

## GLATA Student Senate Policies and Procedures

Updated May 5<sup>th</sup>, 2019

- I. The Student Senate meetings will operate according to Robert's Rules of Order
- II. General GLATA Student Senator Responsibilities
  - A. Participate and contribute to the Senate as a leader among peers
  - B. Represents students from respective state
    1. Act as a liaison to the state organizations and athletic training education program directors in each senator's respective state
  - A. Actively communicate with co-state representative to the GSS
  - B. Reply to all GSS communications by stated deadline for each request
  - C. Participate in all scheduled GSS conference calls
  - D. Actively recruit students to attend the GLATA Annual Meeting
  - E. Encourage students to become involved in their profession at any level
  - F. Act as an informed advocate of students for current issues in the athletic training profession
  - G. Apply through the NPPES service for a personal NPI number following appointment to the GSS and before taking an active GSS officer or committee position. Student Senators will also serve as an advocate for other students in District IV to apply through NPPES service for a personal NPI number
  - H. Assist in the planning of the GLATA Annual Meeting Student Education Program (SEP)
    1. Contribute to the topic and speaker lists for planning meeting
    2. Contribute to the development of the program schedule
    3. Contribute to the efforts of the Sponsorships & Donations coordinator as requested

4. Assist in the acquisition of speakers for all lectures and workshops by the given deadline

5. Report state quiz bowl winners with contact information to GLATA Bowl Co- Coordinators within two weeks of contest

I. Attend the Annual GLATA Annual Meeting and Symposium in March

1. The student senators will dress in professional attire

2. The student senators will be responsible for attending:

a) The GLATA Executive Council Meeting

b) The GLATA Business Meeting

c) Their individual state meeting at the GLATA Annual Meeting

d) The President's Reception

e) The GLATA Bowl

f) The Student Educational Program (when not assigned a specific duty by the Annual Meeting Co-Coordinators)

3. The student senators will perform the following duties as assigned by the Annual Meeting Co-Coordinators:

a) Moderator (only after attempts to have students from host state moderate have been exhausted)

b) Donations Display Supervisor

c) Photographer

d) Other (as designated by the Annual Meeting CoCoordinators)

III. GLATA Student Senate Positions

A. GLATA Student Senate Chair

1. Elected by majority vote of the GSS, serves a one-year term, once renewable

- 2.The Chair is responsible for leading elections and appointing committee positions
- 3.Reports to the GLATA Executive Council
- 4.Serves as the GSS liaison to the GLATA Executive Council as a non-voting member of the GLATA Executive Council.
  - a) This includes attending GLATA Executive Council meetings as able
  - b) Submits GLATA Executive Board report for council meetings on behalf of the GSS.
  - c) Submits GSS updates to the GLATA Secretary to be published in the GLATA quarterly newsletters.
- 5.Organizes and leads the GSS
- 6.Communicates all relative information to the GSS and GSS advisors
- 7.Plans and leads all conference calls and meetings
- 8.Creates and distributes the meeting agenda at least one week prior to the scheduled meeting or conference call
- 9.Approves all communication information sent for publication
10. Approves all aspects of the Student Education Program
11. Coordinate the SMILE Mentor Program and encourage the benefits of using the program. Along with this, the Chair is to annually update and distribute the SMILE Mentor Program document
12. Develop and distribute Welcome to GSS Document 13.Delegates tasks to GSS members as needed
13. Responsible for providing room arrangements of all student senators to Education Committee and Local Planning Committee in conjunction with Vice Chair

## B. GLATA Student Senate Vice-Chair

1. Elected by majority vote of the GSS, serves a one-year term, once renewable, and can only be fulfilled by an incoming senator
2. Reports to the GLATA Student Senate Chair
3. Acts as parliamentarian to maintain order according to Robert's Rules of Order during all meetings and conference calls
4. Performs other tasks assigned by the GSS Chair
5. Request monthly committee and state reports 10 days prior to monthly conference call
6. Coordinates and distributes a full monthly report via email to the GSS and GSS Advisors within one week of receiving reports
7. Communicate with Alumni regarding changes and additions to the GSS Alumni Portfolio and GSS Alumni Page on the GLATA website. All changes are to be passed on to the Webmaster and PR student senator
8. Edits and reviews all agendas and e-board reports
9. Collaborates on all e-mails, letters, and action requests that are sent to the chair
10. Leads the state report section of all conference calls
11. Keeps a current contact list and distributes it to the GSS as changes occur
12. Facilitate the planning of GLATA Student Senate sponsored educational opportunities hosted electronically outside of the Annual Meeting

## C. GLATA Student Senate Treasurer

1. Elected by majority vote of the GSS, serves a one-year term, once renewable
2. Reports to GLATA Student Senate Chair
3. Serves as the GSS liaison to the GLATA treasurer

- 4.Organizes, develops, and presents the GSS budget to GSS Chair who will present budget to GLATA Executive Council via the Finance Committee within three weeks of receiving it from GLATA Executive Council
- 5.Communicates the approved budget items to the student senators
- 6.Composes the Treasurer's monthly report and submits it by the deadline set by the Vice-Chair
- 7.Responsible for assisting the GLATA EB treasurer with the reimbursement process. GSS treasurer will administer the reimbursement form to the student senators after the completion of the Annual Meeting, be available to answer questions, and communicate to the EB treasurer when all student senators have mailed out their reimbursement forms

D. GLATA Student Senate Secretary

- 1.Elected by majority vote of the GSS, serves a one-year term, once renewable
- 2.Reports to GLATA Student Senate Chair
- 3.Records all meeting and conference call minutes
- 4.Distributes each set of minutes to the GSS within one week of the meeting or conference call
- 5.Compiles and tallies all votes of GSS during the election of new officers at the Annual Meeting
- 6.Creates and produces a GSS Newsletter with the help of the GSS to be distributed to the GLATA student members.
  - a) The GSS Newsletter will be submitted to the GSS Chair, Vice-chair, and advisors for approval. Upon approval, it will be distributed via the current mail distribution software (e.g. MailChimp).

- b) Distribution will occur in the middle of the following months: February, April, and September.

7. Composes the Secretary's monthly report and submits it by the deadline set by the Vice-Chair

8. Compile the advisor nominee from each state by December 1st and distribute applications to GSS by December 2nd

- a) Responsible for facilitating process and keeping to deadlines
- b) Tallies the electronic votes of GSS members for advisor position selection by January conference call
- c) Submit name of elected applicant to GSS Chair during January conference call

9. Edits and submits student welcome and benefit letter to GLATA secretary for distribution to all new GLATA Students following the Annual Meeting and Symposium.

10. Update P&P according to approvals at the GSS meetings at the GLATA Annual Meeting and distribute updated document to all current GSS members.

11. Coordinate with GLATA secretary on the following tasks:

- a) Create District IV Program Director contact list for communication of GSS events. Contact list will be updated annually.
- b) Share updated GSS contact information following acceptance of incoming student senators at the Annual Meeting and Symposium.
- c) Verify membership of all current GSS members.

E. GLATA Student Education Program Coordinators (3)

1. Appointed by GSS Chair, each serves a two-year term with minimum, with one continuing coordinator and minimum of one new appointment each year.

2. Report to the GLATA Student Senate Chair
3. Serve as liaisons between the GLATA SS and the GLATA Education Committee.
4. Responsible for the planning and implementation of the Student Education Program (SEP) and choosing general session lectures.
5. Communicate directly with the GSS regarding all aspects of the SEP
6. Responsible for organizing educational student activities at the annual meeting.
7. One coordinator will coordinate an annual service project
8. One coordinator will organize an annual student competition or event
9. One coordinator will plan an additional student educational activity such as a panel or a career roundtable
10. Assist accessory activities of GLATA student education program in coordination with workshop coordinator, GLATA Bowl Co-coordinators, and Sponsorships & Donations Co-coordinators.
11. Responsible for reporting speaker information and status to the GLATA Education Committee.
12. Responsible for coordinating initial formal contact and follow-up contact with presenters, upon recommendation from the GSS.
13. Responsible for determining the speakers' needs and communicating those to the Education Committee, Annual Planning Committee, and GSS.
14. Assign duties to the Student Senators as needed (i.e. moderator, photographer, etc.)
15. Compose the Student Education and Planning monthly report and submit it by the deadline set by the Vice-Chair
16. Responsible for creating and distributing the post GLATA SEP surveys

17. Responsible for implementing community service events for the SEP at the GLATA annual meeting.
18. One coordinator will report directly to the education committee chair and oversee all student program coordinators
19. Coordinate supplies and request for student program workshop presenters

F. GLATA Bowl Co-Coordiators (2)

1. Appointed by the GSS Chair, each serves a two-year term with one continuing Coordinator and one new appointment each year
2. Compose the GLATA Quiz Bowl Co-Coordiators' monthly report and submit it by the deadline set by Vice-Chair
3. Responsible for the planning and implementation of the GLATA Bowl Competition
4. Maintain a continuous record of the following
  - a) Winning states
  - b) Winning schools
  - c) Team member names
  - d) Categories and questions
5. Utilize TurningPoint Technologies systems (PowerPoint Polling, clickers, receivers) for the Quiz Bowl Competition.
6. Compose round 1 and round 2 categories and questions for review and approval by the GSS Advisors.



7. Write an example question to test the clickers and familiarize contestants with GLATA Quiz Bowl process before competition begins.
8. Maintain and update the GLATA Quiz Bowl database located on GLATA Quiz Bowl flash drive or online database of choice.
9. Recruit two athletic trainers to serve as emcees of the GLATA Quiz Bowl Competition.
10. Recruit two certified athletic trainers to serve as judges during the GLATA Quiz Bowl Competition.
11. Responsible for the physical set-up of the room for the competition, communicates facility, A/V and material needs to Operations Coordinator of the Planning Committee.
12. Contact the school in possession of the GLATA Bowl traveling trophy to arrange that the trophy be returned for presentation to the new champion
13. Obtain a GLATA Bowl Champion plaque at least two weeks prior to the Annual Meeting
14. Schedule an orientation meeting with participants to review rules, response units, etc. at annual meeting
15. Email emcee rules and questions at least two weeks prior to start of annual meeting
16. Engrave traveling trophy name plaque and send to the winning school within one month of the annual meeting

#### G. Sponsorships & Donations Co-Coordinator (2)

1. Appointed by the GSS Chair, each serves a two-year term, with one continuing coordinator and one new appointment each year

2. Recommended to attend the NATA Annual Meeting and Clinical Symposium if monetarily and geographically feasible to etwork with potential S&D companies

3. Responsible for soliciting monetary sponsorships for the student educational program from the following sources:

- a) Athletic Training Education Programs and Student Organizations at the Colleges and Universities within District IV with an accredited athletic training program
- b) Athletic Training Departments at all Colleges and Universities within District IV, including those that do not have an accredited athletic training program

a. Initial solicitation to each of the above sources is to be made by October 31 of each respective year

4. Responsible for soliciting material donations for needed workshop supplies and door-prizes from the following sources:

- a) Corporations (i.e. textbook publishers, supply companies, etc.)
- b) Local businesses & restaurants (i.e. Walmart, Applebee's, etc.)
- c) Professional sport teams/athletic trainers

a. Initial solicitation to each of the above sources is to be made by September 31st of each respective year

2. Effectively communicates with meeting planner on all S&D including:

- a) GLATA Bowl and prize for winners
- b) Student Luncheon
- c) All S&D door prizes
- d) All other monetary donations

3. Second year coordinator will send thank you letters/cards to all sponsors within one month of the GLATA Annual Meeting; it is recommended that a copy of the student newsletter be included to demonstrate how their contribution was acknowledged if available
4. Regularly communicate with the GLATA Development Committee Chair regarding donations and sponsorships
5. Second year Co-coordinator will maintain and regularly updates the sponsorships and donations master document
6. First year composes the Sponsorships & Donations Co-Coordinators' monthly report and submits it to the Vice Chair by the deadline set by the Vice-chair

#### H. GLATA Webmaster and Public Relations

- 1.Appointed by GSS Chair, serves a one-year term, once renewable
- 2.Regularly updates student section on GLATA website on GLATA.org
  - a) Updates GLATA Student Senate profiles by April, 1st
  - b) Coordinates with other positions to post news and updates as needed
- 3.Maintains and updates the 'GLATA Student' Facebook page, 'GLATA Student Senate Alumni' Facebook page, and 'GLATA Students' Twitter account
- 4.Composes the Webmaster's monthly report and submits it to the Vice Chair by the deadline set by the Vice-Chair
- 5.Maintain communication with student Public Relations Representatives and update contact list as needed
- 6.Compile updates from athletic training education programs for the NATA website student section and send these updates to the GLATA Public Relations Coordinator.

7. Develop and distribute the monthly profile for the GLATA Influential Individuals Project on the GLATA website and social media.

8. Send text updates to students participating in the electronic update program (e.g. text)

I. GLATA Student Senate Advisors (2)

1. Elected by a majority vote of the GSS, each serves a three-year term

- a) Applications will be available September 1st via E-Blasts and GLATA Website and through GLATA student senator contacts
- b) Applications will be due December 1st to the GSS Secretary.
- c) Votes from the GSS will be due by the January conference call.
- d) The elected advisor based on GSS votes will be forwarded to the GLATA Executive Board via the GSS Chair for formal appointment.

2. Attend the annual GLATA Educational Conference:

- a) The GSS Advisors will travel to the annual GLATA Annual Meeting and participate in all scheduled GLATA Student Senate meetings and events
- b) The travel costs of the current GSS Advisors will be covered under the current year's GLATA Student Senate Budget

3. Attend all GSS meetings and conference calls:

- a) The GSS Advisors are expected to participate in all meetings and conference calls
- b) The advisors shall participate in a "brainstorming" fashion when the GSS is in need of guidance

4. Act as a resource and provide an experienced perspective

- a) The GSS Advisors will act as an experienced resource in the field of athletic training
- b) This may happen by referring speakers for the annual meeting, providing insight on operations, and/or guiding Student Senators on how to accomplish tasks

5. Act as a resource for the GLATA Bowl Co-Coordinator:

- a) The GSS Advisors will work with the GLATA Bowl Co-Coordinator to develop and approve the questions for the current year's GLATA Bowl
- b) The Advisors will also help the GLATA Bowl Co-Coordinator with any questions they may have about their duties
- c) Maintain the Turning Point software on a portable laptop to serve as the system used for the GLATA Bowl
- d) Download of Turning Point software by the new GSS Advisor
- e) Assist in securing the receiver and response units for use during competition.
- f) The Advisors may serve in the roles of emcee or judge, or assist in the recruitment of athletic trainers for these roles

6. Actively assist the Sponsorships & Donations Co-Coordinator:

a) The GSS Advisors will assist the Sponsorships & Donations Co Coordinators with letter writing, database generation, and increased number of contacts for donation requests

7.Ensures that the GSS follows and adheres to the GSS Bylaws and Policies & Procedures

8.Assist the GSS Chair in enforcing that each student senator upholds their roles and responsibilities at the state and district levels

9. Be available for other questions concerning GSS:

a) The GSS Advisors will be available to the GSS for advice at times other than during the GSS meetings and conference calls

b) The means by which the advisor chooses to be available for contact (via email, phone, or other) should be made available to the GSS

#### J. NATSC Representative

1.Will serve one-year term, once renewable, in accordance with the NATSC Bylaws

2.Shall be elected following the guidelines of the NATSC

3.Shall be present for all GSS conference calls and face-to-face meetings in a non-voting capacity

4.Will represent District IV as a whole during any and all NATSC calls or meetings

#### IV. GLATA Committee Representatives

##### A. Public Relations (PR) Committee

1.The Webmaster will act as liaison to PR Committee concurrent to the Webmaster term

2.Reports to the GLATA PR Committee Chair and completes duties as assigned by the PR Committee Chair

3.Participates in meetings and conference calls as delineated by the PR Committee Chair

#### B. Education Committee

1.The education committee liaison will be the incoming Annual Meeting Co-Coordinator to serve for one year until a new Annual Meeting Co-Coordinator is selected

2.Reports to the GLATA Education Committee Chair and completes duties as assigned by the Education Committee Chair

3.Participates in meetings and conference calls as delineated by the Education Committee Chair

### V. GLATA Student Senate Operating Procedures

#### A. Elections of Executive Officers

1.When voting for each of the four executive positions, all nominated candidates for the position being elected will leave the room and a discussion session will occur after which voting will take place

2.In the case of a tie in voting, the senators will be ranked on the subsequent vote

a) The top three candidates from the first vote will be the only considered candidates during the second vote.

b) The candidates will be ranked 1 for first choice, 2 for second choice, and 3 for third choice.

c) The candidates will then be awarded three points for a first place ranking, two points for a second place ranking, and one for a third place ranking.

d) The candidate with the greatest total of points will then be awarded the position.

3.GSS Secretary is responsible for collecting and tallying all votes

#### B. SEP Speaker Referral

1. When contacting a potential speaker, a student senator should give the individual the date and time of the scheduled topic, ask for a confirmation of interest and ask the potential speaker to also provide their contact information.
2. The student senator shall inform the potential speaker that their information will be forwarded to the Annual Meeting Co-Coordination for consideration and that the Annual Meeting Co-Coordination will be in contact with them directly.
3. All potential speakers' information shall be sent to the GSS Annual Meeting Co-Coordination.
4. Upon receiving contact information, it is the responsibility of the Annual Meeting Co-Coordination to maintain contact with the potential speaker throughout the contract process.
5. The GSS Annual Meeting Co-Coordination are the only individuals who will confirm a potential speaker and offer that individual a contract.

#### C. Budget and Reimbursement

1. Each Student Senator and Advisor will submit their individual budget form to the GSS Treasurer by the stated deadline.
2. The GSS Treasurer will compile the forms into a budget proposal to be submitted to the GLATA Finance Committee.
3. Each Student Senator and Advisor will submit their individual reimbursement forms to the GLATA Treasurer within one week of the GLATA Annual Meeting.



4.The GSS Treasurer will be responsible for assuring that all Senators and Advisors receive a reimbursement form before they leave the GLATA Annual Meeting.

5.For reimbursement rules refer to the GLATA Policies and Procedures Manual.

#### D. Disciplinary Policy

1. Non-compliance with the GSS Bylaws and GSS Policies and Procedures (i.e. unexcused absence of conference calls, meetings, deadlines, etc.) will result in progressive disciplinary action accordingly.

a) First Offense: A student senator does not adhere to their roles and responsibilities as delineated by the GSS Bylaws and GSS Policies and Procedures.

a. Disciplinary Action: The GSS Chair will e-mail the student senator to inform them of their non-compliance and instruct them on how to improve.

b) Second Offense: The student senator continues to not adhere to their roles and responsibilities as delineated by the GSS Bylaws and GSS Policies and Procedures as informed.

a. Disciplinary Action: The GSS Chair will inform the respective GLATA State Representative of their student senator's non-compliance, with an individual meeting to follow.

c) Third Offense: The student senator has not demonstrated significant improvement in their performance and does not adhere to their roles and responsibilities as delineated by the GSS Bylaws and GSS Policies and Procedures as informed.

- a. Disciplinary Action: The GSS Chair will contact the respective GLATA State Representative and the GLATA President to discuss the situation, and determine the appropriate further disciplinary action.

## VI. GLATA Bowl Rules and Regulations

### A. Team Composition

1. Each state within GLATA will have a representative team based on the winner of the states competition or three selected state representatives and one alternative.
2. Each team member must be a non-certified undergraduate or a recent (spring/summer semester) graduate who is BOC exam eligible or taken and passed the BOC exam. Entry level CAATE Accredited masters program students or their recent spring/summer BOC exam eligible or passed students are also eligible. Team members must be from a current CAATE-accredited institution. Each team will be the same three participants must participate in all rounds of competition during the GLATA Bowl.
3. Team members must be registered for the Annual Meeting in order to compete.
4. Any student or member of the committee involved in any aspect of preparation or implementation of the GLATA Quiz Bowl is ineligible to compete or coach and is not allowed to discuss the quiz bowl with students outside of the Student Senate.

### B. Software and Setup

1. Teams will be placed at separate tables.
2. Judges will be placed at a separate table in front of the participant tables.

3.The software being used is Turning Point along with the associated clickers (ResponseCard)

#### C. Categories and Questions

1.Will be determined by the GLATA Quiz Bowl Coordinator and approved by the GLATA Student Senate Advisors.

a) Questions must be referenced by two independent 'BOC Exam References' texts or documents

2.Categories may be very broad (i.e. anatomy) or very specific (i.e. cold modalities), but must pertain directly to athletic training, GLATA, or related curriculum (i.e. exercise physiology, kinesiology, etc).

3.Questions will have single-word or short-phrase answers.

4.The incorporation of sound, movies, and animation are discouraged due to the limitations of Turning Point.

#### D. Rules

1.Questions will be in Jeopardy format; however, every team will be able to answer each question using the clicker provided.

2.Each round will consist of 30 questions from six (6) categories.

a) All questions for each category will be different.

b) Each question will have five possible answers

3.Rounds 1 and 2 will have dollar value between 100-1000.

a) Round 1 will be 100-500 with increments of 100.

b) Rounds 2 will be 200-1000 with increments of 200.

c) Point value for each question decreases as the timer decreases.

4. Final Round will consist of a question that the participants have to respond with a written answer. They will use a provided paper and marker to display their answer.

- a) Once they hear the category, the teams' scores will be shown and they will write down their wager on the paper

5. Quiz Bowl Coordinator not running the software will then collect the wagers and hand them off to Panel of Judges

6. There will be 5 questions on hand in the event that a tie remains after the first or second questions.

7. If a team has no points or negative points they are not allowed to wager and are done with the game.

8. A minimum of 1 point must be wagered.

- a) The correct answer will be displayed, the scores calculated, and the winner will be revealed.

9. Questions will be displayed on the overhead screen and read completely by the emcee prior to the timer starting.

- a) Each team will have 10 seconds to answer each question
- b) The time will start once the emcee has finished reading the question
- c) The team who buzzes in and locks in the correct answer the first will receive the largest number of points.
- d) Teams may change their answer for a decreased amount of points before the timer expires.
- e) After the timer has expired no team will be allowed to answer.

10. The team that answers correctly first will choose the next question.

- a) If no team answers correctly the emcee will read the correct answer following the expiration of the timer and the previous team that selected will select the next question
- 11. Points are added to a team's score for a correct answer.
- 12. The team with the highest cumulative number of points at the end of the two rounds and final jeopardy question is the GLATA Quiz Bowl winner.
- 13. The winner will be awarded the GLATA Bowl Championship trophy and a plaque.
  - a) Winning team must stay after for a picture with the trophy.
  - b) The trophy will be held by the winning school until the following year, and the plaque is theirs to keep.
- 14. The trophy will either be personally returned or mailed back to a GLATA Student Senate representative prior to the GLATA Bowl Competition of the following year.

## VII. Preceptor of the Year Award

### A. Preceptor Definition

- 1. Certified athletic trainer with either contractual or voluntary agreement to provide direct supervision and instruction of athletic training students in clinical setting who have been formally admitted into a professional athletic training program.

### B. Preceptor Award Subcommittee Selection Process

- 1. All second year GSS student senator will serve on the preceptor award subcommittee and serve a role in selecting an honoree. In the case of a state having two first year student senators, the GSS chair will select one of the two to serve on the subcommittee.

- 2.The GSS chair will designate the subcommittee chair after communication with advisors.
- 3.The subcommittee chair will designate specific roles to each member including advertising, amending the application, and reviewing applications.

#### C. Application Process

- 1.The award application will be posted on the Honors and Awards (H&A) section of the GLATA website.
- 2.All award applications will be due on the same date designated by GLATA H&A committee for other GLATA awards.
- 3.Applicants can be nominated by athletic training students or certified athletic trainers. The nominator and applicant will be responsible for obtaining the application form and letter of recommendation from two athletic training students.
  - a) Subcommittee members will not be able to nominate preceptors nor write letters of recommendation on their behalf.
- 4.Both nominee and student recommendations will fill out respective applications/forms and return to GSS advisor by application due date.

#### D. Award Recipient Selection

- 1.Applications will be submitted to advisor by subcommittee chair in order to blind the applications before subcommittee review.
- 2.Designated subcommittee members will independently review applications based on established criteria. Following a review of application, the subcommittee will meet to discuss the applicants and award the honor.
  - a) Voting will be performed on a point system, ranking the top three applicants. A first place vote will result in three points. A second place

vote will result in two points. A third place vote will result in one point.

In case of a tie, a revote will occur between the applicants with the same number of points. The applicant with the highest number of points will receive the award.

3. Recipient will be chosen by a date designated by the H&A committee to ensure time to order award and plan for travel.

4. Recipient will be awarded plaque at annual meeting during award ceremony.