

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 an application form and procedures for membership in the Society. All applicants shall complete the application form and submit it, along with the designated fee, 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 payment of dues, if any.

Section 3. Membership Categories.

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

- A. *Voting Members.* Voting members shall be:
 - 1. Subscribed Professional Members (athletic trainers/retired athletic trainers/ allied healthcare professionals) in good standing with the Board of Certification (BOC), as well as Subscribed Student Members in good standing with their CAATE accredited education programs.
- B. *Non-voting Members.* Non-voting members shall be:
 - 1. Subscribed Corporate Members (corporations, companies, businesses, and public safety professionals).

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 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 principle 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.

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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 certified mail to the last recorded 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 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. The membership of any member, who is in default of payment of dues or assessments for more than three (3) months, shall be terminated automatically, according to such rules or procedures as the Board of Directors or their designee(s) shall establish, unless such termination is delayed by the Board of Directors.

Section 6. Reinstatement.

Members who have resigned or whose membership has been terminated for non-payment of dues or assessments may be reinstated upon (i) payment of dues and any assessments; (ii) application to the Board of Directors; and (iii) meeting such additional terms and conditions as may be established by the Board of Directors.

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 no later than January 31st and due at the time that member's annual subscription has expired.

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 National Athletic Trainers' Association annual Clinical Meeting and Symposia unless reasonable circumstance does 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 60 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, or as needed, to maintain the business of the Society. Conference calls for the membership shall be held as needed.

Section 4. Mail Vote.

Voting by mail or electronic means shall be permitted. A mail or electronic vote may be called by the Board of Directors.

ARTICLE V BOARD OF DIRECTORS

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 Past President. The public safety sub-committee of the Committee on Practice Advancement (COPA) of the National Athletic Trainers' Association shall liaison with the Society. No two (2) board positions may be held simultaneously by the same person.

Section 3. Invited Participants.

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All Board members shall be invited to participate, with vote, in all regular and special meetings of the Board of Directors.

Section 4. Qualifications.

Only certified voting members shall be eligible to serve on the Board of Directors. One must also be an active member of the NATA in good standing to be eligible to serve on the Board of Directors.

Candidates must be willing to provide their BOC number and NATA number at the time of application submission.

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 and Social Media 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 director may resign at any time by giving written notice to the Executive Director. In addition, any director may be removed by a majority vote 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, check and respond to the general inquiry email account on a weekly basis, 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; as well assist the Treasurer on matters of membership which shall be: maintain and distribute to the Board a current Membership Directory, check the general inquiry email account on a weekly basis, coordinate clothing drives, and coordinate the process of Question & Answer sessions/Webinars for the website. 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 finance 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, maintain all sales items, and send all eCertificates to new membership subscribers within 7-10 days of subscription purchase on the website.

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 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 shall be distributed to the Board and Executive Director within two weeks 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 all monthly Q&A's and Webinars, uploading to content to the Members Resources page, and coordinating new additions to the website/subscription plans.

Section 7. Past-President

The Past-President will provide guidance and leadership during the two (2) years following the completion of their term. This will consist of providing information regarding past proceedings and historical perspective to the Board, and assist the President-Elect as needed.

Section 8. Qualifications for Office.

Only voting members are eligible to hold office. One must also be an active member of the NATA in good standing to be eligible to serve on the Board of Directors. Candidates must be willing to provide their BOC number and NATA number at the time of application submission.

Section 9. 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. 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.

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Section 2. Approval of Amendments.

Proposed amendments of these Bylaws and Code of Ethics shall be forwarded to the membership for consideration. Approval of such proposals shall require a majority vote of the membership at 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 VIII 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 IX ELECTRONIC MEETINGS

Any action to be taken at a Board of Directors, voting member or committee 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 simultaneously. Participation in such a meeting shall constitute presence in person at the meeting of the persons so participating. Notice of an electronic meeting must be delivered at least forty-eight (48) hours prior to the meeting.

ARTICLE X USE OF ELECTRONIC COMMUNICATION

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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 shall be determined by the Board of Directors.

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

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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.