**Bylaws of the Rhode Island Athletic Trainers Association**

**Article I Membership**

**Section 1**            Any person who is engaged in the profession of athletic training and who desires to contribute to the advancement of the stated purposes of this organization shall be eligible for membership.  Membership shall include, but not limited to all NATA Certified Athletic Trainers who are licenses and reside in the state of Rhode Island.

**Section 2**            All members may take part in discussion or debate and, in general have privileges of the floor.  Only NATA Certified Athletic Trainers who are licensed in the state of Rhode Island are entitled to make a motion or vote.

**Section 3**             A candidate will become a member once his/her complete application is approved by the Secretary.

**Article II             Suspension of Membership**

**Section 1**            Any individual’s membership may be suspended by the Executive Council for:

a.      Revocation of the license to practice athletic training.

b.      A violation of the National Athletic Trainers Association, Inc. Code of Professional Practice

**Section 2**           Recommendation for suspension of membership based upon Article II, Section 1 shall be made in accordance with the procedures outlined in the National Athletic Trainers Association, Inc. Code of Professional Practice.

**Article III           Organization**

**Section 1**             The governing body of this organization shall be the Executive Council.  The Executive Council shall be made up of President, President-Elect, Secretary, Treasurer, and Past President (for 1 year), and a Membership Representative.

**Section 2**             The President shall serve as the chair of the Executive Council and shall be responsible for the conduct of all meetings.

**Section 3**              No member shall hold more than one (1) office on the Executive Council at one time.

**Section 4**              Each member of the Executive Council shall be allowed one (1) vote when deciding issues before the Council

**Article IV            Officers**

**Section 1**             The officers of the Rhode Island Athletic Trainers Association shall be the President, President-Elect, Secretary, Treasurer, Past President, and Membership Representative

**Section 2**            Election of the officers of this organization shall be by a majority of votes cast by the membership as outlined in these bylaws.

**Section 3**              The office of President shall be a successive one, being filled by the President-Elect.  A simple majority of votes cast shall determine the new President.

**Section 4**              The term of office for President shall be two (2) years or until a successor is named.

**Section 5**              The term of office for President-Elect shall be two (2) years or until a successor is named.

**Section 6**              The term of office for Secretary shall be two (2) years or until a successor is named.

**Section 7**            The term of office for Treasurer shall be two (2) years or until a successor is named.

**Section 8**             The term of office for Membership Representative shall be two (2) years or until a successor is named.

**Article V             Duties of the Officers**

**Section 1**              The duties of the President are:

a.      To serve as official spokesperson for the organization and to act as the representative of the organization to other allied organizations and other organized bodies, or to appoint a representative to carry out this function.

b.      To serve as chair of the Executive Council at all meetings of the body.

c.      To appoint with the approval of the Executive Council, committee chairs to all standing committees that may be formed.

d.      To maintain communication with the Executive Council in all matters pertinent to the coordination, management and supervision of the organization's affairs.

e.      To develop the agenda and preside over all meetings of the Executive Council.

f.      To develop the agenda and preside over all meetings of the membership of the organization

g.       To implement the mandates and policies of the organization as determined by the Executive Council.

h.      To transact all business for and on behalf of the organization subject to the provisions of the Constitution and Bylaws

i.       To commit the organization to no financial obligation in excess of its available financial resources.

j.       To serve on the District I Advisory Council.

k.      To serves as an officer on the Executive Council for one (1) year as Past President, immediately following his/her term as President for the purposes of assisting in the transition of leadership of the organization.

**Section 2**            The duties of the President-Elect are:

a.      To serve as a member of the Executive Council at all meetings of that body

b.      To assume the duties of President in his/her absence or for the remainder of the President’s term in the event that the President becomes unable to fulfill the duties of that office.

c.      To serve as the Newsletter’s coordinator in conjunction with the editor.

d.      To assume other duties as assigned by the President

**Section 3**              The duties of the Secretary are:

a.               To record and report all minutes of the meetings of the Executive Council and of the organization to the membership and incorporate lawyer.

b.               To maintain a file of the records and official correspondence of the organization.

c.               To conduct, in conjunction with the President and Executive Council, the official correspondence of the organization.

d.               To maintain, in conjunction with the membership chair, a current and accurate mailing list and official record of the organization membership.

e.               To maintain a record of committee chairs, committee members, and members of the Executive Council.

f.               To provide the President with a detailed order of the business meeting.

g.               To bring to each meeting a copy of Constitution, Bylaws, standing rules, voting membership roll call, a list of standing and special committees and materials to enact a secret ballot.

**Section 4**             The duties of the treasurer are:

a.      To keep and maintain a permanent and accurate record of all receipts and disbursements of the organization.

b.      To manage the receipt and disbursement of all monies to and from the organization and maintain a file of proper documentation to account for each transaction.

c.      To submit the official books for a written annual audit by a Certified Public Accountant and at any time as requested by the Executive Council.

d.      To provide to the membership a written annual audit certifying the accuracy of the financial records maintained by the Treasurer.

e.      To provide an annual financial report to the President and interim reports as requested by the Executive Council.

f.      To serve as an ex-officio member of the membership’s committees, so as to provide leadership and maintain a complete and accurate record of the dues of that membership.

**Section 5**              The duties of the Past President are:

a.      To vote upon all issues presented to the Executive Council for a period of one (1) year.

b.      To assist in the transition of leadership of the organization.

**Section 6**            The duties of the Membership Representative are:

a.      To vote upon all issues presented to the Executive Council

b.      To serve as Chairman of the President’s Advisory Committee.  The committee shall consist of one representative from each of the following groups: College/University, High School, Private/Professional, and Student.  Each representative will be appointed by the President for a period of one (1) year.

c.      To maintain, in conjunction with the Secretary, a current and accurate mailing list and official record of the organization membership.

d.      To familiarize new members with Rhode Island licensing regulations.

**Article VI            Meetings**

 **Section 1**              The organization shall conduct all meetings in accordance with the standards outlined in Robert’s Rules of Order.

**Section 2**           All business conducted at the business meetings shall be passed by a majority vote of those present who are eligible to vote as outlined by these bylaws.

**Section 3**             The organization shall conduct at least three (3) meetings according to the schedule as follows:

a.               A meeting shall be held in January in conjunction with the Eastern Athletic Trainers Conference

b.               A meeting shall be held in conjunction with the Rhode Island Athletic Trainers Annual Sports Medicine Seminar.

c.               A meeting shall be held in June of each year in conjunction with the National Athletic Trainers Conference

d.               Special meetings shall be called when necessary by the Executive Council.

**Section 4**              Business conducted at business meetings shall be passed or defeated by a majority of those eligible to vote present, other than those requiring vote of the Executive Council.

**Section 5**             Business requiring votes shall be upon an established agenda approved by the Executive Council.  An agenda shall be submitted thirty (30) days before such a meeting to the Executive Council for approval.

**Section 6**            The Executive Council shall have the power to change an agenda at any time.

**Section 7**             The Executive Council shall have, by majority vote, the responsibility and exclusion authority to establish rules, regulations, and guidelines for the classification, scholastic requirements, conduct, professional behavior, compliance with city, state and federal rules and regulation and professional list of the members of the organization.

**Article VII          Election of Officers**

 **Section 1**              A Nomination Committee shall be appointed to receive nominations and to insure candidates’ eligibility for office and acceptance to office.  A Ballot and Election Committee shall be appointed to carry out the procedure for election of officers.

**Section 2**           Eligibility of a candidate for any office shall be contingent upon current licensure in Rhode Island and current membership in the Rhode Island Athletic Trainers Association.

**Section 3**             The nomination period shall be from October 1 until October 31 of the election year.  Nominations must be received by the Nominations Committee by 5:00 PM, October 31.

**Section 4**           Self or second party nominations are acceptable.

**Section 5**            The election period shall be from November 15 until December 15 of the election year, or thirty (30) days from the mailing of the ballots.  Ballots must be received by the Ballot and Election Committee on or before December 15, or thirty (30) days from the mailing of the ballots.  The newly elected officials shall take office on January 1.

**Section 6**            All election and amendment votes shall be conducted by secret ballot.

**Section 7**             The Ballot and Election Committee shall be responsible for the design and distribution of the ballot to the members eligible to vote.  The ballot must include each candidate’s name and instructions for completing the ballot and an address to which the ballots should be sent for counting.

**Section 8**              Each candidate will have his/her name positioned on the ballot in alphabetical order by last name.

**Article VIII        Committees**

**Section 1**              All Committees shall be appointed or dissolved by the President with the approval of the Executive Council

**Section 2**            The chair of each committee shall be allowed to choose the members of the committee upon the approval of the President.

**Section 3**              The chair of each committee shall submit a report to the Secretary two (2) weeks prior to all business meetings.

**Article IX           Saving Clause**

**Section 1**             In addition to the powers set forth in this constitution, the organization shall have all further power and authority to be reasonably implied from the objectives stated herein, without necessity for specific amendment to the constitution.

**Section 2**             Failure of literal or complete compliance with the provisions of the constitution and bylaws with respect to dates and times of notices, or sending and receipt of the same, or errors in phraseology of notices or proposals, which in the judgment of the members present at the meeting held, do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of members at any meeting.

 **Article X             Place of Meeting**

**Section 1**              All meetings of the Rhode Island Athletic Trainers Association shall be held at the principle office of the organization in Rhode Island, unless a different place within said state or, if permitted by the Articles of Organization, elsewhere within the United States,  is designated by the President, or by a majority of the Executive Council.  Any adjourned session of any meeting shall be held at such place within said state, or if permitted by the Articles of Organization, elsewhere within the United States as is designated in the vote of adjournment.

**Article XI           Quorum**

**Section 1**             Any action required or permitted to be taken at any meeting of the Executive Council may be taken without a meeting, if all members of the council consent to the action in writing and written consents are filed with the records of the meetings of the Council.  Such consents shall be treated for all purposes as a vote at a meeting.

**Article XII          Proxies**

**Section 1** Members entitled to vote may either in person or by proxy, dated not more than thirty (30) days before the meeting named therein, which proxies shall be filed with the Secretary or other person responsible to record proceedings of the meeting before being voted.  Unless otherwise specifically limited by their terms, such proxies shall entitle the holders thereof to vote at any adjournment of such meeting.

**Article XIII        Action by Consent**

**Section 1**              Any action required or permitted to be taken at any meeting of the Executive Council may be taken without a meeting, if all members of the Council consent to the action in writing and the written consents are filed with the records of the meetings of the Council.

**Article XIV         Action at meetings**

**Section 1**             The action of the members on any matter properly brought before such meeting shall be decided by a majority of the members present of represented and entitled to vote and voting on such matters, except where a different vote is required by the law, the Articles of Organization or these Bylaws.  In the event of a vacancy on the Executive Council, the remaining members, except as otherwise provided by law, may exercise the powers of the full council until the vacancy is filled.

**Article XV          Constitutional Amendments**

**Section 1**              All proposed constitutional amendments shall be submitted, in writing, to the Secretary at least six (6) weeks prior to a business meeting.  The Secretary will distribute copies of proposals to all voting members at least thirty (30) days prior to the meeting.

**Section 2**              Open discussion of the proposals shall be conducted at any business meeting of the organization.

**Section 3**              The Secretary shall be responsible for the distribution of ballots for proposals.  The ballot for voting on proposed amendments shall include:

a.               The proposed amendment

b.               The present text

c.               An impact statement (pro and con)

d.               The recommendation of the Executive Council

e.               The closing date of balloting

f.               The address to which the ballots must be sent.

**Section 4.**           The balloting period shall be thirty (30) days.  Ballots must be postmarked on or before the closing date to be valid.  Those ballots postmarked after this time shall not be counted.

**Section 5**              A two-thirds (2/3)-majority vote of ballots received shall be necessary for the adoption of a proposed constitutional amendment.