

Preamble

The following Bylaws are subject to, and governed by, the Constitution and Bylaws of the National Athletic Trainers' Association (NATA), and the Articles of Incorporation superseding non-profit. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Non-Profit Corporation Act of the NATA, said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation / Organization, it shall then be the NATA Bylaws which shall be controlling, and the Bylaws of the Southeast Athletic Trainers' Association (SEATA), also known as District IX and/or District 9 of the NATA, will be amended without the normal Bylaws amending actions to reconcile this / these differences.

Article 1. Membership

1.1. Eligibility

Eligibility for membership is determined by conditions and obligations of Article III of the Constitution of SEATA and as outlined in these Bylaws. All members must comply with the NATA Code of Ethics, Membership Standards Eligibility Requirements and Membership Sanctions and Procedures, as well as the Standards of Professional Practice as set forth by the Board of Certification for the Athletic Trainer, Inc. (BOC), or its successor, and any applicable state laws and/or regulations.

1.2. Classifications

Membership classifications in SEATA will mirror membership in the NATA. Eligibility for these classifications is defined by NATA.

1.3. Rights and Privileges

1.3a. Certified Members

Each certified member shall have the right to one (1) vote on any matter(s) coming before the Members and the right to attend the SEATA clinical symposia, the SEATA Annual Members' Meeting, and other national meetings of NATA. Only Certified Members shall be eligible to serve as Directors and Officers of SEATA. Certified Members may serve on Committees and as liaisons. Certified Members shall have the right to exercise such other privileges prescribed by the SEATA Executive Board and set forth in these Bylaws and/or the Policies and Procedures Manual.

1.3b. Certified Retired Members

Certified retired members shall have the right to one (1) Vote on any matter coming before the Members and the right to attend the SEATA clinical symposia, the SEATA Annual Members' Meeting, and other national meetings of NATA. Athletic Trainer – Retired members may serve on committees and as Liaisons. Certified Retired Members shall pay no dues and have other rights and/or privileges prescribed by the Executive Board and set forth in these Bylaws and the Policies and Procedures Manual.

1.3c. Other Members

Other Members shall have the right to attend the SEATA clinical symposia, the SEATA Annual Members' Meeting, and other national meetings of NATA, but shall have no voting rights and shall not be eligible to serve as Directors or Officers of SEATA. Such members may have other rights and privileges prescribed by the Executive Board of SEATA and set forth in these Bylaws and the Policies and Procedures Manual.

Article 2. Governance

2.1. **Governing Body**

The governing body of SEATA shall be the Executive Board. It shall be comprised of the current duly elected President of each state athletic training organization within SEATA and the duly elected offices of: District Director, President, Vice-President, Secretary, and Treasurer. All Executive Board members shall be certified members of NATA.

2.1a. **Replacement Representation of State President**

In the event a state within SEATA elects a president who does not meet membership requirements and/or certification as set forth in these Bylaws, that state president shall present to the Executive Board, for approval, an individual, from the respective officers of that state, as a permanent replacement to represent that state on all matters and business within SEATA. Such individual shall meet all membership requirements and will serve only during the term of that respective state president. This replacement, or a replacement as outlined in Article 3.2 of these Bylaws, will be allowed to represent the respective state as an Executive Board member and act and/or vote on matters of SEATA.

2.2. **Election of Officer(s) to Governing Body**

2.2a. **Eligibility Requirements**

Eligibility requirements to run for and hold an elected office of SEATA include being a certified member of SEATA. In addition:

2.2a.1. **District Director and District President.**

Candidates for these offices must have either served on the Executive Board for a minimum of two (2) years in the past ten-year period; or have served as a State Officer, excluding State President, for a minimum of four (4) years in the past seven-year period; or have served as a chair of a recognized SEATA committee for a minimum of four (4) years in the past seven-year period; or served as a chair of a district-based NATA committee for a minimum of four (4) years in the past seven-year period; or served as the duly appointed SEATA Parliamentarian for a minimum of four (4) years in the past seven-year period

2.2a.2. **District Vice-President, District Secretary, and District Treasurer**

Candidates for these offices must have either served on the Executive Board for a minimum of two (2) years in the past ten-year period; or have served as a State Officer, excluding State President, for a minimum of two (2) years in the past seven-year period; or have served as a chair of a

recognized SEATA committee for a minimum of four (4) years in the past seven-year period; or served as a chair of a district-based NATA committee for a minimum of four (4) years in the past seven-year period; or served as the duly appointed SEATA Parliamentarian for a minimum of four (4) years in the past seven-year period

2.2a.3. 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 assumption of the SEATA office which they are seeking.

2.2b. Nomination(s)

The Certified and Athletic Trainer–Retired members of SEATA will propose nominations for SEATA officers. The Secretary will announce upcoming regular elections and the call for nominations to the membership through available and applicable computer technology, by July 1st, prior to the end of the respective term of office. Nominations are to be made by computer technology in writing to the Secretary of SEATA and / or to the SEATA Elections Committee Chair. Nominations shall close at the end of the day on July 15th and the Secretary and/or Elections Committee Chair will verify each candidate's eligibility for the ballot. Ballots are to be distributed to the membership by computer technology by August 1st. Voting shall be completed by the end of the day on August 15th and election results announced to the membership by September 1st. In the event of natural disaster, and/or other major unpredictable event, the Executive Board may alter the above timeline.

2.2c. Election to Office

Election of a SEATA Officer will require a majority of valid votes duly received from the voting membership of SEATA, in accordance with SEATA election procedures. All SEATA elections voting shall be carried out by means of online voting using applicable computer technology. Election results shall be certified by a Certified Public Accountant (CPA) and approved by the SEATA Executive Board.

2.2c.1. In the case there are more than two candidates running and none receive a majority of affirmative votes in a vote, the vote is rerun with only the candidates receiving the two highest vote counts eligible. This process will be repeated until one candidate receives the majority vote. The ballot will be submitted to the membership by electronic ballot immediately and the membership will have fourteen (14) days to complete and submit their ballot. Election results will be certified by a CPA and approved by the SEATA Executive Board.

2.2c.2. In the event of a tie, a rerun of the vote of the membership will take place by electronic ballot immediately and the membership will have fourteen (14) days to complete and submit their ballot. This process will be repeated until one candidate receives a majority vote. Election results shall be certified by a CPA and approved by the SEATA Executive Board.

2.2c.3. An election shall not be held in the event of only one candidate on the ballot

for any SEATA office.

2.2d. Assumption of Office

The newly elected officer(s) will take office and begin their term at the SEATA Members' Meeting concurrent with the NATA annual meeting.

2.2d.1. Officers elected as a result of special elections shall assume office as set forth in Article 2.4 of these Bylaws.

2.2d.2. When a SEATA Office is deemed as vacant by the Executive Board, the highest ranking sitting SEATA Officer may appoint, with SEATA Board approval, a duly qualified SEATA member as an interim officer until the assumption of office by the elected officer.

2.3. Terms of Office of SEATA Officers

2.3a. District Director

The term of office of the District Director shall be consistent with the terms as established by the NATA. The term of office shall begin at the time of the NATA annual meeting following the end of the previous immediate term.

2.3b. President

The term of office of the President shall be three years. Beginning with the regular election cycle in the fall of 2008, there will be a regular election every three years for the office of the President. They may not serve more than two consecutive terms.

2.3c. Vice-President

The term of office of the Vice-President shall be three years. The election of the Vice-President will occur on the year following the election of the President. They may not serve more than two consecutive terms.

2.3c.1. 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.

2.3d. Secretary

The term of office of the Secretary shall be three years. The election of the Secretary will occur on the year following the election of the President. They may serve without term limits.

2.3e. Treasurer

The term of office of the Treasurer shall be three years. The election of Treasurer will occur on the same year as the election of the President. They may serve without term limits.

2.4. Special Elections

Should any of the offices of District Director, Vice-President, Secretary 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.

2.4a. Nominations are to be made by computer technology in writing to the Secretary of SEATA and / or to the SEATA Elections Committee Chair. The nomination period will be open for 14 days, after which, elections will take place following the verification of candidate's eligibility, and the development, approval, and distribution of the ballot by the Elections Committee by applicable computer technology, through means of online voting. The time allowed for voting will be limited to fourteen days closing at the end of the fourteenth day. An election shall not be held if there is only one eligible candidate on the ballot for any open SEATA Office. The person(s) elected shall assume the office at the time the election is certified by a CPA and approved by the SEATA Executive Board.

2.4b. The person(s) elected shall serve in the respective office for the remainder of the term until the next regularly scheduled election. In an event that an office is vacant, the newly elected official will take office immediately.

2.4c. 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 and will follow the same guidelines for special elections as defined in Article 2.4a.

2.4d. The President and/or Vice-President 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.

2.4e. The District Director elected by a special election shall serve for the remainder of the term of office that they are filling, and may serve additional terms, as established by the NATA Bylaws.

2.4f. The Secretary and/or Treasurer elected by special election may serve the remainder of that term and serve additional terms with no term limits.

2.5. Removal of a SEATA Officer(s)

2.5a. 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 Bylaws. Before impeachment proceedings can be instituted, a brief containing the charges shall be drawn up and presented by a SEATA 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 SEATA.

2.5b. 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 2.5a, then a voting member of the Executive Board may move for the resignation of the officer in question. If receiving a majority vote of the Executive Board, the resignation of that officer is called for and the Executive Board immediately proceeds with a special election to fill that vacancy, as outlined in Article 2.4 of these Bylaws.

Article 3. Powers and Duties of Officers and Members of the Executive Board

3.1. Powers and Duties of Officers and Members of the Executive Board

The officers are the District Director, President, Vice-President, Secretary and Treasurer. All powers and duties of officers are prescribed in these Bylaws. 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 SEATA. The officers shall not have the motion, seconding, or voting power to conduct SEATA business as the Executive Board, with the exception of the President, who may only vote on impasse.

3.2. Delegate for State President

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 NATA certified member to represent that State. The state president must notify the President of SEATA in writing, and/or through e-mail, as far in advance as possible with this information. This 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 2.1a of these By-Laws.

Article 4. Executive Board and Conduct of Business

4.1. Members' Meeting

The Members' Meeting shall be held at a time and place set by the Executive Board. The time and place of the Members' Meeting shall be published in advance by computer technology online.

4.1a. The Members' Meeting shall be held for the purpose of announcing SEATA's financial status based on the current financial statements and for the reporting of other information as the Executive Board may determine is important to SEATA and its members.

4.2. SEATA Business

The Executive Board may submit items of SEATA business to the voting membership for a vote at the Members Meeting or with the use of online platforms for online voting. Unless contradicted by other governing items in the Constitution or Bylaws, submitted items will

be confirmed by a majority of the votes cast.

4.3. Executive Board Meeting

The Executive Board shall meet at the SEATA Clinical symposia & Members Meeting, and at any other time that the President determines it necessary to call a Board meeting.

4.3a. A quorum for an Executive Board Meeting shall be four (4) of the voting members.

4.3b. The President may submit appropriate items of SEATA business to the Executive Board in a meeting session with a quorum of the Board present, for an online vote 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 email, with a request to submit a "yes" or "no" vote on the proposal, by a date specified by the President. An immediate vote by conference call or other electronic means 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.

4.3c. SEATA Members who are in good standing may attend Executive Board meetings as provided for in the SEATA Policies and Procedures Manual.

Article 5. Duties of Officers

5.1. Functions and Responsibilities of the District Director

5.1a. Represent the SEATA at all required NATA Board of Directors meetings and functions.

5.1b. Keep the President and Executive Board informed of any, and all, NATA business that may affect SEATA, or its membership.

5.1c. If the District Director is unable to attend a required meeting or function, the District Director shall immediately inform the President of a temporary representative for the specific activity. The District Director may appoint a member of the SEATA Executive Board or the immediate past District Director as this temporary representative of SEATA. Should the Executive Board deem the District Director to be incapacitated to make this appointment, this responsibility shall rest with the President.

5.1d. As a member of the SEATA Executive Board, the District Director shall serve at the will of the President for all SEATA functions and business matters, as approved by the Executive Board.

5.1e. The District Director's duties shall include attending all on-site and online or virtual NATA board meetings during the year, one of which is held during the NATA annual symposia.

5.1f. Other duties shall be to:

5.1f.1. Set policy and direction for the NATA with the other members of the NATA Board of Directors.

5.1f.2. Serve in accordance with applicable sections of the NATA Bylaws, the NATA Policies and Procedures Manual, the NATA Articles of Incorporation and other official governance instruments of the NATA.

- 5.1f.3. Appoint the Executive Director of the NATA with the other members of the NATA Board of Directors.
- 5.1f.4. Receive recommendations, suggestions, and requests from the Executive Board and SEATA members and make recommendations to the NATA President for inclusion on the agenda of the NATA Board of Directors meetings.
- 5.1f.5. Continually reevaluate the goals and objectives of the NATA with the other members of the NATA Board of Directors and accept primary responsibility for progress toward these goals.

5.2. Functions and Responsibilities of the President

- 5.2a. Serve as the official spokesman for the Executive Board and SEATA concerning public relations and speaking engagements for the membership.
- 5.2b. Call all meetings of the Executive Board as deemed necessary and advisable.
- 5.2c. Preside over all SEATA Members and Executive Board Meetings.
- 5.2d. Represent a tie-breaking vote on the Executive Board and votes only in the event of impasse.
- 5.2e. Keep the Executive Board informed about SEATA affairs between Board meetings.
- 5.2f. Serve as ex-officio member of all SEATA organizational support groups.
- 5.2g. Appoint all organizational committees, task forces, or workgroups with agreement and approval of Executive Board.
- 5.2h. Responsible for oversight of the SEATA clinical symposia and Members' Meetings.
- 5.2i. Responsible for the approval of all financial business on behalf of SEATA.
- 5.2j. Appoint the parliamentarian, with the approval of the Executive Board.
- 5.2k. Receive all reports of all SEATA organizational support groups.

5.3. Functions and Responsibilities of the Vice-President

- 5.3a. Organize the SEATA Clinical symposia and Members Meeting.
- 5.3b. Preside over SEATA Members Meetings, in the absence of the President.
- 5.3c. Preside over SEATA Executive Board Meetings, in the absence of the President, and votes only on impasse while serving in this capacity.
- 5.3d. Record minutes of all Executive Board meetings, in case of absence of the Secretary.
- 5.3e. Carry out all duties as directed by the President.

5.4. Functions and Responsibilities of the Secretary

- 5.4a. Record the minutes of all SEATA meetings.
- 5.4b. Conduct communication, with the approval of SEATA President, for SEATA with other organizations and individuals.
- 5.4c. Send out notices of the regular and special meetings and attend to all duties as may pertain to his/her office.
- 5.4d. Inform the Executive Board regarding membership status.
- 5.4e. Serve as the SEATA contact to provide district news updates to NATA.
- 5.4f. Assist the Vice-President with organizing the SEATA clinical symposia.

- 5.4g. Oversee the SEATA website organization and be responsible for all electronic communications, including the quarterly SEATA Newsletter, in conjunction with the Committee responsible for communicating with the members, as detailed in the SEATA Policies and Procedures Manual.
 - 5.4h. Work in conjunction with the Elections Committee Chair on the organization and process of all elections, as detailed in the SEATA Policies and Procedures Manual.
 - 5.4i. Be responsible for distribution and tabulation of all general ballots regarding SEATA business issues to be voted on by the SEATA voting membership.
 - 5.4j. Serve as the Co-Chair on the committee responsible for communicating with the members.
 - 5.4k. Carry out all duties as directed by the President.
- 5.5. Functions and Responsibilities of the Treasurer**
- 5.5a. Receive and deposit all SEATA monies in the name of SEATA.
 - 5.5b. Furnish a detailed statement of the financial affairs of SEATA to the Executive Board, quarterly. Provide a financial report at the annual clinical symposia and Members' Meetings. This information will be made available to any member of SEATA, at any time requested.
 - 5.5c. Maintains and archives all financial records belonging to SEATA.
 - 5.5d. Collect SEATA dues and will keep the President informed of payment status.
 - 5.5e. Collect dues and will forward to each state, any funding provided to the respective state.
 - 5.5f. Provide membership status relative to dues collection to each state.
 - 5.5g. Assist the President with organizing the SEATA clinical symposia.
 - 5.5h. Oversee registration process (pre-registration and on-site registration) for all meetings.
 - 5.5i. Serve as the Finance Committee Chair.
 - 5.5j. Carries out all duties as directed by the President.

Article 6. Dues

- 6.1. SEATA dues will be paid at the same time as National dues to the National Office. Honorary and Athletic Trainer-Retired members will pay no dues. Retired members shall pay no dues.
- 6.2. Changes in SEATA dues will be made by a two-thirds majority vote of all voting members of the Executive Board. The state presidents will vote reflective of the votes cast by their respective state membership.
- 6.3. Each state will be responsible for setting their state's dues, in accordance with their governing documents, with the option that they may be collected by NATA and distributed by SEATA. Any changes in a state's dues must be made known to the SEATA Treasurer in a time that is mandated by NATA to be included in the next dues cycle invoice.

Article 7. Committees

7.1. Purpose and Structure

Committees, or other support groups, may be established at any time by the Executive Board. The authority, responsibilities, and organization of each Committee shall be set forth in the SEATA Policies and Procedures Manual except as specifically provided in this Article 7.

7.1a. The SEATA Executive Board may identify appropriate SEATA committees to serve as sub-committees to a corresponding NATA established committee. The SEATA sub-committee will have specific roles and responsibilities for both NATA and SEATA. Each of these committees shall have at least one representative from each state in IX and a duly appointed SEATA Sub-Committee Chair. The SEATA Sub-Committee Chair may also serve as the District IX Representative and member of the respective NATA Committee.

7.2. General Functions and Responsibilities of SEATA Committees

7.2a. Accept roles and responsibilities as set forth by the SEATA Policies and Procedures Manual and SEATA President and approved by the Executive Board.

7.2b. 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 SEATA.

7.2c. Fully responsible for operating within Code of Ethics of the NATA and the Standards of Professional Practice, as set forth by the BOC or its successor.

7.2d. Present to the general membership in a format directed by the Executive Board a report of activities at the Members Meeting.

7.2e. Function under the complete direction of the Executive Board

7.3. Appointment as Chair of a SEATA Committee

Current Members of SEATA may be appointed to serve as a Chair of a Committee and duly approved by the SEATA Executive Board.

7.3a. For SEATA sub-committees of a NATA committee, the appointment for the D9 Representative will be made by the District Director, as outlined in the SEATA Policies and Procedures Manual, who may also serve as the Chair for the SEATA sub-committee.

7.3b. All other SEATA Committee Chairs will be made by appointment of the District President.

7.4. SEATA Committee Chair Duties and Term of Office

7.4a. The duties of each Chair shall be determined by the President, with the approval of the Executive Board. The Chair shall be responsible for directing the function of their respective group and will report all activities to the President.

7.4b. Each Chair's term of office shall be specified in the SEATA Policies and Procedures Manual. The Chair may be reappointed with the approval of the Executive Board. The President, with the approval of the Executive Board, may at any time remove or make changes to any committee.

7.5. SEATA Committee Membership, Duties and Term of Office

- 7.5a. Each committee, unless otherwise designated in the SEATA Policies and Procedures Manual, will consist of one member from each state or a workable group, as recommended by the Chair, with the approval of the Executive Board.
- 7.5b. The duties of each member shall be as determined by the Chair and/or President, with the approval of the Executive Board.
- 7.5c. Each committee member shall serve for a term of two years and may be reappointed for a maximum of two additional terms, with approval of the Executive Board.

Article 8. Order of Executive Board Meeting

8.1. Order of Business

The Order of Business procedure will be as follows; however, the President may request Executive Board approval of a variance due to logistical or other reasons.

- 8.1a. Roll Call
- 8.1b. Approval of the Minutes
- 8.1c. Officer Report(s)
- 8.1d. Reports
- 8.1e. Unfinished Business
- 8.1f. New Business
- 8.1g. Adjournment

Article 9. Bylaw Revisions

9.1. Substantive Changes

These Bylaws may be amended, without previous notice, by two-thirds majority of the votes cast by the eligible voting membership of SEATA. Vote shall be by computer technology online. Amendments will be presented to and have been approved by the Executive Board of SEATA prior to voting by the membership.

- 9.1a. These Bylaws are not intended to conflict with the Bylaws of NATA. In the event of a conflict, the Bylaws of SEATA shall be amended accordingly to resolve the conflict.

9.2. Technical Changes

Technical corrections to the Bylaws may be made by unanimous vote of Executive Board of SEATA, including the vote of the President. If the Bylaws are altered, amended or supplemented in this manner, the changes shall not become effective until sixty days after the Membership of SEATA has been advised of the change(s).

Article 10. Procedure of Meeting

10.1. Parliamentary Procedures

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

Article 11. Financial Dispersal

11.1. Disbandment of SEATA

In the event that SEATA decides to disband, the remaining monies in the treasury will be divided equally to the state organizations that make up SEATA, those being: 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 Tennessee Athletic Trainers' Society, Inc., respectively.