Article V - Duties of Officers**

### **Section 1.**

#### **Functions and Responsibilities of the District Director:**

- (a) The Director will represent the Southeast Athletic Trainers' Association, Incorporated at all required National Athletic Trainers' Association Board of Director meetings and functions.
- (b) The Director will keep the President informed of any and all National Athletic Trainers' Association business that may affect Southeast Athletic Trainers' Association, Incorporated or its membership.
- (c) If the Director is unable to attend a specific meeting or required function, the Director will immediately inform the President. The Director will then appoint a representative from the Executive Board of the Southeast Athletic Trainers' Association, Incorporated.

### **Section 2.**

#### **Functions and Responsibilities of the President:**

- (a) Serves as the official spokesman for the Executive Board and the Southeast Athletic Trainers' Association, Incorporated concerning public relations and speaking engagements for the membership.
- (b) Calls all meetings of the Executive Board as deemed necessary and advisable.
- (c) Presides over all meetings of the Executive Board.
- (d) Presides over all Southeast Athletic Trainers' Association, Incorporated Business Meetings.
- (e) Represents a tie-breaking vote on the Executive Board and votes only in the event of impasse.
- (f) Keeps the Executive Board informed about Southeast Athletic Trainers' Association, Incorporated affairs between Board meetings.
- (g) Serves as ex-officio member of all Southeast Athletic Trainers' Association, Incorporated committees.
- (h) Appoints all committee chairpersons with agreement and approval of Executive Board.
- (i) Responsible for organizing the Southeast Athletic Trainers' Association, Incorporated annual business meeting and symposium.
- (j) Responsible for the approval of all financial business on behalf of Southeast Athletic Trainers' Association, Incorporated.

### **Section 3.**

#### **Functions and Responsibilities of the Vice-President:**

- (a) Will assist the President in organizing the Southeast Athletic Trainers' Association, Incorporated annual business meeting and symposium;
- (b) Presides over Southeast Athletic Trainers' Association, Incorporated Business Meetings in the absence of the President.
- (c) Presides over Southeast Athletic Trainers' Association, Incorporated Executive Board Meetings in the absence of the President and votes only on impasse while serving in this capacity.
- (d) Serves as ex-officio member of all Southeast Athletic Trainers' Association, Incorporated committees.
- (e) Carries out any additional duties as assigned by the President.

#### **Section 4.**

##### **Functions and Responsibilities of the Secretary:**

- (a) Will record the minutes of all meetings of Southeast Athletic Trainers' Association, Incorporated and keep records of attendance of members.
- (b) Will conduct correspondence for the Southeast Athletic Trainers' Association, Incorporated with other organizations and individuals and will receive all reports of committees.
- (c) Will send out notices of the regular and special meetings and attend to all duties as may pertain to his/her office.
- (d) Will provide the President with any amendments to the Constitution or By-Laws to be discussed by the membership at the annual meeting.
- (e) Will inform the President regarding membership status.
- (f) Will serve as the District contact to provide district news updates to NATA.
- (g) Will provide each State President with membership updates and databases.
- (h) Will assist the President with organizing the Southeast Athletic Trainers' Association, Incorporated annual business meeting and symposium.
- (i) Will be responsible for the organization and process of all elections.
- (j) Will oversee website organization and be responsible for all electronic communications.

#### **Section 5.**

##### **Functions and Responsibilities of the Treasurer:**

- (a) Will receive and deposit all Southeast Athletic Trainers' Association, Incorporated monies in the name of Southeast Athletic Trainers' Association, Incorporated.
- (b) Will furnish a detailed statement of the financial affairs of the Southeast Athletic Trainers' Association, Incorporated quarterly. This information will also be made available to any Executive Board member of the Southeast Athletic Trainers' Association, Incorporated at any time they may request it. This information will be published in the Southeast Athletic Trainers' Association, Incorporated newsletter.
- (c) Will be custodian of all financial records belonging to the Southeast Athletic Trainers' Association, Incorporated.
- (d) Will collect Southeast Athletic Trainers' Association, Incorporated dues and will keep the President informed of payment status.
- (e) Will collect dues and will forward to each state any funding provided to the respective states.
- (f) Will provide membership status relative to dues collection to each state.
- (g) Will assist the President with organizing the Southeast Athletic Trainers' Association, Incorporated annual business meeting and symposium.

## **Article VI - Dues**

#### **Section 1.**

Southeast Athletic Trainers' Association, Incorporated dues will be paid at the same time as National dues (before January 1<sup>st</sup> of each year) to the National Office. Honorary and Certified-Retired members will pay no dues. Non-NATA members will pay dues to the Treasurer of the Southeast Athletic Trainers' Association, Incorporated.

Changes in dues structure will be made by a two-thirds majority vote of the Executive Board. The state presidents will vote reflective of the majority votes cast at their respective State meetings.

## **Article VII – COMMITTEES**

### **Section 1.**

Selection of Chairperson: Selected from the Certified membership of the Southeast Athletic Trainers' Association, Incorporated and appointed by the President with agreement and approval of the Executive Board.

### **Section 2.**

#### **Chairperson Duties and Term of Office:**

- (a) The duties of each chairperson shall be determined by the President with the approval of the Executive Board. The Chairperson shall be responsible for directing the function of their respective committee and will report all activities to the President and Executive Board as requested.
- (b) Each chairperson's term of office shall be three years. The chairperson may be reappointed with approval of the Executive Board. The President may at any time, with the approval of the Executive Board, remove or make changes to any committee leadership or its members.

### **Section 3.**

#### **Committee Members:**

The number of committee members will be determined to form a workable group at the discretion of the committee chairperson with the approval of the Executive Board. Each State President on the Executive Board will submit the name of at least one representative from their respective state to the Committee Chair for consideration.

### **Section 4.**

#### **Selection of Committee Members:**

Recommended by the Chairperson and appointed by the President with the approval of the Executive Board from the Certified-Active, Certified-Retired, Certified-Student, or Associate membership of the Southeast Athletic Trainers' Association, Incorporated.

### **Section 5.**

#### **Term of Office - Committee Members:**

One year and may be reappointed with approval of the Executive Board.

### **Section 6.**

#### **General Functions and Responsibilities of Committees:**

- (a) Accepts roles and responsibilities as set forth by the President and approved by the Executive Board.
- (b) Reports to the President and to the Executive Board for approval the committee's progress, needs and recommendations for the welfare, growth and protection of the Southeast Athletic Trainers' Association, Incorporated.
- (c) Will be fully responsible for operating within Code of Ethics of the National Athletic Trainers' Association (NATA) and the Standards of Professional Practice as set forth by the National Athletic Trainers' Association Board of Certification (BOC).

- (d) Will be prepared to present to the general membership in a format dictated by the Executive Board a report of activities at the annual business meeting.
- (e) Will function under the complete direction of the Executive Board.

### **Article VIII - Order of Executive Board Meeting**

The Order of Business procedure will be as follows:

- (a) Roll Call
- (b) Reading or the disposal of any unapproved minutes
- (c) Reports of Officers
- (d) Committee Reports
- (e) Unfinished Business
- (f) New Business
- (g) Adjournment

### **Article IX - Amendments**

These By-Laws may be amended without previous notice by two-thirds majority vote of the ballots cast by the voting membership of the Southeast Athletic Trainers' Association, Incorporated. Vote shall be by mail or with the advance of applicable computer technology through means of online voting. Amendments will be presented to and have been approved by the Executive Board of the Southeast Athletic Trainers' Association, Incorporated prior to voting by the membership.

### **Article X - Procedure of Meeting**

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

### **Article XI - Financial Dispersal**

In the event that the Southeast Athletic Trainers' Association, Incorporated decides to disband, the remaining monies in the treasury will be divided equally to the state organizations that make up the District (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, and Tennessee).