

Bylaws of the  
Eastern Athletic Trainers' Association, Inc.

Article 1.0 The Association

1.1 Name

The name of the organization shall be Eastern Athletic Trainers' Association, Inc., known herein as the "EATA", and the "Association".

1.2 Geographic Boundaries

For purposes of representation of members and the election of Eastern Athletic Trainers' Association, Inc. officers, the EATA shall be made up of District 1 and District 2 of the National Athletic Trainers' Association, Inc. (NATA).

Article 2.0 Purposes

The purposes for which the Association is organized are as follows:

- A. The advancement, encouragement, and improvement of the athletic training profession in all of its aspects.
- B. The Association will encourage improved working relationships among all persons interested in, and working with, the problems that are inherent in the care for the health and well-being of the physically active individual.
- C. The Association shall encourage the continued professional development of each of its members.
- D. The Association shall serve the common interest of its members by providing a means of free exchange of ideas within the profession.

Article 3.0 Membership

3.1 Membership Qualifications

Membership in NATA District 1 or District 2 is a pre-requisite for membership in the EATA.

3.2 Membership Classification

Membership classification shall be made according to the definitions, requirements, and specifications established by the NATA.

3.3 Member Rights and Privileges

- A. 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 EATA business meeting. However, only those members possessing current National Athletic Trainers' Association Board of Certification, Inc. (BOC) certification and are in good standing with the BOC and NATA, and NATA Certified-Retired members shall be entitled to make motions or vote on EATA business.
- B. Only Certified or Certified Retired members of NATA Districts 1 and 2 shall be entitled to hold elected office in the Association.
- C. Each member shall have the respective rights and duties as provided for in the Bylaws.

3.4 Membership Standards

All members must comply with the *NATA's Code of Ethics, the NATA's Membership Standards, Eligibility Requirements, Membership Sanctions and Procedures, and the BOC's Standards of Practice.*

## Article 4.0 Member Meetings

### 4.1 Time, Location, Notification

Member meetings will be held once annually, at the EATA meeting. Location of the annual convention will be on a rotational basis between District 1 and District 2. The location and time of the member meetings shall be published in advance of the meeting in appropriate EATA, NATA, and/or State publications. Other meetings may be called as required, with proper prior notification.

### 4.2 Purposes

The member meetings shall be held for the purposes of announcing the EATA financial status, for delivery of the President's report, for delivery of EATA committee reports, and for conducting the business of the association.

### 4.3 Parliamentary Authority

- A. All meetings and proceedings will be conducted in accordance with the most current *Robert's Rules of Order*.
- B. Minutes of each meeting shall be kept by the EATA Secretary.
- C. These Bylaws may be amended by two-thirds (2/3)-majority vote of the eligible EATA members present at the annual business meeting provided that the proposed amendment appears as a printed agenda item.

## Article 5.0 EATA Executive Board

### 5.1 Members

The governing body of this organization shall be the Executive Board. The Executive Board of the Association will be composed of the EATA President, EATA President-Elect, EATA Immediate Past President, EATA Secretary, EATA Treasurer and all elected District 1 and District 2 officers.

The EATA President, President-Elect, Immediate Past President, Secretary and Treasurer will gain seats upon being elected by the combined District 1 and District 2 Certified membership of the NATA as set forth in Articles 7.2, 7.3 and 7.4. The District 1 officers will gain seats upon being elected by District 1 voting membership. The District 2 officers will gain seats upon being elected by District 2 voting membership. No officer can hold a seat on the Executive Board without being a Certified or Certified Retired member of the NATA.

### 5.2 Purpose

The Executive Board shall govern by majority vote and make rules and regulations to manage the interests of the EATA and fill any EATA Executive Board position as set forth by Article 7.7 of these Bylaws or committee vacancies as set forth by Article 10.2 of these Bylaws.

### 5.3 Meetings

- A. There shall be at least bi-annual meetings of the Association's Executive Board. All meetings shall be called by the EATA President.
- B. Members of the Association's Executive Board may participate in a meeting by telephone conference call 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.
- C. Each seat of the Executive Board shall have one vote. A simple majority will be required to approve any motion.
- D. For all Association executive board voting procedures, there will be a minimum of two representatives from District 1 elected offices, two representatives from District 2 elected offices and three representatives from the EATA Executive Board including the president in attendance.

### 5.3 Meetings cont.

- E. Minutes of each Executive Board meeting shall be kept by the EATA Secretary.

### Article 6.0 Government

- A. The immediate management of this Association shall be entrusted to the Executive Board.
- B. The Executive Board shall meet at least two times each year and may meet at other times deemed as necessary.
- C. A business meeting shall be held during the course of the annual convention of the Association. The government and general supervision of the affairs of the Association shall be entrusted to the membership and the Executive Board at this meeting.
- D. A mail, email or conference call vote may be authorized and utilized by the Executive Board when a decision is required between scheduled meetings of the Association.
- E. A quorum at the business meeting shall consist of a simple majority of the voting membership present at the annual business meeting.
- F. An electronic vote by the Executive Board may be taken in order to approve both Executive Board and Annual Business Meeting Minutes for timely placement on the website for the membership's knowledge

### Article 7.0 Election, Removal and Replacement of EATA Officers

#### 7.1 Nominations and Elections

- A. A list of nominees shall be established by the Nominations and Elections Committee by September 1<sup>st</sup> prior to the annual meeting.
- B. The candidate receiving a plurality of the ballots shall be declared the winner. In the event of a tie between the candidates at the end of the initial voting period, voting shall be extended in increments of 4 days until a candidate has attained the majority.
- C. An officer who ceases to meet the qualifications in Article 3.3B shall automatically cease to be an officer. An interim replacement shall be chosen according to Article 7.7 of these Bylaws.
- D. A candidate may run unopposed for EATA offices. Said candidate shall be considered elected unanimously if no other candidates are nominated by the close of nominations.
- E. No EATA elected official may concurrently hold another elected office within the EATA, or elected offices within NATA District or State Athletic Training Associations. If such a situation arises, the individual must relinquish one of their positions. When necessary, the EATA will replace the individual in accordance with established by-law procedures.
- F. An individual shall run for only one office during any election cycle.

#### 7.2 Election of President-Elect

The EATA President-Elect shall be elected *as described in Article 7.1 B*

The term of office shall begin with the first Executive Board meeting following the annual EATA members meeting.

The elected member will serve on the EATA Executive Board for a total of six years as follows: President-Elect for two years, the President for two years, and the Immediate Past President for two years. The candidate for office of the President-Elect shall not be selected from among the eligible members of any one District for more than two consecutive elections.

The President-Elect shall not succeed themselves.

#### 7.3 Election of Secretary

The Secretary shall be elected *as described in Article 7.1 B*.

The term of office shall be three years once renewable.

The term of office shall begin with the first Executive Board meeting following the annual EATA members meeting.

#### 7.4 Election of Treasurer

The Treasurer shall be elected *as described in Article 7.1 B.*

The term of office shall be three years once renewable.

The term of office shall begin with the start of the next fiscal year after the Treasurer is elected.

#### 7.5 Removal of EATA Officers

EATA members may remove their officers from office at any time. The voting members, by majority vote of the members present at the annual Association business meeting, may vote 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 vote in favor of impeachment, the officer will be removed. An interim replacement shall be chosen according to Article 7.7 of these Bylaws.

#### 7.6 Resignation of Officers

Any officer may resign at any time by notifying the Executive Board in writing of his or her resignation. If a District Officer resigns, he or she also must notify the President of the Association. Such resignations shall take effect at the time therein specified.

#### 7.7 Vacancies

- A. The Executive Board, at either a meeting or conference call, shall select and appoint a qualified EATA member to complete the remaining terms of any vacated EATA office by an EATA elected official. (Immediate Past President, Secretary, or Treasurer)
- B. In the event of a vacancy of a District 1 or District 2 officer, those positions will be filled in accordance with the respective by-laws of each district.
- C. In the event the President-Elect vacates the office, a special election will be held in accordance with the EATA Policies & Procedures.

### Article 8.0 Duties of the Officers

#### 8.1 President

- A. To serve as the official spokesperson for the EATA 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.
- B. To serve on the EATA Executive Board at all meetings of that body.
- C. To develop the agenda for and preside over all business meetings of the membership of the Association.
- D. To develop the agenda for and preside over all Executive Board meetings.
- E. To implement the mandates, policies and procedures of the Association, as determined by the Executive Board.
- F. To appoint, with the approval of the Executive Board, committee chairpersons of all standing committees and other standing committees that may be formed.
- G. To transact all business for and on behalf of the Association, subject to the EATA Bylaws.
- H. To commit the Association to no obligation in excess of its available resources.
- I. To maintain communication to the Executive Board in all matters pertinent to coordination, management, and supervision of the Association affairs.
- J. And any other duties as spelled out in the Policy & Procedure Manual.

## 8.2 President-Elect

- A. To serve as a member of the Executive Board at all meetings of that body.
- B. To assume the office of President upon the completion of the term of President-Elect.
- C. To assume the duties of the President in his/her absence or for the remainder of the unexpired term in the event that the President becomes unable to fulfill the duties of that office.
- D. To serve as program chairperson for the annual meeting.
- E. And any other duties as spelled out in the Policy & Procedure Manual.

## 8.3 Immediate Past President

- A. To serve as member of the Executive Board at all meetings of that body.
- B. To provide oversight of the Scholarship Committee of the EATA.
- C. To take minutes in the absence of the EATA Secretary.
- D. And any other duties as spelled out in the Policy & Procedure Manual.

## 8.4 Secretary

- A. To record all minutes of the meeting of the Executive Board and of the Association.
- B. To maintain a file of the records and official correspondence of the Association.
- C. To conduct, in conjunction with the President and Executive Board, the official correspondence of the Association including such matters as meeting notices, election results, committee appointments, newsletters and all notices required by the Bylaws or as requested by the Executive Board.
- D. To maintain a record of the Association committee chairpersons, committee members, and members of the Executive board.
- E. To provide the President with a detailed order of business including reports and announcements prior to each business meeting.
- F. To bring to each meeting copies of the EATA Bylaws, EATA Policies & Procedures, District 1 and District 2 Bylaws, standing rules, a list of standing and special committees, and a copy of *Robert's Rules of Order*.
- G. To serve on the Executive Board at all meetings of that body.
- H. And any other duties as spelled out in the Policy and Procedure Manual.

## 8.5 Treasurer

- A. To keep and maintain a permanent and accurate record of all receipts and disbursements of all monies to and from the Association and the EATA accounts and maintain a file of proper documentation to account for each transaction.
- B. At least one month after the close of the fiscal year the Treasurer will submit the EATA's accounts to a certified public accountant for auditing. A full statement of the finances shall be submitted to each Executive Board member. A report summarizing the EATA's financial status shall be made to the membership at each Annual Business meeting.
- C. To cooperate with the President-Elect in matters of finance dealing with the annual meeting.
- D. To prepare an annual proposed budget for the Executive Board for the next fiscal year.

- E. To prepare and file the appropriate tax forms to the Internal Revenue Service or any other appropriate tax agency at the end of the current fiscal year.
- F. To serve on the Executive Board at all meetings of that body.
- G. And any other duties as spelled out in the Policy and Procedure Manual.

#### 8.6 Duties of the District Officers

- A. To serve as members of the Executive Board at all meetings of that body.

### Article 9.0 Finance

#### 9.1 Other

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

#### 9.2 Checks, Drafts, etc.

All checks, drafts or other orders for payment of monies, issued in the name of Eastern Athletic Trainers' Association, Inc. shall be signed by such Officer or Officers of the Association in such a manner as shall be determined from time to time by resolution of the Executive Board.

#### 9.3 Deposits

The funds of the Association shall be deposited in such EATA depositories as the EATA Executive Board selects.

#### 9.4 Gifts

The members of the Executive Board may accept, on behalf of the Association, without further authorization, any contribution, gift, bequest or device, 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 Board of EATA.

#### 9.5 Fiscal Year

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

#### 9.6 Accountability, Tax Filing

The EATA President and EATA Treasurer shall be accountable for proper dispensation of all receipts, expenses, and proper filing of tax forms for the EATA.

### Article 10.0 Committees

#### 10.1 Committees of the Board

Committees of the Board may be established at any time by the Executive Board. The authority, responsibilities, and organization of each committee will be set forth in the EATA Policies & Procedures Manual.

#### 10.2 Standing Committees

- A. **How Constituted and Powers:** The Executive Board may from time to time establish Standing Committees from the membership of the EATA. The authority of such Committees shall be limited to that specialty delegated in writing by the Executive Board, except that Standing Committees may also make recommendations to the Board with respect to actions related to the Committees' jurisdiction, but not specifically delegated to the committee to undertake.

- B. Organization and Procedure: Standing Committee Chairs shall be appointed by the EATA President with the approval of the Executive Board. The term of office will be for one year commencing with the end of the annual EATA members meeting and he/she may be reappointed with the approval of the Executive Board. In the event of a vacancy, the Association President, with the approval of the Executive Board, will appoint a member to fulfill the remainder of the unexpired term. Standing Committees shall be governed by the rules provided in the EATA Policies & Procedures Manual.

### 10.3 Other Committees

- A. Special Committees shall be formed by the Association President as needed, with the approval of the Executive Board.
- B. Special Committees shall be composed of a chairperson appointed by the Association President. The President and Chairperson shall recruit members to serve on the committee. Equal consideration will be given to District 1 and District 2 members. The Chairperson will report directly to the Association President.
- C. The Association President shall charge each special committee with specific tasks and the committee shall dissolve when its tasks have been completed.

### Article 11.0 Amendments

#### 11.1 Substantive Changes

Any member of the EATA may suggest changes to the Bylaws for inclusion on the agenda at the annual business meeting to the Executive Board.

These Bylaws may be altered, amended, supplemented, or repealed after any such changes are presented on the agenda at the EATA's annual business meeting, and are approved by at least two-thirds (2/3) majority vote of the Certified members of the NATA present at the business meeting. Any changes so approved shall thereupon become effective.

#### 11.2 Technical Changes

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

### Article 12.0 Duration

The duration of the EATA shall be perpetual. In the event of such dissolution the assets held shall be distributed in a legally acceptable manner as decided by the Executive Board and according to state incorporation law.

### Article 13.0 Indemnification

To the extent, if any, that the Executive Board may determine, and to the extent allowed by-law, EATA may indemnify any officer or former officer or any person who may have served at its request as an 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 officer.

### Article 14.0 Saving Clause

In addition to specific power set forth in detail in the Bylaws, the Association shall have all further powers and authority to be reasonably implied from the provisions of the Preamble, without necessity for specific amendment of the Bylaws.

Failure of literal or complete compliance with provisions of the Bylaws in respect of dates and times of notices, or the sending or receipt of the same, or errors in phraseology of notice or proposals, which in the judgment of the members at the meeting held, do not cause substantial injury to the rights of member, shall not invalidate the actions of proceeding of the members at any meeting.

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