

**Bylaws of
National Athletic Trainers' Association
District One, Inc.**

Last revision: August 19, 2020

Article 1.0 The District

1.1 Name

The name of the organization shall be the National Athletic Trainers' Association District One, Inc.

1.2 Geographic Boundaries

For the purposes of representation of members and the election of District Officers, the National Athletic Trainers' Association District One, Inc. shall include the states of Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont.

Article 2.0 Purposes

The purposes for which District One is organized are as follows:

- (a) To enhance the quality of health care provided by athletic trainers.
- (b) To advance the athletic training profession.
- (c) To safeguard and advance the interests of its members by presenting the profession's viewpoints, concerns and other important information to the media and to appropriate legislative, administrative, regulatory and private sector bodies, and by developing a working relationship with appropriate governmental and private sector not for profit and for profit entities.
- (d) To advance members' level of knowledge through the collection, interpretation and dissemination of information on subjects appropriate to the profession.

Article 3.0 Membership

3.1 Membership Qualifications

Membership in the NATA is a prerequisite for membership in District One. A person shall be deemed a member in District One upon receipt of official notification of membership from the National Athletic Trainers' Association, Inc. national office.

3.2 Membership Classification

Membership classification shall be made according to the definitions, requirements and specifications established by the NATA.

3.3 Member Rights and Privileges

- (a) All members may take part in discussion or debate and have the privilege of the floor during the annual business meeting or any other officially convened District One business meeting. However, only Certified and Certified Retired members shall be entitled to make motions or vote on District One business.
- (b) Only Certified and Certified Retired members shall be entitled to hold elected office in District One.

3.4 Membership Standards

All members must comply with the NATA Code of Ethics and NATA's Standards, Eligibility Requirements, and Membership Sanctions and Procedures.

3.5 Termination of Membership

Any member may terminate his or her membership at any time by notifying NATA's membership department of his or her intent to terminate.

Article 4.0 Membership Meetings

4.1 Time, Location, Notification

Member meetings may be held twice annually. One meeting shall be held at the annual EATA meeting or at a designated yearly District One meeting and the other shall be held at the annual NATA Clinical Symposia & AT Expo. The location and time of the Member meetings shall be published in advance of the meeting in appropriate District One State and/or NATA publications. Other meetings may be called as required.

4.2 Purposes

The member meetings shall be held for the purposes of announcing the District financial status, for the delivery of the District Director's report, for the delivery of the District committee reports and for conducting the business of the District.

4.3 Parliamentary Authority

- (a) All meetings and proceedings will be conducted in accordance with the most recent edition of Robert's Rules of Order.
- (b) Minutes of each meeting shall be kept.

Article 5.0 District Executive Council

5.1 Members

The Executive Council of District One will be comprised of the District Director, District Secretary, District Treasurer and the Presidents of the State Associations comprising the District. The District One Director, District One Secretary and District One Treasurer will gain seats upon being elected by the District's Certified and Certified Retired membership. No State President can hold a seat on the Executive Council without being a Certified or Certified Retired member of the NATA. If a person is elected as a State President who is not a Certified or Certified Retired member of the NATA, that State's executive body must appoint a representative that is a Certified or Certified Retired member of the NATA to serve on the District One Executive Council in place of the State President.

5.2 Purpose

The purpose of the Executive Council is to review District matters, to offer recommendations and advice to the District Director; to ensure responsible fiduciary actions, and to fill any District officer vacancies according to section 6.6 of these Bylaws.

5.3 Meetings

- (a) There shall be at least bi-annual meetings of the District One Executive Council. The District Director shall call all meetings.
- (b) Members of the District One Executive Council may participate in a meeting by conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other and in turn speak. Such participation in a meeting shall constitute presence at the meeting.
- (c) Each seat of the Executive Council shall have one vote. There shall be one vote for each of the following: District Director; District Secretary; District Treasurer; President of Connecticut; President of Maine; President of Massachusetts; President of New Hampshire; President of Rhode Island and President of Vermont for a total of nine votes. A simple majority shall constitute a quorum.
- (d) Each State President may select any state member as a proxy, provided that such a member is a voting member in good standing with the NATA.
- (e) Minutes of each Executive Council meeting shall be kept.
- (f) If the District Director is temporarily incapacitated or unable to officiate at District One Executive Council meetings due to a medical or personal issue, the officer whose term of service is longer, of the District Secretary or District Treasurer, may call a meeting of the District One Executive Council.
- (g) A District One Officer may designate a District One voting member in good standing to serve as proxy if an officer is unable to attend a District One Executive Council meeting. The proxy appointment will be for the designated meeting only. The appointment must be documented in the meeting minutes.
- (h) A District One officer may designate a proxy to represent District One if an officer is unable to attend a meeting of the EATA Executive Board. The proxy must be a District One voting member in good standing, and either an Immediate Past District One officer, District One officer, or a current elected member of the District One Executive Council. The proxy appointment will be for the designated meeting only.

Article 6.0 Election, Removal and Replacement of District Officers

- (a) Unless otherwise provided in these Bylaws, the rule of majority, in accordance with Robert's Rules of Order shall be in effect for all elections. In the event of more than two candidates running for an office, the winner will be decided by Plurality, in accordance with Robert's Rules of Order.
- (b) In the event of a tie between the candidates during the district officer election, voting shall be extended in increments of 4 days, until a candidate has attained the majority (or plurality, if applicable).
- (c) A list of nominees shall be published by the Nominations and Election Committee and distributed to the voting membership at least one month prior to the deadline for mailing ballots.
- (d) Elections shall be by first class mail ballot or electronic medium. The candidate

receiving the majority/plurality of the returned ballots shall be the winner. In the event no candidate receives a majority, preferential ballots as described in Robert's Rules of Order will be utilized.

- (e) Any officer who ceases to meet the qualifications for being a Certified or Certified Retired member of the NATA shall automatically cease to be an officer. An interim replacement shall be chosen, according to section 6.6 of these By-laws.
- (f) A candidate may run unopposed for District One offices. Said candidate shall be considered elected unanimously if no other candidates are nominated by the close of

nominations. A voice vote of affirmation shall be taken at the District business meeting.

(g) A candidate may not run for more than one District office in an election cycle.

6.1 Election of the District Director

The District Director shall be elected by vote of the Certified and Certified-Retired eligible membership of District One. Section 6.4 of the NATA bylaws will determine the term of office of the District Director. The term of office shall begin with the first Board of Directors meeting following the District One Business Meeting, held during the course of the annual NATA Clinical Symposia & AT Expo. The District Director may serve no more than two consecutive terms.

6.2 Election of the District Secretary

The District Secretary shall be elected by vote of the eligible Certified and Certified-Retired membership of District One. The term of office shall be two years, commencing with the electoral period of the year 2011. The term of the office shall begin at the District One Business Meeting held during the annual NATA Clinical Symposia & AT Expo. The District Secretary may serve no more than two consecutive terms.

6.3 Election of the District Treasurer

The District Treasurer shall be elected by vote of the eligible Certified and Certified-Retired membership of District One. The term of office shall be four years, commencing with the electoral period of the year 2010. The term of the office shall begin at the District One Business Meeting held during the annual NATA Clinical Symposia & AT Expo. The District Treasurer may serve no more than one term.

6.4 Removal of District Officers

The District One members may remove their officers at any time. The voting members, by majority vote of the members present at a District meeting, may call for a mail ballot of its voting members on the question of whether to impeach an officer. The mail ballot shall specify which officer is to be removed and for what reasons. If a majority of the votes cast in the mail ballot vote in favor of impeachment, the officer will be removed. An interim replacement shall be chosen according to section 6.6 of these Bylaws.

6.5 Resignation of Officers

Any officer may resign at any time by notifying the Executive Council in writing of his or her resignation. If the District Director resigns, he or she must also notify the President of the NATA. Such resignations shall take effect at the time therein specified.

6.6 Vacancies

The Executive Council, at either a meeting or conference call, shall select and appoint someone to fill the remaining terms of any vacated District office.

Article 7.0 Duties of the Officers

7.1 District Director

- (a) To serve as the official spokesperson for the District and to act as the representative of the organization to allied associations and other organized bodies, or to appoint a representative to carry out this function.
- (b) To serve on the NATA Board of Directors.
- (c) To develop the agenda for and preside over all Executive Council and Business meetings of the membership of the District.

- (d) To implement the mandates and policies of the District.
- (e) To appoint all standing committees and other special or ad hoc committees that may be formed.
- (f) To transact all business for and on behalf of the District, subject to the Bylaws.
- (g) To commit the District to no obligation in excess of its available resources.
- (h) To serve on the EATA Executive Board.

7.2 District Secretary

- (a) To attend District meetings, record and distribute to members the minutes of District meetings.
- (b) To maintain a file of the records and official correspondence of the District.
- (c) To conduct, in conjunction with the District Director such matters as meetings, notices, election results, and committee appointments and all notices as required by these Bylaws.
- (d) To maintain, in cooperation with the national office, a current and accurate mailing list and an official record of the District membership.
- (e) To maintain a record of the District committee members and chairpersons.
- (f) To provide the District Director with a detailed order of business including reports and announcements prior to each business meeting.
- (g) To serve on the District Secretary-Treasurer Committee of the NATA.
- (h) To bring to each meeting: copies of the NATA Bylaws; District One Bylaws, policies and procedures manual, membership database, a list of standing and special committees, and the most current edition of Robert's Rules of Order.
- (i) To serve on the District One Executive Council.
- (j) To serve on the EATA Executive Board.

7.3 District Treasurer

- (a) To receive dues monies from the national office.
- (b) To allocate state dues disbursements to each state President, according to the NATA dues disbursement schedule.
- (c) To keep and maintain a permanent and accurate record of all receipts and disbursements of the District, and report it to the District Executive Council and membership at stated meetings.
- (d) To handle the receipts and disbursements of all monies from the District.
- (e) Prepares report and documentation which is sent annually to the district's certified public accountant for review and preparation of annual tax filing, and for requested audits.
- (f) To provide an annual financial report to the Director and interim reports as requested by the Executive Council.
- (g) To serve on the District Secretary-Treasurer Committee of the NATA.
- (h) To serve on the District One Executive Council.
- (i) To serve on the EATA Executive Board.

Article 8.0 Finance

8.1 Membership Dues

- (a) District One membership dues will be remitted to the NATA, with the annual dues assessed by that office. NATA shall forward District One dues to the District

Treasurer.

- (b) Annual dues for membership in District One shall be established by the Executive Council for all membership categories, as defined by the NATA.
- (c) Delinquent members shall be ineligible to vote or hold office within the District until such delinquent dues and processing fees are paid.

8.2 Other

District One may accept financial support from outside agencies or entities to help fund professional projects within the District consistent with limitations imposed by law and by the NATA.

8.3 Checks, Drafts, etc.

All checks, drafts or other orders for payment of monies, issued in the name of NATA District One shall be signed by such Officer or Officers of the District in such a manner as shall be determined from time to time by resolution of the District One Executive Council.

8.4 Deposits

The funds of NATA District One shall be deposited in such depositories as the District One Executive Council selects.

8.5 Gifts

The members of the Executive Council may accept, on behalf of District One without further authorization, any contribution, gift, bequest or device, except such gifts made with limitations or conditions imposed by the donor.

8.6 Fiscal Year

The fiscal year shall be determined by resolution of the Executive Council.

8.7 Tax Preparation

One month after the close of the fiscal year, the Treasurer shall submit the Treasurer's books to the District's certified public accountant for tax preparation. A written report summarizing District One's financial status shall be made to the membership at each member meeting.

8.8 Accountability

The District One Director and District One Treasurer shall be accountable for proper dispensation of all receipts and expenses for the District.

8.9 Financial Investments

8.9.1. The Treasurer and financial advisor shall meet at least quarterly to review District One investment portfolio

8.9.2. The District Director and Treasurer shall meet yearly with the District One financial advisor.

8.9.3. The financial advisor shall provide a report to the District One Executive Council biannually.

Article 9.0 Committees

There shall be two types of committees: (1) Special and (2) Standing Committees.

9.1 Special Committees

- (a) The District Director as needed shall form special committees.
- (b) Special committees shall be composed of a chairperson appointed by the District Director. The Director and Chairperson shall recruit members to serve on the committee. The Chairperson will report directly to the District Director.
- (c) The District Director shall charge each special committee with specific tasks and the committee shall dissolve when its tasks have been completed.

9.2 Standing Committees

- (a) The following Standing Committees shall be formed:
 - 1. Nominations & Elections
 - 2. Honors & Awards
 - 3. History & Archives
- (b) The District Director with the approval of the Executive Council will appoint the Chairperson of each committee. The term of office will be for one year commencing with the end of the Annual NATA members meeting and he/she may be reappointed with the approval of the Executive Council.
- (c) In the event of a vacancy, the District Director, with the approval of the Executive Council, will appoint a member to fulfill the remainder of the expired term.

9.21 Nominations and Elections Committee- Functions & Responsibilities

- (a) To seek, screen and maintain a list of qualified candidates for the elected offices of District Director, District Secretary and District Treasurer.
- (b) To conduct the election for the District offices, as necessary by mail ballot, using first class mail.
- (c) To present nominees for elected offices to the voting membership on the mail ballot.
- (d) To obtain the results of the mail ballots appropriately and tabulate the ballots to determine the winner of the election.
- (e) To provide the election results to the District Director at the conclusion of the election. The District Director will notify all candidates for office of the results, and announce the election results to the membership.
- (f) In the event the District Director is running for re-election, the District officer whose term of service is longer shall be informed of the election results for District Director, and will notify candidates for that office of the results of the election, and be responsible for announcing the results of the election to the membership.
- (g) To publicize upcoming elections for six months prior to the election date.
- (h) To advise the Executive Council.

9.22 Honors & Awards Committee- Functions & Responsibilities

- (a) To screen and nominate members from District One for the NATA Hall of Fame and other NATA awards.
- (b) To seek, screen and maintain a list of qualified candidates for District awards.
- (c) To recommend qualified District One members to the EATA Honors & Awards Committee.
- (d) To consider special Honors & Awards, which could be presented to individuals, who are, or have been, members of the District.
- (e) To advise the Executive Council.

Article 10 Amendments

These Bylaws may be altered, amended, supplemented or repealed:

- (a) After changes submitted and approved by the Executive Council, are submitted to the members and approved by a two-thirds of the voting membership that are in attendance, at a District business meeting (provided that the proposed changes have appeared as a printed agenda item), or by a two-thirds of the returned ballots in a mail/electronic vote.

- (b) Technical corrections to these Bylaws may be made by unanimous vote of the Executive Council. If these Bylaws are altered, amended, supplemented or repealed in this manner, the changes will not become effective until thirty days after the membership has been advised of the changes.

Article 11 Governing Authority

These Bylaws shall not conflict with the Bylaws of the NATA. In the event of a conflict, the NATA Bylaws will take precedence and the District One Bylaws will be amended accordingly.

Article 12 Duration

The duration of the National Athletic Trainers' Association District One, Inc. shall be perpetual.

Article 13 Indemnification

To the extent, if any, that the Executive Council may determine, and to the extent allowed by law, District One may indemnify any Director or Officer or former Director or Officer, or any person who may serve at its request as a Director or Officer against the reasonable expenses (including attorney's fees) actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding in which he or she is made a party by reason of being or having been such Director or Officer.

Approved: 6/2010

Revised: 6/2011

Revised: 6/12/2017

Revised: 6/27/2017

Revised: 8/31/2017