

# By-Laws of the South Carolina Athletic Trainers' Association

## Article I. Name

Section 1.01 The name of the organization shall be the South Carolina Athletic Trainers' Association (SCATA).

## Article II. Purpose

Section 2.01 The purposes for which SCATA is organized and shall be operated are as follows:

1. The advancement, encouragement, and improvement of the athletic training profession in all of its settings.
2. To enhance the quality of health care for physically active individuals.
3. To encourage the continued professional development of each of its members.
4. To serve the common interest of its members by providing a means of free exchange of ideas within the profession.
5. To strive to attain better relations through casual good fellowship.
6. To encourage its members to promote the athletic training profession through education and research.
7. To promote and protect the professional status and the economic and general welfare of its members.

## Article III. Diversity, Equity and Inclusion

Section 3.01 Diversity Statement

1. The SCATA is firmly committed to inclusion, diversity, and equity at all levels of the organization. The SCATA values and embraces the diversity of our membership and believes its efforts are enhanced when performed by a diverse representation of the membership with different backgrounds, skills, opinions and perspectives, therefore cultivating an environment of open communication, inclusion, and respect.

Section 3.02 Non-Discrimination

1. It is the policy of SCATA not to discriminate, nor tolerate discrimination, on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression, sexual orientation, military or veteran status, genetic information or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. The organization shall take measures to ensure it maintains an environment that is free of any such discrimination, harassment, exclusion, or separation. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

## Article IV. Membership

The SCATA shall have several classes of membership. No individual shall be eligible for more than one class of membership at the same time. Other exceptions may be brought to the Executive Council for consideration. The classes of membership are:

- Section 4.01 Certified: Voting membership shall be open to any South Carolina Athletic Trainer in good standing.
- Section 4.02 Associate: Non-voting associate membership is available to individuals who are not South Carolina Athletic Trainers.
- Section 4.03 Non-certified Student: Non-voting student membership is available to individuals who are currently enrolled in accredited athletic training education programs.
- Section 4.04 Honorary: Non-voting honorary membership is available to individuals who are nominated for membership as an honor or for outstanding service to the SCATA and approved by a majority vote of the Executive Council. Honorary members shall pay no dues.
- Section 4.05 Retired: Voting membership to those retired from actively practicing athletic training in the state.

## **Article V. Status of Members**

- Section 5.01 The Secretary will assess the status of membership based on the national dues paid by each member. Those South Carolina Certified members that are not members of the National Athletic Trainers' Association (NATA) or have an NATA membership with an address on file with NATA outside of the state of South Carolina at the time of NATA dues collection are either required to submit an initial membership application along with payment and henceforth renew their SCATA membership annually at the defined membership rate or if the status of their national membership changes notify the Secretary of said change to be assigned membership and invoiced at the appropriate membership rate as applicable.
- Section 5.01 SCATA memberships are valid from January 1 – December 31 of the respective year unless otherwise specified in this document.

## **Article VI. Loss of Membership**

- Section 6.01 Any member suspended for failure to pay dues by the deadline given the NATA must make an application for reinstatement to the NATA per their guidelines. Suspension as a member of NATA will also result in a level change in SCATA membership as well.
- Section 6.02 Membership may be reinstated upon receipt of application for reinstatement to the NATA and/or payment of all dues afforded to SCATA as applicable.

## **Article VII. Dues**

- Section 7.01 Dues are collected annually by the NATA. Payments are due by December 31<sup>st</sup>. NATA members with a SC address on file have annual SCATA membership dues paid through the NATA dues collection process. Any non-NATA member or out-of-state individual who desires to be a member of SCATA shall seek membership through a membership application form and pay annual dues to SCATA.
- Section 7.02 Increase in dues charges, when deemed necessary, will have to be consistent for all states within each district. This is voted on at the district meetings during the annual business meeting.
- Section 7.03 If a SCATA member chooses not to renew their membership to NATA or a SCATA member who is not a member of NATA continues to not be a member of NATA they may remain a member of SCATA provided they pay annual dues to the Treasurer by May 1 of the year of the respective year of membership.

## **Article VIII. Voting Power**

- Section 8.01 Only certified members of the SCATA shall be entitled to vote on business matters related to the SCATA.

## **Article IX. Organization**

### **Section 9.01**

1. The governing body of this organization shall be the Executive Council made up of:
  - a. President (Voting - Officer)
  - b. President-Elect (Voting - Officer)
  - c. Secretary (Voting - Officer)
  - d. Treasurer (Voting - Officer)
  - e. Past President (Tie Breaking Voting - Officer)
2. The President shall serve as Chair of the Executive Council and be responsible for the conduct of any and all meetings
3. If a member of the Executive Council wishes to resign from the Council, they must notify the President three months prior to the elections.

### **Section 9.02 Nomination of Officers**

1. Executive Council Officers - Voting Members
  - b. The membership will nominate possible Executive Council Officers by electronic mail / web-based ballot every two (2) years (even years) to the Executive Council in the month of

January. The election newsletter will be sent to the membership in the second week of February prior to the annual business meeting (July) which will include a biography of each of the nominees. At this time the members will vote by electronic mail /web-based ballot by March 1. The past president will tally the votes. The nominee receiving the majority vote shall be declared elected at the time of the annual business meeting.

- c. In order to be considered a nominee for an Executive Council Officer, one must have been a member of the SCATA in good standing for at least four (4) years (48 months since the date of initial membership application approval). The member must also either reside in or be employed in the State of South Carolina. The nominee must be a South Carolina Athletic Trainer, a member of the NATA, and have a National Provider Identifier (NPI).

### Section 9.03 President

#### 1. Election and term of office

- a. The President shall be affirmed by a vote of confidence received by a simple majority of the voting membership by electronic mail / web-based ballot.
- b. The term of office of the President shall be for two (2) years, with no more than two (2) consecutive terms.
- c. The term of office of the President shall begin at the time of the annual business meeting of the Association.
- d. In the event that the office of President becomes vacant before the end of the term for which the President was elected: the President-Elect shall become the President immediately and serve the remainder of the term for which the President was elected. The President will then serve the normal term of office as the President.
- e. In order to serve as President, individuals must have held the position of President-Elect.

#### 2. Duties:

- a. Serves as the official spokesperson for the Executive Council and the Association concerning public relations and speaking engagements for the membership.
- b. Maintains communications with the NATA, Mid-Atlantic Athletic Trainers' Association, and South Carolina Medical Association in all matters pertaining to coordination, management, and supervision of the Association's affairs.
- c. Calls all meetings of the Executive Council as deemed necessary and advisable.
- d. Presides over all meetings of the Executive Council
- e. Presides over all Association State Business meetings.
- f. Votes on all matters brought to the Executive Council.
- g. This is a non-salaried position; however, all Association related traveling expenses are paid by the Association
- h. Appoints all committee and committee chairs with the approval of the Executive Council
- i. Appoints representatives of the SCATA to allied organizations with the approval of the Executive Council
- j. Contact President-Elect six (6) months before the term of office to confirm acceptance or declination of the nomination of President.
- k. Responsible for pursuing and obtaining corporate sponsorships for scholarships and/or Association expenses.

### Section 9.04 President-Elect

#### 1. Election and term of office

- a. President-Elect: President Elect for two (2) years and then two (2) year term of President. Before assuming the office of President, a vote of confidence shall be received from the membership.
- b. The President-Elect shall be elected by a simple majority of the voting membership by electronic mail / web-based ballot.
- c. The term of office of the President-Elect shall be for two (2) years, with no more than two (2) consecutive terms. The term of office of the President-Elect shall begin at the time of the annual business meeting of the Association.

- d. In the event that the office of the President-Elect becomes vacant before the end of the term for which the President-Elect was elected, there will be an immediate mailing of ballots to the membership for a replacement.
  - e. The office of the President-Elect does not require a term as Secretary or Treasurer.
  - f. To serve as President-Elect the candidate must have served on the Executive Council for a minimum of one term (2 years).
2. Functions and Responsibilities:
- a. Presides over Association meeting when the President is absent
  - b. The President-Elect will assume the office of the President as prescribed in the Constitution
  - c. Oversees the Program Committee and acts as on-site coordinator for the annual meeting
  - d. Keeps the Executive Council informed from reports of Committee chairs
  - e. This is a non-salaried position; however, all Association related traveling expenses are paid by the Association
  - f. Votes on all matters brought to the Executive Council
  - g. It is the responsibility of the President-Elect to work in tandem with the President in all matters pertaining to the Executive Council and State Association, so as to help smooth the transition process into the President's office.

#### Section 9.05 Secretary

- 1. Election and term of office
  - a. The Secretary shall be elected by a simple majority of the voting membership by electronic mail / web-based ballot.
  - b. The term of office for Secretary shall be for a two-year term, with up to three (3) consecutive terms.
  - c. The term of office of the Secretary shall begin at the time of the annual business meeting of the Association. In the event that the office of the Secretary becomes vacant before the end of the term for which the Secretary was elected, there will be an immediate vote by the membership for a replacement.
  - d. The office of the Secretary does not require a term as Treasurer, President-Elect, and/or President.
  - e. Must have a vote of confidence from the Executive Council prior to terms 2 and 3.
- 2. Functions and Responsibilities
  - a. Record and maintain minutes to all meetings and conference calls.
  - b. Conduct correspondence of SCATA Executive Council with membership and any other organizations as directed.
  - c. Organize, prepare, and distribute newsletter for the membership.
  - d. Attend all meetings and conference calls
  - e. Votes on all matters brought to the Executive Council
  - f. Provide membership status statements to the Executive Council annually and on request.
  - g. Organize and direct registration for the Annual Symposium.
  - h. Manage all components of the organization's digital footprint (i.e., social media, website, correspondences)

#### Section 9.06 Treasurer

- 1. Election and Terms of Office
  - a. The Treasurer shall be elected by a simple majority of the voting membership by electronic mail / web-based ballot.
  - b. The term of office for Treasurer shall be for a two-year term. The treasurer may serve three (3) consecutive terms.
  - c. The term of the office of Treasurer shall begin at the time of the annual business meeting during the annual symposium. In the event that the office of the Treasurer becomes vacant before the end of the term for which the treasurer was elected, there will be an immediate vote by the membership to replace.
  - d. The office of the Treasurer does not require a term as Secretary, President-Elect, and President.

- e. The office of the Treasurer does not require a term as Secretary, President-Elect, and/or President.
  - f. Must have a vote of confidence from the Executive Council prior to terms 2 and 3.
2. Functions and Responsibilities
- a. Receive and deposit all association monies.
  - b. Maintain accurate records of all SCATA financial activity.
  - c. Issue receipts: pay all accounts as authorized by the Executive Council.
  - d. Ensure any payment in excess of \$2,000.00 receives approval from the Executive Council.
  - e. Provide an annual financial report to the membership at the annual business meeting.
  - f. Votes on all matters brought to the Executive Council.
  - g. Provide detailed financial reports to the Executive Council upon request.
  - h. Communicate with District 3 regarding the collection of membership dues.
  - i. Attend all Executive Council meetings and conference calls.
  - j. Present a proposed budget prior to the upcoming fiscal year. SCATA fiscal year runs from January 1 – December 31 of the respective year.
  - k. Collect membership dues from those who are not NATA members.
  - l. Prepares and submits annual Federal Income Tax Return.

#### Section 9.07 Past President

- 1. Terms of Office
  - a. The Past President will serve a two-year term.
  - b. The term of office will begin at the time of the annual business meeting during the annual symposium. In the event that office becomes vacant before the end of the term, the prior Past President will replace and serve the remaining term.
- 2. Functions and Responsibilities
  - a. Serve in an advisory role.
  - b. Attend conference calls and meetings when available.
  - c. Serve as tie breaking vote only in the event of an impasse.
  - d. Conduct elections of the Executive Council positions.

### **Article X Executive Council**

Section 10.01 Selection: The Executive Council shall consist of the President, President-Elect, Secretary, Treasurer, and Past President.

#### Section 10.02 Powers and Duties of the Executive Council

- 1. Meets at the Annual Business Meeting and at any other time during the years as the President deems necessary
- 2. Serves as the official legislative body of the Association
- 3. Approves appointment of all committee chairs and standing committee members
- 4. Approves the appointment of all ad-hoc committees deemed necessary for the conduction of special Association projects of study.
- 5. Continually evaluates and defines the roles and functions of all Association officers, standing committees, and ad-hoc committees
- 6. Receives recommendations, suggestions and requests from the membership and considers the issues during Executive Council Meetings
- 7. Continually re-evaluates the goals and objectives of the Association and accepts responsibility for progress toward these goals
- 8. Acts as an auditing committee for the SCATA financial affairs and approves financial statement
- 9. The Executive Council shall not receive any stated salaries for their services. The Executive Council may resolve to reimburse for expenses incurred during attendance of any meeting or formal representation of SCATA.
- 10. The Executive Council may authorize any officer or officers to enter into any contract or execute and deliver any instrument in the name of and on behalf of SCATA.

### **Article XI. Committees and Committee Chairs**

Section 11.01 All committees, standing and ad hoc, shall be appointed or dissolved by the Executive Council.

Section 11.02 All committee chairs, standing and ad hoc, shall be appointed or dissolved by the Executive Council.

1. Term of office

- a. The Committee members will volunteer to serve on committees and then be chosen by the Executive Council.
- b. Committee appointments will be made in even numbered years.
- c. Members shall serve a term of two years and can serve up to 3 consecutive terms.
- d. Committee Chairs will be appointed by the Executive Council one term (2 year) and may serve no more than 3 consecutive terms with continued support of the Executive Council. The Executive Council can dissolve a committee chair at any time or extend a committee chair to meet needs of the organization.
- e. In order to serve on the Committee, one must be a member in good standing of SCATA, a South Carolina Athletic Trainer and possess a National Provider Identifier (NPI).

Section 11.03 In addition to voting members of the Committee non-voting members (i.e. students, honorary members) may serve a term of two years in a mentorship role.

- a. Non- voting members must be a member in good standing with SCATA.
- b. Non-voting members can be appointed by the Committee Chair with 2/3 vote of committee approval as well as approval by Executive Council

**Article XII. Amendments to the By-Laws**

Section 12.01 These By-Laws may be amended at the business meeting of the SCATA's Annual Symposium by a two-thirds majority of the voting membership in attendance.

Section 11.02 Proposed amendments shall be submitted only by members with voting power.

**Article XIII. Removal of Office**

Section 13.01 Any member of the Executive Council may be removed from office for:

1. Failure to perform the duties of the office.
2. Mismanagement of SCATA funds or property.
3. Unprofessional behavior as defined by the NATA Code of Ethics.

Section 13.02 A member of the Executive Council may be removed from office by a 2/3 vote from the Executive Council, including the Past President.

**Article XIV. Parliamentary Authority**

Section 14.01 The SCATA parliamentary proceedings will follow Robert's Rules of Order during all meetings.

Revised Jul 15, 2021

Executive Council - Searson, Fraley-Hand, Christman, Williams, Drake