

BYLAWS OF THE
NEW HAMPSHIRE
ATHLETIC TRAINERS
ASSOCIATION



REVISED
03/02/2013
NEW HAMPSHIRE ATHLETIC TRAINERS ASSOCIATION BYLAWS
(A New Hampshire Non-profit Organization)

ARTICLE 1.0

Name

Name. The name of this organization, established as a nonprofit organization under the laws of the State of New Hampshire, is the New Hampshire Athletic Trainers Association (NHATA).

ARTICLE 2.0

Purposes

The purposes for which the NHATA is organized and shall be operated are as follows:

- a. To enhance the quality of health care for the physically active.
- b. To advance the profession of athletic training through education and research in the prevention, evaluation, management, and rehabilitation of injuries.
- c. To safeguard and advance the interests of its members by presenting the profession's viewpoints, concerns, and other important information to the media and to appropriate legislative, administrative, regulatory, and private sector bodies, and by developing a working relationship with appropriate governmental and private sector not-for-profit and for-profit entities.
- d. To advance members' levels of knowledge through the collection, interpretation, and dissemination of information on subjects appropriate to the profession.
- e. To engage in any lawful act or activity for which a corporation may be organized under the Nonprofit Corporation Law.

ARTICLE 3.0

Membership

3.1 Classes of members.

The NHATA shall have the following classes of Members. No individual or individual representative of an entity shall be eligible for more than one class of membership at the same time. The classes of membership are:

- | | |
|------------------------------|---------------------------------|
| a. Certified - Regular | f. Noncertified – Student |
| b. Certified - Retired | g. Noncertified – International |
| c. Certified – Student | h. Supplier |
| d. Certified – International | i. Honorary |
| e. Associate | |

3.2 Membership Qualifications.

All membership applicants for Certified-Regular, Certified-Retired, and Certified-Student classifications must reside or practice athletic training in the State of New Hampshire.

- a. **Certified - Regular Members.** Certified-Regular membership shall be open to any non-student NATA certified athletic trainer (ATC) possessing current National Athletic Trainers' Association Board of Certification, Inc. (NATA-BOC) certification and in good standing with NATA-BOC. Certified-Regular Members shall pay such state dues as shall be determined from time to time by the Officers of the NHATA.
- b. **Certified - Retired Members.** Certified-Retired membership shall be open to any Certified Member who possesses current NATA-BOC certification, is in good standing with NATA-BOC

and establishes that he or she is now retired from the practice of athletic training. Additionally, the Member must submit a letter to NHATA stating that the Member is retired from the practice of athletic training as of a certain date. Certified-Retired Members shall pay no dues.

- c. **Certified - Student.** Certified-Student membership shall be open to individuals possessing current NATA-BOC certification and in good standing with NATA-BOC who are enrolled as full-time graduate students working toward an advanced degree at an accredited college or university. Certified-Student Members shall pay such state dues as shall be determined from time to time by the Officers of the NHATA. An individual may not be classified as a Certified-Student Member for a combined total of more than three years.
- d. **Certified - International Members.** Certified-International membership shall be open to individuals possessing current NATA-BOC certification and in good standing with NATA-BOC who reside in a geographic area not included in any current District. Certified-International Members shall pay such state dues as shall be determined from time to time by the Officers of the NHATA.
- e. **Associate Members.** Associate membership shall be open to individuals who are working professionally in athletics, education, research, medicine, or an allied health profession related to athletic training. An individual who has fulfilled the requirements to apply for the NATA-BOC certification exam and is not currently enrolled as a full-time student shall be eligible for the Associate membership category. In addition, the membership category of a Certified Member in good standing with NATA who has been placed on inactive status by NATA-BOC shall be changed to Associate Member. Associate Members shall pay such state dues as shall be determined from time to time by the Officers of the NHATA.
- f. **Noncertified - Student Members.** Noncertified Student membership shall be open to those individuals meeting the following criteria:
 - i. noncertified individuals enrolled as full-time graduate students in an accredited college or university; and
 - ii. individuals making progress toward the fulfillment of the requirements for NATA-BOC certification.
 - iii. An individual may be classified as a Noncertified-Student Member for a combined total of no more than eight years (undergraduate five, graduate three). After eight years, the individual must transfer to the Associate Member category. Noncertified-Student Members shall pay such state dues as shall be determined from time to time by the Officers of the NHATA.
- g. **Noncertified - International Members.** Noncertified-International membership shall be open to those individuals who otherwise meet the requirements for Certified-International membership but do not possess current NATA-BOC certification. Noncertified-International Members shall pay such state dues as shall be determined from time to time by the Officers of the NHATA.
- h. **Supplier Members.** Supplier membership shall be open to those entities which are suppliers and/or manufacturers of athletic training materials, supplies, equipment and/or services. Supplier Members shall pay such state dues as shall be determined from time to time by the Officers of the NHATA.
- i. **Honorary Members.** An individual may be awarded Honorary membership in NHATA only by NHATA. Persons who show profound interest in and promote the athletic training profession shall be eligible. Nominations shall be made by Certified Members only and must be accompanied by resumes. Nominations shall be made to the Officers of the NHATA for approval. Honorary Members shall pay no dues.

3.3 Application for Membership.

Application for membership is automatic for NATA members who designate New Hampshire as their primary address. Dues are included in NATA yearly membership dues. Non-NATA members may apply for membership by completing membership application on NHATA website and submission of annual dues for the period of membership applied to.

3.4 Membership Standards.

All members must comply with the "NATA Code of Ethics" and NATA's "Membership, Eligibility Requirements, and Membership Sanctions and Procedures".

3.5 Membership Rights and Privileges.

- a. Certified-Regular, Certified-Retired, and Certified-Student Members. Each Certified-Regular, Certified-Retired, and Certified-Student Member shall have the right to one vote on any matter coming before the Members and have the right to attend all meetings of the NHATA. Certified-Regular, Certified-Retired, and Certified-Student Members shall be eligible to serve as officers and serve on committees for the NHATA. Certified-Regular, Certified-Retired, and Certified-Student Members shall have the right to exercise such other privileges as may be prescribed from time to time by the NHATA Officers.
- b. Associate, International, Noncertified-Student, Honorary, and Supplier Members. Associate, International, Noncertified-Student, Honorary, and Supplier Members shall have the right to attend all meetings of the NHATA. These members will have other rights and privileges as prescribed from time to time by the NHATA Officers .

3.6 Membership Dues.

- a. Amount. A qualified applicant shall become a Member upon payment of the annual dues set by the NHATA Officers for such classes of membership after consultation with the membership.
- b. Payment. Dues shall be paid upon the acceptance of an individual's or entity's application for membership pursuant to article 3.3.
- c. Arrears. Any Member whose dues remain in arrears shall be suspended from membership in NHATA. Suspended Members whose dues continue to remain in arrears for one year shall be removed from membership. In case of hardship, the NHATA Officers shall have the power to extend the time of payment on unpaid dues. Persons submitting checks in payment for dues that returned for insufficient funds and persons who allow their memberships to lapse and then renew membership shall be assessed such additional charges and fees as are determined and approved by the NHATA Officers.

3.7 Termination of Membership.

Any Member may terminate membership at any time by notifying the NHATA's Secretary of the intent to terminate. Such termination shall not give the terminating Member any right to rebate of dues paid.

3.8 Certificates of Membership.

NHATA may issue certificates evidencing membership in such form or forms as the Officers of the NHATA may from time to time determine.

3.9 Nontransferability.

Memberships in the NHATA shall not be transferable from one Member to another Member or proposed Member.

ARTICLE 4.0

Members Meetings

4.1 Time, Location, Notification.

The organization shall conduct at least semiannual meetings. The membership shall be notified of the time and location of all meetings by the NHATA Officers giving adequate notice in by electronic mailing in addition to posting of meeting time on the NHATA's public website NHATA.org

4.2 Purposes.

The semiannual meetings shall be held for the purpose of announcing NHATA's financial status, for the delivery of Committee reports, and for the reporting of other information and the conduct of such other business as the NHATA Officers may determine is important to NHATA and its Members.

4.3 Voting.

All business conducted at the meetings shall be passed by a majority vote of those present who are eligible to vote as outlined by the Bylaws of the organization.

4.4 Quorum.

At any scheduled meeting of the members, a quorum for the transaction of business shall consist of twenty five percent (25%) of all entitled to vote at the meetings.

4.5 Voting.

Any election by members shall be determined by a plurality of the votes cast by the members entitled to vote at the election. No ballot shall be required for such election unless requested by a member present or represented at the meeting and entitled to vote in the election.

4.6 Adjournment.

Any meeting may be adjourned from time to time by a majority of the votes properly cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

4.7 Action by Majority Vote.

When a quorum is present, the action of the members on any matter properly brought before such meeting shall be decided by a majority of the members present or represented and entitled to vote and voting on such matters, except where a different vote required by the law, the Articles of Organization, these Bylaws or that requiring vote of the Executive Council.

4.8 Agendas.

Business requiring votes shall be on an established agenda approved by the Executive Council. Agenda items shall be submitted thirty (30) days before such a meeting to the Executive Council for approval. The Executive Council shall have the power to change an agenda at any time.

ARTICLE 5.0

Committees and Appointments

5.1 Committees of the NHATA.

Committees of the NHATA may be established at any time by the NHATA Officers. The authority, responsibility, and organization of each Committee shall be set forth in the Policies and Procedures Manual.

5.2 Standing Committees.

- a. How Constituted and Powers. The NHATA Officers may from time to time establish standing committees from the membership of the NHATA. The authority of such Standing Committees shall be limited to those specifically delegated in writing, except that Standing Committees may also make recommendations to the Officers of the NHATA with respect to actions related to the Committee's jurisdiction but not specifically delegated to the Committee to undertake.
- b. Organization and Procedure. Standing Committee Chairs shall be appointed by the President and approved by the Officers of the NHATA. Standing Committees shall be governed by the rules provided in Article 6 except as specifically provided in this article.

5.3 Other Committees.

Ad Hoc Committees whose authority is limited to that of advising the Officers of the NHATA may be established by the President or Officers of the NHATA. Ad Hoc Committee Chairs may be designated by the President or Officers of the NHATA.

5.4 Notice of Meetings.

All Committee Meetings may be called by the Chair of the Committee upon actual notice to each

member or where written or oral notice is left for the member at the email address or telephone or facsimile number supplied for such purposes by the member to the Committee's Chair.

5.5 Quorum.

A majority of the whole number of Committee members, but in any event not less than two persons, shall be necessary and sufficient to constitute a quorum for the transaction of business at any Committee meeting.

5.6 Appointments.

The President shall appoint a Certified-Regular, or Certified-Retired, or Certified-Student Member to the position of State Representative serving a three year term. This representative is to serve as liaison to the NATA at district and national meetings.

ARTICLE 6.0

Officers of the NHATA

6.1 Officers.

NHATA's Officers shall include a President, President Elect, Secretary, and Treasurer.

6.2 General Powers.

Management and conduct of the affairs of the NHATA shall be vested in and controlled by its Officers. The NHATA Officers possess, and may exercise, any and all powers granted to the NHATA under New Hampshire law.

6.3 President

- a. **Nomination.** The NHATA membership shall nominate candidates for President each year. Each candidate must be a Certified-Regular, Certified-Retired, or Certified-Student Member of the NHATA and be in good standing with the NATA-BOC. An NHATA Officer who ceases to meet qualifications for being a Member of the NHATA and/or a Certified-Regular, Certified-Retired, or Certified-Student Member of NATA shall automatically cease to be an NHATA Officer unless the status is changed to "inactive". Said "inactive" NHATA officer may conclude his/her term only with approval from the remainder of the Executive Board.
- b. **Election.** An online ballot shall be emailed to each Certified Member no later than November 15 immediately following the nomination of the candidates for President of election years. The emailing shall instruct the Members to complete their ballots within the two-week window online voting period. The candidate receiving the largest number of votes shall take office as NHATA's President as of January 1.
- c. **Term of Office, Re-election.** The term of office of President will consist of four consecutive years. The newly elected President shall serve two (2) years as the President Elect, and a second consecutive two more years as the President. The President shall be elected biannually. The President may not serve more than one (1) consecutive term, except for a President who served as President Elect and served a partial term as President upon the resignation or removal of the previous President, or upon vacancy occurring in the office of the President for another reason, may serve one (1) consecutive full term in addition to the partial term. The initial term of the President will be four years concluding December 31, 2012.

6.4 Secretary.

- a. **Nomination.** NHATA Members shall nominate candidates for Secretary of the NHATA. Each candidate must be a Certified-Regular, Certified-Retired, or Certified-Student Member of the NHATA and be in good standing with the NATA-BOC. An NHATA Officer who ceases to meet qualifications for being a Member of the NHATA and/or a Certified-Regular, Certified-Retired, or Certified-Student Member of NATA shall automatically cease to be an NHATA Officer unless the status is changed to "inactive". Said "inactive" NHATA officer may conclude his/her

term only with approval from the remainder of the Executive Board.

- b. Election. An online ballot shall be emailed to each Certified Member no later than November 15 immediately following the nomination of the candidates for Secretary. The emailing shall instruct the Members to complete their ballots within the two-week window of the online voting period. The candidate receiving the largest number of votes shall take office as NHATA's Secretary as of January 1.
- c. Term of Office, Re-election. The term of office of Secretary shall be two (2) years. The Secretary shall be elected in even numbered years. The Secretary may not serve more than two (2) consecutive terms, except that a Secretary who served a partial term as Secretary upon the resignation or removal of the previous Secretary, or upon vacancy occurring in the office of the Secretary for another reason, may serve two (2) consecutive full terms in addition to the partial term.

6.5 Treasurer.

- a. Nomination. NHATA Members shall nominate candidates for Treasurer of the NHATA. Each candidate must be a Certified-Regular, Certified-Retired, or Certified-Student Member of the NHATA and be in good standing with the NATA-BOC. An NHATA Officer who ceases to meet qualifications for being a Member of the NHATA and/or a Certified-Regular, Certified-Retired, or Certified-Student Member of NATA shall automatically cease to be an NHATA Officer unless the status is changed to "inactive". Said "inactive" NHATA officer may conclude his/her term only with approval from the remainder of the Executive Board.
- b. Election. An online ballot shall be emailed to each Certified Member no later than November 15 immediately following the nomination of the candidates for Treasurer. The emailing shall instruct the Members to complete their ballots within the two-week window of the online voting period. The candidate receiving the largest number of votes shall take office as NHATA's Treasurer as of January 1.
- c. Term of Office, Re-election. The term of office of Treasurer shall be two (2) years. The Treasurer shall be elected in odd numbered years. The Treasurer may not serve more than two (2) consecutive terms, except that a Treasurer who served a partial term as Treasurer upon the resignation or removal of the previous Treasurer, or upon vacancy occurring in the office of the Treasurer for another reason, may serve two (2) consecutive full terms in addition to the partial term.

6.6 Meetings.

- a. Meetings. Meetings of the NHATA Officers shall be held as deemed necessary by those officers. Other meetings of the NHATA Officers may be called at any time by a quorum of the NHATA Membership.
- b. Quorum. A majority of the NHATA Officers shall constitute a quorum.
- c. Action by Majority Vote. President-Elect, Secretary and Treasurer each have one vote. President is not eligible to vote. The affirmative vote of a majority of the total number of Officers entitled to vote present at any Meeting at which a quorum is present shall constitute action by those Officers.

6.7 Vacancy, Resignation, and Removal.

- a. Vacancy and Resignation.
 - i. Voluntary. Any Officer may resign at any time by notifying the NHATA Officers in writing. Such resignation shall take effect at the time specified therein.
 - ii. Automatic. Any Officer shall be deemed to have resigned and the Office shall be deemed to be vacant when such Officer: (A) resigns such Officer's membership in NHATA, (B) ceases to be a Certified Member in good standing of NATA unless the status is changed to "inactive". Said "inactive" NHATA officer may conclude his/her term only with approval from the remainder of the Executive Board.
 - iii. Dies.

- iv. Ceases to be actively involved in the profession of athletic training. If there is disagreement with respect to whether one or more of these events has occurred, a majority of the group consisting of the Ethics Committee Chairperson and those Officers not being considered for removal from Office shall decide the matter.
- b. Removal. Any Officer may be removed by the NHATA Officers, if, after an in-person meeting of the Officers at which the Officer whose removal is being considered is given a full opportunity to discuss and respond, it is determined, by a majority of the Officers who are not personally involved in the matter, that one or both of the following has occurred:
 - i. Conflict of Interest. The Officer has entered into a relationship that creates a significant conflict of interest with the goals of the NHATA or the rights and obligations of the Office.
 - ii. Incompetence. The Officer is no longer able to fulfill the obligations of office competently.

6.8 Filling a Vacancy.

If the President resigns or is removed or if the Office of President becomes vacant due to another cause, the President-Elect shall assume the Office of President for the remaining part of the President's term. If the President-Elect is unable to assume the Office of President, a special election shall be held to fill the Office of President. If the President-Elect resigns or is removed or if the office becomes vacant due to any other cause, the NHATA Officers may fill such vacancy in the manner provided in Section 6.3. If the Secretary or Treasurer resigns or is removed or if such office becomes vacant due to any other cause, such vacancy shall be filled in the manner provided in Sections 6.4 and 6.5 respectfully.

ARTICLE 7.0

Duties of Officers

7.1 President. The President shall preside at all meetings of the NHATA. The President shall serve as an ex-officio member of all NHATA committees, and appoint all Committee Chairs, subject to approval of the NHATA Officers. The President shall have general charge of the business of the NHATA, and carry out its policies under the direction of the NHATA Officers and membership. The President shall make an Annual Report to the membership each year having been President for a minimum of six (6) months.

7.2 President Elect. The President Elect shall act in the absence of the President, and shall perform such other duties as the NHATA Officers may prescribe. In the absence of the President and President Elect, the Secretary and Treasurer will work in concert to perform such other duties as the NHATA Officers may prescribe.

7.3 Secretary. The Secretary shall supervise the keeping of the general records of the NHATA, including the minutes of semi-annual meetings and submit reports to the membership regarding the same at each semiannual meeting, and shall perform such other duties as usually pertain to that office or as shall from time to time be delegated by the President.

7.4 Treasurer. The Treasurer shall supervise all financial activities of the NHATA and submit reports to the membership regarding the same at each semiannual meeting, and shall perform such other duties as usually pertain to that Office or as shall from time to time be delegated by the President.

ARTICLE 8.0

Contracts, Checks, Drafts, Bank Accounts, etc.

8.1 Execution of Contracts. The Officers of the NHATA may prospectively or retroactively authorize any Officer, employee, or agent, in the name of NHATA, to enter into any contract or execute or satisfy any instrument, and any such authority may be general, confined to specific instances, or otherwise limited.

8.2 Checks, Drafts, etc.. All checks, drafts, or other orders for the payment of money issued in the name of NHATA shall be signed by such Officer or Officers, agent or agents of NHATA, and in such

manner as shall be determined from time to time by resolution of the NHATA Officers, except as otherwise provided herein.

8.3 Deposits. The funds of NHATA shall be deposited in such depositories as the NHATA Officers shall select.

8.4 Gifts. The NHATA Officers or any Officer, employee, or agent of NHATA may accept, on behalf of NHATA, without further authorization, any contribution, gift, bequest, or device, except any such gift made with limitations or conditions imposed by the donor may not be accepted without express written consent by the NHATA Officers.

8.5 Fiscal Year. The fiscal year of NHATA shall be determined by resolution of the NHATA Officers.

ARTICLE 9.0

Waiver of Notice

Any notice of meetings required to be given under these Bylaws may be waived in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein

ARTICLE 10.0

Amendments

10.1 Substantive Changes. These Bylaws may be altered, amended, supplemented, or repealed after any such changes, approved by the NHATA Officers, are submitted to the membership at a semi-annual meeting, and approved by at least two-thirds (2/3) of the total votes cast. Any changes so approved shall be resubmitted to the NHATA Officers. If the NHATA Officers then approves the changes by a majority vote of the number of Officers then in Office, the changes shall thereupon become effective.

10.2 Technical Changes. Technical corrections to the Bylaws may be made by a unanimous vote of the NHATA Officers. If the Bylaws are altered, amended, or supplemented in this manner, the changes shall not become effective until 60 days after the Membership has been advised of the changes.