

**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 the 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 and eligibility in SEATA will mirror membership in NATA.
- 1.3 **Rights and Privileges.**
  - 1.3.1 **Professional Members.** Each Certified and/or Licensed Member shall have the right to one (1) vote on any matter coming before the Members and the right to attend SEATA meetings, and other district and national meetings of NATA. Professional Members shall be eligible to serve as District Director or Officers of SEATA. Professional Members also may serve on Committees and as liaisons. Professional Members shall have the right to exercise such other privileges prescribed by the SEATA Executive Board and set forth in these Bylaws and the Policies and Procedures Manual.
  - 1.3.2 **Professional Retired Members.** Professional Certified-Retired and/or Licensed-Retired members shall have the right to one (1) vote on any matter(s) coming before the Members and the right to attend SEATA meetings, and other district and national meetings of NATA. Professional-Retired Members shall be eligible to serve as Directors and Officers of NATA. Professional-Retired Members may serve on Committees and as liaisons. Professional-Retired members shall pay no dues and have other rights and privileges prescribed by the SEATA Executive Board and set forth in these Bylaws and the Policies and Procedures Manual.
  - 1.3.3 **Other Members.** Other Members shall have the right to attend SEATA meetings, and other district and 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 shall have other rights and privileges prescribed by the SEATA Executive Board 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. The Parliamentarian, appointed by the SEATA President and endorsed by the SEATA Executive Board, is a member of the Governing Board and does not carry voting privileges. All Executive Board members shall be Certified or Certified Retired Members of NATA.
- 2.2 **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.
- 2.3 **Election of Officer(s) to Governing Body.**
- 2.3.1 **Eligibility Requirements.** Eligibility requirements to run for and hold an elected office of SEATA include being a Certified or Certified Retired Member of SEATA.
- 2.3.2 **District Director and SEATA President.** Candidates for these offices must have either served on the Executive Board for a minimum of two years in the past ten-year period; or have served as a State Officer, excluding State President, for a minimum of four years in the past ten-year period, or have served as a chair of a recognized SEATA committee for a minimum of two years in the past ten-year period; or served as a chair of a NATA committee or comparable NATA organizational support group for a minimum of two years in the past ten-year period; or served as the duly appointed SEATA Parliamentarian for a minimum of two years in the past ten-year period.
- 2.3.3 **SEATA Vice-President, SEATA Secretary, and SEATA Treasurer.** Candidates for these offices must have either served on the Executive Board for a minimum of two years in the past ten-year period; or have served as a State Officer, excluding State President, for a minimum of one year in the past ten-year period; or have served as a chair of a recognized SEATA committee for a minimum of two years in the past ten-year period; or served as a chair of a NATA committee or comparable NATA organizational support group for a minimum of two years in the past ten-year period; or served as the duly appointed SEATA Parliamentarian for a minimum of two years in the past ten-year period. Years of service will be determined from the actual date that the candidate took the office of the respective position to the date of the assumption of the SEATA office which they are seeking.
- 2.4 **Nomination(s).**  
The Certified and Certified Retired Members of SEATA may propose nominations for SEATA officers. The Chair will provide the election details to the Secretary for the announcement of upcoming elections and the call for nominations to the membership through available and applicable technology. To permit appropriate time for the election of a District Director with a full year in the District Director-elect position the nomination must begin 1.5 years prior to the end of the District Director term. At least one year prior to the end of a respective term of the current office holder. This is needed to ensure SEATA Executive Officers have a half-year -elect period. Nominations are to be made by formal written communication to the Secretary of SEATA and the SEATA Elections Committee Chair. The Secretary and Elections Committee Chair must verify each

candidate's eligibility for the ballot upon closure of the nomination period. In the event of natural disaster, and/or other major unpredictable events the Executive Board may alter the election timeline.

**2.5 Election to Office.**

- 2.5.1 Election of a SEATA Officer will require a majority of valid votes 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 technology. Election results shall be certified by a third-party agency and approved by the SEATA Executive Board.
- 2.5.2 In the event that the sitting SEATA Secretary or SEATA Elections Chair is a candidate on any ballot, the SEATA President will designate a SEATA Officer to assume the election responsibilities to assure impartiality.
- 2.5.3 In the case there are more than two candidates running and none receive a majority of affirmative votes, the vote is rerun with only the candidates receiving the two highest vote counts. The ballot will be submitted to the membership by electronic ballot immediately and the membership will have fourteen days to complete and submit their ballot. Election results shall be certified by a third-party agency selected by the Election Committee Chair and approved by the SEATA Executive Board. The final election results must be approved by the SEATA Executive Board.
- 2.5.4 In the event of a tie, a runoff election will take place by electronic ballot immediately and the membership will have fourteen days to complete and submit their ballot. Election results shall be certified by a third-party agency selected by the Election Committee Chair and approved by the SEATA Executive Board. The final election results must be approved by the SEATA Executive Board.
- 2.5.5 An election shall not be held in the event of only one candidate on the ballot for any SEATA office.

**2.6 Assumption of Office.**

- 2.6.1 The newly elected officer(s) will take office and begin their term at the SEATA Members' Meeting concurrent with the NATA annual meeting.
- 2.6.2 The District Director-elect will serve in the respective -elect position for one year.
- 2.6.3 All newly elected SEATA Officers will serve in the respective -elect position one-half year.
- 2.6.4 Officers elected as a result of special elections shall assume office as set forth in Article 2.4 of these Bylaws.
- 2.6.5 Other than the Office of the SEATA President, when a SEATA Office is deemed as vacant by the Executive Board, the highest ranking sitting SEATA Officer may delegate duties of the vacant office amongst the SEATA Executive Board with approval of the SEATA Executive Board.

**2.7 Terms of Office.**

- 2.7.1 District Director. The term of Office of the Director shall be consistent with the terms established by the NATA. The term of office shall begin at the time of the NATA annual meeting following the end of the current District Directors' term.

- 2.7.2 SEATA President. The term of Office of the SEATA President shall be three years. The SEATA President may not serve more than two consecutive terms.
- 2.7.3 Vice-President. The term of Office of the Vice-President shall be three years. The SEATA Vice-President may not serve more than two consecutive terms.
- 2.7.4 In the event that the Office of the SEATA President becomes vacant before the end of the term for which the SEATA President was elected, the SEATA Vice-President shall become SEATA President for the remainder of the term for which the previous President was elected. Upon becoming SEATA President in this manner, they can still serve two consecutive elected terms of office as SEATA President if there is one year or less remaining in the previous SEATA President's term. Should the SEATA Vice-President assume the President's position in the first or second year of office then they may only run for election as SEATA President for one additional consecutive term.
- 2.7.5 Secretary. The term of Office of the Secretary shall be three years. They may not serve more than two consecutive terms.
- 2.7.6 Treasurer. The term of office of the Treasurer shall be three years. They may not serve more than two consecutive terms.

**2.8 Special Elections.**

- 2.8.1 Should any of the SEATA Offices of District Director, Vice-President, Secretary or Treasurer become vacant during their respective terms, or with the simultaneous vacating of the President and Vice-President offices, a special election shall be held, and a new officer chosen within sixty days of the office(s) being vacated. A special election(s) will be called for by the SEATA Executive Board.
- 2.8.2 The Certified and Certified Retired Members of SEATA may propose nominations for the vacant SEATA office(s). The Secretary will announce upcoming elections and the call for nominations to the membership through available and applicable technology. Nominations are to be made by formal written communication to the Secretary of SEATA and the SEATA Elections Committee Chair. The nomination period will be open for fourteen days, after which, elections will take place following the verification of the candidate(s) eligibility, and the development, approval, and distribution of the ballot by the Elections Committee. 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 once the election is certified by a third-party agency selected by the Election Committee Chair and approved by the SEATA Executive Board. The final election results must be approved by the SEATA Executive Board.
- 2.8.3 The newly elected officer(s) shall serve for the remainder of the term.
- 2.8.4 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 2.8.
- 2.8.5 The SEATA Officer(s) elected by special election shall serve for the remainder of the term of office that they are filling. Upon taking office in this manner, they can still serve two consecutive elected terms if there is one year or less remaining in the previous term. Should the new officer assume the vacated position in the first or second year of office, then they may only run for election in that

respective office for one additional term.

- 2.8.6 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.

**2.9 Removal of SEATA Officer(s).**

- 2.9.1 Impeachment. Any officer may be impeached and removed from office on the following grounds: embezzlement, malfeasance in office, ethical violations (e.g., violations of NATA, BOC, or state licensure ethics), or actions in violation of the SEATA 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 two-third vote of the Executive Board.
- 2.9.2 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 a majority vote of the Executive Board occurs, 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 2.8 of these Bylaws.

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

- 3.1 The SEATA officers are the District Director, SEATA President, SEATA Vice-President, SEATA Secretary and SEATA 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. The officers shall not have the motion, seconding, or voting power to conduct SEATA business as the Executive Board, with the exception of the SEATA 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 prior to the meeting. This delegate will not have any voting rights unless the President of SEATA has received prior written notification, or the delegate is the individual replacing the state president as described in Article 2.2 of these Bylaws.

**Article 4. Executive Board and Conduct of Business**

**4.1 Members' Meeting.**

- 4.1.1 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.
- 4.1.2 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.**

4.2.1 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 voting.

**4.3 Executive Board Meeting.**

4.3.1 The Executive Board shall meet at SEATA meetings and at any other time the President determines it necessary to call an Executive Board meeting.

4.3.2 A quorum for an Executive Board Meeting shall be four of the voting members.

4.3.3 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 voting members of the Board, regardless of voting method.

4.3.4 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.**

5.1.1 Represent SEATA at all required NATA Board of Directors meetings and functions.

5.1.2 As an integral member of the SEATA Executive Board, the District Director will serve as an active resource regarding NATA and SEATA business for the SEATA President and Executive Board. The District Director will keep the SEATA President and Executive Board informed of any, and all, NATA business that may affect SEATA, or its membership.

5.1.3 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.

5.1.4 The District Director's duties shall include attending all on-site and online or virtual NATA and SEATA board meetings during the year.

**5.2 Functions and Responsibilities of the SEATA President.**

5.2.1 Serve as the official spokesperson for the Executive Board and SEATA concerning public relations and speaking engagements for the membership.

5.2.2 Will collaborate with the SEATA District Director as a resource for association information.

5.2.3 Call all meetings of the Executive Board as deemed necessary and advisable.

5.2.4 Preside over all SEATA Members and Executive Board Meetings.

5.2.5 Represent a tie-breaking vote on the Executive Board and vote only in the event of impasse.

5.2.6 Keep the Executive Board informed about SEATA affairs between Board meetings.

5.2.7 Serve as ex-officio member of all SEATA organizational support groups.

5.2.8 Appoint all organizational support groups (e.g., committees, task forces, or workgroups) with approval of the SEATA Executive Board.

5.2.9 Responsible for oversight of the SEATA meetings.

5.2.1.1 Responsible for the financial health and business on behalf of SEATA.

5.2.1.2 Appoint the parliamentarian, with the approval of the Executive Board.

5.2.1.3 Review reports from all SEATA organizational support groups.

**5.3 Functions and Responsibilities of the Vice-President.**

5.3.1 Organize the SEATA educational meeting(s).

5.3.2 Preside over SEATA Members Meetings, in the absence of the President.

5.3.3 Preside over SEATA Executive Board Meetings, in the absence of the President, and votes only on impasse while serving in this capacity.

5.3.4 Record minutes of all Executive Board meetings, in case of absence of the Secretary.

5.3.5 Carry out all duties as directed by the President.

**5.4 Functions and Responsibilities of the Secretary.**

5.4.1 Record and disseminate the minutes of all SEATA meetings.

5.4.2 Conduct communication, with the approval of SEATA President, with other organizations and individuals.

5.4.3 Send notices of the regular and special meetings.

5.4.4 Serves as the Coordinator of Volunteers

5.4.5 Receive reports from all SEATA organizational support groups.

5.4.6 Inform the Executive Board regarding membership status.

5.4.7 Serve as the SEATA contact to provide district news updates to NATA.

5.4.8 Assist the Vice-President with organizing the SEATA educational meetings.

5.4.9 Oversee the SEATA website organization and be responsible for all electronic communications, including all SEATA MARCOM correspondence.

- 5.4.1.1 Support the Elections Committee Chair on the organization and process of all elections, as detailed in the SEATA Policies and Procedures Manual.
- 5.4.1.2 Carry out all duties as directed by the President.

**5.5 Functions and Responsibilities of the Treasurer.**

- 5.5.1 Receive and deposit all SEATA monies in the name of SEATA and keep the President informed.
- 5.5.2 Furnish a detailed statement on the financial affairs of SEATA to the Executive Board. Provide a financial report at the SEATA Members' Meetings. This information will be made available to any member of SEATA, at any time requested.
- 5.5.3 Maintains and archives all financial records belonging to SEATA.
- 5.5.4 Distribute to each state, any funding to be provided to the respective state.
- 5.5.5 Provide membership status via the membership list relative to dues collection to each state.
- 5.5.6 Assist the President with organizing the SEATA meetings.
- 5.5.7 Oversee the financial registration process (pre-registration and on-site registration) for all meetings.
- 5.5.8 Serve as the Finance Committee Chair.
- 5.5.9 Carries out all duties as directed by the President.

**Article 6. Dues**

- 6.1.1 Per NATA membership policy, SEATA dues will be paid at the same time as NATA dues.
- 6.1.2 Changes in SEATA dues will be made by a two-thirds vote of all voting members of the SEATA Executive Board. The state presidents will vote reflective of the votes cast by their respective state membership.
- 6.1.3 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 at a time that is mandated by NATA to be included in the next dues cycle invoice.

**Article 7. Committees**

**7.1 Purpose and Structure.**

- 7.1.1 Committees, or other organizational support groups, may be established at any time by the SEATA Executive Board. The authority, responsibilities, and organization of each organization group shall be set forth in the SEATA Policies and Procedures Manual except as specifically provided in this Article 7.
- 7.1.2 The SEATA Executive Board may identify appropriate SEATA committees. to serve as sub-committees to a corresponding NATA established committee. SEATA Committee Chair(s) may

serve as the District IX Representative of the respective NATA Committee.

**7.2 General Functions and Responsibilities of SEATA Committees.**

- 7.2.1 Accept roles and responsibilities as set forth by the SEATA Policies and Procedures Manual and SEATA President and approved by the SEATA Executive Board.
- 7.2.2 Reports to the President and to the SEATA Executive Board for approval of the committee's progress, needs, and recommendations.
- 7.2.3 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.
- 7.2.4 Present to the general membership a report of activities as requested by the SEATA Executive Board.
- 7.2.5 Function under the direction of the SEATA Executive Board.

**7.3 Appointment as Chair of a SEATA Committee.**

- 7.3.1 Current Members of SEATA may be appointed to serve as a Chair of a Committee and approved by the SEATA Executive Board.
- 7.3.2 All SEATA Committee Chairs will be made by appointment of the SEATA President.

**7.4 SEATA Committee Chair Duties and Term of Office.**

- 7.4.1 The duties of each Chair shall be determined by the President, with the approval of the Executive Board.
- 7.4.2 Each Chair's term of office shall be specified in the SEATA Policies and Procedures Manual.
- 7.4.3 The SEATA President, with approval of the Executive Board, may at any time remove or make changes to any committee.

**Article 8. Bylaw Revisions**

**8.1 Substantive Changes.**

- 8.1.1 These Bylaws may be amended by two-thirds of the votes cast. Amendments will be presented to and have been approved by the Executive Board of SEATA prior to voting by the membership. Voting will be done electronically or in certain circumstances may be in person if decided by the SEATA Executive Board.
- 8.1.2 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.

**8.2 Technical Changes.**

- 8.2.1 Technical corrections (i.e., grammatical errors that do not change intent) to the Bylaws may be made by unanimous vote of the SEATA Executive Board. If the Bylaws are altered, amended or supplemented in this manner, the changes shall not become effective until thirty days after the SEATA members have been advised of the change(s).
- 8.2.2 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.

**Article 9. Procedure of Meeting**

**9.1 *Parliamentarian Procedures.***

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

**Article 10. Financial Dispersal**

**10.1 *Disbandment of SEATA.***

- 10.2 In the event that SEATA decides to disband, the remaining monies in the treasury will be divided equally to the dues collecting organizations that make up SEATA.