

**Bylaws of District 2  
of the  
National Athletic Trainers' Association, Inc.**

**Article 1.0 The District**

**1.1 Name**

The name of the organization shall be District 2 (Two) of the National Athletic Trainers' Association, Inc. (NATA).

**1.2 Geographic Boundaries**

For purposes of representation of members and the election of District officers and subject to Section 1.3 of these Bylaws, District 2 of the National Athletic Trainers' Association, Inc. (District 2) shall include the states of New Jersey, New York, Pennsylvania, and Delaware.

**1.3 Division of the District into Two Districts**

If (for at least twelve consecutive months) the voting membership of District 2 constitutes twenty percent or more of the total voting membership of the NATA, District 2 may, by majority vote of the voting Members present at a District meeting, call for a mail ballot of its voting Members on the question of whether to split itself into two Districts. The mail ballot shall specify the geographic boundaries that each of the Districts would have. If two thirds of the votes cast in the mail ballot vote in favor of splitting the District, District 2 may submit a request to split into two Districts to the NATA Board of Directors. If the Board of Directors, at a Meeting of the Board, votes by a majority of the votes cast to accept the request, the District shall become two Districts on the first day of January following the vote of the NATA Board of Directors. The District 2 Director shall serve as a representative of both new Districts until the new Districts shall hold District meetings and elect new District Officers.

**Article 2.0 Purposes**

The purposes for which District 2 is organized are as follows:

1. To enhance the quality of health care for the physically active.
2. To advance the profession of athletic training through education and research in the prevention, evaluation, management, and rehabilitation of injuries.
3. To safeguard and advance the interest of its Members by presenting the profession's
  - (i) Viewpoints, concerns, and other important information to the media and to appropriate legislative, administrative, regulatory, and private sector bodies; and by,
  - (ii) Developing a working relationship with appropriate governmental and private sector not for profit and for profit entities.
4. To advance Members' body of knowledge through the collection, interpretation, and dissemination of information on subjects appropriate to the profession.

**Article 3.0 Membership**

**3.1 Membership Qualifications**

A person shall be eligible for membership in District 2 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 NATA. Membership in the NATA is a prerequisite for membership

in District 2.

### 3.3 Member Rights and Privileges

1. 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 2 business meeting. Each Certified Member shall be entitled to make motions or vote on District 2 business.
2. Only Certified Regular and Certified Student Members shall be entitled to hold elected office in District 2.

### 3.4 Membership Standards

All Members must comply with the *NATA Code of Ethics* and *NATA's Membership 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. Such termination, however, shall not relieve the terminating individual from the payment of dues for the expired portion of the member's current billing cycle year or give any right to rebate of dues paid.

## **Article 4.0 Member 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 2 meeting and the other shall be held at the annual NATA Meeting and Clinical Symposium. The location and time of the Member meetings shall be published in advance of the meeting in appropriate District 2, 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 delivery of the District Director's report, for delivery of District committee reports, and for conduction the Business of the District.

### 4.3 Parliamentary Authority

1. All meetings and proceedings will be conducted in accordance with Roberts Rules of Order.
2. Minutes of each meeting shall be kept.

## **Article 5.0 District Executive Council**

### 5.1 Members

1. The Executive Council of District 2 will be composed of the District Director, District Secretary, District Treasurer, and the Presidents of the State organizations comprising the District.
2. The various seats on the Executive Council shall be assigned to the representative states' elected President. District 2 Director, District 2 Secretary, and District 2 Treasurer will gain seats upon being elected by the District's voting membership. No State President can hold a seat on the Executive Council without being a Certified or Certified Student Member of the NATA. If a person is elected who is not a Certified Regular or Certified Student Member of NATA, which State's executive body must appoint a representative that is a Certified Regular or Certified Student Member of NATA to serve in the place of the State President.

### 5.2 Purpose

The purpose of the Executive Council is to review District matters, to offer recommendations and advise the District Director, and to fill any District officer vacancies according to Section 6.6 of these Bylaws.

### 5.3 Meetings

1. There shall be at least bi-annual meetings of the District 2 Executive Council. All meetings shall be called by the District Director.
2. Members of the District 2 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.
3. Each seat of the Executive Council shall have one vote. There shall be one vote for each of the following: District Director, District Secretary, and District Treasurer, President of Delaware, President of New Jersey, President of New York, President of Pennsylvania for a total of seven votes. A simple majority shall constitute a quorum.
4. Each State President may select any state member as a proxy, provided that such member is a voting member in good standing with the NATA.
5. Minutes of each Executive Council meeting shall be kept.

### **Article 6.0 Election, Removal and Replacement of District Officers**

1. Unless otherwise provided in these Bylaws, the rule of majority, in accordance with Roberts Rules of Order, shall be in effect for all elections.
2. A list of nominees shall be published by the Nominations and Elections Committee and distributed to the voting membership at least one month prior to the deadline for distribution of ballots. Ballots may be distributed either by mail or electronic means.
3. Elections shall be conducted either by mail ballot or electronic means. The candidate receiving the majority of the returned ballots shall be the winner. In the event no candidate receives a majority, preferential ballots as described by the most current version of Robert's Rules of Order will be utilized. In the event of a tie between the candidates, voting shall be extended in increments of 4 days until a candidate has attained the majority.
4. An officer who ceases to meet the qualifications for being a Certified Regular or Certified Student Member of NATA shall automatically cease to be an officer. An Officer who ceases to be a voting Member of District 2 shall automatically cease to be an officer except as provided in Section 1.3. An interim replacement shall be chosen according to Section 6.6 of these Bylaws.
5. A candidate may run unopposed for District 2 offices. Said candidate shall be considered elected unanimously if no other candidates are nominated by the close of nominations.
6. No District 2 elected official may concurrently hold another elected office within District 2, the EATA or any of the state athletic training organizations. If such a situation arises, the individual must relinquish one of their positions before the start of the second position. When necessary, District 2 will replace the individual in accordance with established by-law procedures.
7. An individual shall run for only one office during any election cycle.

### 6.1 Election of District Director

The District Director shall be elected by a majority vote of All Certified Members of District 2. Section 6.4 of the NATA By-Laws 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 Annual NATA Members Meeting, held during the course of the National Annual Meeting and Clinical Symposium of the NATA.

### 6.2 Election of District Secretary

The District Secretary shall be elected by a majority vote of All Certified Members of District 2. The term of office shall be two years, once renewable, commencing with the electoral period of the year 2009. The term of office shall begin at the conclusion of the district meeting at the Annual NATA Members Meeting.

### 6.3 Election of District Treasurer

The District Treasurer shall be elected by a majority vote of All Certified Members of District 2. The term of office shall be one-four year term commencing with the electoral period of the year 2011. The term of office shall begin at the conclusion of the district meeting at the Annual NATA Members Meeting. The District Treasurer may not serve consecutive terms.

### 6.4 Removal of District Officers

District 2 Members may remove their officers from office at any time. The voting Members, by majority vote of the Members present at a District meeting, may call for a mail and or electronic ballot of its voting Members on the question of whether to impeach an officer. The ballot shall specify which officer is to be removed and for what reason. If a majority of the votes cast in the mail and or electronic ballot vote are 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 also must 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 Telephone meeting, 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

1. 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.
2. To serve on the NATA Board of Directors.
3. To develop the agenda for and preside over all business meetings of the membership of the District.
4. To preside over all Executive Council meetings.
5. To implement the mandates and polices of the District.
6. To appoint all standing committees and other special or ad hoc committees that may be formed.
7. To transact all business for and on behalf of the District, subject to the by-laws.
8. To commit the District to no obligation in excess of its available resources.
9. 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, 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 meetings.
- (g) To serve on the District Secretaries/Treasurers Committee of the NATA.
- (h) To bring to each meeting copies of the NATA Bylaws, District 2 Bylaws, policy and procedures manual, voting membership rolls, a list of standing and special committees, and Roberts Rules of Order.
- (i) To serve on the District Executive Council.
- (j) To serve on EATA Executive Board.

### 7.3 District Treasurer

1. To receive dues monies from the national office.
2. To keep and maintain a permanent and accurate record of all receipts and disbursements of the district.
3. To handle the receipt and disbursement of all monies to and from the district.
4. To submit the official books for the annual audit by the Audit Committee or at any time requested by the Executive Council.
5. To provide an annual financial report to the Director and interim reports as requested by the Executive Council.
6. To serve on the District Executive Council.
7. To serve on the District Secretaries/Treasurers Committee of the NATA.
8. To serve on EATA Executive Board.

## **Article 8.0 Finance**

### 8.1 Membership Dues

1. District 2 membership dues will be remitted to the NATA with the annual dues assessed by that office. NATA shall forward District 2 dues to the District Treasurer.
2. Annual dues for membership in District 2 shall be established by the Executive Council for all membership categories in District 2.
3. Delinquent Members shall be ineligible to vote or to hold office within the District until such delinquent dues and processing fees are paid.

### 8.2 Other

District 2 may accept financial support from outside agencies or entities to help fund projects within the District consistent with limitations imposed by law and by NATA.

### 8.3 Checks, Drafts, etc.

All checks, drafts or other orders for payment of monies, issued in the name of NATA District 2 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 2 Executive Council.

### 8.4 Deposits

The funds of NATA District 2 shall be deposited in such depositories as the District 2 Executive Council selects.

### 8.5 Gifts

The Members of the Executive Council may accept, on behalf of District 2, without further authorization, any contribution, gift, bequest or devise, except any such gifts made with limitations or conditions imposed by the donor. These gifts may only be accepted by express authority of the Executive Council of District 2.

### 8.6 Fiscal Year

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

### 8.7 Auditing of Books

One month after the close of the fiscal year, the Treasurer shall submit the Treasurer's books to the District Accountant for auditing. A written report summarizing District 2 financial status shall be made to the membership at each member meeting.

### 8.8 Accountability

The District 2 Director and District 2 Treasurer shall be accountable for proper dispensation of all receipts

and expenses for the District.

## **Article 9.0 Committees**

There shall be two types of committees: Special and Standing Committees.

### **9.1 Special Committees**

1. Special committees shall be formed by the District Director as needed.
2. 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.
3. 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**

1. The following Standing Committees shall be formed:
  1. Nominations and Elections
  2. Honor Awards
  3. Web Site Committee
  4. Newsletter Committee
  5. Ethnic Diversity Committee
2. The Chairperson of each committee will be appointed by the District Director with the approval of the Executive Council. The term of office will be for one year commencing with end of the Annual NATA Members meeting and he/she may be reappointed with the approval of the Executive Council.
3. 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 unexpired term.

#### **9.21 Nominations and Elections Committee**

Functions and Responsibilities:

1. To seek, screen, and maintain a list of qualified candidates for the elected offices of District Director, District Secretary, and District Treasurer.
2. To conduct the election for the three elected district offices, as necessary by mail and or electronic ballot.
3. To present nominees for elected offices to the voting membership on the mail and electronic ballots.
4. To obtain the results of the mail and electronic ballots appropriately and tabulate the ballots to determine the winner of the election.
5. To announce the election results to the District Director in a timely manner.
6. To publicize upcoming elections for six months prior to the election date.
7. To advise the Executive Council.

#### **9.22 Honor Awards Committee**

Functions and Responsibilities:

1. To screen and nominate Members from District 2 for the NATA Hall of Fame and other NATA awards.
2. To seek, screen, and maintain a list of qualified candidates for District Awards.
3. To recommend qualified District Members to the EATA Honors Awards Committee.
4. To consider special Honor Awards which could be presented to individuals who are, or have been, Members of the District.
5. To advise the Executive Council.

#### **9.23 Web Site Committee**

Functions and Responsibilities:

1. To develop and maintain the District 2 web site.
2. To develop the electronic ballots for all electronic voting.
3. To post an electronic version of the District 2 Newsletter on the district web site.

#### 9.24 Newsletter Committee

##### Functions and Responsibilities:

1. To design and develop the District 2 Newsletter.
2. To collect information, along with the District Secretary, for the Newsletter.
3. To send an electronic version of the Newsletter to the District Webmaster.
4. To send a paper version of the Newsletter to those members who request a copy.

#### 9.25 Ethnic Diversity Committee

##### Functions and Responsibilities:

1. Serve in an advisory capacity to the District 2 Executive Council.
2. Identify and addresses issues relevant to ethnic minority members within District 2.
3. Identify, develop and mentor ethnic minority leaders.
4. Oversee the management of the Pay It Forward Grant program.
5. Disseminate information and concerns from and to the NATA EDAC Committee.
6. Encourage ethnic minority members to apply for grants and scholarships

#### 9.26 Ethics Committee

##### Functions and Responsibilities:

1. Be a resource for District 2 members with ethical issues/situations.
2. Address possible conflict of interest questions that may arise within the Executive Board of District 2.
3. Ascertain that the NATA Code of Ethics and the Membership Standards are not in conflict with District 2 state laws or rules and regulations.
4. Educate the membership of District 2 about the role of Ethics in their practice of Athletic Training.

### **Article 10.0 Bylaw Changes**

#### 10.1 Amendments

These Bylaws may be amended by a two-thirds vote of the voting Members present at a business meeting provided that the proposed amendments appear as printed agenda items, or by a two-thirds vote cast in a mail and/or electronic vote.

#### 10.2 Technical Changes

Technical corrections to the Bylaws may be made by a unanimous vote of the Executive Council, including the vote of the Director. If the Bylaws are altered, amended or supplemented in this manner, the changes shall not become effective until 30 days after the membership has been advised of the changes.

### **Article 11.0 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 2 Bylaws will be amended accordingly.

### **Article 12.0 Duration**

The duration of District 2 of the National Athletic Trainers Association, Inc. shall be perpetual, except as provided in Section 1.3 of these Bylaws. In the event of such dissolution the assets held shall be distributed in a legally acceptable manner decided by the Executive Council.

### **Article 13.0 Indemnification**

To the extent, if any, that the Executive Council may determine, and to the extent allowed by law, District 2 may indemnify any Director or Officer or former Director or Officer, or any person who may have served 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.