

# **Oregon Athletic Trainers' Society By-Laws**

Updated **March 29, 2019**

## **Article 1. Name**

The name of this organization is the Oregon Athletic Trainers' Society (OATS).

## **Article 2. Objectives**

The objectives of this society are:

- a) The advancement, encouragement, and improvement of the athletic training profession in all its phases.
- b) The promotion of a better working relationship between athletic trainers and other professionals in the state of Oregon through collaboration with other professional organizations.
- c) To provide opportunities for members to advance their knowledge and skills through continuing education and a free exchange of ideas within the profession.
- d) To strengthen the camaraderie of members through professional and social activities.
- e) To promote the practice of athletic training for the improvement of the health and wellness of Oregonians.
- f) To promote diversity and inclusion of the athletic training profession in Oregon and to provide resources for members to deliver equitable care to all individuals and patients they provide services to.

## **Article 3. Membership**

3.1 Classes of Membership. There are five classes of membership. No individual is eligible for more than one class of membership at the same time. The classes of membership are:

- a) Certified
- b) Associate
- c) Retired
- d) Student
- e) Honorary

3.2 Qualifications of Membership:

(a) Certified. Only BOC Certified Athletic Trainers (ATC) in good standing are eligible for Certified membership. Certified members are entitled to vote in OATS affairs and to hold OATS office.

(b) Associate. Associate membership is open to individuals who are working professionally in athletics, education, research, medicine, or other professions related to athletic training. Associate members may not vote on OATS affairs or hold OATS office.

(c) Retired. A certified member or associate member who retires has the privilege of continuing in the class of membership held at retirement without further payment of dues. A certified or associate member who is eligible for retired status and who wishes to continue membership in OATS in the retired class must request change to this class through the Secretary of OATS. Retired Certified members may vote in OATS affairs and hold OATS office, but retired Associate members may not.

(d) Student. Noncertified individuals enrolled as a student in a CAATE (Commission on Accreditation of Athletic Training Education) Accredited Athletic Training curriculum or those preparing for the profession of Athletic Training are eligible for student membership. Student members are not eligible to vote on OATS affairs or to hold office.

(e) Honorary. An individual may be awarded honorary membership through the state organization only. A person who, by virtue of his/her acts and speech, show profound interest in the athletic training profession and in enhancing its service to those in athletics shall be eligible for this membership class. Nominations may be made only by a certified member and will be directed to the chair of the Honors and Awards committee. The committee will make recommendations to the Executive Board for their approval. Honorary members are not entitled to vote on OATS affairs or to hold office.

### 3.3 Dues.

(a) The annual dues for membership in OATS is thirty-five (\$35) dollars for Certified and Associate membership categories; and ten (\$10) dollars for non-Certified student membership categories.

(b) The amount of the annual dues may be changed by a majority vote of the present voting members, in favor of a resolution proposing a change to the dues, at the annual OATS business meeting.

## **Article 4. Organization**

4.1 Governing Body. The governing body of this organization is the Executive Board.

4.2 Officers of the organization. The Executive Board consists of the:

(a) President. The duties of the President are:

- i. To serve on the Executive Board
- ii. To represent OATS in official matters
- iii. To preside over all regular and special meetings of OATS membership
- iv. To appoint all committee chairs
- v. To appoint liaisons to organizations allied with OATS
- vi. To assist with, and assign officers to assist with, oversight of current OATS committees and work groups.

(b) Vice-President. The duties of the Vice-President are:

- i. To serve on the Executive Board

- ii. To oversee the operation of assigned OATS committees and/or work groups
- iii. To assume the duties of the President if the current President is unable to complete his/her term for any reason.

(c) Secretary. The duties of the Secretary are:

- i. To serve on the Executive Board
- ii. To record the minutes of all OATS meetings
- iii. To conduct correspondence required by the Constitution and By-Laws
- iv. To oversee the operation of assigned OATS committees and work groups

(d) Treasurer. The duties of Treasurer are:

- i. To serve on the Executive Board
- ii. To receive and deposit all OATS monies
- iii. To issue receipts and pay accounts as authorized by the OATS Executive Board
- iv. To furnish a details statement of OATS financial affairs to the membership at regular meetings and to the Executive Board upon request
- v. To oversee the operation of assigned OATS committees and work groups

(e) Past-President/Parliamentarian. The duties of the Past-President/Parliamentarian are:

- i. To serve on the Executive Board
- ii. To serve as a parliamentary arbiter available for consultation at regular meetings
- iii. To oversee the operation of assigned OATS committees and/or work groups

#### 4.3 Nomination, election, and vote of confidence of officers.

(a) Nominations and Election. During periods of officer voting the Election Committee Chair will accept nominations for officer position(s) until no later than February 1<sup>st</sup>. Any certified member of OATS in good standing is eligible to serve as an officer. The Election Committee will confirm the candidates, determine a maximum of two candidates for each position, prepare election materials and send ballot information to the voting OATS membership on or before March 1<sup>st</sup>. Election ballots will be accepted until a date specified by the Elections Committee that will be no less than 14 days from the date that the ballots were sent by the Committee to the membership. Elected officers will assume the duties of their office on July 1<sup>st</sup> following their election.

(b) Vote of Confidence. If an officer seeks reelection for a second term (according to term limits outlined in 4.4), the Elections Committee Chair will seek a vote of confidence from the voting OATS members. The vote of confidence will be conducted using the same manner as set forth in the previous section. If a majority of the members casting ballots affirm the officer, his/her term of office will be extended two years from the expiration of the first term. If an officer does not receive an affirmative vote, then an election for the office will be held using the process outlined in the previous section with a timeline established by the Elections Committee, to determine the officer-elect prior to the next OATS annual business meeting.

4.4 Terms of Office. All elected officers of OATS serve two year terms. Elected officers are eligible to serve for multiple terms, but not more than two terms consecutively. In the

event the President is unable to complete his/her term for any reason, the Vice-President will assume the position of President for the remainder of the term. If the Vice-President, Secretary, or Treasurer position is vacant, and if less than one-year remains in the unfinished term, the vacant position will be filled by appointment and approval of the remaining members of the Executive Board. For vacancies of more than one year, a special election, conducted under the same parameters as a regular election, must be held. If the Past-President position is vacant then the remaining members of the Executive Board will appoint a new Past-President.

4.5 Removal of Officers. All officers may be impeached and convicted on the following grounds: embezzlement, malfeasance in office, and actions contrary to or in violation of the by-laws. Before impeachment proceedings can be instituted, a brief containing the charges will be drawn up and presented by a society member to the Executive Board sitting in executive session. The aforementioned brief must then be adopted by a majority vote of the Executive Board prior to the formal presentation of charges. Upon adoption, the charges will be presented to the membership. Removal of any officer requires a two-thirds vote of the voting membership casting ballots in the proceeding.

4.6 Officer Expenses. An officer of OATS will not be required to personally fund official business of the organization. Official business includes the annual OATS Summer Symposium, and all regularly scheduled business meetings held at the site of the NWATA symposium.

(a) Expenses relating to necessary postal, shipping, communications, and travel costs that are incurred by an officer in the conduct of official business will be reimbursed by OATS.

(b) OATS will waive the registration fee of the summer symposium for all officers in attending in recognition of their efforts conducting the event.

(c) OATS will not reimburse an officer for expenses that are eligible for reimbursement by another entity, such as an employer, nor for other expenses directly relating to professional development required (CEUs) for certification.

(d) Officers are expected to employ reasonable cost-effective strategies, such as group travel and lodging, when incurring reimbursable expense.

## **Article 5. Meetings**

5.1 Business Meetings. An annual business meeting will be held each year at a time and place set by the Executive Board. A quorum for business meetings will consist of those non-retired voting members in good standing present at the business meeting. The Executive Board may submit items of society business to the voting membership for a vote. Approval of submitted items will require a “yes” majority of voting members casting a ballot. An item of business that requires immediate response or decision that

cannot be postponed until a regular business meeting of the society is an exception and will be decided by a majority vote of the Executive Board.

5.2 Executive Board Meetings. The Executive Board will meet in conjunction with regular business meetings and at other times as necessary. A quorum of the Executive Board will be three members. Any OATS officer may submit appropriate items of society business to the Executive Board for a vote. The officer must first secure a second to the proposal and each member of the Executive Board may vote on the proposal. Board approval of motions will require a yes vote of a majority of the members of the board.

## **Article 6. Committees**

6.1 Committees may be established at any time. The President may establish committees with the approval by a majority vote of the Executive Board. Committees will have a purpose and authority limited to that specifically delegated in writing by the Executive Board with the structure and term-limits also defined in writing by the Executive Board. Committees will report to the President and Executive Board for approval of the committee's progress, needs and recommendations for the welfare, growth and protection of OATS. Each committee will have a liaison from the Executive Board as assigned by the President. Committees will be prepared to represent the general membership in a form dictated by the Executive Board and a report of activities at the annual business meeting.

6.2 A committee chair will be selected by the President and approved by the Executive Board from members in good standing. The chair will be responsible for directing the function of their respective committee and will report all activities to the President or Executive Board liaison as requested.

## **Article 7. Amendment of By-Laws**

7.1 Substantive Changes. All proposed amendments to these by-laws must be submitted in writing to the Executive Board at least six weeks prior to scheduled business meetings. The Executive Board will distribute copies of the proposal to all voting members at least three weeks prior to the scheduled business meeting. A proposed amendment to these by-laws that has been properly submitted will be read at a regular business meeting and a two-thirds majority vote of the voting membership present is necessary for the adoption of the said amendment.

7.2 Technical Corrections. Technical corrections to these by-laws may be made by unanimous vote of the Executive Board. If corrections are approved, they are not effective until 30 days after the membership has been notified of the change(s).