

**North Texas Athletic Trainers' Society (NTATS)  
Constitution and Bylaws**

Article I  
Name

- 1.1 Name  
The name of the organization shall be North Texas Athletic Trainers' Society (NTATS).

Article II  
Purpose of the Organization

- 2.1 Purpose of the Organization  
The North Texas Athletic Trainers' Society is a social, non-profit organization dedicated to improving the communication, continuing education, and professionalism of the North Texas athletic training community, and to the promotion and enhancement of the athletic training profession in general.
- 2.2 Objectives, Goals and Events  
(a) Student athletic trainer workshop and other educational events  
(b) Various social events

Article III  
Membership

- 3.1 Classes of Membership  
(a) Licensed  
(b) Associate  
(c) Student
- 3.2 Membership Qualifications  
(a) Licensed Member: Any Texas Licensed Athletic Trainer in good standing with the Texas Department of Health  
(b) Associate Member: Any person interested in the advancement of athletic training  
(c) Student: Any high school or collegiate level student who is studying athletic training.
- 3.3 Membership Application and Dues  
(a) Dues will be paid upon application for membership, and annually thereafter upon renewal of membership  
(b) Membership dues will be determined by the officers

### 3.4 Voting Membership

- (a) Voting privileges are granted to licensed members only.

## Article IV Officers

### 4.1 Definition of Offices

- (a) “Elected Officers” shall be defined as the President, President-elect, and Secretary and shall have voting privileges in executive session
- (b) “Appointed Officer” shall be defined as the Treasurer
- (c) President: Any licensed member in good standing with the Texas Department of Health may serve as President immediately after serving as President-elect.
- (d) President-elect: Any licensed member in good standing with the Texas Department of Health who is elected by the licensed membership, who shall serve in that position for one (1) term prior to assuming the position of President.
- (e) Secretary: Any licensed member in good standing with the Texas Department of Health who is elected by the licensed membership.
- (f) Treasurer: Any licensed member in good standing with the Texas Department of Health who is appointed by a consensus of the elected officers.

### 4.2 Terms of Office

- (a) President: Term of office for the President shall be for two (2) years. He/she may be elected to office of President-elect after sitting out one (1) term.
- (b) President-elect: Term of office for the President-elect shall be for two (2) years to coincide with the term of the President.
- (c) Secretary: Term of office for the Secretary shall be for three (3) years. He/she may be reelected to no more than two (2) consecutive terms.
- (d) Treasurer: Term of office for the Treasurer shall be for three (3) years to coincide with the term of the Secretary. He/she may be appointed to unlimited consecutive terms.
- (e) No individual may serve in more than one NTATS office at a time.

### 4.3 Duties of Officers

- (a) President: The President shall be responsible for administration of the NTATS and enforcement of the policies according to the NTATS Constitution and Bylaws. He/she shall preside at all meetings of the NTATS and its officers.
- (b) President-elect: The President-elect shall be responsible for assisting the President with the administration of the NTATS. In the absence of the President, he/she shall preside at meetings of the NTATS and its officers.
- (c) Secretary: The Secretary shall be responsible for maintaining the NTATS records, recording meeting minutes, and assisting the President as necessary in the overall operations of the NTATS.
- (d) Treasurer: The Treasurer shall be responsible for maintaining the NTATS

financial records. This may include disposition of membership dues and payment of bills. He/she must submit an annual report summarizing the organization's financial status.

#### 4.4 Election of Officers

- (a) Nominations for the elected office of the President-elect and Secretary shall be accepted by the President from the floor at the annual business meeting of the NTATS or by letter, fax or e-mail prior to that business meeting. A slate of candidates for each office will be submitted to the membership at the close of the Annual Business Meeting and by letter, fax or e-mail within ten (10) days of the meeting. A ballot will accompany the slate of candidates.
- (b) Election of officers shall occur by a majority vote of the membership returning sealed latter ballots within thirty (30) days of the annual business meeting of the NTATS.
- (c) An Election Certification Committee consisting of five (5) members, who are not on the election slate will be appointed by the President, with approval of the officers. The Chair of the Election Certification Committee will be responsible for receiving, storing, and securing returned sealed ballots. Returned ballots will remain sealed until the thirty-first (31) day after the annual business meeting. At that time the Election Certification Committee will convene to tally ballots and report the results to the President.
- (d) Election results will be reported to the membership within seven (7) days from the date of the ballot tally. The President or Election Certification Committee Chair will be responsible for notification of the membership.
- (e) In the event a candidate does not receive a majority vote, members will be notified with a runoff ballot. He voting membership will have fourteen (14) days to return the runoff ballot to the election certification committee. Ballots will be counted on the fifteenth (15) day and election results will be presented to the membership within sixty (60) days after the annual business meeting.
- (f) Newly elected officers will assume duties sixty (60) days after the annual business meeting.

#### 4.5 Resignation, Removal, and Replacement of Officers

- (a) Resignations: Any elected or appointed officer may resign at any time by written notice to the remaining officers.
- (b) Removal: Any officer may be removed from offices.
  - 1) Automatic removal from office is warranted if the officer in question voluntary or involuntarily inactivates his/her Texas athletic Trainer's License.
  - 2) Removal by ballot may be brought by motion of the general membership by submission of a petition outlining reasons for removal and containing the signatures of one fifth (1/5) of the membership. The petition should be submitted to the highest- ranking remaining officer. The matter is then to be investigated by the officers as a group in executive session. If valid reason for removal is found a vote of 51% of the membership is needed to remove the officer, which is effective immediately.

- 3) An election will then be held to fill the vacated position.
  - 4) Removal may be deemed necessary only in the following conditions:
    - (i) Conflict of interest by entering a relationship that is in significant conflict with the goals of the NTATS, the profession of Athletic Training, or the rights and obligations of the respective office.
    - (ii) The officer is no longer able to completely fulfill the obligations of the position.
- (c) Filling a Vacancy
- 1) In the event the office of President becomes vacant the President-elect will assume the office for the completion of that terms and the subsequent term. An election will be held to fill the position of President-elect for the concurrent time frame.
  - 2) Should the office of President-elect become vacant, an election will be held to fill the position for the remaining term. At the completion of the term, the President-elect will assume the position of President.
  - 3) Should the position of Secretary become vacant, an election will be held to fill the position for the remaining term. The officer serving in the remainder of that term will be eligible to serve two (2) more complete consecutive terms.
  - 4) Should the position of Treasurer become vacant, the new Treasurer will be appointed by a consensus of the elected officers. The officer serving the remainder of that term may or may not be re-appointed to an additional term.

## Article V Meetings

- 5.1 Annual Business Meeting of the Membership  
An annual business meeting of the NTATS shall be held regularly at the SWATA Annual Symposium. Other meetings will be held as deemed necessary by the President.
- 5.2 Executive Business Meetings
  - (a) Meetings of the officers shall be held as deemed necessary by the President.
  - (b) All elected officers must be present at an executive meeting to establish a quorum.
- 5.3 Notice of Meetings  
Members will be notified of meetings by newsletter, fax, e-mail or telephone.
- 5.4 Voting on Organization Business
  - (a) Presentation, discussion and voting on organization business other than regular election of officers will occur at the annual business meeting of the NTATS.
  - (b) Special meetings of the membership may be called by the President for the purpose of voting on urgent NTATS business.

5.5 Quorum

A quorum of any meeting of the membership shall be the members present.

Article VI  
Committees

6.1 Committees shall be established by a consensus of the elected officers.

6.2 Committee chairs and members shall be appointed by the President

(a) Term of service for committee members shall be three (3) years.

(b) Committee members may be appointed for two (2) consecutive terms.

(c) Committee chairs shall be subject to annual review by the President, and may resign at any time.

Article VII  
Parliamentary Authority

7.1 The most current edition of Robert's Rules of Order shall govern the North Texas Athletic Trainers' Society in all cases to which they are applicable and in which they are not inconsistent with the NTATS Constitution and Bylaws.

Article VIII  
Amending the Constitution and Bylaws

8.1 Approval of Constitution and Bylaws

This constitution and bylaws become valid and binding by the approval of the majority of the voting members on February 5, 2000.

8.2 Changes to the Constitution and Bylaws

(a) This Constitution and Bylaws may be altered, amended, supplemented, or repealed after any such changes are submitted to the President with a signature list of 10% of the membership in support of the changes.

(b) Upon acceptance by the President, the membership will be notified of the proposed changes via letter, fax, e-mail, etc.

(c) Opportunity for discussion of the proposed change(s) will be given to the voting membership at the next business meeting.

(d) Upon approval of the majority (51%) of the voting membership, the change(s) become part of the NTATS Constitution and Bylaws.

(e) Grammatical corrections to this Constitution and Bylaws may be made by unanimous consent of the officers and will be effective immediately.

Article IX  
Financial Business

9.1 Execution of Contracts

Officers may authorize any member in the name of NTATS to enter into contracts, and any such authority may be general or specific and limited.

9.2 Checks, Drafts, Deposits, etc.

(a) All checks, drafts, or other orders for money issued in the name of NTATS shall be signed by the treasurer. Amounts over \$100 shall be co-signed by the President.

(b) Deposits shall be made in such depositories as the elected officers select.

9.3 Fiscal Year

(a) The fiscal year of the NTATS shall run from July 1 to June 30.

(b) Auditing of the books shall occur annually and is the responsibility of the elected officers.

(c) The treasurer shall make an annual financial report available to the membership.