**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 District Nine and the duly elected offices of: District Director, President, Vice-President, Secretary, and Treasurer.  All Executive Board members shall be certified athletic trainers as set forth in Article 1.2.1 or 1.2.3 in these By-Laws.

**Assumption of Office (Article 2.1.2d)**

The newly elected officer(s) will take office and begin their term at the SEATA Executive Board session concurrent with the NATA Annual Meeting.

2.1.2d1 Officers elected as a result of special elections shall assume office as set forth in Article 2.3 of these By-Laws.

2.1.2d2 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.

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| **SEATA District Director** |
|   **Eligibility requiremen**ts: **(Article 2.1.2a1)** Candidates for District Director must have served on the Executive Board for a minimum of two years in the ten-year period preceding the beginning of the election for the office.***NATA Bylaw 6.2 Qualifications of Directors.*** Certified-Regular Members and Certified-Student Members of NATA in good standing shall be eligible for election to the Board of Directors. A Director who ceases to meet the qualifications for Certified-Regular Member or Certified-Student Member status shall automatically cease to be a Director. A Director who ceases to be a voting Member of the District that elected such Director shall automatically cease to be a Director except as provided in Section 5.2. **Terms of office** **(Article 2.2.1)** 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.   ***NATA Bylaw 6.4 Term of Office.*** The term of office of a Director starts in June following the completion of the sitting Director’s term and shall be three (3) years, followed by a two (2) year term if re-elected.  Terms shall be staggered.  A Director who serves a partial term may then serve two (2) additional terms.  A Director is eligible to serve again after a one year hiatus (except for interim Director as provided in Section 6.8). **Functions and Responsibilities:** **(P&P I.A.1)**1. Represent SEATA at all required NATA, Inc. Board of Director meetings and functions.
2. 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
3. Keeps the President and Executive Board informed of any and all NATA business that may affect SEATA r its membership
4. 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.
5. Serve at the will of the President for all SEATA functions and business matters as approved by the Executive Board.
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| **SEATA President** |
|   **Eligibility requiremen**ts: **(Article 2.1.2a2)**Candidates for President must have served on the Executive Board for a minimum of two years in the ten year period preceding the beginning of the election for the office.**Terms of office**: **(Article 2.2.2)**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.  He/she may not serve more than two consecutive terms.**Functions and Responsibilities:** **(P&P I.B.1)**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. 1. Serves as the official spokesperson for the Association.
2. Serves as the presiding officer at all business meetings of SEATA.
3. 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.
4. 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.
5. 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.
6. Serves as ex-officio member of all SEATA committees.
7. Appoints committee, advisory group, project team chair and the parliamentarian with approval of the Executive Board.
8. Keeps the State Presidents and other elected officers of SEATA informed about Association affairs.
9. 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).
10. Responsible for the approval of all financial business on behalf of SEATA.
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| **SEATA Vice President** |
|   **Eligibility requiremen**ts: **(Article 2.1.2a3)**Candidates for Vice-President must meet one of the following requirements within the ten year period preceding the beginning of the election for the office: 1) served on the Executive Board; 2) served as a State Vice-President for a minimum of two years; 3) served as a chair of a standing SEATA/NATA organizational support group for a minimum of four years; or 4) served as Chair of a state educational or state meeting committee for a minimum of four years.  5) Candidates not meeting any one of the above individual requirements, then any combination of the prescribed experiences for this office totaling four years, within this ten year period, shall be acceptable to meet the candidacy requirement.**Terms of office**: **(Article 2.2.3)**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.  He/she may not serve more than two consecutive terms.2.2.3a 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.**Functions and Responsibilities:** **(P&P I.C.1)**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.  1. Assists the President in organizing the SEATA annual business meeting and Annual SEATA Clinical Symposium & Members Meeting.
2. Serves as the official spokesperson for the Association in the absence of the President.
3. Serves as the presiding officer at all business meetings of SEATA in the absence of the President.
4. Serves as ex-officio member of all SEATA committees.
5. Records minutes of all Executive Board meetings in case of absence of the Secretary.
6. Works with Research and Education Committee to plan the Annual SEATA Clinical Symposium & Members Meeting.
7. Coordinates the needs and activities of the following committees/individuals with respect to the Annual SEATA Clinical Symposium & Members Meeting.
	* SEATA Exhibits Committee
	* SEATA Scholarship Committee
	* SEATA Honors and Awards Committee
	* SEATA Hall of Fame Committee
	* SEATA Research and Education Committee
8. Chairs the Annual Symposium Oversight Committee.
9. Carries out any additional duties as assigned by the President
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| **SEATA Secretary** |
|   **Eligibility requiremen**ts: **(Article 2.1.2a4 / 2a5)**Candidates for Secretary or Treasurer must meet one of the following requirements within the ten year period preceding the beginning of the election for the office: 1) served on the Executive Board as a SEATA officer or State President for a minimum of two years; 2) served as a State Vice-President, Secretary, or Treasurer for a minimum of two years; 3) served as a Chair for a standing SEATA/NATA organizational support group for a minimum of three years.  4) Candidates not meeting any one of the above individual requirements, then any combination of the prescribed experiences for this office totaling four years, within the ten year period, shall be acceptable to meet the candidacy requirement.Years of service will be determined from the actual date that the candidate took the office of the respective requirement, to the date ofthe assumption of the SEATA office which they are seeking. **Terms of office**: **(Article 2.2.4)**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.  He/she may not serve more than two consecutive term.**Functions and Responsibilities:** **(P&P I.D.1)** 1. Records minutes of all SEATA meetings and keeps records of attendance of members for CEU audits and supporting quorum requirements.
2. 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.
3. 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.
4. Sends out notices of the regular and special meetings and attends to all duties as pertains to his/her office.
5. Provides the President with any amendments to the Constitution or By-Laws to be discussed by the membership at the Annual SEATA Members Meeting.
6. 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.
7. Informs the Executive Board regarding membership status.
8. 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*.
9. Obtains appropriate mailing lists and contact information for the *SEATA Newsletter*, SEATA elections, state newsletters, state elections, and other lists following NATA Guidelines Appendix.
10. 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 emails notification of the SEATA membership of its availability.
11. 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.
12. Serve as the Communications Committee Chair.
13. Responsible for hole punching of CEU forms at the Annual SEATA Clinical Symposium & Members Meeting.
14. Maintains all records and correspondence for SEATA and coordinates their storage on the SEATA website with the SEATA webmaster.
15. Supplies information to the *NATA News* for publication with presidential approval.
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| **SEATA Treasurer** |
| **Eligibility requiremen**ts: **(Article 2.1.2a4 / 2a5)**Candidates for Secretary or Treasurer must meet one of the following requirements within the ten year period preceding the beginning of the election for the office: 1) served on the Executive Board as a SEATA officer or State President for a minimum of two years; 2) served as a State Vice-President, Secretary, or Treasurer for a minimum of two years; 3) served as a Chair for a standing SEATA/NATA organizational support group for a minimum of three years.  4) Candidates not meeting any one of the above individual requirements, then any combination of the prescribed experiences for this office totaling four years, within the ten year period, shall be acceptable to meet the candidacy requirement.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. **Terms of office**: **(Article 2.2.5)**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. He/she may serve more than two consecutive terms.**Functions and Responsibilities:** **(P&P I.E.1)**1. Receives and deposits all SEATA monies in the name of SEATA.
2. Payment of all SEATA expenditures.
3. Furnishes a detailed statement of the financial affairs of SEATA at the Annual SEATA Clinical Symposium & Members Meeting and NATA Annual Meeting.
4. Provide financial statement to any SEATA member upon request.
5. Is custodian of all financial records belonging to SEATA and arranges for their storage on the SEATA website with the SEATA webmaster.
6. Collects SEATA dues and keeps the President informed of payment status.
7. 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.
8. 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.
9. Coordinates registration with the appropriate committee chairs for all meetings and manages all related financial matters
10. Prepares report and documentation which is sent annually to the SEATA accountant for review and their preparation of annual tax filing
11. Serve as the Finance Committee Chair.
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