

The following Bylaws are subject to, and governed by, the Constitution and Bylaws of the National Athletic Trainers' Association (NATA), and the Articles of Incorporation superseding non-profit. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Non-Profit Corporation Act of the NATA, said Non-Profit Corporation Act shall be the prevailing controlling law. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Incorporation / Organization, it shall then be the NATA Bylaws which shall be controlling, and the Bylaws of the Southeast Athletic Trainers' Association (SEATA), also known as District IX and/or District 9 of the NATA, will be amended without the normal Bylaws amending actions to reconcile this / these differences.

## Article 1 – Membership

### 1.1 Eligibility

Eligibility for membership is determined by conditions and obligations of Article III of the Constitution of the Southeast Athletic Trainers' Association, Inc. (SEATA) and as outlined in these By-Laws. All members will abide by the Code of Ethics of the National Athletic Trainers' Association, Inc. (NATA), the Standards of Professional Practice as set forth by the National Athletic Trainers' Association Board of Certification, Inc. (NATABOC), or its successor, and any applicable state laws and/or regulations.

### 1.1 Classifications

Membership in SEATA will mirror membership in the NATA. Eligibility for these classifications is defined as follows and will comprise the membership classes:

#### 1.1.1 Certified – Regular

Certified membership shall be open to individuals who are members of the NATA, and in good standing with the NATABOC, or its successor. If applicable, certified members must also be compliant with his/her home state regulatory requirements. Certified members are entitled to vote on SEATA affairs.

#### 1.1.2 Certified – Retired

A certified member, who is eligible for NATA retired status and who wishes to continue membership in SEATA in the retired class, must request their change to this class through the NATA and inform the Secretary of SEATA. A Certified- Retired member shall also submit verification that he/she has retired their license to practice in their respective home state, if applicable. A certified member who retires shall have the privilege of continuing membership without further payment of dues. Certified-Retired members are entitled to vote on SEATA affairs.

#### 1.1.3 Certified – Student

Certified-Student membership shall be open to individuals who

## Article 1 Membership

### 1.1 Eligibility

Eligibility for membership is determined by conditions and obligations of Article III of the Constitution of SEATA and as outlined in these By-Laws. All members must comply with the NATA Code of Ethics, Membership Standards Eligibility Requirements and Membership Sanctions and Procedures, as well as the Standards of Professional Practice as set forth by the Board of Certification for the Athletic Trainer, Inc. (BOC), or its successor, and any applicable state laws and/or regulations.

### 1.2 Classifications

Membership classifications in SEATA will mirror membership in the NATA. Eligibility for these classifications is defined by NATA.

### 1.3 Rights and Privileges

#### 1.3a Certified Members

Each certified member shall have the right to one (1) vote on any matter(s) coming before the Members and the right to attend the SEATA clinical symposia, the SEATA Annual Members' Meeting, and other national meetings of NATA. Only Certified Members shall be eligible to serve as Directors and Officers of SEATA.

are members of the NATA, in good standing with the NATABOC, or its successor, and who are enrolled as full-time graduate students working toward an advanced degree at an accredited college or university. If applicable, Certified-Student members must also be compliant with his/her home state regulatory requirements. An individual may not be classified as a Certified-Student Member for a combined total of more than three years. If a person ceases to be a full-time student, he/she is no longer eligible for Certified-Student membership. Certified-Student members are entitled to vote on SEATA affairs and to hold any organizational support group position.

#### **1.1.4 Associate**

Associate membership shall be open to individuals who are working professionally in athletics, education, research, medicine, or an allied health profession related to athletic training. An individual who has fulfilled the requirements to apply for the NATABOC, or its successor, certification examination and is not currently enrolled as a full-time student shall be eligible for the Associate membership category. In addition, the membership category of a Certified Member in good standing with the NATA who has been placed on inactive status by the NATABOC, or its successor, shall be changed to Associate Member. Associate members are not entitled to vote on SEATA affairs.

#### **1.1.5 Non-Certified Student**

Non-Certified Student Membership shall be open to individuals meeting the following criteria:

**1.2.5a** Non-certified individuals enrolled as full-time graduate or undergraduate students in an accredited college or university; and

**1.2.5b** Individuals making progress toward the fulfillment of the requirements for NATABOC, or its successor, certification but have not completed such requirements.

**1.2.5** An individual may be classified as a Non-Certified Student member for a combined total of no more than eight years (undergraduate five, graduate three). After eight years, the individual must transfer to the Associate Member category. Non-Certified Student members are not entitled to vote on SEATA affairs.

Certified Members may serve on Committees and as liaisons. Certified Members shall have the right to exercise such other privileges prescribed by the SEATA Executive Board and set forth in these Bylaws and/or the Policies and Procedures Manual.

#### **1.3b Athletic Trainer – Retired Members**

Athletic Trainer – Retired members shall have the right to one (1) Vote on any matter coming before the Members and the right to attend the SEATA clinical symposia, the SEATA Annual Members’ Meeting, and other national meetings of NATA. Athletic Trainer – Retired members may serve on committees and as Liaisons. Athletic Trainer- Retired Members shall pay no dues and have other rights. Athletic Trainer – Retired Members shall have other privileges prescribed by the Executive Board and set forth in these Bylaws and the Policies and Procedures Manual.

#### **1.3c Other Members**

Other Members shall have the right to attend the SEATA clinical symposia, the SEATA Annual Members’ Meeting, and other national meetings of NATA, but shall have no voting rights and shall not be eligible to serve as Directors or Officers of SEATA. Such members may have other rights and privileges prescribed by the Executive Board of SEATA and set forth in these Bylaws and the Policies and Procedures Manual.

**1.2.6 Honorary**

NATA Honorary members who reside in District IX are recognized as honorary members of SEATA. Honorary members are not entitled to vote on SEATA affairs.

**ARTICLE 2 – Governance**

**2.1 Governing Body**

The governing body of SEATA shall be the Executive Board. It shall be comprised of the current duly elected President of each state athletic training organization within District Nine and the duly elected offices of: District Director, President, Vice-President, Secretary, and Treasurer. All Executive Board members shall be certified athletic trainers as set forth in Article 1.2.1 or 1.2.3 in these By-Laws.

**2.1.1 Replacement Representation of State President**

In the event a state within District IX elects a president who does not meet membership requirements and/or certification as set forth in these By-Laws, that state president shall present to the Executive Board, for approval, an individual, from the respective officers of that state, as a permanent replacement to represent that state on all matters and business within SEATA. Such individual shall meet all membership requirements and will serve only during the term of that respective state president. This replacement, or a replacement as outlined in Article 3.1.1 of these By-Laws, will be allowed to represent the respective state as an Executive Board member and act and/or vote on matters of SEATA.

Article 2 Governance

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**2.1 Governing Body**

The governing body of SEATA shall be the Executive Board. It shall be comprised of the current duly elected President of each state athletic training organization within District Nine and the duly elected offices of: District Director, President, Vice-President, Secretary, and Treasurer. All Executive Board members shall be certified [members of NATA](#).

**2.1a Replacement Representation of State President**

In the event a state within District IX elects a president who does not meet membership requirements and/or certification as set forth in these By-Laws, that state president shall present to the Executive Board, for approval, an individual, from the respective officers of that state, as a permanent replacement to represent that state on all matters and business within SEATA. Such individual shall meet all membership requirements and will serve only during the term of that respective state president. This replacement, or a replacement as outlined in [Article 3.2](#) of these By-Laws, will be allowed to represent the respective state as an Executive Board member and act and/or vote on matters of SEATA.

## 2.1.2 Election of Officer(s) to Governing Body

### 2.1.2a Eligibility Requirements

Eligibility requirements to run for and hold an elected office of SEATA include being a certified member of SEATA, as defined in Article 1.2.1 and 1.2.3. In addition:

**2.1.2a.1** Candidates for District Director must have served on the Executive Board for a minimum of two years in the ten-year period preceding the beginning of the election for the office.

**2.1.2a.2** Candidates for President must have served on the Executive Board for a minimum of two years in the ten year period preceding the beginning of the election for the office.

**2.1.2a.3** Candidates for Vice-President must meet one of the following requirements within the ten year period preceding the beginning of the election for the office: 1) served on the Executive Board; 2) served as a State Vice-President for a minimum of two years; 3) served as a chair of a standing SEATA/NATA organizational support group for a minimum of four years; or 4) served as Chair of a state educational or state meeting committee for a minimum of four years. 5) Candidates not meeting any one of the above individual requirements, then any combination of the prescribed experiences for this office totaling four years, within this ten year period, shall be acceptable to meet the candidacy requirement.

**2.1.2a.4** Candidates for Secretary or Treasurer must meet one of the following requirements within the ten year period preceding the beginning of the election for the office: 1) served on the Executive Board for a minimum of two years; 2) served as a State Vice-President, Secretary or Treasurer for a minimum of two years; or 3) served as a Chair of a standing SEATA/NATA organizational support group for a minimum of three years.

4) candidates not meeting any one of the above individual requirements, then any combination of the prescribed experiences for this office totaling four years, within this ten year period, shall be acceptable to meet the candidacy requirement.

## 2.2 Election of Officer(s) to Governing Body

### 2.2a Eligibility Requirements

Eligibility requirements to run for and hold an elected office of SEATA include being a certified member of SEATA. In addition:

**2.2a.1** Candidates for the SEATA offices of District Director, District President, District Vice-President, District Secretary, and District Treasurer must have either served on the Executive Board for a minimum of two (2) years in the past ten-year period, or have served as a State Officer, excluding State President, for a minimum of four years in the past seven-year period; or have served as a chair of a recognized SEATA committee for a minimum of four years in the past seven-year period, or served as a chair of a district-based NATA committee for a minimum of four years in the past seven-year period. In addition, the duly appointed SEATA Parliamentarian shall be eligible for a District Office after serving in the position for a minimum of four years in the past seven-year period.

**2.2a.2** Years of service will be determined from the actual date that the candidate took the office of the respective requirement, to the date of the assumption of the SEATA office which they are seeking.

**2.1.2a.5** Years of service will be determined from the actual date that the candidate took the office of the respective requirement, to the date of the assumption of the SEATA office which they are seeking.

**2.1.2b Nomination(s)**

The Certified - Regular and Certified – Retired members of SEATA will propose nominations for SEATA officers. The Secretary will announce upcoming regular elections and the call for nominations to the membership by mail, and/or through applicable computer technology, by July 1st, prior to the end of the respective term of office. Nominations are to be made in writing to the Secretary of SEATA or to the SEATA Elections Committee Chair. Nominations shall close by the following August 15th and ballots distributed to the membership by mail, and/or applicable computer technology, by September 15th. Voting shall be completed by October 15th and election results announced to the membership by November 1st. In the event of natural disaster, and/or other major unpredictable event, the Executive Board may alter the above timeline.

**2.1.2c Election to Office**

Election of a SEATA Officer will require a majority of valid votes duly received from the voting membership of SEATA, in accordance with SEATA election procedures. Voting shall be by mail, and/or through means of online voting with the advancement of applicable computer technology. Election results are certified by a CPA and approved by the SEATA Executive Board.

**2.2b Nomination(s)**

The Certified and Athletic Trainer–Retired members of SEATA will propose nominations for SEATA officers. The Secretary will announce upcoming regular elections and the call for nominations to the membership through available and applicable computer technology, by July 1st, prior to the end of the respective term of office. Nominations are to be made by computer technology in writing to the Secretary of SEATA a n d / or to the SEATA Elections Committee Chair. Nominations shall close at the end of the day on July 15<sup>th</sup> and the Secretary and/or Elections Committee Chair will verify each candidate's eligibility for the ballot. Ballots are to be distributed to the membership by computer technology by August 1<sup>st</sup>. Voting shall be completed by the end of the day on August 15<sup>th</sup> and election results announced to the membership by September 1<sup>st</sup>. In the event of natural disaster, and/or other major unpredictable event, the Executive Board may alter the above timeline.

**2.2c Election to Office**

Election of a SEATA Officer will require a majority of valid votes duly received from the voting membership of SEATA, in accordance with SEATA election procedures. All SEATA elections voting shall be carried out by means of online voting using applicable computer technology. Election results shall be certified by a Certified Public Accountant (CPA) and approved by the SEATA Executive Board.

2.2c.1 In the case there are more than two candidates running and none receive a majority of affirmative votes in a vote, the vote is rerun with only the candidates receiving the two highest vote counts eligible. This process will be repeated until one candidate receives the majority vote. The ballot will be submitted to the membership by electronic ballot immediately and the membership will have fourteen (14) days to complete and submit their ballot. Election results will be certified by a CPA and approved by the SEATA Executive Board.

2.2c.2 In the event of a tie, a rerun of the vote of the membership will take place by electronic ballot immediately and the membership will have fourteen (14) days to complete and submit their ballot. This process will be repeated until one candidate receives a

### **.1.2d Assumption of Office**

The newly elected officer(s) will take office and begin their term at the SEATA Executive Board session concurrent with the NATA Annual Meeting. **2.1.2d1** Officers elected as a result of special elections shall assume office as set forth in Article 2.3 of these By-Laws. **2.1.2d2** When a SEATA Office is deemed as vacant by the Executive Board, the highest ranking sitting SEATA Officer may appoint, with SEATA Board approval, a duly qualified SEATA member as an interim officer until the assumption of office by the elected officer.

## **2.2 Terms of Office of SEATA Officers**

### **2.2.1 District Director**

The term of office of the District Director shall be consistent with the terms as established by the NATA. The term of office shall begin at the time of the NATA Annual Meeting following the end of the previous immediate term.

### **2.2.2 President**

The term of office of the President shall be three years. Beginning with the regular election cycle in the fall of 2008, there will be a regular election every three years for the office of the President. He/she may not serve more than two consecutive terms.

### **2.2.3 Vice-President**

The term of office of the Vice-President shall be three years. The election of the Vice-President will occur on the year following the election of the President. He/she may not serve more than two consecutive terms.

**2.2.3** In the event that the office of President becomes vacant before the end of the term for which the President was elected, the Vice-President shall become President for the remainder of the term for which the previous President was elected. Upon becoming President in this manner, he/she can still serve two consecutive elected terms of office as President if there is less than one year remaining in the previous President's term. Should the Vice-President assume the President's position in the first or second year of office then he/she may only run for election as President for one additional consecutive term.

majority vote. Election results shall be certified by a CPA and

approved by the SEATA Executive Board.

2.2c.3 An election shall not be held in the event of only one candidate on the ballot for any SEATA office.

### **2.2d. Assumption of Office**

The newly elected officer(s) will take office and begin their term at the SEATA Members' Meeting concurrent with the NATA annual meeting.

2.2d.1. Officers elected as a result of special elections shall assume office as set forth in Article 2.4 of these By-Laws.

2.2d.2. When a SEATA Office is deemed as vacant by the Executive Board, the highest ranking sitting SEATA Officer may appoint, with SEATA Board approval, a duly qualified SEATA member as an interim officer until the assumption of office by the elected officer.

## **2.3. Terms of Office of SEATA Officers**

### **2.3a. District Director**

The term of office of the District Director shall be consistent with the terms as established by the NATA. The term of office shall begin at the time of the NATA annual meeting following the end of the previous immediate term.

### **2.3b. President**

The term of office of the President shall be three years. Beginning with the regular election cycle in the fall of 2008, there will be a regular election every three years for the office of the President. They may not serve more than two consecutive terms.

### **2.3c. Vice-President**

The term of office of the Vice-President shall be three years. The election of the Vice-President will occur on the year following the election of the President. They may not serve more than two consecutive terms.

2.3c.1. In the event that the office of President becomes vacant before the end of the term for which the President was elected, the Vice-President shall become President for the remainder of the term for which the previous President was elected. Upon becoming President in this manner, he/she can still serve two consecutive elected terms of office as President if there is less than one year remaining in the previous President's term. Should the Vice-

## Secretary

The term of office of the Secretary shall be three years. The election of the Secretary will occur on the year following the election of the President. He/she may not serve more than two consecutive terms.

### 2.2.4 Treasurer

The term of office of the Treasurer shall be three years. The election of Treasurer will occur on the same year as the election of the President. He/she may serve without term limits.

## 2.3 Special Elections – Vacancies of the Offices of District Director, Vice-President, Secretary, or Treasurer:

Should any of the offices of District Director, Vice-President, Secretary or Treasurer become vacant during their respective terms, or with the simultaneous vacating of both the President and Vice-President offices, a special election shall be held and a new officer chosen within sixty days of said office being vacated. Such special election will be called for by the Executive Board. Nominations will be asked of the membership by mail and/or with the advance of applicable computer technology through online means. The nomination period will be open for 14 days, after which, elections will take place following the verification of candidate's eligibility, and the development, approval, and distribution of the ballot by the Elections Committee by mail and/or with the advance of applicable computer technology, through means of online voting. The person(s) elected shall serve in the respective office for the remainder of the term until the next regularly scheduled election. In an event that an office is vacant, the newly elected official will take office immediately.

**2.3.1** 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. Nominations will be asked of the membership by mail and/or with the advance of applicable computer technology, through online means. The nomination period will be open for thirty days, after which, elections will take place immediately by mail and/or with the advance of applicable computer technology, through means of online voting. Any person elected in this manner shall take office at the time the vacating officer officially leaves office.

President assume the President's position in the first or second year of office then he/she may only run for election as President for one additional consecutive term.

### 2.3d. Secretary

The term of office of the Secretary shall be three years. The election of the Secretary will occur on the year following the election of the President. They may serve without term limits.

### 2.3e. Treasurer

The term of office of the Treasurer shall be three years. The election of Treasurer will occur on the same year as the election of the President. They may serve without term limits.

## 2.4. Special Elections

Should any of the offices of District Director, Vice-President, Secretary or Treasurer become vacant during their respective terms, or with the simultaneous vacating of both the President and Vice-President offices, a special election shall be held, and a new officer chosen within sixty days of said office being vacated. Such special election will be called for by the Executive Board.

**2.4a.** Nominations are to be made by computer technology in writing to the Secretary of SEATA and / or to the SEATA Elections Committee Chair. The nomination period will be open for 14 days, after which, elections will take place following the verification of candidate's eligibility, and the development, approval, and distribution of the ballot by the Elections Committee by applicable computer technology, through means of online voting. The time allowed for voting will be limited to fourteen days closing at the end of the fourteenth day. An election shall not be held if there is only one eligible candidate on the ballot for any open SEATA Office. The person(s) elected shall assume the office at the time the election is certified by a CPA and approved by the SEATA Executive Board.

**2.4b.** The person(s) elected shall serve in the respective office for the remainder of the term until the next regularly scheduled election. In an event that an office is vacant, the newly elected official will take office immediately.

**2.4c.** 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

**2.3.2** An officer, other than the District Director, elected by special election shall serve for the remainder of the term of office that they are filling. Upon becoming an officer in this manner, he/she can still serve two consecutive elected terms of office, in that respective office, if there is less than one year remaining in the previous officer's term. Should the new officer assume the vacated position in the first or second year of office, then he/she may only run for election in that respective office for one additional term.

**2.3.3** The District Director elected by a special election shall serve for the remainder of the term of office that they are filling, and may serve additional terms, as established by the NATA By-laws.

## **2.4 Removal of a SEATA Officer(s)**

### **2.4.1 Impeachment**

Any officer may be impeached and removed from office on the following grounds: embezzlement, malfeasance in office, or actions contrary to or in violation of the Constitution and/or these By-Laws. Before impeachment proceedings can be instituted, a brief containing the charges shall be drawn up and presented by a SEATA member to the Executive Board sitting in executive session. The aforementioned brief must then be adopted by a majority vote of the Executive Board 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 SEATA.

### **2.4.2 Inability to Maintain or Complete Duties of Office**

If any officer is unable to maintain or complete the duties and/or responsibilities of their respective office, for reasons outside of Article 2.4.1, then a voting member of the Executive Board may move for the resignation of the officer in question. If receiving a majority vote of the Executive Board, the resignation of that officer is called for and the Executive Board immediately proceeds with a special election to fill that vacancy, as outlined in Article 2.3 of these By-Laws.

and will follow the same guidelines for special elections as defined in Article 2.4a.

**2.4d.** The President and/or Vice-President elected by special election shall serve for the remainder of the term of office that they are filling. Upon becoming an officer in this manner, he/she can still serve two consecutive elected terms of office, in that respective office, if there is less than one year remaining in the previous officer's term. Should the new officer assume the vacated position in the first or second year of office, then he/she may only run for election in that respective office for one additional term.

**2.4e.** The District Director elected by a special election shall serve for the remainder of the term of office that they are filling, and may serve additional terms, as established by the NATA By-laws.

**2.4f.** The Secretary and/or Treasurer elected by special election may serve the remainder of that term and serve additional terms with no term limits.

## **2.5. Removal of a SEATA Officer(s)**

### **2.5a. Impeachment**

Any officer may be impeached and removed from office on the following grounds: embezzlement, malfeasance in office, or actions contrary to or in violation of the Constitution and/or these By-Laws. Before impeachment proceedings can be instituted, a brief containing the charges shall be drawn up and presented by a SEATA member to the Executive Board sitting in executive session. The aforementioned brief must then be adopted by a majority vote of the Executive Board 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 SEATA.

### **2.5b. Inability to Maintain or Complete Duties of Office**

If any officer is unable to maintain or complete the duties and/or responsibilities of their respective office, for reasons outside of Article 2.5a, then a voting member of the Executive Board may move for the resignation of the officer in question. If receiving a majority vote of the Executive Board, the resignation of that officer is called for and the Executive Board immediately proceeds with a special election to fill that vacancy, as outlined in Article 2.4 of these By-Laws.



## ARTICLE 3 – Powers and Duties of Officers and Members of the Executive Board

Powers and Duties of Officers and Members of the Executive Board The officers are the District Director, President, Vice-President, Secretary and Treasurer. All powers and duties of officers are prescribed in these By-Laws. Voting on all business matters or issues requiring a vote will be done by the state presidents, who serve as members on the Executive Board of SEATA. The officers shall not have voting power to conduct SEATA business as the Executive Board, with the exception of the President, whomay only vote on impasse.

### 2.5c. Delegate for State President

In the event a state president is unable to be present for a meeting, conference call, or vote, the respective state president may designate a delegate who shall be a certified athletic trainer as set forth in Article 1.2.1 in these By-Laws to represent that State. The state president must notify the President of SEATA in writing, and/or through e-mail, as far in advance as possible with this information. This delegate will not have any voting rights unless this notification is made and acknowledged by the President of SEATA, or the delegate is the individual permanently replacing the state president as described in Article 2.1.1 of these By- Laws.

## ARTICLE 4 – Executive Board and Conduct of Business

### 1.1. Members Meeting

The Members Meeting shall be held at a time and place set by the Executive Board. A quorum shall consist of a majority of the voting membership registered for the Members Meeting.

### 1.2. SEATA Business

The Executive Board may submit items of SEATA business to the voting membership for a vote at the Members Meeting, by mail, or with the advance of applicable computer technology through means of online voting. Submitted items will be confirmed by a majority of the votes cast.

### Article 3. Powers and Duties of Officers and Members of the Ex Board

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### 3.1. Powers and Duties of Officers and Members of the Executive Board

The officers are the District Director, President, Vice-President, Secretary and Treasurer. All powers and duties of officers are prescribed in these By-Laws. Voting on all business matters or issues requiring a vote will be done by the state presidents, who serve as members on the Executive Board of SEATA. The officers shall not have the motion, seconding, or voting power to conduct SEATA business as the Executive Board, with the exception of the President, who may only vote on impasse.

### 3.2. Delegate for State President

In the event a state president is unable to be present for a meeting, conference call, or vote, the respective state president may designate a delegate who shall be a NATA certified member to represent that State. The state president must notify the President of SEATA in writing, and/or through e-mail, as far in advance as possible with this information. This delegate will not have any voting rights unless this notification is made and acknowledged by the President of SEATA, or the delegate is the individual permanently replacing the state president as described in Article 2.1a of these By- Laws.

## Article 4. Executive Board and Conduct of Business

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### 4.1. Members' Meeting

The Members' Meeting shall be held at a time and place set by the Executive Board. The time and place of the Members' Meeting shall be published in advance by computer technology online.

4.1a. The Members' Meeting shall be held for the purpose of announcing SEATA's financial status based on the current financial statements and for the reporting of other information as the Executive Board may determine is important to SEATA and its members.

### 4.2. SEATA Business

The Executive Board may submit items of SEATA business to the voting membership for a vote at the Members Meeting or with the use of online platforms for online voting. Unless contradicted by other governing items in the Constitution or Bylaws, submitted items will be confirmed by a majority of the

### 6.3. Executive Board Meeting

The Executive Board shall meet at the SEATA Clinical Symposium & Members Meeting, and at any other time that the President determines it necessary to call a Board meeting.

- 6.3a. A quorum for an Executive Board Meeting shall be four (4) of the voting members.
- 6.3b. The President may submit appropriate items of SEATA business to the Executive Board in a meeting session with a quorum of the Board present, for a vote by mail, electronic computer technology or by conference call. For such a voting procedure, the President shall first secure a "second" to the proposal; and then submit the proposal to each member of the Board, by mail or electronic computer technology, with a request to submit a "yes" or "no" vote on the proposal, by a date specified by the President. An immediate vote by conference call or other electronic means is permissible. Board approval of items submitted shall require a "yes" vote of at least four (4) voting members of the Board, regardless of voting method.
- 6.3c. Members of SEATA who are in good standing may attend Executive Board meetings as provided for in the SEATA Policies and Procedures Manual.

### 4.3. Executive Board Meeting

The Executive Board shall meet at the SEATA Clinical symposia & Members Meeting, and at any other time that the President determines it necessary to call a Board meeting.

- 4.3a. A quorum for an Executive Board Meeting shall be four (4) of the voting members.
- 4.3b. The President may submit appropriate items of SEATA business to the Executive Board in a meeting session with a quorum of the Board present, for an [online](#) vote or by conference call. For such a voting procedure, the President shall first secure a "second" to the proposal; and then submit the proposal to each member of the Board, by email, with a request to submit a "yes" or "no" vote on the proposal, by a date specified by the President. An immediate vote by conference call or other electronic means is permissible. Board approval of items submitted shall require a "yes" vote of at least four (4) voting members of the Board, regardless of voting method.
- 4.3c. [SEATA](#) Members who are in good standing may attend Executive Board meetings as provided for in the SEATA Policies and Procedures Manual.

## Article 5 – Duties of Officers

### 5.1 Functions and Responsibilities of the District Director

- 5.1.1 Represent the SEATA at all required NATA Board of Directors meetings and functions.
- 5.1.2 Keep the President and Executive Board informed of any and all NATA business that may affect SEATA, or its membership.
- 5.1.3 If the District Director is unable to attend a required meeting or function, the District Director shall immediately inform the President of a temporary representative for the specific activity. The District Director may appoint a member of the SEATA Executive Board or the immediate past District Director as this temporary representative of SEATA. Should the Executive Board deem the District Director to be incapacitated to make this appointment, this responsibility shall rest with the President.

## Article 5. Duties of Officers

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### 5.1. Functions and Responsibilities of the District Director

- 5.1a. Represent the SEATA at all required NATA Board of Directors meetings and functions.
- 5.1b. Keep the President and Executive Board informed of any, and all, NATA business that may affect SEATA, or its membership.
- 5.1c. If the District Director is unable to attend a required meeting or function, the District Director shall immediately inform the President of a temporary representative for the specific activity. The District Director may appoint a member of the SEATA Executive Board or the immediate past District Director as this temporary representative of SEATA. Should the Executive Board deem the District Director to be incapacitated to make this appointment, this responsibility shall rest with the President.

**5.1.4** As a member of the SEATA Executive Board, the District Director shall serve at the votes cast.

will of the President for all SEATA functions and business matters, as approved by the Executive Board.

**5.1.5** In addition, the District Director's duties shall be to attend all on-site NATA board meetings during the year, one of which is held during the NATA Annual Meeting, and participate in all conference calls.

**5.1.6** Other duties shall be to:

**5.1.6a** Set policy and direction for the NATA with the other members of the NATA Board of Directors.

**5.1.6b** Serve in accordance with applicable sections of the NATA By-Laws, the NATA Policies and Procedures Manual, the NATA Articles of Incorporation and other official governance instruments of the NATA.

**5.1.6c** Appoint the Executive Director of the NATA with the other members of the NATA Board of Directors.

**5.1.6d** Receive recommendations, suggestions and requests from the Executive Board and SEATA members and make recommendations to the NATA President for inclusion on the agenda of the NATA Board of Directors meetings.

**5.1.6e** Continually reevaluate the goals and objectives of the NATA with the other members of the NATA Board of Directors and accept primary responsibility for progress toward these goals.

## **5.2 Functions and Responsibilities of the President**

**5.2.1** Serve as the official spokesman for the Executive Board and SEATA concerning public relations and speaking engagements for the membership.

**5.2.2** Call all meetings of the Executive Board as deemed necessary and advisable.

**5.2.3** Preside over all SEATA Members and Executive Board Meetings.

**5.2.4** Represent a tie-breaking vote on the Executive Board and votes only in the event of impasse.

**5.2.5** Keep the Executive Board informed about SEATA affairs between Board meetings.

**5.2.6** Serve as ex-officio member of all SEATA organizational support groups.

**5.2.7** Appoint all organizational support groups with agreement and approval of Executive Board.

5.1d. As a member of the SEATA Executive Board, the District Director shall serve at the will of the President for all SEATA functions and business matters, as approved by the Executive Board.

5.1e. The District Director's duties shall **include** attending all on-site **and online or virtual** NATA board meetings during the year, one of which is held during the NATA annual **symposia**.

5.1f. Other duties shall be to:

5.1f.1. Set policy and direction for the NATA with the other members of the NATA Board of Directors.

5.1f.2. Serve in accordance with applicable sections of the NATA By-Laws, the NATA Policies and Procedures Manual, the NATA Articles of Incorporation and other official governance instruments of the NATA.

5.1f.3. Appoint the Executive Director of the NATA with the other members of the NATA Board of Directors.

5.1f.4. Receive recommendations, suggestions and requests from the Executive Board and SEATA members and make recommendations to the NATA President for inclusion on the agenda of the NATA Board of Directors meetings.

5.1f.5. Continually reevaluate the goals and objectives of the NATA with the other members of the NATA Board of Directors and accept primary responsibility for progress toward these goals.

## **5.2. Functions and Responsibilities of the President**

5.2a. Serve as the official spokesman for the Executive Board and SEATA concerning public relations and speaking engagements for the membership.

5.2b. Call all meetings of the Executive Board as deemed necessary and advisable.

5.2c. Preside over all SEATA Members and Executive Board Meetings.

5.2d. Represent a tie-breaking vote on the Executive Board and votes only in the event of impasse.

5.2e. Keep the Executive Board informed about SEATA affairs between Board meetings.

- 5.2.8 Responsible for oversight of the SEATA Clinical Symposium and Members Meeting.
- 5.2.9 Responsible for the approval of all financial business on behalf of SEATA.
- 5.2.10 Appoint the parliamentarian, with the approval of the Executive Board.
- 5.2.11 Receive all reports of all SEATA organizational support groups.

**5.3 Functions and Responsibilities of the Vice-President**

- 5.3.1 Organize the SEATA Clinical Symposium and Members Meeting.
- 5.3.2 Preside over SEATA Members Meetings, in the absence of the President.
- 5.3.3 Preside over SEATA Executive Board Meetings, in the absence of the President, and votes only on impasse while serving in this capacity.
- 5.3.4 Record minutes of all Executive Board meetings, in case of absence of the Secretary.
- 5.3.5 Carry out all duties as directed by the President.

**5.4 Functions and Responsibilities of the Secretary**

- 5.4.1 Record the minutes of all SEATA meetings.
- 5.4.2 Conduct communication, with the approval of SEATA President, for SEATA with other organizations and individuals.
- 5.4.3 Send out notices of the regular and special meetings and attend to all duties as may pertain to his/her office.
- 5.4.4 Inform the Executive Board regarding membership status.
- 5.4.5 Serve as the District contact to provide district news updates to NATA.
- 5.4.6 Assist the Vice-President with organizing the SEATA Clinical Symposium and Members Meeting.
- 5.4.7 Oversee the SEATA website organization and be responsible for all electronic communications, including the quarterly SEATA Newsletter, in conjunction with the Communication Committee, as detailed in the SEATA Policies and Procedures Manual.
- 5.4.8 Work in conjunction with the Elections Committee Chair on the organization and process of all elections, as detailed in the SEATA Policies and Procedures Manual.
- 5.4.9 Be responsible for distribution and tabulation of all general ballots regarding SEATA business issues to be voted on by the SEATA voting membership.

- 5.2f. Serve as ex-officio member of all SEATA organizational support groups.
- 5.2g. Appoint all organizational committees, task forces, or workgroups with agreement and approval of Executive Board.
- 5.2h. Responsible for oversight of the SEATA clinical symposia and Members' Meetings.
- 5.2i. Responsible for the approval of all financial business on behalf of SEATA.
- 5.2j. Appoint the parliamentarian, with the approval of the Executive Board.
- 5.2k. Receive all reports of all SEATA organizational support groups.

**5.3. Functions and Responsibilities of the Vice-President**

- 5.3a. Organize the SEATA Clinical symposia and Members Meeting.
- 5.3b. Preside over SEATA Members Meetings, in the absence of the President.
- 5.3c. Preside over SEATA Executive Board Meetings, in the absence of the President, and votes only on impasse while serving in this capacity.
- 5.3d. Record minutes of all Executive Board meetings, in case of absence of the Secretary.
- 5.3e. Carry out all duties as directed by the President.

**5.4. Functions and Responsibilities of the Secretary**

- 5.4a. Record the minutes of all SEATA meetings.
- 5.4b. Conduct communication, with the approval of SEATA President, for SEATA with other organizations and individuals.
- 5.4c. Send out notices of the regular and special meetings and attend to all duties as may pertain to his/her office.
- 5.4d. Inform the Executive Board regarding membership status.
- 5.4e. Serve as the District contact to provide district news updates to NATA.
- 5.4f. Assist the Vice-President with organizing the SEATA clinical symposia.
- 5.4g. Oversee the SEATA website organization and be responsible for all electronic communications, including the quarterly SEATA Newsletter, in conjunction with the Committee responsible for communicating with the members, as detailed in the SEATA Policies and Procedures Manual.
- 5.4h. Work in conjunction with the Elections Committee Chair on the organization and process of all elections, as detailed in the SEATA Policies and Procedures Manual.

5.4.10 Serve as the Communications Committee Chair.

5.4.11 Carry out all duties as directed by the President.

## 5.5 Functions and Responsibilities of the Treasurer

5.5.1 Receive and deposit all SEATA monies in the name of SEATA.

5.5.2 Furnish a detailed statement of the financial affairs of SEATA to the Executive Board, quarterly. This information will also be made available to any member of SEATA, at any time requested. This information will also be published on the SEATA website.

5.5.3 Maintains and archives all financial records belonging to SEATA.

5.5.4 Collect SEATA dues and will keep the President informed of payment status.

5.5.5 Collect dues and will forward to each state, any funding provided to the respective state.

5.5.6 Provide membership status relative to dues collection to each state.

5.5.7 Assist the President with organizing the SEATA Clinical Symposium and Members Meeting.

5.5.8 Oversee registration process (pre-registration and on-site registration) for all meetings.

5.5.9 Serve as the Finance Committee Chair.

5.5.10 Carries out all duties as directed by the President.

5.4i. Be responsible for distribution and tabulation of all general ballots regarding SEATA business issues to be voted on by the SEATA voting membership.

5.4j. Serve as the Co-Chair on the committee responsible for communicating with the members.

5.4k. Carry out all duties as directed by the President.

## 5.5. Functions and Responsibilities of the Treasurer

5.5a. Receive and deposit all SEATA monies in the name of SEATA.

5.5b. Furnish a detailed statement of the financial affairs of SEATA to the Executive Board, quarterly. Provide a financial report at the annual clinical symposia and Members' Meetings. This information will be made available to any member of SEATA, at any time requested.

5.5c. Maintains and archives all financial records belonging to SEATA.

5.5d. Collect SEATA dues and will keep the President informed of payment status.

5.5e. Collect dues and will forward to each state, any funding provided to the respective state.

5.5f. Provide membership status relative to dues collection to each state.

5.5g. Assist the President with organizing the SEATA clinical symposia.

5.5h. Oversee registration process (pre-registration and on-site registration) for all meetings.

5.5i. Serve as the Finance Committee Chair.

5.5j. Carries out all duties as directed by the President.

## Article 6 – Dues

1.1. SEATA dues will be paid at the same time as National dues to the National Office. Honorary and Certified-Retired members will pay no dues.

1.2. Changes in National Athletic Trainers' Association and/or District IX (Southeast Athletic Trainers' Association) dues will be made by two-thirds majority vote of all voting members of the Executive Board. The state presidents will vote reflective of the votes cast by their respective state membership.

1.3. Each state will be responsible for setting their state's dues, in accordance with their governing documents, with the option that they may be collected by NATA and distributed by District IX of the NATA. Any changes in a state's dues must be made known to the Treasurer of District IX in a time that is mandated by NATA to be included in the next dues cycle invoice.

## Article 6. Dues

6.1. SEATA dues will be paid at the same time as National dues to the National Office. Honorary and Athletic Trainer-Retired members will pay no dues. Retired members shall pay no dues.

6.2. Changes in SEATA dues will be made by a two-thirds majority vote of all voting members of the Executive Board. The state presidents will vote reflective of the votes cast by their respective state membership.

6.3. Each state will be responsible for setting their state's dues, in accordance with their governing documents, with the option that they may be collected by NATA and distributed by District IX of the NATA. Any changes in a state's dues must be made known to the Treasurer of District IX in a time that is mandated by NATA to be included in the next dues cycle invoice.

## Article 7 – Organizational Support Groups

### 7.1 Purpose and Structure

Organizational Support Groups may be established at any time by the Executive Board. The authority, responsibilities, and organization of each Organizational Support Group shall be set forth in the SEATA Policies and Procedures Manual.

### 7.2 Selection of Chair and Members of Organizational Support Groups

Chairs and Members shall be appointed by the President and approved by the SEATA Executive Board. Organizational Support Groups shall be governed by the rules set forth in the SEATA Policies and Procedures Manual except as specifically provided in this Article 7.

### 7.3 Organizational Support Group Chair Duties and Term of Office:

**7.3.1** The duties of each Chair shall be determined by the President, with the approval of the Executive Board. The Chair shall be responsible for directing the function of their respective group and will report all activities to the President.

**7.3.2** Each Chair's term of office shall be specified in the SEATA Policies and Procedures Manual. The Chair may be reappointed with the approval of the Executive Board. The President, with the approval of the Executive Board, may at any time remove or make changes to any organizational support group.

### 7.4 Organizational Support Group Membership

**7.4.1** Each group, unless otherwise designated in the SEATA Policies and Procedures Manual, will consist of one member from each state or a workable group, as recommended by the Chair, with the approval of the Executive Board.

#### 7.4.2 Term of Office

## Article 7. Committees

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### 7.1. Purpose and Structure

**Committees, or other** support groups, may be established at any time by the Executive Board. The authority, responsibilities, and organization of each **Committee** shall be set forth in the SEATA Policies and Procedures Manual **except as specifically provided in this Article 7.**

**7.1a.** The SEATA Executive Board may identify appropriate SEATA committees to serve as sub-committees to a corresponding NATA established committee. The SEATA sub-committee will have specific roles and responsibilities for both NATA and SEATA. Each of these committees shall have at least one representative from each state in District IX and a duly appointed SEATA Sub-Committee Chair. The SEATA Sub-Committee Chair may also serve as the District IX Representative and member of the respective NATA Committee.

### 7.2. General Functions and Responsibilities of **SEATA Committees**

**7.2a.** Accept roles and responsibilities as set forth by the SEATA Policies and Procedures Manual and SEATA President and approved by the Executive Board.

**7.2b.** Reports to the President and to the Executive Board for approval the **committee's** progress, needs and recommendations for the welfare, growth, and protection of SEATA.

**7.2c.** Fully responsible for operating within Code of Ethics of the NATA and the Standards of Professional Practice, as set forth by the BOC or its successor.

**7.2d.** Present to the general membership in a format directed by the Executive Board a report of activities at the Members Meeting.

**7.2e.** Function under the complete direction of the Executive Board.

Each member shall serve for a term of one year and may be reappointed with approval of the Executive Board.

**1. General Functions and Responsibilities of Organizational Support Group(s)**

- 7.4.3 Accept roles and responsibilities as set forth by the SEATA Policies and Procedures Manual and SEATA President and approved by the Executive Board.
- 7.4.4 Reports to the President and to the Executive Board for approval the group's progress, needs and recommendations for the welfare, growth and protection of SEATA.
- 7.4.5 Fully responsible for operating within Code of Ethics of the NATA and the Standards of Professional Practice, as set forth by the NATABOC or its successor.
- 7.4.6 Present to the general membership in a format directed by the Executive Board a report of activities at the Members Meeting.
- 7.4.7 Function under the complete direction of the Executive Board.

## **Article 8 – Order of Executive Board Meeting**

**8.1 Order of Business**

The Order of Business procedure will be as follows; however, the President may request Executive Board approval of a variance due to logistical or other reasons.

- 8.1.1 Roll Call
- 8.1.2 Approval of the Minutes
- 8.1.3 Officer Report(s)
- 8.1.4 Reports
- 8.1.5 Unfinished Business
- 8.1.6 New Business
- 8.1.7 Adjournment

## Article 9 – By-Law Revisions

### 9.1 Amendments

These By-Laws may be amended, without previous notice, by two-thirds majority vote of the ballots cast by the voting membership of SEATA. Vote shall be by mail, or with the advance of applicable computer technology, through means of online voting. Amendments will be presented to and have been approved by the Executive Board of SEATA prior to voting by the membership. These By-Laws are not intended to conflict with the By-Laws of the NATA. In the event of a conflict, the By-Laws of SEATA may be amended accordingly to resolve this conflict, after formal approval of the SEATA Executive Board.

Rev. 3/2016 (Approval 1/25/16)

### 7.3. **Appointment as Chair of a SEATA Committee**

Current Members of SEATA may be appointed to serve as a Chair of a Committee and duly approved by the SEATA Executive Board.

7.3a. For SEATA sub-committees of a NATA committee, the appointment for the D9 Representative will be made by the District Director, as outlined in the SEATA Policies and Procedures Manual, who may also serve as the Chair for the SEATA sub-committee.

7.3b. All other SEATA Committee Chairs will be made by appointment of the District President.

### 7.4. **SEATA Committee Chair Duties and Term of Office**

7.4a. The duties of each Chair shall be determined by the President, with the approval of the Executive Board. The Chair shall be responsible for directing the function of their respective group and will report all activities to the President.

7.4b. Each Chair's term of office shall be specified in the SEATA Policies and Procedures Manual. The Chair may be reappointed with the approval of the Executive Board. The President, with the approval of the Executive Board, may at any time remove or make changes to any committee.

### 7.5. **SEATA Committee Membership, Duties and Term of Office**

7.5a. Each committee, unless otherwise designated in the SEATA Policies and Procedures Manual, will consist of one member from each state or a workable group, as recommended by the Chair, with the approval of the Executive Board.

7.5b. The duties of each member shall be as determined by the Chair and/or President, with the approval of the Executive Board.

7.5c. Each committee member shall serve for a term of two years and may be reappointed for a maximum of two additional terms, with approval of the Executive Board.



## Article 8. Order of Executive Board Meeting

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- 8.1. Order of Business  
The Order of Business procedure will be as follows; however, the President may request Executive Board approval of a variance due to logistical or other reasons.
  - 8.1a. Roll Call
  - 8.1b. Approval of the Minutes
  - 8.1c. Officer Report(s)
  - 8.1d. Reports
  - 8.1e. Unfinished Business
  - 8.1f. New Business
  - 8.1g. Adjournment

## Article 9. Bylaw Revisions

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- 9.1. **Substantive Changes**  
These Bylaws may be amended, without previous notice, by two-thirds majority of the votes cast by the eligible voting membership of SEATA. Vote shall be by computer technology online. Amendments will be presented to and have been approved by the Executive Board of SEATA prior to voting by the membership.
  - 9.1a. These Bylaws are not intended to conflict with the Bylaws of NATA. In the event of a conflict, the Bylaws of SEATA shall be amended accordingly to resolve the conflict.
- 9.2. **Technical Changes**  
Technical corrections to the Bylaws may be made by unanimous vote of Executive Board of SEATA, including the vote of the President. If the Bylaws are altered, amended or supplemented in this manner, the changes shall not become effective until sixty days after the Membership of SEATA has been advised of the change(s).

## Article 10 – Procedure of Meeting

### 10.1 Parliamentarian Procedures

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

## Article 11 – Financial Dispersal

### 11.1 Disbandment of SEATA

**Article 1.** In the event that SEATA decides to disband, the remaining monies in the treasury will be divided equally to the state organizations that make up SEATA, those being: Alabama Athletic Trainers' Association, Inc., The Athletic Trainers' Association of Florida, Inc., Georgia Athletic Trainers' Association, Inc., Kentucky Athletic Trainers' Society, Inc., Louisiana Athletic Trainers' Association, Inc., Mississippi Athletic Trainers' Association, Inc., and Tennessee Athletic Trainers' Society, Inc., respectively.

## **Article 10. Procedure of Meeting**

### 10.1. Parliamentarian Procedures

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

## **Article 11. Financial Dispersal**

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