

By-laws of The Athletic Trainers' Association of Florida, Inc.

Article I – Objectives

The objectives for which the Athletic Trainers' Association of Florida, Inc (ATAF) is organized are as follows:

1. In service for and support of the athletic trainers within Florida, ATAF advocates for the profession and the role of athletic trainers as members of the healthcare community.
2. To advance our profession, ATAF is committed to advocacy through education, community engagement, legislative efforts, and professional development dedicating financial support and leadership.
3. To further develop the knowledge and abilities of each member in evidence-based practice to enhance patient-centered care.
4. To better serve the common interests of its members by providing a means for exchange of ideas within the profession.
5. To promote a multidisciplinary healthcare model of patient-centered care to advance the profession.

Article II – Membership

Section 1 – Eligibility for Membership

1. Eligibility for membership in ATAF is determined by conditions and obligations of Article III of the Constitution of ATAF and as outlined in these Bylaws.
2. All members of ATAF must comply with the National Athletic Trainers' Association(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.

Section 2 – Membership Classifications

1. Membership classifications in ATAF must mirror classifications as defined by the NATA.

Section 3 - Dues

1. ATAF membership dues must be collected at the same time as NATA and Southeast Athletic Trainers' Association (SEATA) dues and calculated according to NATA District IX (SEATA) agreement and collected by the NATA.
2. Changes in ATAF dues will be made by a two-thirds majority vote of all voting members of the Executive Board. Changes in ATAF dues must be made known to the SEATA Treasurer according to the timeline identified by the NATA.
3. Dues will be used for ATAF business.

Section 4 – Rights and Privileges of Members

1. Certified and certified retired members must have the right to one (1) vote on any matter coming before the members and the right to attend the ATAF clinical symposia and other meetings associated with the NATA and SEATA.
2. Certified and certified retired members must have the right to exercise other privileges as outlined by the ATAF Executive Board and provided in the ATAF Bylaws and the ATAF Policies and Procedures Manual.
3. Other members must have the right to attend the ATAF clinical symposia and other meetings associated with the NATA and SEATA. Members not listed as certified or certified retired will not have voting privilege and must not be eligible to serve as a member of the ATAF Executive Board.

Article III – Governance

Section 1 – Governing Body

1. The governing body of ATAF must be the Executive Board comprised of the current duly elected Regional Representatives within ATAF and the Executive Officers. The Executive Officers constitute a subset of the Executive Board and is comprised of the elected offices of President, Vice-President, Secretary, and Treasurer. The President will appoint a Parliamentarian who will be confirmed by the Executive Board.
 - 1.1.1. A quorum must be five of the voting members of the Executive Board.

Section 2– Election of Officer(s) and Regional Representatives

1. *Eligibility Requirements.* President, Vice-President, Secretary, Treasurer, and Regional Representatives must be members of the NATA, have a NPI number, be a Licensed Athletic Trainer by the Florida Department of Health, be in good standing with the BOC, and live within the state of Florida. Additionally, the NATA

- membership address for Regional Representatives must align with the region of the state for which they represent.
2. *Nominations.* Members of ATAF may propose nominations for ATAF officers and Regional Representatives. The Elections Chair will review eligibility of all nominated candidates. The Elections Chair will establish the voting timeline for elections, which must be approved by the Executive Officers. In the event of a natural disaster, and/or another major unpredictable event, the Executive Officers may alter the approved timeline.
 3. *Election to Office.* Election of an ATAF officer or Regional Representative will require a majority of valid votes cast from the voting membership of ATAF, in accordance with ATAF election procedures.
 - 3.1. Voting during ATAF elections must use online voting via applicable computer technology. A Notary must certify all election results. The notary must not a member of ATAF or have a direct association with ATAF. The ATAF Executive Officers must approve the Notary.
 - 3.2. In the case of 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. The ATAF membership will receive a new ballot by electronic ballot immediately and the membership will have fourteen (14) days to complete and submit their ballot.
 - 3.3. In the event of a tie, a run-off election with 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 majority vote.
 - 3.4. An election will not be held in the event of only one candidate on the ballot for any specific Executive Board position.
 4. *Assumption of Office.* Newly elected Officers and Regional Representatives will begin their term the first of January following election.
 - 4.1. Officers and Regional Representatives elected through special elections must assume office immediately following confirmation of the membership vote by the approved Notary and ATAF Executive Board.
 - 4.2. When an ATAF Office is identified as vacant by the Executive Board, the highest-ranking ATAF Officer may appoint, with ATAF Executive Board approval, a qualified ATAF member as an interim of the vacant office until assumption of office by a newly elected Officer/Regional Representative.
 5. *Terms of Office*

- 5.1. The President must serve one (1) three-year term following one (1) year as President-elect.
- 5.2. The Vice-President may be elected to no more than two (2) consecutive three (3) year terms.
 - 5.2.1. If the office of President becomes vacant before the end of the term for which the President was elected, the Vice-President may become President for the remainder of the term for which the previous President was elected. Upon becoming President in this manner, they can still serve one full term (following election) as President if there is less than two (2) years remaining in the previous President's term.
- 5.3. The Treasurer may be elected to no more than two (2) consecutive three (3) year terms.
- 5.4. The Secretary may be elected for no more than two (2) consecutive three (3) year terms.
- 5.5. Regional Representatives may be elected for no more than two (2) consecutive two (2) year terms. Regional Representatives may be re-elected to the Executive Board for their region one (1) year following the completion of their second term.
- 5.6. The Parliamentarian will serve an unlimited term through mutual agreement of the President, Executive Board, and serving Parliamentarian.

Section 3. Functions and Responsibilities

1. *President*

- 1.1. The President is an Executive Officer and will preside over the Executive Board and be responsible for the conduct of meetings.
- 1.2. Serve as official spokesperson for the Executive Board on behalf of ATAF.
- 1.3. Confirm election results with the Nominations Chair and Notary.
- 1.4. Call additional meetings (in person or appropriate electronic communication) of the Executive Board deemed necessary and advisable.
- 1.5. Implement the mandates and policies of ATAF as determined by the Executive Board.
- 1.6. Possess full power and complete responsibility to transact all business for and on behalf of ATAF.
- 1.7. Appoint all ATAF committees, with the approval of the Executive Board.
- 1.8. In the event of a position vacancy, the Vice President will assume the duties and responsibilities of the President for the remaining election cycle. If the President-Elect has already

been voted upon then that person can assume the vacated President position.

- 1.9. In the event the position is assumed in the first year of the term, this will count as a term year if the individual is elected during the next election cycle.
- 1.10. Has voting power only in the event to break a tie or abstain to keep the tie.

2. *Vice-President*

- 2.1. Serve as an Executive Officer and member of the Executive Board.
- 2.2. Serve as President pro-tempore in the absence of the President.
- 2.3. Assume the responsibilities of any officer who might be absent.
- 2.4. Approve the appointment of committee chairs.
- 2.5. Approve the appointment of special committees deemed necessary for the completion of special association projects.
- 2.6. Continually evaluate and define the roles and functions of all officers, standing committees and special committees.
- 2.7. Receive recommendations, suggestions, and requests from membership and makes recommendations to the President for their inclusion in the agenda of the Executive Board meetings.
- 2.8. Continually evaluate the goals and objectives of the association and accept primary responsibility for progress towards these goals.
- 2.9. Has voting power.

3. *Treasurer*

- 3.1. Serve as an executive Officer and a member of the Executive Board.
- 3.2. Serves as the chairperson for the Finance Committee.
- 3.3. Possess full power and complete responsibility to transact all financial business for and on behalf of ATAF with the written approval of the President.
- 3.4. Commit ATAF to financial obligations not more than available financial resources.
- 3.5. Submit a financial report to the Executive Board prior to Executive Board meetings at least three times a year.
- 3.6. Submit a financial report to ATAF membership

- at all business meetings.
- 3.7. Account for all funds in both general and legislative accounts.
- 3.8. Obtain and keep record of yearly budgets of all standing committees.
- 3.9. Approve the appointment of committee chairs.
- 3.10. Approve the appointment of special committees deemed necessary for the completion of special association projects.
- 3.11. Continually evaluate and define the roles and functions of all officers, standing committees and special committees.
- 3.12. Receive recommendations, suggestions, and requests from membership and makes recommendations to the President for their inclusion in the agenda of the Executive Board meetings.
- 3.13. Continually evaluate the goals and objectives of the association and accept primary responsibility for progress towards these goals.
- 3.14. Has voting power.

4. *Secretary*

- 4.1. Serve as an Executive Officer and a member of the Executive Board.
- 4.2. Serve as custodian of all records, books, papers, pictures, and video tapes belonging to ATAF.
- 4.3. Record minutes from ATAF Executive Board meetings.
- 4.4. Communicates information with the Executive Board and Committee Chairs.
- 4.5. Record minutes of all ATAF business meetings and distribute same to all ATAF members.
- 4.6. Conduct the official correspondence of ATAF, with presidential approval including such matters as notifying members of meetings.
- 4.7. Maintain official records of ATAF membership.
- 4.8. Approve the appointment of committee chairs.
- 4.9. Approve the appointment of special committees deemed necessary for the completion of special association projects.
- 4.10. Continually evaluate and define the roles and functions of all officers, standing committees and special committees.
- 4.11. Receive recommendations, suggestions, and requests from membership and makes recommendations to the President for their inclusion in the agenda of the Executive Board meetings.

- 4.12. Continually evaluate the goals and objectives of the association and accept primary responsibility for progress towards these goals.
- 4.13. Has voting power.

5. *Regional Representatives*

- 5.1. Serve as a member of the Executive Board.
- 5.2. Assist in decision making for all initiatives, financial activities, processes, and procedural activities for ATAF.
- 5.3. Represent the regional membership at Executive Board meetings.
- 5.4. Serve to distribute information from the Executive Board to regional membership.
- 5.5. Approve the appointment of committee chairs.
- 5.6. Approve the appointment of special committees deemed necessary for the completion of special association projects.
- 5.7. Continually evaluate and define the roles and functions of all officers, standing committees and special committees.
- 5.8. Receive recommendations, suggestions, and requests from membership and makes recommendations to the President for their inclusion in the agenda of the Executive Board meetings.
- 5.9. Continually evaluate the goals and objectives of the association and accept primary responsibility for progress towards these goals.
- 5.10. Has voting power.

6. *Parliamentarian*

- 6.1. The Parliamentarian will serve on the Executive Board to provide guidance on parliamentary rules and procedures.
- 6.2. The Parliamentarian has no vote.

7. *President-Elect*

- 7.1. Fulfill the duties of the President pro-tempore in the President's absence or for the remainder of the unexpired term in the event that the President becomes unable to fulfill the duties of that office
- 7.2. Serves as a non-voting member of the Executive Board.
- 7.3. Will attend all ATAF Executive Board meetings and any other national and/or district meetings the President attends or deems necessary.
- 7.4. Does not have voting power.

8. *Chairpersons of ATAF Committees*

- 8.1. Chairpersons of ATAF Committees may be attending members of the Executive Board but may not vote on

Executive Board matters.

Section 4. Removal from Position on the Executive Board

1. *Impeachment.* Any Officer or Regional Representative 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 Bylaws. Before impeachment proceedings can be instituted, a brief containing the charges must be drawn up and presented by an ATAF member to the Executive Board sitting in executive session. The 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 or Regional Representative, must require a two-thirds (2/3) vote of the of the valid votes cast by the membership of ATAF.
 - 1.1. If an Officer is impeached, the President (or acting President) may assign the Vice-President to assume duties of the vacated officer position until a special election is completed following the rules outlined in the ATAF Policies and Procedures Manual.
 - 1.2. If a Regional Representative is impeached, the President may appoint an eligible ATAF member from the respective region to the Executive Board following approval of the Executive Board by a two-thirds (2/3) majority vote.
 - 1.2.1. In the event the appointment falls in the first year of the term, this appointment will count as a term.
2. *Inability to Maintain or Complete Duties of Office.* If any Officer or Regional Representative is unable to maintain or complete the duties and/or responsibilities of their respective position, then that member or a voting member of the Executive Board may submit the resignation of the Officer or Regional Representative.
 - 2.1. When an ATAF Executive Board position is identified as vacant by the Executive Board, the highest-ranking ATAF Officer may appoint, with ATAF Executive Board approval, a qualified ATAF member as an interim of the vacant office until assumption of office by a newly elected Officer/Regional Representative.
 - 2.2. In the event of a position vacancy of the President office, the Vice President will assume the duties and responsibilities of the President for the remaining election cycle.
 - 2.2.1. If the President-Elect has already been voted upon then that person will assume the vacated President position.
 - 2.3. In the event the appointment falls in the first year of the term, this appointment will count as a term.

Article IV - Amendments

Section 1. Proposed Amendments

1. All proposed amendments to the Bylaws must be submitted in writing to the Executive Board six (6) weeks prior to an Executive Board Meeting. The Executive Board must distribute copies of the proposed amendments to all voting members at least three (3) weeks prior to the vote that will be completed by the membership. Two-thirds (2/3) of valid votes cast by the membership will be necessary for the adoption of the proposed amendment.
 - 1.1. The Bylaws may be amended at any official meeting of the Executive Board by a majority vote.

Article V – Indemnification

ATAF must indemnify all officers and directors of the Association to the full extent permitted by the General Not-For-Profit Corporation Act of the State of Florida and may indemnify other persons acting for ATAF. ATAF will purchase insurance for such indemnification of officers, directors and other persons as determined from time to time by the Executive Board of the Association.

Article VI– Special Rules and Dissolution

Section 1 – Special Rules

1. No part of the net earnings of the Association shall inure to the benefits of or be distributable to its members, trustees, officers, or other private persons, except that ATAF must be authorized and empowered to make payment distributions in furtherance of the purposes set forth in Article I of the Bylaws. Notwithstanding any other provisions of the articles in these Bylaws, the Association must not carry on any activities that are not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 c 6 of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law).
2. *Dissolution.* On the dissolution of ATAF, the Executive Board, after paying or making provision for payment of all liabilities, must dispose of all its assets exclusively to such organization or organizations exempt under Section 501 c 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Revenue Law) as the Executive Board must determine.

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