

Bylaws

(District IV, National Athletic Trainers' Association, Inc. 1967)

Table of Contents

| | |
|---|----|
| Article I – The Association | 4 |
| Section 1 – Name | 4 |
| Section 2 – Purpose | 4 |
| Article II – Mission/Vision | 4 |
| Article III – Membership | 4 |
| Section 1 – Membership Classification | 4 |
| Section 2 – Membership Rights and Privileges | 4 |
| Section 3 – Membership Qualifications | 4 |
| Section 4 – Membership Dues | 4 |
| Section 5 – Membership Cancellations and Revocations | 5 |
| Article IV – Officers | 5 |
| Section 1 – District Four Executive Committee | 5 |
| Section 2 – District Four Executive Committee Nominations | 5 |
| Section 3 – District Four Executive Committee Elections | 5 |
| Section 4 – District Four Executive Board | 6 |
| Section 5 – Executive Board Eligibility Requirements | 6 |
| Section 6 – Removal of Executive Board Member | 6 |
| Section 7 – Executive Board Vacancy | 6 |
| Article V – Duties of Officers | 7 |
| Section 1 – District Four Director | 7 |
| Section 2 – District Four Director-Elect | 8 |
| Section 3 – District Four Secretary | 8 |
| Section 4 – District Four Treasurer | 9 |
| Section 5 – State Representatives | 9 |
| Article VI – District Four Meetings | 9 |
| Section 1 – District Four Membership Meetings | 9 |
| Section 2 – Quorum of District Four Membership | 10 |
| Section 3 – Voting Members | |
| Section 4 – District Four Executive Board Meetings | |
| Article VII – Special Committees and Appointed Positions | |
| Article VIII – Parliamentary Authority | |
| Article XI – Amendments to the Bylaws | |
| Section 1 – Amendments to Articles I-IV and XI | |
| Section 2 – Amendments to Articles V-VIII | |

Section 3 – No Conflict with NATA

Article I – The Association

Section 1 – Name

- a. The name of this organization will be District Four of the National Athletic Trainers' Association, known herein as "District Four."

Section 2 – Purpose

- a. For purposes of representation of the membership and the election of District Four Officers, District Four shall be composed of National Athletic Trainers' Association (NATA) members who reside in Indiana, Michigan and Ohio.

Article II – Mission/Vision

- a. **MISSION:** The mission of District Four is to represent, engage and foster the continued growth and development of the athletic training profession and athletic trainers as unique health care providers.
- b. **VISION:** Athletic trainers will be globally recognized as vital practitioners in the delivery and advancement of health care. Through passionate provision of unique services, athletic trainers will be an integral part of the inter-professional health care team.

Article III – Membership

Section 1 – Membership Classification

- a. The classification of members will be in accordance with the NATA Bylaws.

Section 2 – Membership Rights and Privileges

- a. Qualifications for membership and the respective rights, obligations, and privileges of membership will be set forth in the NATA Bylaws.

Section 3 – Membership Qualifications

- a. Membership in the NATA is a prerequisite for membership in District Four.

Section 4 – Membership Dues

- a. Membership dues will be distributed from the NATA to District Four. District Four will then distribute an agreed upon amount of money per member to Great Lakes Athletic Trainers Association (GLATA).
- b. State membership dues will be distributed in accordance with established state membership dues rates to the following state associations (Indiana Athletic Trainers' Association (IATA), Michigan Athletic Trainers' Society (MATS), and the Ohio Athletic Trainers' Association (OATA)).

Section 5 – Membership Cancellations and Revocations

- a. Membership cancellations and revocations will be in accordance with NATA policy.

Article IV – Officers

Section 1 – District Four Executive Committee

- a. The District Four Executive Committee will consist of the District Four Director, District Four Secretary and District Four Treasurer.

Section 2 – District Four Executive Committee Nominations

- a. Nominations for the positions of District Four Director-Elect, District Four Secretary and District Four Treasurer will be opened at the Annual Business Meeting in March. Nominations may be submitted in two ways:
 1. Nominations for District Four Director-Elect, District Four Secretary & District Four Treasurer may be announced to the membership at the Business Meeting in March. Nominees must declare their willingness to accept the nomination by submitting the nomination form to the identified member of the District Executive Committee.
 2. Self-nominations for District Four Director-Elect, District Four Secretary & District Four Treasurer may be directly submitted to the identified member of the District Executive Committee using the nomination form.
- b. Nominations for District Four Director-Elect, District Four Secretary & District Four Treasurer will be made and accepted throughout the nominations period and will close at the culmination of the nominations period. Nominations will be managed in collaboration with the GLATA Elections Committee.
- c. District Four nomination timelines shall align with those of the GLATA Executive Committee.

Section 3 – District Four Executive Committee Elections

- a. District Four elections will be held as needed and in conjunction with GLATA elections to fill vacant or termed out positions, with each voting member of District Four permitted one vote per open office.
- b. A single transferable voting system will be used in all District Four Elections. Election ballots will be issued electronically (or by paper ballot per member request) to the voting membership of District Four.

- c. Elected officers will assume their association duties at the GLATA Annual Business Meeting following the conclusion of old business and their district-based duties upon the conclusion of old business at the June Business Meeting.

Section 4 – District Four Executive Board

- a. The District Four Executive Board will consist of the members of the Executive Committee, and the State Representatives as appointed by the following state organizations: Indiana Athletic Trainers' Association (IATA), Michigan Athletic Trainers' Society, Inc. (MATS), and Ohio Athletic Trainers' Association, Inc. (OATA).

Section 5 – Executive Board Eligibility Requirements

- a. To be eligible for the office of District Four Director-Elect, one must 1) be a member of District Four, 2) reside or work within the district, 3) be in possession of a National Provider Identification (NPI) Number, and 4) have served a minimum of one full term in one of the following capacities: as a member of the District Four or GLATA Executive Board, as an elected officer in another NATA District, as Chair of a NATA Committee or Council, or as a state athletic training association president from a District Four member state. Additionally, all candidates for District Four Director-Elect must have been a member of the NATA and GLATA for a minimum of 10 years, including the 3 years immediately preceding nomination as a candidate.
- b. To be eligible to serve as District Four Secretary or District Four Treasurer one must be a member of District 4, reside or work within one of its member states, and be in possession of a National Provider Identification (NPI) Number.
- c. No person will hold office who is not a member of the NATA. No member shall hold more than one district or GLATA elected office or chair/coordinator position simultaneously other than to fulfill temporary duties. No member shall run for more than one Executive Board position simultaneously.

Section 6 – Removal of Executive Board Member

- a. Any District Four Executive Board member may be removed from office with cause, at any time, by a 2/3 majority vote of the District Four Executive Board at a meeting of the District Four Executive Board. The District Four Executive Board member under consideration for removal will be notified of such consideration in writing at least five days prior to the meeting. Such removal will take place without prejudice.

Section 7 – Executive Board Vacancy

- a. When the District Four Director is unable to fulfill or complete their term, and there is no District Director-Elect, the District Four Executive Board will appoint a member who meets the eligibility criteria as specified in Section 3.5.a. to fill the vacancy of the office of District Four Director until a new Director is elected.
- b. If the District Four Director-Elect is unable to fulfill or complete their term, a special election shall be held to fill this position.

- c. When the District Four Secretary or Treasurer is unable to fulfill or complete their term, the District Four Director will nominate a qualified member, as defined in Section 4.b. and 4.c of District Four Bylaws, to fill the vacant office. The Executive Board will confirm the nominee to serve for the remainder of the unexpired term until a new Secretary or Treasurer is elected.
- d. When a State Representative is unable to fulfill or complete their term, that state organization will be responsible for selecting a qualified member to complete that term, upon approval by the GLATA Executive Board.

Article V – Duties of District Four Executive Committee

Section 1 – District Four Director

- a. Term: Elected by the District Four membership and serves a three-year term beginning in June, followed by a two-year term if re-elected. A Director who serves a partial term may then serve two additional terms. A Director is eligible to serve again after a one-year hiatus (except for interim Director as provided in NATA Bylaw Section 6.8).
- b. Duties
 1. Serves as chair, voting member, and official spokesperson for the District Four Executive Committee and Executive Board.
 2. Serves as a member of the GLATA Executive Board and Executive Committee.
 3. Performs all duties as described by the NATA Bylaws.
 4. Possesses full authority and responsibility to transact business for and on behalf of District Four.
 5. Calls all meetings of the District Four Executive Committee and Executive Board.
 6. Implements the mandates and policies of District Four as determined by the District Four Executive Board.
 7. Provides the District Four members and GLATA Executive Board with regular updates concerning NATA business.
 8. Attends/participates in all NATA Board of Director meetings.
 9. Recruits and recommends candidates from District Four for NATA standing committees for NATA Board of Director approval.
 10. Submits an annual budget request per GLATA Finance Committee specified timelines.
 11. Provides a written report to the GLATA President for presentation to the GLATA Executive Board as requested.
 12. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the GLATA President.
 13. Collaborates with the GLATA President to set the agenda for GLATA Executive Board and Business Meetings.
 14. Recognizes District Four NATA award winners in conjunction with the District Eleven Director at the March and June Business Meetings.
 15. Provides NATA update at March and June Business Meetings in conjunction with the District Eleven Director.
 16. Serves as a non-voting ex officio member of the GLATA Finance Committee

Section 2 – District Four Director-Elect

- a. Term: Elected by District Four membership and serves a 15-month term beginning in March following November election. May not simultaneously serve another elected district or GLATA office while serving as District Director-Elect.
- b. Duties:
 1. Serves as a non-voting member of the District Four Executive Committee and Executive Board.
 2. Serves as a non-voting member of the GLATA Executive Board and Executive Committee.
 3. Provides the GLATA Executive Board and District Four membership with regular updates concerning NATA business in absence of District Director.
 4. Attends/participates in all NATA Board of Director meetings.
 5. Submits an annual budget request per GLATA Finance Committee specified timelines.
 6. Provides a written report to the GLATA President for presentation to the GLATA Executive Board as requested.
 7. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the GLATA President.
 8. Serves as a non-voting ex officio member of the GLATA Finance Committee.
 9. Performs additional duties as assigned by the District Four Director.

Section 3 – District Four Secretary

- a. Term: Elected by District Four membership and serves a two-year term. May serve a maximum of three consecutive terms.
- b. Duties:
 1. Serves as a member of the District Four Executive Committee and Executive Board.
 2. Serves as a member of the GLATA Executive Board.
 3. Provides GLATA Secretary with district membership information.
 4. Serves as a member of GLATA Communications Committee.
 5. Attends/participates in NATA Secretary/Treasurer Committee Meetings.
 6. Manages membership database in conjunction with NATA policy.
 7. Maintains a record of District members serving on NATA committees.
 8. Shares district membership information with state association secretaries.
 9. Mentors and disseminates NATA information to state associations regarding membership.
 10. Performs additional duties as assigned by the District Four Director.

Section 4 – District Four Treasurer

- a. Term: Elected by District Four membership and serves a three-year term. May serve a maximum of three consecutive terms.
- b. Duties:
 1. Serves as a member of the District Four Executive Committee and Executive Board.
 2. Serves as a member of the GLATA Executive Board.
 3. Serves as a member of the GLATA Finance Committee.
 4. Attends/participates in the NATA Secretary/Treasurer Committee meetings.
 5. Manages membership dues allocation in conjunction with all relevant policy.
 6. Performs additional duties as assigned by the District Four Director.

Section 5 – State Representatives

- a. Term: Determined by each individual State Association (Indiana, Michigan and Ohio) and confirmed by the District Four Executive Board.
- b. Duties:
 1. Serves as a member of the District Four Executive Board.
 - i. Recognized by the District Four Executive Board as the individual who possesses responsibility to transact District Four business for and on behalf of their respective State Associations, as the official representative of said State Association.
 - ii. In the event of State Representative absence, an individual designated by the State Association may be appointed to serve as proxy for the State Representative, with District Four Executive Board approval.
 2. Serves as a member of the GLATA Executive Board.
 3. Represents their individual State Association regarding District Four issues, with full consideration of association goals and functions.
 4. Serves as a member of the GLATA Finance, Elections and Honors and Awards Committees.
 5. Performs additional duties as assigned by the District Four Director

Article VI – District Four Meetings

Section 1 – District Four Membership Meetings

- a. District Four Business and General Membership meetings shall be held in conjunction with a GLATA Annual Business Meeting. If needed, a special meeting of District Four membership could be called by the District Four Director.

Section 2 – Quorum of District Four Membership

- a. When a vote of District Four membership becomes necessary, a quorum of the District Four membership will consist of voting members present.

Section 3 – Voting Members

- a. Certified and certified retired members as defined in Article III; Section 1 are entitled to one vote on all motions presented to the membership. Majority vote of the quorum signifies a passing motion unless required otherwise by NATA bylaws.

Section 4 – District Four Executive Board Meetings

- a. When deemed necessary by the District Four Director, an Executive Board meeting can be held in person or utilizing other meeting platforms at a time and place determined by the District Four Director. Executive Board members will be notified of all meetings with a draft agenda a minimum of 72 hours prior to a meeting.
- b. A quorum of District Four Executive Board members must be present to conduct business at any called meeting. This consists of the District Four Director, one additional elected officer, and two additional state representatives. In the event the meeting is being held to consider the removal of an Executive Board member, a minimum quorum for this meeting must include all members of the Executive Board not being considered for removal.
- c. Each Executive Board member present shall have one vote in District Four business. A majority vote of the quorum will signify a passing motion unless otherwise required by NATA or District Four Bylaws.

Article VII – Special Committees and Appointed Positions

- a. Special Committees may be formed by the District Four Director as needed, with the approval of the District Four Executive Board.
- b. Coordinator: Each special committee or sub-committee has a coordinator or co-coordinator who is appointed by the District Director with approval of the District Four Executive Board.
- c. Coordinator Term: Coordinators are appointed for a two-year term and may serve more than one term.
- d. Coordinator Evaluation: Coordinators will be evaluated by the District Four Director and District Four Executive Board prior to a request and/or consideration for re-appointment.
- e. Committee Compositions: Each committee member must be approved of the District Four Executive Board. Committees will have membership guidelines outlined by District Four policies and procedures.
- f. To be eligible to serve as a member of a committee or appointed position, one must be a member of District 4, reside or work within the district, and be in possession of a National Provider Identification (NPI) number.

- g. Duties of each special committee are specified in District Four policies and procedures and as designated by the District Four Director.
- h. Executive Board Liaison: Each special committee will have an Executive Board liaison as designated or appointed by the District Four Director.

Article VIII – Parliamentary Authority

- a. In the absence of any provisions in the Bylaws to the contrary, all District Four meetings will be governed by the parliamentary rules and usage contained in the current edition of Robert’s Rules of Order Newly Revised.

Article IX – Amendments to the Bylaws

Section 1 – Amendments to Articles I-IV and IX

- a. All proposed amendments to the Bylaws, Article I-IV and IX must be submitted in writing to the District Four Director at least eight weeks prior to a meeting of the District Four Executive Board. Proposed amendments are advanced to the District Four membership for a vote with a 2/3 majority vote of the District Four Executive Board.
- b. Amendments to Articles I-IV and IX that are favorably voted upon within the District Four Executive Board, must then pass to the District Four membership. The District Four Director will distribute copies of the proposed amendment to all voting members at least four weeks prior to a Business Meeting (March or June). The proposed amendment will be read during new business. Of those present, a two-thirds (2/3) majority vote of the District Four membership will be necessary for adoption of the said amendment.

Section 2 – Amendments to Articles V-VIII

- a. Votes regarding proposed amendments to the Bylaws, Articles V-VIII pass with a majority vote of the District Four Executive Board.

Section 3 – No Conflicts with NATA

- a. As they relate to Articles IV and V (District Four Executive Board) and Articles VI and VII (District Four Special Committees), these Bylaws will not conflict with the Bylaws of the NATA. In the event of such a conflict, the NATA Bylaws will take precedence, and the District Four Bylaws will be amended accordingly.