

Constitution and Bylaws of
The Vermont Association of Athletic Trainers

Revised January 10, 2006

ARTICLE 1.0

NAME

The name of this organization shall be “Vermont Association of Athletic Trainers”, known herein as the “VAAT” and the “Association”.

ARTICLE 2.0

DEFINITIONS

“Executive Committee” means the President, President-Elect, Immediate Past President, Treasurer, Secretary and Member-at-Large.

ARTICLE 3.0

PURPOSE

The purpose of the Association shall be:

(A) To enhance the quality of health care for the physically active.

(B) To advance the profession of athletic training through education and research in the prevention, evaluation, management and rehabilitation of injuries.

(C) To safeguard and advance the interests of its members by presenting the profession’s viewpoint, concerns and other important information to the media and to appropriate legislative, administrative, regulatory and private sector bodies and; by developing a working relationship with appropriate governmental and private sector not-for-profit and for-profit entities.

(D) To advance members’ body of knowledge through the collection, interpretation and dissemination of information on subjects appropriate to the profession.

ARTICLE 4.0

MEMBERSHIP

Section 4.1

Membership Classification

Membership classification will be made according to the definitions, requirements and specifications established by the National Athletic Trainers Association (NATA).

Section 4.2

Member Rights and Privileges

(A) All members may take part in the discussion or debate and in general have the privilege of the floor during the bi-annual business meetings, or any other officially convened business meeting.

(B) Student and honorary members shall not be entitled to hold elected office within the Association.

(C) Only Certified and Retired members shall be entitled to make motions pertaining to, or vote on district business.

Section 4.3

Eligibility

A person shall be eligible for membership in the VAAT upon receipt of official notification of membership dues and application from the VAAT or NATA.

Section 4.4

Member Standards

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

Section 4.5

Suspension of Membership

Membership may be suspended for violation of Section 4.4. Notice of suspension shall be forwarded by the Secretary to the member at his/her address on record.

Section 4.6

Termination of Membership

Any member may terminate his/her membership in the VAAT at any time by notifying the Secretary in writing of his/her intent to terminate. Such termination, however, shall not relieve the terminating individual from the payment of dues for the expired portion of the current fiscal year or give any right to rebate of dues paid.

ARTICLE 5.0

FINANCE

Section 5.1

Dues

- (A) VAAT dues will be remitted to the Treasurer of the Association.
- (B) Annual dues for membership in the VAAT shall be established by the Executive Committee for the Certified, Retired and Associate members.
- (C) Student membership dues shall be one-half the amount assessed the Certified members.

Section 5.2

Contributions

- (A) The VAAT may accept financial support from outside agencies or entities to help fund projects with the district consistent with limitations imposed by law and by the VAAT.
- (B) The members of the Executive Committee may accept, on behalf of the VAAT and without further authorization, any contribution, gift, bequest or device except any such gifts made with limitation or conditions imposed by the donor. These gifts may only be accepted by express authority of the Executive Committee of the VAAT.

Section 5.3

Endorsement of Monies

All checks, drafts or other orders for payment of monies issued in the name of the VAAT 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 VAAT Executive Committee.

Section 5.4

Selection of Depositories

The funds of the VAAT shall be deposited in such depositories as the Executive Committee selects.

Section 5.5

Fiscal Year

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

ARTICLE 6.0

POWERS AND DUTIES OF OFFICERS

Section 6.1

President

- (A) To serve as official spokesperson for the Association 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 as Chairman of the Executive Committee at all meetings of that body.
- (C) To appoint, with the approval of the Executive Committee, committee chairpersons to all standing committees and other special or ad hoc committees that may be formed.
- (D) To maintain communication with the Executive Committee in all matters pertaining to coordination, management and supervision of Association affairs.
- (E) To develop the agenda for and preside over all business meetings of the Executive Committee.
- (F) To develop the agenda for and preside over all business meetings of the membership of the Association.
- (G) To implement the mandates and policies of the Association, as determined by the Executive Committee.
- (H) To transact all business for and on behalf of the Association subject to the provisions of the Constitution and Bylaws.
- (I) To commit the Association to no financial obligation in excess of its available financial resources.
- (J) To provide the membership a written audit certifying the accuracy of the financial records maintained by the Treasurer of the Association.

Section 6.2

President-Elect

- (A) To serve as a member of the Executive Committee at all meetings of that body.
- (B) 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.
- (C) To assume the office of the President upon completion of the term of President-Elect.

Section 6.3

Secretary

- (A) To record all minutes of the meetings of the Executive Committee and of the Association.
- (B) To maintain a file of the records and official correspondence of the Association,
- (C) To conduct, in conjunction with President and Executive Committee, the official correspondence of the Association including such matters as meeting notices, election results, committee appointments and all notices, as required by the Bylaws or as requested by the Executive Committee.
- (D) To maintain, a current and accurate official record of the Association membership.
- (E) To maintain a record of committee chairman, committee members, and members of the Executive Committee.
- (F) To provide the President with a detailed order of business including reports and announcements prior to each business meeting.
- (G) To bring to each meeting a copy of the Constitution, Bylaws, standing rules, voting membership roll, and a list of standing and special committees.

(Bylaws of the VAAT – page 5 of 9)

Section 6.4

Treasurer

- (A) To collect dues from the membership.
- (B) To keep and maintain a permanent and accurate record of all receipts and disbursements of the Association.
- (C) To handle the receipt and disbursement of all monies to and from the Association and maintain files of proper documentation to account for each transaction,
- (D) To provide a semi-annual financial report to the membership and any interim reports requested by the Executive Committee.
- (E) To serve as Chairman of the Election Committee.

Section 6.5

Immediate Past President

- (A) To serve as Chairman of the Constitution and Bylaws Committee.
- (B) To act as a public relations person, summarizing semi-annual meetings and contacting major newspapers within the state.
- (C) Any other duties assigned by the Executive Committee.
- (D) To serve as Chairperson of the Public Relations Committee (See Article 12.4)

Section 6.6

Member at Large (See Article 12.5)

To serve on the Scholarship Committee.

- (A) To serve as a liaison between the VAAT membership and the Executive Committee.
- (C) To be in charge of the newsletter.

ARTICLE 7.0

TERMS OF OFFICE - EXECUTIVE COMMITTEE

The terms of office for the President, Past-President, President-Elect and Secretary shall be two (2) years. The term of office for the Treasurer shall be four (4) years. (See Article 12.0, Section 12.1). The term of office for the Member at Large shall be (3) years. (See article 12.5)

ARTICLE 8.0

REMOVAL OF VAAT OFFICERS

VAAT members may remove their officers at any time. The voting members, by majority vote of the members present at a VAAT meeting, may call for mail-in ballot of its voting members on the question of whether to impeach an officer. The mail ballot shall specify which officer is to be removed and for what reason.

Section 8.1

Vacancies (See Article 12.0, section 12.2)

The VAAT Executive Committee, at either a meeting or conference call, shall select and appoint a qualified member to fill the remaining terms of any vacated VAAT office, i.e. President, President Elect, Immediate Past President, Secretary, or Treasurer.

ARTICLE 9.0

COMMITTEES

Section 9.1

Special Committees

- (A) Special committees shall be formed by the Executive Committee.
- (B) Special committees shall be composed of a chairperson appointed by the Executive Committee; the chairperson will recruit members and report directly to the Executive Committee.
- (C) The Executive Committee shall charge each special committee with specific tasks. The committee shall dissolve when its tasks have been completed.

Section 9.2

Standing Committees

The following standing committees shall be formed:

- (A) Honors and Awards Committee
- (B) Bylaws Committee
- (C) Scholarship Committee
- (D) Election Committee
- (E) Public Relations Committee (See Article 12.4)

Section 9.3

~~Election~~ Committee Functions and Responsibilities

(A) Honors and Awards Committee

- (1) To publicize and disseminate honors and awards information to membership no later than 45 days prior to application deadline. The information should include an official announcement describing the honor or award and their deadlines and have convenient contact information.
- (2) To make the awards applications readily available to all members.
- (3) To collect and review applications for honors/awards.
- (4) To present the Executive Committee with recipient recommendations.
- (5) To announce honor/award results to the recipient and the membership.
- (6) Based on the honor/award, present to recipients at a prudent time and place as decided by the Executive Committee.
- (7) Review and/or create new honors/awards as dictated by the Executive Committee and the membership

(B) Bylaws Committee

- (1) To review and update the VAAT Bylaws as time, membership and the Executive Committee dictate
- (2) To make necessary written changes to the Bylaws document for presentation to the membership
- (3) Keep an up to date version of the Bylaws document

(C) Scholarship Committee

- (1) To publicize and disseminate academic scholarship information to membership no later than 45 days prior to application deadline. The information should include an official announcement describing the scholarships and their deadlines and have convenient contact information.
- (2) To make the scholarship applications readily available to all members.

(Bylaws of the VAAT – page 7 of 9)

- (3) To collect and review applications for scholarships.
- (4) To present the Executive Committee with recipient recommendations.
- (5) To announce scholarship results to the recipient and the membership.
- (6) To present scholarships to recipients at a prudent time and place as decided by the Executive Committee.

(D) Election Committee

- (1) To seek, screen, and maintain a list of qualified candidates for the elected offices of the VAAT Executive Committee.
- (2) To conduct the election(s) for such office(s), as necessary, by mail-in ballot.
- (3) To present nominees for elected offices to the voting membership on the mail-in ballot.
- (4) To obtain the results of the mail-in ballot appropriately and tabulate the ballots to determine the winner of the election.
- (5) To announce the election results to the nominees and the membership in a timely manner
- (6) To publicize upcoming elections for three (3) months prior to the election date.

(E) Public Relations Committee

- (1) To complete public relations tasks as charged by the Executive committee.
- (2) To oversee “Athletic Training Month” activities throughout the state
- (3) To promote the profession of athletic training throughout the state as needed to groups, professions, and organizations, etc.

ARTICLE 10.0

ELECTION OF OFFICERS

Section 10.1

Method

The President, President-Elect, Secretary, and Treasurer of the VAAT shall be elected by rule majority. (See Article 12.0, section 12.1)

Section 10.2

Nomination Process

A call for nominations for the offices of President-Elect and Secretary shall go out with the Winter Meeting announcement. Nominations may also be made from the floor at the time of the Winter meeting. A list of no less than 2 and no more than 3 nominees for each office shall be published by the Secretary and distributed to the voting membership at least sixty (60) days prior to the Spring meeting.

Section 10.3

Election Process

Election ballots will be mailed to the voting membership at least sixty (60) days prior to the spring meeting. The candidates receiving the majority votes shall be declared elected and begin their terms of office at the time and place of the spring meeting. Re-balloting shall be held in the event of a failure to obtain a majority vote.

ARTICLE 11.0

MEETINGS

Section 11.1

Meeting Date/Location

A minimum of two VAAT meetings will be held each year.. The time, date and place will be set by the Executive Committee.

Section 11.2

Purpose

The purpose of these bi-annual meetings shall be to announce the VAAT financial status, to hear the VAAT Secretary's report, to conduct the business of the VAAT and, whenever possible, to offer continuing education to the membership.

Section 11.3

Parliamentary Authority

All meetings and proceedings will be conducted in accordance with Robert's Rules of Order.

Article 12.0

BYLAW AMENDMENTS

Section 12.1

VAAT Executive Office Position of Treasurer changed from a VAAT Executive Committee appointed position, to a member elected position, for a term of four years, with no limit on maximum number of terms served.
(Enacted on February 4, 2001.)

Section 12.2

Adoption of the EATA Vacancy Filling Procedure.
(Enacted on February 4, 2001.)

Section 12.3

The minimum of one (1) academic scholarship will be granted to a VAAT Student Member will be awarded annually. (Enacted on February 4, 2001.)

Section 12.4

Standing Public Relations Committee is established, the Past President will serve as the chair of this committee. (Enacted on December 8, 2002)

Section 12.5

A non-voting position of the executive committee is added in the form of a Member at Large. This person is to serve as a liaison between the executive board and the membership, as well as be in charge of the newsletter and serve on the Scholarship Committee. The term is a 3 year term and this individual may be nominated for any Executive Committee Position.
(Enacted on December 8, 2002)