

VATA BYLAWS

Virginia Athletic Trainers' Association

BYLAWS

ARTICLE 1: MEMBERSHIP

Section 1

Members shall be classified according to the descriptions below:

A. State Licensed

Board of Certification (BOC) Certified Athletic Trainer who maintains licensure by the Commonwealth of Virginia Department of Health Professions.

B. National Certified

Athletic trainer certified by the Board of Certification (BOC).

C. Fellow

A duly licensed medical doctor, dentist, or doctor of osteopathy in the Commonwealth of Virginia with an interest in sports medicine.

D. Allied

An individual in an allied health profession licensed by the Commonwealth of Virginia and interested in sports medicine.

E. Student

Collegiate students actively enrolled in a nationally accredited athletic training education program.

Section 2

All members may take part in discussion and debate and, in general, have the privilege of the floor during an official VATA meeting. Voting privileges are limited to those members who are State Licensed or National Certified members in good standing with the NATA and the BOC and employed in or reside in Virginia.

Section 3

Only State Licensed members in good standing with the NATA may hold office in the VATA. These offices are President, President-Elect, Secretary, and Treasurer.

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Section 4

Current NATA members are automatically members of the VATA. Individuals who are not members of the NATA must apply for VATA membership through the Chair of the Membership Committee.

Section 5

Membership will automatically be suspended for non-payment of dues beyond the deadline of June 1st. Notice of such suspension shall be forwarded from the Chair of the Membership Committee to the delinquent member.

Section 6

Any association member suspended for failure to pay by the June 1st deadline must make application for reinstatement to the Executive Council.

Section 7

Membership may be reinstated upon receipt of application for reinstatement and payment of present and all delinquent dues.

ARTICLE II: FINANCIAL

Section 1

The VATA will pay reasonable expenses incurred in the conduct of official business by the President, President-Elect, Secretary, Treasurer and Regional Representatives at the discretion of the Executive Council.

Section 2

NATA annual dues include the annual VATA dues. Therefore, VATA members who pay NATA dues also pay their VATA dues. The NATA then forwards VATA dues to the VATA on behalf of the NATA member.

Section 3

Non-NATA members must pay their annual dues directly to the Chair of the Membership Committee by January 1 of each fiscal year (January 1- December 31). Failure to pay dues by March 31st shall be declared delinquent and will receive notification to that effect. Failure to pay dues by June 1st will result in suspension of membership.

Section 4

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Dues for each membership classification are as follows:

A. State Certified, National Certified	\$30.00
B. Fellow	\$50.00
C. Allied	\$50.00
D. Student	\$10.00

ARTICLE III: ELECTION OF OFFICERS

Section 1

Officers of the VATA shall be elected by a simple majority of the voting members present at the annual business meeting.

Section 2

A list of nominees shall be sent to the membership by the Nomination Committee at least thirty days before the annual meeting. The list shall include a short biography of each nominee. Nominations may also be made from the floor at the annual business meeting of the VATA.

Section 3

Election shall be by secret ballot unless there is but one candidate for the office. In this instance, a voice vote may be called for. The nominee receiving the majority vote shall be declared elected. Reballoting shall be held in the event of a failure to obtain a majority vote.

ARTICLE IV: ETHICAL VIOLATIONS

The Department of Health Professions (DHP) of the Commonwealth of Virginia oversees any and all investigations into violations of the *Regulations Governing the Licensure of Athletic Trainers*. Members concerned that ethical violations have occurred are encouraged to report these activities directly to the DHP. Concerned citizens may report individuals to the DHP anonymously. VATA members who have questions about the reporting process should contact the Chair of the Legislative Committee.

ARTICLE V: DUTIES OF THE EXECUTIVE COUNCIL

Section 1

- A. The Executive Council shall consist of the President, President-Elect, Secretary, Treasurer, and the six Regional Representatives.
- B. A quorum of the Executive Council shall be five Council members.

The duties of the Executive Council are:

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1. Meet every year at the VATA annual business meeting and at any other time during the year that the President deems necessary.
2. Serve as the official legislative body of the VATA.
3. Approve the appointment of all ad hoc committees deemed necessary for the conduct of special VATA projects.
4. Approve the appointment of all Committee Chairs and members.
5. Continually evaluate and define the role and function of all VATA officers, standing committees, and ad hoc committees.
6. Receive recommendations, suggestions, and requests from VATA members and make recommendations to the President for inclusion in the agenda of the Executive Council meetings and the annual VATA business meeting.
7. Continually re-evaluate the goals and objectives of the VATA and accept primary responsibility for progress towards those goals and objectives.
8. Annually review the financial report of the Treasurer and pass this on to the membership at the annual business meeting.
9. The President may submit appropriate items of VATA business to the Executive Council or membership for a vote by mail, physical or electronic. For such voting purposes, the President shall first secure a "second" to the proposal and then submit the proposal to each member of the Executive Council by mail. Executive Council members will be requested to mail back a "yes" or "no" vote on the proposal by a definite date not sooner than ten days after the mailing of the proposal. Executive Council approval of the items thus submitted shall require a "yes" vote of at least five members.
10. The President may submit emergency items of business that are appropriate for Council action to the Executive Council for a vote by phone. For such a voting procedure, the President shall first secure a "second" to the proposal and then call each member of the Council for his/her vote on the matter. Approval of items thus submitted shall require a "yes" vote by at least five Council members.
11. The Executive Council may confer such honorary awards as deemed necessary to persons both inside and outside of the VATA or the profession of athletic training who make outstanding contributions to the athletic training profession in Virginia.

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ARTICLE VI: DUTIES OF THE OFFICERS AND REGIONAL REPRESENTATIVES

Section 1

The duties of the President are:

- A. Serve as Chair of the Nomination Committee.
- B. Serve as Chair of the Executive Council and develop an agenda for these meetings.
- C. Appoint, with the approval of the Executive Council, the Chair and members of both standing and ad hoc committees.
- C. Develop the agenda and preside over all meetings of the VATA including the organization of annual clinical symposium.
- D. Implement the mandates and policies of the VATA as determined by the Executive Council.
- E. Transact all business for and on behalf of the VATA subject to its Constitution and Bylaws.
- F. Commit the VATA to no financial obligation in excess of its financial resources.

Section 2

The duties of the President-Elect are:

- A. Assume the duties of the President in his/her absence or for the remainder of an unexpired term in the event that the President is unable to fulfill the duties of his/her office.
- B. Works with the Conference Committee to coordinate the program for the Annual Meeting and Symposium.

Section 3

The duties of the Secretary are:

- A. Record all minutes of the meetings of the Executive Council and the VATA and distribute them to the membership.
- B. Serve as custodian of all records, books, and papers belonging to the VATA.
- C. Conduct, in conjunction with the President and the Executive Council, the official correspondence of the VATA, including such matters as meeting notices, election results, committee appointments, and all notices as required by the Bylaws and

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requested by the Executive Council.

D. Serve as the Editor of the VATA Newsletter and make corrections and deletions.

E. Serve as liaison between Executive Council and the webmaster of the VATA website to ensure that the VATA website is maintained and updated regularly in order to facilitate timely communication with the membership.

Section 4

The duties of the Treasurer are:

A. Transact all financial business for and on behalf of the VATA to include all matters related to state and federal taxes.

B. Maintain permanent and accurate records and documentation of all VATA financial transactions.

C. Submit a financial report to the Executive Council prior to all VATA business meetings.

D. Submit a financial report to the VATA membership at all business meetings.

E. Serve as a member of the Membership Committee.

Section 5

The duties of a Regional Representative are:

A. Act as liaison between region members and the Executive Council.

B. Implement the policies and actions of the Executive Council within their regions.

C. Promote the athletic training profession and the VATA within their region.

D. Serve as a member of the Membership Committee.

E. Serve as a member of the Nominations Committee.

ARTICLE VII: ORGANIZATION OF REGIONS

For the purpose of facilitating VATA business and allowing for greater representation, the Commonwealth of Virginia is divided into the following six geographical regions.

A. Region 1 - Northern Virginia area Counties -

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Fairfax, Loudon, Clarke, Frederick, Warren, Fauquier, Shenandoah, Rappahannock, Stafford, Prince William, King George, Page.

B. Region 2 - Richmond/Central Virginia area Counties -

Spotsylvania, Caroline, Hanover, King William, King and Queen, Essex, Richmond, Westmoreland, Henrico, New Kent, Charles City, Prince George, Chesterfield, Powhatan, Goochland, Northumberland, Lancaster, Middlesex, Matthews.

C. Region 3 - Charlottesville/Shenandoah Valley area Counties -

Culpepper, Orange, Louisa, Albemarle, Madison, Greene, Augusta, Highland, Rockingham, Fluvanna, Nelson, Amherst, Rockbridge, Bath.

D. Region 4 - Norfolk/Tidewater area Counties -

Gloucester, York, James City, Surry, Isle of Wight, Northampton, Accomack.

E. Region 5 - Lynchburg/Southside area Counties -

Buckingham, Appomattox, Cumberland, Prince Edward, Amelia, Nottoway, Brunswick, Lunenburg, Mecklenberg, Charlotte, Halifax, Pittsylvania, Campbell, Bedford, Dinwiddie, Sussex, Southampton.

F. Region 6 - Roanoke/Far West area Counties -

Alleghany, Botetourt, Craig, Roanoke, Franklin, Henry, Patrick, Floyd, Montgomery, Pulaski, Giles, Bland, Wythe, Carroll, Grayson, Smyth, Tazewell, Buchanan, Russell, Washington, Dickerson, Wise, Scott, Lee.

ARTICLE VIII: COMMITTEES

Section 1 - Committee Members

- A. Committee members shall be State Licensed or National Certified members of the VATA and in good standing with the NATA.

Section 2- Scholarship Committee

- A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Duties:
1. Creating and revising application format for scholarship annually.
 2. Arranging printing and copying of all scholarship forms.
 3. Distribution of scholarship forms to the appropriate personnel.
 4. Collection of all completed scholarship application forms.

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5. All communications regarding application forms to the appropriate personnel.
6. The scholarship selection committee shall consist of five (5) Certified Athletic Trainers who are voting members of the VATA. This committee shall consist of the Committee Chair, three Certified Athletic Trainer members of the VATA, and the President of the VATA.
7. Arranging personal contacts and appearances. To include but not limited to presentation of the scholarship award at the recipient's school and at the annual VATA meeting.
8. Create and organize efforts and/or articles to publicize the recipient's name and award given in local newspapers and school publications as well as announcing the award in the VATA Newsletter.

Section 3 - Nomination Committee

- A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Members - Consists of seven (7) members, each Regional Representative and the President chairing the committee.
- C. Duties -
 1. Seek out qualified candidates for each office in the VATA.
 2. Submit a list of candidates to the Executive Council at least ninety days before the annual business meeting.
 3. Responsible for sending a list of two candidates per office to the membership at least thirty days in advance of the annual business meeting. The list of candidates shall include short biographies.
 4. Conduct an election of officers from those names on the candidate list and those nominated from the floor during the course of the annual business meeting.

Section 4 - Constitution and Bylaws Committee

- A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Duties -
 1. Provide scrutiny and review of the Constitution and Bylaws on a continuing basis and make recommendations to the Executive Council for any proposed changes.

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2. Provide the Executive Council and VATA members with an up to date and accurate record of all Constitution and Bylaws changes.
3. Committee Chair serves as the parliamentarian of the VATA and keep the annual business meeting and all other meetings operating under parliamentary procedure as prescribed by Robert's Rules of Order.

Section 5 - Legislative Committee

- A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Duties -
 1. Acts as VATA liaison to the State Legislature.
 2. Lobbies for laws in the VATA interest.

Section 6 - Public Relations Committee

- A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Duties -
 1. Advance, encourage and improve the athletic training profession, in all its phases.
 2. Encourage better working relationships among all persons interested in the health and well-being of athletes.
 3. Promote athletic training throughout Virginia.

Section 7 - Conference Committee

- A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Duties -
 1. Encourage the continued professional development of each member.
 2. Serve the common interest of its members by providing a free exchange of ideas within the profession.
 3. Works with President-Elect to develop meeting program and coordinate facility for the Annual Meeting and Symposium.
 4. Coordinates selection of appropriate facility for each annual meeting.

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Section 8 - Membership Committee

- A. Selection - The Chair of the Membership Committee shall be appointed by and serve at the pleasure of the President with the approval of the Executive Council.
- B. Members - The Membership Committee shall consist of:
The Chair, Six Regional Representatives, and VATA Treasurer.
- C. Duties -
 1. To maintain a current and accurate mailing list and an official record of the VATA membership.
 2. To record dues from VATA members and review these funds with the VATA treasurer.
 3. To nominate VATA Certified Members for NATA awards.

ARTICLE IX: AMENDMENTS

Section 1

These Bylaws may be amended at any VATA business meeting or by mail (physical or electronic) vote by majority of a quorum.

Section 2

The Executive Council has the authority to review and revise the VATA Constitution & By Laws for the purposes of correctness in spelling, syntax, and grammar, while ensuring the original meaning of all passages. All such revisions shall be reported to the VATA membership at the annual business meeting.

ARTICLE X : PARLIAMENTARY AUTHORITY

Section 1

In the absence of any provision in these Bylaws, VATA and Executive Council meetings shall be governed by the rules and usage of the current edition of Robert's Rules of Order.

Revised: January 2006
Approved: January 2007