



**BYLAWS OF THE ALABAMA ATHLETIC TRAINERS' ASSOCIATION**

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## Article 1 - Membership

### 1.1 Membership Eligibility

Eligibility for membership is determined by conditions and obligations of Articles III, IV, and VI of the Constitution of the Alabama Athletic Trainers' Association, Incorporated, (hereafter, designated ALATA) and as outlined in these Bylaws. All Members will abide by the Code of Ethics of the National Athletic Trainers' Association, Incorporated, (hereafter, designated NATA) and the Standards of Professional Practice as set forth by the Board of Certification, Incorporated, (hereafter, designated BOC), or its successor, and any applicable state laws and/or regulations.

### 1.2 Classes of Members

The following classifications will comprise the membership classes:

- a) Licensed/Certified Member
- b) Licensed/Certified Retired Member
- c) Alabama Licensed Athletic Trainer Member\*
- d) Alabama Licensed Athletic Trainer Retired Member\*
- e) Other Members

### 1.3 Membership Qualifications and Privileges

Membership in the Alabama Athletic Trainers' Association, Incorporated (ALATA) will mirror membership in the National Athletic Trainers' Association (NATA) and the Southeast Athletic Trainers' Association, (hereafter, designated SEATA). Eligibility for these classifications is defined as follows:

- a) Licensed/Certified Member  
Licensed/Certified Athletic Trainer members possess current Board of Certification, Inc. (BOC) certification (ATC), are in good standing with the BOC, and hold a current license from the Alabama Board of Athletic Trainers (including BOC Certified Students). Each Licensed/Certified Member shall have the right to one (1) vote on any matter coming before the Members on ALATA affairs and shall be eligible to serve on the Executive Council and/or committees.
- b) Licensed/Certified Retired Member  
Licensed/Certified Athletic Trainer-Retired members have resigned certification and licensure and meet the requirements for Certified-Retired status. Certified/License-Retired Members shall have the right to one (1) vote on any matter coming before the Members on ALATA affairs. They shall not be eligible to serve on ALATA Executive Council office but may serve on committees as members or as parliamentarian.
- c) Alabama Licensed Athletic Trainer Member\*  
Alabama Licensed Athletic Trainer membership shall be open to any non-full-time student who is not a Certified Athletic Trainer but possesses a current Alabama Athletic Training License to vote on ALATA affairs, hold ALATA office, and serve on the Executive Council and/or committees.

\*This category applies to those Alabama Athletic Trainers' grandfathered into its membership.

d) Alabama Licensed Athletic Trainer Retired Member\*

Alabama Licensed Athletic Trainer-Retired membership shall be open to any certified/licensed Member who has retired from the practice of athletic training and retired his/her license to practice in Alabama. Licensed-Retired members are entitled to vote on ALATA affairs. They may not hold an ALATA Executive Council office but may serve on committees as members or as parliamentarian.

\*This category applies to those Alabama Athletic Trainers' grandfathered into its membership.

e) Other Members

Other members are individuals who do not possess BOC certification. Other Members shall have the right to attend state meetings but shall have no voting rights and shall not be eligible to serve on ALATA Executive Council office or serve on committees as members. Inclusive but not limited to:

- i. Non-Certified Student - Student pursuing an athletic training career who is not yet certified.
- ii. Associate - ALATA members that are not licensed athletic training members.
- iii. Honorary - Person approved by the Executive Council for membership.

#### 1.4 Active Military Duty

A Member called up for active duty may request Military Inactive membership status for a maximum of 2 years. A copy of proof of active military service must accompany the request. A member in Military Inactive status remains a member in good standing, with all the rights and privileges of a regular member, but receives no mailings and pays no dues. Upon discharge from the military or on the 2-year anniversary of his/her request, the member will return to their pre-military membership status by notifying ALATA, Inc. and by paying the appropriate dues amount (from the dues schedule for new members). If the member does not contact ALATA, Inc. by the 2-year anniversary of his/her request, he/she will be changed to nonmember status.

#### 1.5 Membership Application

An individual Member of the NATA, Inc., in good standing, shall automatically be a member of ALATA, Inc., in the same category of membership as the NATA, Inc., upon payment of their annual dues through the NATA, Inc. dues renewal process. A non-NATA member individual requesting membership to ALATA, Inc. shall complete an application and submit it to the ALATA, Inc. Secretary. The Executive Council shall approve or reject all applications subject to the review. Any applicant shall be denied membership if the information on their application is found to be false or if the applicant fails to meet the requirements for any of the membership categories. Individuals who apply for membership into a category for which they are not eligible shall be automatically transferred by ALATA, Inc. to the appropriate category.

## 1.6 Membership Dues

- a) Payment. A qualified applicant shall become a Member upon the acceptance of their application for NATA, Inc. membership and payment of dues. Thereafter, dues shall be paid annually prior to January 1st. Honorary, Licensed/Certified Retired, and Alabama Licensed Retired Members shall pay no dues. Membership shall be renewed without notice and a member who does not give termination of membership shall be liable for all dues and assessments relating to the current dues period.
- b) Amount. The dues structure shall be proposed by the Executive Council and set by the membership of ALATA, Inc. at the annual business meeting by a two-thirds majority vote of the ballots cast by the Association voting membership. Dues shall be increased or decreased as deemed necessary. Dues shall not be prorated.

## ARTICLE II – Annual Members' Meeting

### 2.1 Time, Location, Notification

An Annual Members' Meeting of ALATA, Inc. shall be held in conjunction with ALATA, Inc. Annual Meeting and Clinical Symposia. The location and time of the Annual Members' Meeting shall be announced in advance of the meeting through various means including mail, email, the association's website and other applicable electronic technology.

### 2.2 Purposes

The Annual Members' Meeting shall be held for the purpose of announcing ALATA, Inc.'s financial status based on its current financial statements, for the delivery of the President's Annual Report, and for the reporting of other information and the conduct of such other business as the Executive Council may determine is important to ALATA, Inc. and its Members.

## ARTICLE III – Governing Body

### 3.1 Executive Council

The governing body of ALATA, Inc. shall be the Executive Council. It shall be comprised of the President, Vice President, Secretary, Treasurer, three (3) Non-Officer Members, Parliamentarian, and President-Elect. The Executive Council are the only voting members. All guests who attend Executive Council meetings are support staff or the public having non-voting rights. All Executive Council members shall be members in good standing as set forth in Article I in these Bylaws and shall be elected to their office by a process set forth in these Bylaws. The Parliamentarian shall be appointed by the President with agreement and approval of the Executive Council.

### 3.2 Nominations and Elections

The Secretary will announce upcoming regular elections and request the call for nominations from the ALATA Membership by mail and/or applicable electronic technology. The Executive Secretary of the Alabama Board of Athletic Trainers shall preside over elections. Regular elections will occur in the fall. The nomination period is 14 days. A member entitled to vote on ALATA affairs, as set forth in Article I Section 1.3 of these bylaws, may nominate an eligible member for a position on the ALATA Executive Council. Nominations must be made in writing, to include email, to the Secretary of ALATA, Inc. Ballots shall be distributed to the membership by mail and/or through applicable electronic technology. The election period is 14 days. Elections shall be by a majority vote of the ballots cast. If a majority vote is not achieved, a run-off election between the top 2 candidates remaining after the initial election will be announced. The run-off election will follow normal election protocol, will be announced within 7 business days of the initial election results, and will conclude 14 days following the announcement. Newly elected Executive Council Members will take office and begin their terms on the ALATA, Inc. Executive Council the following January 1st.

### 3.3 Qualifications for Executive Council Members

All officers and non-officer members of the ALATA Executive Council must be in good standing according to Article I Section 1.3.a and 1.3.c of these bylaws.

Qualifications for all officers of the Executive Council shall meet one of the two following requirements:

1. One-year ALATA membership, hold a current license as an athletic trainer in Alabama, and a National Provider Identifier (NPI).
2. Current ALATA membership, hold a current license as an athletic trainer in Alabama, a National Provider Identifier (NPI), and previous service as executive officer at the state, district, or national level.

President-Elect: two-year ALATA membership, hold a current license as an athletic trainer in Alabama, a National Provider Identifier (NPI), and have had served as an executive officer at the state, district, or national level.

Non-officers/Committee members only require current ALATA membership, hold a current license as an athletic trainer in Alabama, and a National Provider Identifier (NPI).

### 3.4 Terms of Office

The President shall be elected for a singular four (4) year term. All Executive Council Members, with the exception of the President, shall be elected for a two (2) year term. Executive Council Members may not serve more than two (2) consecutive terms in the same office, with the exception of the President serving no more than one consecutive term. Members who served a partial term due to a vacancy occurring in their office may serve two (2) full terms in addition to the partial term, with the exception of the President who may serve one (1) full term in addition to the partial term. The President-Elect shall be elected during the second year of the current President's term of office and for a two (2) year term prior to assuming the office of President.

### 3.5 Staggering Terms of Executive Council Members

Regular Elections for the Treasurer and Non-Officer Member (#1 & #3) shall be held in the same year. Regular Elections for the President-Elect, Vice President, Secretary and Non-Officer Members (#2) shall occur on the year following the regular election of the Treasurer and two (2) Non-Officer Members of the Executive Council.

### 3.6 Special Elections: Vacancies and/or Removal of Executive Council Members

- a) The President-Elect shall become President in the event that the office of the President becomes vacant before the end of the term for which the President was elected. In the event of the simultaneous vacating of both the President and Vice-President, a special election shall be held by mail and/or applicable electronic technology. Special Elections shall be conducted in an orderly, efficient, equitable and secure manner. A ballot shall be sent to each member entitled to vote on ALATA affairs, as set forth in Article I Section 1.3 of these bylaws. Then the Secretary shall serve as Interim President in this instance with the Treasurer serving as Interim Vice-President in the event of the simultaneous vacating of the President and Vice-President. Refer to section 3.4 of these Bylaws to determine the terms of those elected by special elections. Other vacancies shall be appointed temporarily by the President.

An election shall not be held if there is only one candidate.

- b) In the event the offices of Vice-President, Secretary, Treasurer and/or a Non-Officer Member becomes vacant during their respective terms, a special election shall be held by mail and/or applicable electronic technology. Refer to section 3.4 of these Bylaws to determine the terms of those elected by special elections. Special Elections shall be conducted in an orderly, efficient, equitable and secure manner. A ballot shall be sent to each member entitled to vote on ALATA affairs, as set forth in Article I Section 1.3 of these bylaws.

An election shall not be held if there is only one candidate.

- c) In the case where it is known in advance that an elected official will be leaving office for any reason, a special election may take place immediately instead of waiting for the respective office to be vacated. Advance notifications must come in written form, via mail and/or applicable electronic technology, to each person on the Executive Council as defined in Article III, Section 1. Any person elected in this manner shall take office at the time the vacating member officially leaves office. Special Elections shall be conducted in an orderly, efficient, equitable and secure manner. A ballot shall be sent to each member entitled to vote on ALATA affairs, as set forth in Article I Section 1.3 of these bylaws.

An election shall not be held if there is only one candidate.

### **3.7 Removal of Executive Council Members: Impeachment**

Any Executive Council Member may be impeached and removed from office on the following grounds: embezzlement, malfeasance in office, conflict of interest with the goals of ALATA, Inc. or actions contrary to or in violation of the Constitution and/or these Bylaws. Before impeachment proceedings can be instituted, a brief containing the charges shall be drawn up and presented by an ALATA, Inc. Member in good standing to the Executive Council in person and/or applicable electronic technology to each person on the Executive Council as defined in Article III, Section 1. The aforementioned brief must then be adopted by a majority vote of the Executive Council prior to the formal presentation of the charges to the membership. Impeachment and removal from office of any officer shall require a two-thirds vote of the voting membership of ALATA, Inc. present at the Annual Business Meeting. If a quorum is not present at the annual business meeting, a two-thirds majority vote of the ballots cast, by mail and/or with the advance of applicable electronic technology of the Association's voting members shall be necessary.

### **3.8 Removal of Executive Council Members: Inability to Maintain or Complete Duties**

- a) If any Executive Council Member is unable to maintain or complete the duties and/or responsibilities of their respective office for reasons outside Article III, Section 6, then a quorum of the Executive Council may call for a vote to ask for resignation of that Member and proceed with a special election to fill that vacancy as outlined in these Bylaws.
- b) Any Executive Council Member shall be deemed to have resigned and the office shall be deemed vacant when that Member:
  - i. resigns their membership in ALATA, Inc.;
  - ii. ceases to be a Certified/Licensed or Licensed Member in good standing;
  - iii. ceases to be actively involved in the profession of athletic training;
  - iv. cessation of duties
  - v. is deceased

## **ARTICLE IV – Powers and Duties of Executive Council**

### **4.1 Powers of the Executive Council**

The officers are the President, President-Elect, Vice-President, Secretary, Treasurer, three (3) Non-Officer Members, and Parliamentarian. All powers and duties of the Executive Council Members are prescribed in these Bylaws. Voting on all business matters or issues requiring a vote will be done by the Executive Council. The President shall cast a deciding vote on impasse. Only elected Executive Council officers of ALATA, Inc. shall vote by proxy in the event a Member of the Executive Council is unable to be present for a meeting, either in person or through means of applicable computer technology.



#### 4.2 Executive Council and Conduct of Business

- a) The Annual Business Meeting shall be held each year at a time and place set by the Executive Council in conjunction with the Annual Meeting and Clinical Symposia. A quorum for the annual business meeting shall consist of two-thirds of the voting members present during the Annual Business Meeting.
- b) The Executive Council may submit items of ALATA, Inc. business to the voting membership for a vote by mail and/or through applicable electronic technology through means of online voting.
- c) The Executive Council shall meet at the Annual Meeting and Clinical Symposia and at any other time that the President determines it necessary to call a Council meeting. A quorum for an Executive Council Meeting shall be four (4) of the voting members.
- d) The President may submit appropriate items of ALATA, Inc. business to the Executive Council in a meeting with a quorum of the Council present, for a vote by mail, conference call or through the advance of applicable electronic technology. For any voting procedure the president shall first secure a "second" to the proposal. For a voting procedure other than a quorum present, the President must submit the proposal to each member of the Council by mail and/or through the advance of applicable electronic technology, with a request to submit a "yes" or „no" vote either by mail and/or through the advance of applicable electronic technology on the proposal by a date specified by the President. An immediate vote by conference call is permissible.
- e) Each elected Executive Council officers of ALATA, Inc. may vote by proxy on items of business before the Executive Council. The Non-Officer Members of the Council shall collectively have one (1) vote on items of business before the Executive Council. The Non-Officer Members" vote shall be determined by a simple majority of the votes cast by the Non-Officer Members present. Council Approval of items properly submitted shall require three (3) "yes" votes.
- f) The President may submit emergency items of ALATA, Inc. business that are appropriate for Council Action to the Executive Council for a vote by telephone. For such a voting procedure the President shall first secure a "second" to the proposal and then call each member of the Council for his/her vote on the proposal. Council Approval of items properly submitted shall require three (3) "yes" votes.

### 4.3 Duties of Executive Council Members

- a) Functions and Responsibilities of the President:
  - i. Represent ALATA, Inc. in all NATA, Inc. communications.
  - ii. Represent ALATA, Inc. at Southeastern Athletic Trainers' Association, Incorporated (SEATA, Inc.) Executive Board meetings (including conference calls and appropriate electronic technology).
  - iii. If the President is unable to represent ALATA, Inc. at a SEATA, Inc. meeting or required action, the President shall appoint a representative from the Executive Council of ALATA, Inc.
  - iv. Call and preside over all Executive Council meetings (including conference calls and appropriate electronic technology) as deemed necessary and advisable.
  - v. Call and preside over all official ALATA, Inc. meetings.
  - vi. Serve as official spokesperson for the Executive Council and ALATA, Inc.
  - vii. Establish, dissolve, and serve as coordinator and ex-officio member of all ALATA, Inc. standing committees.
  - viii. Elect members to SEATA, Inc. committees with the approval of the ALATA, Inc. Executive Council.
  - ix. Responsible for the approval of all financial business on behalf of ALATA, Inc.
  - x. Oversee all other members of the Executive Council in the performance of their duties.
  - xi. At any time, with the approval of the Executive Council, remove or make changes to any committee, committee leadership or its members.
  - xii. Appoint the Parliamentarian with the agreement and approval of the Executive Council
  
- b) Functions and Responsibilities of the President-Elect:
  - i. Fulfill the duties of the President in the event that the office of the President becomes officially vacant as per Article III, Section 6.
  - ii. Serves as a non-voting member of the Executive Council
  - iii. Review the by-laws, constitution and make recommendations for changes to the Executive Council or the appropriate committee.
  - iv. Assume the office of President at the end of the term of the sitting President.
  
- c) Functions and Responsibilities of the Vice-President:
  - i. Serve in the absence of the President at all official meetings.
  - ii. Will prepare a current membership roll of all classifications for Executive Council Officers
  - iii. Fulfill the duties of the President in the event that the office of the President becomes vacant before the conclusion of that term of office in the absence of the President Elect.
  - iv. Organize and oversee the arrangements for ALATA's mid-year business meeting and annual business meeting and clinical symposium.
  - v. Serve as an ex-officio member of all ALATA, Inc. committees.
  - vi. Carry out additional duties as assigned by the President.
  - vii. Fulfill the duties of the President in the event that the office of the President becomes officially vacant as per Article III, Section 6 or in the event the President-Elect position is not filled.

- d) Functions and Responsibilities of the Secretary:
  - i. Will record the minutes of all ALATA, Inc. meetings and Executive Council meetings.
  - ii. Will serve as custodian of all records, books and papers belonging to ALATA, Inc. with the exception of the financial records.
  - iii. Will conduct official correspondence for ALATA, Inc. with other organizations and individuals, to include receiving reports of committees.
  - iv. Compilation and arrangement of Association newsletter and website and deliver to web coordinator.
  - v. Maintain a current and accurate official membership and mailing list and coordinate the renewal of ALATA, Inc. memberships.
  - vi. Inform the President regarding membership status.
  - vii. Will send out notices of regular and special elections and/or meetings of ALATA, Inc.
  - viii. Provide the President with any proposed amendments to the Constitution and/or Bylaws to be discussed by the membership at the annual meeting.
  - ix. Assist with the organization and oversight of ALATA's annual business meeting and clinical symposium.
  - x. Preside over the election(s) of members of the Alabama Board of Athletic Trainers at the annual business meeting in compliance with Alabama Athletic Trainers Licensure Act 34-40-3(B).
  
- e) Functions and Responsibilities of the Treasurer:
  - i. Serve as the custodian of all financial records of ALATA, Inc.
  - ii. Receive and deposit all ALATA, Inc. monies in the name of ALATA, Inc.
  - iii. Will furnish a detailed statement of financial affairs of ALATA, Inc. quarterly. This information will also be made available to any Executive Council Member of ALATA, Inc. at any time they may request it. This information will be published in the ALATA, Inc. newsletter.
  - iv. Will collect ALATA, Inc. dues from non-NATA, Inc. members and receive dues as forwarded from SEATA, Inc. on behalf of NATA, Inc. members.
  - v. Will provide membership status relative to dues collection to the Vice President and Secretary of ALATA, Inc.
  - vi. Assist with the organization and oversight of ALATA's annual business meeting and clinical symposium.
  - vii. Oversee the publication and distribution of the Association's newsletter and website
  
- f) Functions and Responsibilities of the Non-Officer Members:
  - i. Bring Issues to and/or from the membership to the Executive Council.
  - ii. Serve as chairs of special committees as assigned by the President.
  - iii. Carry out additional duties as assigned by the President.
  - iv. Vote on matters before the Executive Council. The votes of the Non-Officer Members shall be counted as set forth in Article 4, Section 2 of these Bylaws.
  - v. Assist with the organization and oversight of ALATA's annual business meeting and clinical symposium.
  - vi. Carry out additional duties as assigned by the President.

- g) Functions and Responsibilities of the Parliamentarian
  - i. Will be a NATABOC Certified member of ALATA and must have a thorough knowledge of parliamentary procedure and an understanding of Robert's Rules of Order.
  - ii. Is in charge of keeping the Executive Council and annual business meetings operating under parliamentary procedure as prescribed by the Robert's Rules of Order
  - iii. Shall be responsible for oversight of elections, gathering of nominations for office, and the receipt, tabulation and verification of votes cast for the election of officers.
  - iv. The Executive Council shall have the duties as dictated by the Constitution and By-Laws of ALATA.

## ARTICLE V – Committees

### 5.1 The number and names of committee members

The number and names of committee members shall be selected by the President, and approved by the Executive Council, from Members in good standing within appropriate membership categories as set forth in Article 1, section 3 of these Bylaws. Committee members shall serve a one (1) year term with reappointment allowed with the approval of the Executive Council.

### 5.2 Committees may be established at any time

The President shall establish such committees with the approval of the Executive Council. Committees shall have a purpose and authority limited to that specifically delegated in writing by the Executive Council. Committees shall report to the President and Executive Council for approval of the committee's progress, needs and recommendations for the welfare, growth and protection of ALATA, Inc. Each Committee shall have a liaison from the Executive Council as assigned by the President. Committees will be fully responsible for operating within the Code of Ethics of the NATA, Inc. and the Standards of Professional Practice as set forth by the Board of Certification, Inc. Committees will be prepared to present to the general membership in a form dictated by the Executive Council a report of activities at the Annual Business Meeting.

### 5.3 A committee Chair shall be selected by the President

A committee Chair shall be selected by the President, and approved by the Executive Council, from Members in good standing within appropriate membership categories as set forth in Article 1, section 3 of these Bylaws. The duties of each Chair shall be determined by the President with the approval of the Executive Council. The Chair shall be responsible for directing the function of their respective committee and will report all activities to the President or Executive Council Liaison as requested. Each Chair's term of office shall be a two (2) year term. The Chair may be reappointed with approval of the Executive Council.

## **ARTICLE VI – Order and Procedure of Business Meetings**

### **6.1 Order of Proceedings**

The order of all official ALATA, Inc. business meetings will be as follows:

- a) Roll Call
- b) Reading or Disposal of any Unapproved Minutes
- c) Reports of Officers
- d) Committee Reports
- e) Old Business
- f) New Business
- g) Adjournment

### **6.2 Robert's Rules of Order**

The Robert's Rules of Order will govern all parliamentary procedures and matters not included in these bylaws.

## **ARTICLE VII – Amendments**

These Bylaws may be amended by two-thirds majority vote of the ballots cast by the voting membership of ALATA, Inc. Vote shall be by mail and/or applicable electronic technology. Amendments will be presented to and approved by the Executive Council of ALATA, Inc. prior to a vote of the membership.