

# **PUBLIC SAFETY ATHLETIC TRAINERS' SOCIETY**

## **BY-LAWS**

### **ARTICLE I. NAME AND PURPOSES**

#### Section 1. Name.

The name of the organization shall be the PUBLIC SAFETY ATHLETIC TRAINERS' SOCIETY (hereinafter referred to as the "Society"), a not-for-profit corporation.

#### Section 2. Purpose.

The purposes of the Society are to improve the operational readiness of public safety employees; to advance the art and science of athletic training within public safety; to maintain the highest standards of athletic training; to advocate in the interests of the athletic training profession; to improve the professional competence of the athletic trainer in the public safety setting; to support the ideals and vision of the National Athletic Trainers' Association (NATA); to provide professional communication; and to conduct other activities as necessary to carry out the purposes of this Society.

#### Section 3. Mission.

1. Provide support for athletic trainers working in public safety;
2. Educate public safety entities about the benefits of the athletic trainer engaged in their workplace;
3. Promote the highest level of healthcare for first responders.

### **ARTICLE II. MEMBERSHIP**

#### Section 1. Membership Qualifications.

Membership may be granted to any individual who:

- A. Meets the criteria set forth for each category of membership in the Society;
- B. Shares interest in and supports the purposes of the Society;
- C. Abides by these Bylaws, the National Athletic Trainers' Association's Code of Ethics, and such other policies, rules, and regulations as the Society may adopt;

#### Section 2. Application.

The Board of Directors, or its designee(s), shall adopt a membership form and procedures for membership and subscription in the Society. All applicants shall complete the membership form and submit it, along with the designated fee to become a Subscriber, if any, to the Society. The Board of Directors, or its designee(s), shall review all applications for

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membership and determine, based on the criteria set forth in these Bylaws, whether such individual applicants meet the qualifications necessary for membership. All such qualified applicants shall become members upon notice from the Society and will become a Subscriber upon payment of dues, if any.

### Section 3. Membership Categories.

The membership of the Society shall be composed of the following categories:

#### A. CEU Subscription:

1. Those members who pay the dues assigned to the CEU Subscription will be able to collect all of the Continuing Education Units (CEUs) offered by The Society throughout their subscription year, as well as any other benefits offered by the plan. Those members with a CEU Subscription will be considered voting members.

#### B. Non- CEU Subscription

1. Those members who pay the dues assigned to the Non-CEU Subscription will not be able to collect all of the Continuing Education Units (CEUs) offered by The Society throughout their subscription year, however they will be allowed access to all of the same information, as well as any other benefits offered by the plan. Those members with a Non-CEU Subscription will be considered voting members.

Those members who do not pay for one of the previously mentioned subscription plans will not be eligible to vote in elections for The Society, or regarding any other items requiring a vote for resolution. This can be changed at any time by the member purchasing one of the subscriptions.

### Section 4. Rights and Duties.

A. All members shall be entitled to participate in member meetings and social functions of the Society.

B. Only voting members may vote for the election to the Board of Directors, hold office in the Society, its constituents and components, and serve on the Board of Directors. Each eligible voting member shall have one (1) vote in the election of board members.

C. No individual member of the Society shall have the right to vote, without limitation, on the amendment of the Society's Articles of Incorporation, a merger or the dissolution of the Society, or the amendment of its Bylaws.

### Section 5. Code of Ethics.

Members of the Society shall abide by the National Athletic Trainers' Association (NATA) Code of Ethics. This Code states "the principles of ethical behavior that should be followed in the practice of athletic training. It is intended to establish and maintain high standards and professionalism for the athletic training profession."

"The principles do not cover every situation encountered by the practicing athletic trainer, but are

representative of the spirit with which athletic trainers should make decisions. The principles are written generally; the circumstances of a situation will determine the interpretation and application of a given principal and of the Code as a whole. When a conflict exists between the Code and the law, the law prevails.”

Members concerned that ethical violations have occurred are encouraged to report these activities in writing to any one of the Board of Directors. The Board of Directors shall review the report and forward such information to the Board of Certification and/or local law enforcement as appropriate. Concerned citizens may report individuals to the Board of Directors anonymously. This code applies to all of The Society’s members, including those members who are not NATA members and/or are not in the athletic training profession.

#### Section 5. Disciplinary Action/Termination of Membership.

A. Grounds for Discipline. The Society may discipline a member for any of the following reasons:

1. Failure to comply with these Bylaws, the Society’s Code of Ethics, or any other rules or regulations of the Society;
2. Conviction of a felony or a crime related to, or arising out of, the practice of athletic training or involving moral turpitude;
3. Suspension, revocation, or forfeiture by any state, province, or country of the member’s right to practice as an athletic trainer; or
4. Unprofessional conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of the Society.

B. Procedures. Discipline may include, but not be limited to, censure, suspension, probation, and expulsion. Disciplinary action may be taken provided that a statement of the charges shall have been sent by electronic mail to the last recorded email address of the member at least fifteen (15) days before final action is to be taken. This statement shall be accompanied by a notice of the time and place of the meeting at which the charges shall be considered, and the member shall have the opportunity to appear in person or virtually, and/or to be represented by counsel and to present any defense to such charges before action is taken by the Society. Such disciplinary actions shall be conducted in accordance with procedures established by the Board of Directors.

#### C. Non-Payment of Dues & Reinstatement

The subscription of any member, who is in default of payment of dues or assessments at the time the subscription lapses annually, shall be terminated automatically. A member with a lapsed subscription is welcomed by the Board of Directors to reinstate their subscription through payment at any time, as long as the member still meets the criteria for subscription set forth in these by-laws.

## **ARTICLE III DUES AND ASSESSMENTS**

The initial and annual dues for all members of the Society, and the time for paying such dues and other assessments, if any, shall be determined by the Board of Directors. The dues shall be assessed as needed by the Board of Directors to maintain a positive accounting balance and keep up the duties of the Society.

## **ARTICLE IV MEMBERSHIP MEETINGS**

### Section 1. Annual Meeting.

The annual meeting of the voting members of the Association shall be held in conjunction with the NATA's annual Clinical Meeting and Symposia unless reasonable circumstances do not allow. In this case, an alternative meeting option will be arranged. Notification of the date, time and place shall be distributed in multiple formats no less than 30 days prior to the meeting by the Secretary and Media Committee.

### Section 2. Manner of Acting.

The act of a majority or more of the voting members present at a duly called meeting shall be the act of the members.

### Section 3. Conference Calls.

Conference calls shall be held by the Board of Directors every quarter at minimum, or as needed, to maintain the business of the Society. Conference calls for the membership shall be held as needed.

## **ARTICLE V BOARD OF DIRECTORS & LIAISONS**

### Section 1. Authority and Responsibility.

The affairs of the Society shall be managed by the Board of Directors which shall have supervision, control and direction of the Society, shall determine its business policies or changes therein within the limits of these Bylaws, shall actively promote its purposes, and shall have discretion in the disbursement of its funds. The Board of Directors may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary. The Board of Directors shall provide an annual report to the membership.

### Section 1. Composition of the Board.

The Board of Directors shall be composed of eight (8) members as follows: the President, Vice President, Secretary, Treasurer, Digital Media Coordinator, Social Media Coordinator, Executive Director, and Education Coordinator. The public safety sub-committee of the Committee on Practice Advancement (COPA) of the NATA shall liaison with the Society. No two (2) board positions may be held simultaneously by the same person.

### Section 3. Invited Participants.

All Board members shall be invited to participate, with vote, in all regular and special meetings of the Board of Directors. Appointed liaisons will be invited to participate in regular and special meetings of the Board of Directors, as needed, without vote.

### Section 4. Qualifications.

Only athletic trainer certified members shall be eligible to serve on the Board of Directors in all positions except that of the Treasurer. Candidates must be willing to provide their BOC number at the time of application submission, unless running for the seat of Treasurer as a non-athletic trainer.

### Section 5. Terms of Office.

- A. The Board of Directors shall serve a term of two years. The President, Treasurer, and Digital Media Coordinator shall be elected in odd-numbered years; the Vice President, Secretary, Social Media Coordinator, and Education Coordinator shall be elected in even-numbered years.
- B. The term of the Board of Directors shall begin following the close of the first annual meeting of the membership following their election.
- C. Board members may not serve more than two (2) consecutive terms in office in the same position. Board members serving more than half of a full term shall be deemed to have served a full term in office.

### Section 6. Meeting by Conference Call or Other Platform

Any action to be taken at a meeting of the Board of Directors or any committee thereof may be taken through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such a meeting shall constitute presence in person at the meeting. Notice of any meeting to be held by conference call or other platform (whether regular or special) may be delivered a minimum of forty-eight (48) hours prior to the meeting.

### Section 7. Quorum.

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any duly called meeting of the Board of Directors. A quorum for a board of eight (8) members is considered five (5) out of eight (8).

Section 8. Action by Written Consent.

Any action requiring a vote of the Board of Directors may be taken without a meeting if consent in writing, setting forth the action taken, is signed by all of the members of the Board of Directors entitled to vote with respect to the subject matter thereof.

Section 9. Resignation and Removal. Any board member may resign at any time by giving written notice to the Executive Director. In addition, any board member may be removed by a majority vote by the Board of Directors, or of the persons entitled to elect such Director, whenever, in their judgment, the best interests of the Society would be served by such removal.

Section 10. Vacancies. Vacancies in any Board of Directors position shall be filled by the President without undue delay. A Director appointed pursuant to this Section shall hold their position for the remainder of the original term for which she or he was appointed to fill.

## **ARTICLE VI. OFFICERS OF THE SOCIETY**

Section 1. President.

The President of the Board shall preside at all Board meetings, appoint committee chairs and members, represent the Society to the NATA, create and implement bi-annual goals for the Board and Society, call and chair special meetings of the Board, lead the organization of the Society annual conference, and perform other duties associated with the office.

Section 2. Vice President.

The Vice-President shall assume the duties of the President in case of the President's absence; organize meetings and agreements of Sponsors- Corporate, Conference, Annual Meeting, and otherwise; coordinate clothing production including but not limited to annual conference t-shirt and annual meeting clothing drives, The Vice President shall have other duties as may be assigned by the President or the Board of Directors.

Section 3. Treasurer.

The Treasurer shall be the principal financial officer of the Society and shall have charge of and be responsible for the maintenance of adequate books of account for the Society; shall have charge and custody of all funds and securities of the Society, and be responsible therefore, and for the receipt and disbursement thereof; shall deposit all funds and securities of the Society in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws. The duties of the Treasurer include: chair the funds allocation committee, assist in the preparation of the budget, keep records of the organizations' budget and prepare financial reports as needed, maintain and distribute funds of the Society, collect dues, and maintain all sales items, as well as filing a 990-N form with the IRS annually. The Treasurer shall have other duties as may be assigned by the President or the Board of Directors.

#### Section 4. Secretary.

The Secretary shall be responsible for minutes of Board meetings, conference calls as well as general membership meetings; send out meeting announcements/invitations, distribute the agenda and meeting minutes, assure that corporate records are maintained, and submit a Quarterly Summary to communicate with the Membership on a quarterly basis by way of the website. The meeting agenda and invitation must be submitted at least 48 hours before the board meeting is to be held. The Quarterly Summary must be submitted at least 48 before the board meeting where it shall be approved before publication on the website. A copy of all meeting minutes and goals shall be distributed to the Board and Executive Director within 48 hours of the meeting.

#### Section 5. Social Media Coordinator.

The Social Media Coordinator shall be responsible for working with the Secretary and Digital Media Coordinator for distribution of information concerning the Society mission and goals, meetings, maintenance of the website, marketing and advertising, and assist in the management of the Public Safety Athletic Trainers Society groups and pages in various social media platforms. The social media coordinator is expected to produce two posts minimum on a weekly basis.

#### Section 6. Digital Media Coordinator.

The Digital Media Coordinator shall be responsible for maintenance and updates of the Society website and subscriptions. The Coordinator will work with the Vice President, Secretary and Social Media Coordinator for distribution of information concerning the Society mission and goals, meetings, maintenance of the website, marketing and advertising, and assist in the management of the Public Safety Athletic Trainers Society groups and pages in various social media platforms as it pertains to the website. The Digital Media Coordinator is expected to respond to every new membership inquiry and new subscriber within 7 days of submission, as well as monitoring The Forum on the website, editing and posting on-demand CEU videos, conferences, and annual meetings, uploading content to the Members Resources page, and coordinating new additions to the website/subscription plans.

#### Section 7. Education Coordinator.

The Education Coordinator shall be responsible for maintaining an annual calendar of CEU content and the creators. The Coordinator will assign each Director at least one month annually to conduct a CEU event for the Society. The Coordinator will follow the Board of Certification (BOC) guidelines for Approved Providers to maintain the Society's good standing with the BOC to provide CEUs to the appropriate subscribers. The Coordinator will create the documents necessary to collect required information for the BOC and store them for the appropriate timeframe, as well as production of certificates for students of the CEU courses that meet BOC requirements. The Coordinator will work with the Digital Media Coordinator and the Social Media Coordinator to collect and send all

documents in a timely fashion to the BOC and the membership.

#### Section 8. Executive Director.

The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission, assures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress, represents the programs and points of view of the organization to agencies, organizations, and the general public.

### **Article VII. LIAISONS**

#### Section 1. NATA Committee on Practice Advancement (COPA) Liaison

The NATA COPA Liaison shall be an appointed, non-voting position which works with the Board of Directors. The appointment shall last one year, with the start of the term to begin at the closure of the annual meeting, and the end of the term concluding at the end of the following annual meeting of the Society. A letter of interest must be submitted by the applicant at the time the Society election applications are due annually. There shall be no limit for the number of times a person can earn the appointment in consecutive years. It is not required that this position be filled each year, including in a case where letters of interest have been submitted. The appointed liaison will be announced with the announcement of the elected Board members during the annual meeting. The NATA COPA Liaison shall be responsible for bringing forth communication from the NATA and the COPA Committee, as well as conducting the same from the Society to the NATA and the COPA Committee. The Liaison will make recommendations to the Board of Directors for resolutions between the Society and the NATA, as well as working to accomplish the goals of the Society with the NATA.

### **Article VIII. AMENDMENTS**

#### Section 1. Proposed Amendments.

The Board of Directors or any voting member of the Society may propose amendments, in whole or in part, to these Bylaws and Code of Ethics. The Board of Directors shall provide recommendations for all proposed amendments before the annual meeting.

#### Section 2. Approval of Amendments.

Proposed amendments of these Bylaws and Code of Ethics shall be forwarded to the Board for consideration. Approval of such proposals shall require a majority vote of the Board before the annual meeting.

#### Section 3. Notice.

Notice of intent to amend these Bylaws must be (i) sent to all members by mail or electronic communication or (ii) published in print or online and circulated to the entire membership; or (iii)



published on the Society's website at least thirty (30) days prior to the annual meeting at which such amendments are to be considered. Such notice must include a general description of the proposed amendments.

## **ARTICLE IX COMMITTEES/COUNCILS/TASK FORCES**

The Board of Directors may establish standing committees as necessary.

A. Authority/Composition/Qualifications. The action establishing standing committees shall set forth the committee's purpose, authority, and composition, and the qualifications required for membership. The President shall appoint the Chair and members of all councils and standing committees, subject to the approval of the Board of Directors.

B. Quorum and Manner of Acting. At all meetings of a standing committee, a majority of the members shall constitute a quorum for the transaction of business. A majority vote by committee members present and voting at a meeting shall be required for any action.

C. Committee Vacancies. Vacancies in the membership of a committee shall be filled by the President.

D. Policies and Procedures. The Board of Directors shall develop and approve policies and procedures for the operation of all standing committees. All standing committees shall report to the Board of Directors.

## **ARTICLE X USE OF ELECTRONIC COMMUNICATION**

Unless otherwise prohibited by law, (i) any action to be taken or notice delivered under these Bylaws may be taken or transmitted by electronic mail or other electronic means; and (ii) any action or approval required to be written or in writing may be transmitted or received by electronic mail or other electronic means.

## **ARTICLE XI FINANCE**

### Section 1. Contracts.

The Board of Directors may authorize any officer or officers, agent or agents of the Society, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Society, and such authority may be general or confined to specific instances.

### Section 2. Payment of Indebtedness.

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Society shall be signed by such officer or officers, agent or agents of the Society and in such manner as shall be determined by action of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer.

### Section 3. Deposits.

All funds of the Society shall be deposited to the credit of the Society in such banks, trust companies, or other depositories as the Board of Directors may select.

### Section 4. Gifts.

The Board of Directors may accept on behalf of the Society any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Society.

### Section 5. Books and Records.

The Society shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, the Board of directors and any committees.

### Section 6. Fiscal Year.

The fiscal year of the Association, as determined by the Board of Directors, is January 1st through December 31st of each year..

## **ARTICLE XII DISSOLUTION**

In the event of the dissolution of the Society, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Society, dispose of all of the remaining assets of

the Society (except any assets held by the Society upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with such requirements) exclusively for the purposes of the Society in such manner, or to such organization or organizations as shall at the time qualify as a tax-exempt organization or organizations recognized under Sections 501(c)3 or 501(c)6 of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding provisions of any future United States Internal Revenue statute, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the court of general jurisdiction of the county in which the principal office of the Society is then located, exclusively for such purposes in such manner, or to such organization or organizations that are organized and operated exclusively for such purposes, as said court shall determine.

## **ARTICLE XIII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern all meetings of the Society in all cases to which they are applicable.