

Virginia Athletic Trainers' Association

BYLAWS

ARTICLE I: MEMBERSHIP

Section 1

Members shall be classified according to the descriptions below:

A. Professional-Certified

An individual who holds the ATC (Athletic Trainer, Certified) credential and is in good standing with the BOC.

B. Professional-Associate

An individual who is working professionally in athletics, education, research, medicine or other profession related to athletic training.

C. Certified Student

A certified individual enrolled as a full time graduate student working toward an advanced degree at an accredited college or university. Maximum of five years allowed in this category.

D. Non-Certified Student

An individual enrolled as a full-time undergraduate or graduate student studying athletic training in a college or university who has not fulfilled BOC requirements for certification. A combined total of eight years (undergraduate five, graduate three) is allowed in this category.

E. Certified-Retired

An individual who has had their membership classification changed to Certified-Retired through the NATA.

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 VATA members who are state-licensed or hold the Certified-Retired designation and are in good standing with the Association.

Section 3

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

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 an 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.

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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 treasurer or electronically by January 1 of each fiscal year (January 1-December 31st). 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

Dues for each membership classification are as follows:

- A. Professional-Certified \$50.00
- B. Professional-Associate (Non-Certified) \$50.00
- C. Certified Student \$30.00
- D. Non-Certified Student \$30.00
- E. Certified-Retired - complimentary through the NATA

ARTICLE III: ELECTION OF OFFICERS

Section 1

Officers of the VATA shall be elected by a simple majority of the voting members using an electronic vote in May. Elected officers will begin shadowing the current officer on July 1, and will officially take office at the conclusion of the annual business meeting in January.

Section 2

Members interested in serving as officers to the VATA should submit their application by the posted deadline. The Nomination Committee will review all applications and submit a list of nominees to the membership at least thirty days before ballots are sent out for the election. The list shall include a short biography of each nominee. If no acceptable applications are received and approved by the Nomination Committee, an election will not be held. The position may then be filled for the interim by a candidate selected by the president of the VATA according to Article VIII of the VATA Constitution. An election will be held electronically as soon as at least one eligible candidate becomes available.

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 DH anonymously. VATA members who have questions about the reporting process should contact the Chair of the Legislative Committee.

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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:

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 electronically or by mail. Executive Council members will be requested to electronically or 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.

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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.

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.
- D. Develop the agenda and preside over all meetings of the VATA including the organization of annual clinical symposium.
- E. Implement the mandates and policies of the VATA as determined by the Executive Council.
- 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. Work 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 requested by the Executive Council.
- D. Serve as the Editor of the VATA Newsletter and make corrections and deletions.
- E. Serve as liaison between the 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. Maintain all financial accounts and subscriptions.
- D. Act as the liaison for the VATA to the accounting firm.
- E. Maintain a document with all account information (usernames, passwords).
- F. Submit a financial report to the Executive Council prior to all VATA business meetings.
- G. Submit a financial report to the VATA membership at all business meetings.
- H. Serve as a member of the Scholarship Committee.
- I. Must have basic knowledge to work with spreadsheet software.

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Section 5

The duties of the 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.

Section 1

Capital Region

Alexandria, Arlington, Fairfax, Fairfax City, Falls Church, Manassas, Manassas Park, Prince William

Section 2

Eastern Region

Caroline, Charles City, Chesterfield, Colonial Heights, Essex, Fredericksburg, Gloucester, Hanover, Henrico, Hopewell, James City, King and Queen, King George, King William, Lancaster, Mathews, Middlesex, New Kent, Northumberland, Prince George, Richmond City, Richmond Co., Spotsylvania, Stafford, Westmoreland

Section 3

Tidewater Region

Accomack, Chesapeake, Emporia, Franklin City, Greensville, Hampton, Isle of Wight, Newport News, Norfolk, Northampton, Poquoson, Portsmouth, Southampton, Suffolk, Surry, Sussex, Virginia Beach, Williamsburg, York

Section 4

Central Region

Albemarle, Amelia, Amherst, Appomattox, Brunswick, Buckingham, Campbell, Charlotte, Charlottesville, Culpeper, Cumberland, Danville, Dinwiddie, Fauquier, Fluvanna, Goochland, Greene, Halifax, Louisa, Lunenburg, Lynchburg, Madison, Mecklenburg, Nelson, Nottoway, Orange, Pittsylvania, Powhatan, Prince Edward, Rappahannock

Section 5

Western Region

Alleghany, Bath, Bedford, Bland, Botetourt, Bristol, Buchanan, Buena Vista, Carroll, Covington, Craig, Dickenson, Floyd, Franklin Co., Galax, Giles, Grayson, Henry, Lee, Lexington, Martinsville, Montgomery, Norton, Patrick, Pulaski, Radford, Roanoke City, Roanoke Co., Rockbridge, Russell, Salem, Scott, Smyth, Tazewell, Washington, Wise, Wythe

Section 6

Shenandoah Valley Region

Augusta, Clarke, Frederick, Harrisonburg, Highland, Loudoun, Page, Rockingham, Shenandoah, Staunton, Warren, Waynesboro, Winchester

ARTICLE VIII: COMMITTEES

Section 1 – Committee Members and Appointed Positions

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A. Committee members and Appointed Position members shall be in good standing with the VATA.

Section 2 – Scholarship Committee

A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.

B. Members - The scholarship committee shall consist of five (5) Certified Athletic Trainers who are voting members of the VATA. This committee shall consist of the Chair, three Certified Athletic Trainer members of the VATA, and the President of the VATA.

C. Duties -

1. Create and revise application format for scholarship annually
2. Arrange printing and copying of all scholarship forms
3. Collect and distribute complete scholarship forms to the appropriate personnel
4. Communicate regularly with committee members regarding application forms
5. Arranging personal contacts and appearances including, but not limited to, presentation of the scholarship award at the recipient's school and at the annual VATA meeting
6. 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 membership at least 30 days before a planned election. The list of candidates shall include short biographies.
3. Conduct an election of officers from those names on the candidate list 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.
2. Provide the Executive Council and VATA members with an up to date and accurate record of all Constitution and Bylaws changes.
3. The Chair serves as the parliamentarian of the VATA and keeps the annual business meeting and all other meetings operating under parliamentary procedure as prescribed by Robert's Rules of Order.

Section 5 – Government Affairs Committee (GAC)

A. Selection – Appointed and serves at the pleasure of the President with the approval of the Executive Council.

B. Members - Members are selected by the GAC chair with approval of the VATA President. The GAC membership at a minimum has representation from each of the following practice areas for athletic trainers in the state of Virginia:

1. Secondary School
2. Collegiate
3. Higher Education

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4. A minimum of two areas within COPA (Rehab clinic, physician setting, armed forces, public safety, performing arts medicine, health care administration, community outreach, private and emerging, analytics and outcomes).

C. Duties -

1. Establish current public policy/advocacy agenda for VATA
2. Act as VATA liaison to the state legislature
3. Lobby for laws in the VATA interest and looks out for laws that are adverse to the VATA in collaboration with VATA lobbyist
4. Promote membership advocacy involvement through social media and grassroots strategies
5. Maintain the advocacy section of VATA website for members to find relevant government affairs news as well as for legislators to look in on VATA policy/advocacy agenda

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 patients.
3. Promote athletic training throughout Virginia.
4. Coordinate annual meeting attendee gift(s) and engagement.

Section 7 – Annual Meeting Committee

A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.

B. Members - Annual Meeting Chairperson, President-Elect, Education Compliance Coordinator, Hotel Liaison, Registration Coordinator, Vendor Coordinator, and any additional members at-large.

C. 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. Work with the President-Elect to develop meeting program and coordinate facility for the Annual meeting and Symposium.
4. Coordinate selection of appropriate facility for each annual meeting.

Section 8 – Membership Committee

A. Selection – The Chair 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. Maintain a current and accurate mailing list and an official record of the VATA membership.
2. Support VATA executive council, committees, and region representatives with up to date information for projects or tasks regarding membership data.
3. Record dues from VATA-Only members and review these funds with the VATA treasurer.
4. Assist the Executive Council and the Honors & Awards Committee Chair with identifying and nominating members for awards at the state, regional, and national levels.

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Section 9 - Third Party Reimbursement Committee

- A. Selection – Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Duties -
 - 1. Study third party reimbursement strategies in the Commonwealth of Virginia
 - 2. Work with the lobbyist and government affairs committee of the VATA to advance the interests of athletic trainers in the Commonwealth
 - 3. Acts as a liaison to the NATA representatives supporting third party reimbursement initiatives

Section 10 - Council on Practice Advancement (COPA)

- A. Selection - Currently practicing in an emerging setting. Appointed and serves at the pleasure of the President and with approval of the Executive Committee.
- B. Duties -
 - 1. Listen and communicate with VATA Members in emerging settings to executive council.
 - 2. Disseminate executive council meeting knowledge with VATA Members in emerging settings.
 - 3. Promote the application and retention of National Provider Identification Numbers among members.
 - 4. Support Government Affairs Committee and Third-Party Reimbursement Committee/ Task Force in the advancement of the profession.
 - 5. Develop and distribute best practices for practice advancement in emerging settings.

Section 11 - Diversity, Equity, and Inclusion Committee

- A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Duties -
 - 1. Ensure membership in organizational committees and committee leadership are representative of diversity of the membership as a whole.
 - 2. Promote leadership and leadership development for diverse individuals of the association.
 - 3. Develop, implement, and evaluate organizational policies and procedures to address diversity, equity, and inclusion issues.
 - 4. Inform and consult with stakeholders (e.g., patients, families, other healthcare providers, and administration) regarding diversity, equity, and inclusion initiatives.
 - 5. Develop and disseminate best practices for diversity, equity, and inclusion.
 - 6. Serve as a resource for guidance and consultation regarding diversity, equity, and inclusion issues.
 - 7. Disseminate information about ongoing professional development training around diversity, equity, and inclusion.
 - 8. Facilitate annual training of executive committee members and standing committee chairpersons regarding diversity, equity, and inclusion.

Section 12 - Honors and Awards Committee

- A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Members - Consists of three (3) members: The Chair and two elected EC members appointed by the President
- C. Duties -
 - 1. Create and revise application for Athletic Trainer of the Year, Hall of Fame, and Presidential Service Awards.

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2. Distribute nomination forms for all awards to the membership.
3. Collect completed nomination forms and letters of support for each category.
4. Organize application material for the Executive Council to review.
5. Distribute voting ballots to the Executive Council.
6. Review submitted ballots. Winners will be selected based on majority vote.
 - a. Athletic Trainer of the Year Award
 - b. Presidential Service Award
 - c. Hall of Fame: nominees will be inducted if they received 50% or more of the Executive Council votes
7. Notify award winners and organize Awards Ceremony at the annual meeting.
8. Assist the Executive Council and the Membership Committee Chair with identifying and nominating members for awards at the state, regional, and national levels.

Section 13 - Intercollegiate Sports Medicine Committee

- A. Selection – Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Members – Consist of a chairperson that is actively working in the Commonwealth of Virginia in the collegiate setting with the majority of their responsibilities with clinical and sport coverage. Committee may also gain representation with one member from each VATA region that will be vetted by the chair and the chair will notify the executive committee for acceptance of potential members. All members of this committee will be in good standing with the VATA.
- C. Duties –
 1. Be a liaison and communicate the executive committee's relevant and up to date information to those in the collegiate setting.
 2. Present germane information to the executive committee from those in the collegiate setting.
 3. Present pertinent state government issues or topics that affect the athletic trainer in the collegiate setting in the Commonwealth of Virginia.
 4. Provide relative resources from the NATA that could affect those in the collegiate setting.
 5. Be a VATA liaison to each collegiate setting recognizing each sport participation level and each institution's unique resource availability.
 6. Be an available participant at the VATA annual educational symposium and regular VATA executive board meetings.
 7. Aid in the growth of the profession at the state and national level and promote the profession of athletic training.

Section 14 - Research Committee

- A. Selection - The Chair shall be appointed by and serve at the pleasure of the President with the approval of the Executive Council.
- B. Members -
 1. Committee members will consist of VATA members appointed by the committee chair.
 2. The VATA Treasurer will serve as a non-voting committee member to coordinate administration of grant funds.
- C. Duties -
 1. Coordinate the solicitation, review, and awarding of research grants to students and professional members conducting research in support of the [*Athletic Training Research Agenda*](#).
 2. Coordinate the solicitation and review of free communications abstracts from students and professional Members.
 3. Collaborate with the Annual Meeting Committee to organize free communications sessions at the VATA Annual Meeting.

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Section 15 - Secondary Schools Committee

- A. Selection – Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Duties –
 - 1. Advocate for Secondary School student-athletes and the Secondary School Athletic Trainers across the Commonwealth.
 - 2. Disseminate information to Secondary School Athletic Trainers.
 - 3. Foster and maintain a positive working relationship with the high school league offices and serve as a liaison.
 - 4. Assist in the development and review of policies and procedures in accordance with Virginia Board of Education legislation.

Section 16 - Student Affairs Committee

- A. Selection - The Chair shall be appointed and serve at the pleasure of the President with the approval of the Executive Council.
- B. Members -
 - 1. Professional members - selected by the committee chair with the approval of the President.
 - 2. Student Members - are nominated by their program directors annually
- C. Duties - Chair(C), Professional Members(PM), Student Members(SM)
 - 1. Encourage the continued professional and educational development of each student member. (C, PM)
 - 2. Serve the common interest of its student members by providing a free exchange of ideas within the profession. (C, PM)
 - 3. Encourage better working relationships among all academic athletic training programs across the state and the VATA leadership and membership. (C, PM)
 - 4. Work with President-Elect and other committee members to develop the Annual Student Symposium program. (C)
 - 5. Coordinate with the Annual Meeting/Conference Committees in the execution of appropriate planning components (e.g. facility, food, speakers) in conjunction with the Annual Meeting and Symposium.(C)
 - 6. Serve to assist, in coordination with the Committee Chair and other committee members, in development and planning of the Annual Student Symposium in conjunction with the Annual Meeting and Symposium. (PM, SM)
 - 7. Serve as a liaison between the academic programs and the VATA leadership and membership. (SM)

Section 17 - Young Professionals Committee

- A. Selection – Appointed and serves at the pleasure of the President with the approval of the Executive Council.
- B. Members - Minimum Membership of the Committee: Committee Chair and a Representative from each respective VATA Region, who is within their first 12 years of their initial certification.
- C. Duties –
 - 1. Establish and maintain professional relationships with Young Professionals throughout the state to serve as a community and resource for reference.
 - 2. Establish and maintain professional relationships with the athletic training education programs within the Commonwealth.

Section 18 - Education Compliance Coordinator - Appointed Position

- A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.

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B. Duties -

1. Serve the VATA by maintaining compliance with the Board of Certification (BOC) Approved Provider program. Maintaining this compliance allows VATA to offer approved continuing education to ATs.
2. Responsible for ensuring that all BOC Approved Provider standards are met, as well as the completion of relevant reports to the BOC as requested.

Section 19 - Historian - Appointed Position

A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council.

B. Duties -

1. Collect historical documents
2. Archive the documents in electronic format
3. Preserve physical documents into a record-keeping facility
4. Present the Association's history to committee members and general community
5. Collaborate with other VATA committees to improve efficacy

Section 20 - Director(s) of Leadership Academy - Appointed Position

A. Selection - Appointed and serves at the pleasure of the President with the approval of the Executive Council, consisting of two (2) members, each serving as co-directors of the Leadership Academy.

B. Duties -

1. Create and revise application format for Leadership Academy cohort selection annually
2. Select annual cohort from applicant pool
3. Develop an annual educational program that reflects the goal(s) of the Leadership Academy
4. Operate the Leadership Academy within the allotted budget

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 & Bylaws 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.

ARTICLE XI: POLICIES AND PROCEDURES MANUAL

Section 1

The VATA Policies and Procedures Manual has been established for the day-to-day functions of the VATA. The most recent version of the Policies and Procedures Manual will be made available on the VATA website.

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Section 2

The VATA Policies and Procedures Manual must be in accordance with the Constitution and Bylaws of the VATA. Policies and procedures that are not in accordance shall be reviewed by the Constitution and Bylaws committee and amended accordingly.

Section 3

The chairperson of the VATA Constitution and Bylaws shall oversee and manage changes to the VATA Policies and Procedures Manual.

Section 4

Any member of the VATA may propose an amendment to the Policies and Procedures manual. Amendment ideas must be submitted to the chairperson of the Constitution and Bylaws Committee for the VATA. The chairperson of the Constitution and Bylaws Committee may then bring it to the Executive Council for a vote.

Section 5

Changes to the VATA Policies and Procedures Manual may be made by a simple majority vote of an Executive Committee Quorum. Votes on changes to the VATA Policies and Procedures Manual may be done at any time as business needs arise. These votes may be done via electronic mail. Votes on changes to the VATA Policies and Procedures Manual will be effective immediately.

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