**BY LAWS OF THE**

**CONNECTICUT ATHLETIC TRAINERS’ ASSOCIATION**

**ARTICLE 1.0**

**NAME**

1.1 The name of this organization, established as a nonprofit organization under the laws of the State of Connecticut, is the Connecticut Athletic Trainers’ Association, Inc. (CATA).

**ARTICLE 2.0**

**PURPOSES**

**2.1** **The purposes for which District 1 is organized are as follows:**

2.1.1    To enhance the quality of health care for the athletes, patients and clients.

2.1.2    To advance the profession of athletic training through education and research in the prevention, evaluation, management and rehabilitation of injuries and illnesses through cooperative efforts with other organizations and allied health professions.

2.1.3    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 the general public.

2.1.4    To safeguard and advance the interests of its members by presenting the profession’s viewpoints, concerns and other important information 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 agencies.

**ARTICLE 3.0**

**MEMBERSHIP**

**3.1** **Membership Qualifications**

3.1.1    A person shall be eligible for membership in the CATA upon receipt of official notification of membership from the National Athletic Trainer’s Association, Inc. national office.

3.1.2    All members should be licensed by the State of Connecticut Department of Health.

**3.2** **Membership Classification**

3.2.1    Membership classification shall be made according to the definitions, requirements and specifications established by the NATA. Membership in the NATA is a prerequisite for membership in CATA.

**3.3** **Member Rights and Privileges**

3.3.1    All members may take part in discussion or debate and have the privilege of the floor during the annual business meeting or any other officially convened CATA. However, only certified and Certified Retired members shall be entitled to make motions or vote on CATA business.

3.3.2    Only Certified and Certified Retired members shall be entitled to hold elected office in CATA.

**3.4** **Membership Standards**

3.4.1    All members must comply with the NATA Code of Ethics and NATA’s Standards, Eligibility Requirements, and Membership Sanctions and Procedures.

**3.5** **Termination of Membership**

3.5.1    Any member may terminate his or her membership at any time by notifying NATA’s membership department of his or her intent to terminate. Such termination, however, shall not relieve the terminating individual from the payment of dues for the expired portion of the member’s current billing year or give any right to rebate of dues paid.

**ARTICLE 4.0**

**MEMBERSHIP MEETINGS**

**4.1** **Time, Location, Notification**

4.1.1    Member meetings may be held twice annually. One meeting shall be held at the annual EATA meeting and the other shall be at the annual CATA Symposium or at a designated yearly CATA meeting.  The location and time of the Member meetings shall be published in advance in appropriate CATA publications. Other meetings may be called as required.

**4.2** **Purposes**

4.2.1    The member meetings shall be held for the purposes of announcing the CATA business, which may include, but will not be limited to: financial status, delivery of the President’s report, membership voting, CATA committee reports and for the conduction of the business of the CATA.

**4.3** **Parliamentary Authority**

4.3.1    All meetings and proceedings will be conducted in accordance with Robert’s Rules of Order.

4.3.2    Minutes of each meeting shall be kept by CATA Secretary or proxy

**ARTICLE 5.0**

**EXECUTIVE COUNCIL**

**5.1** **Members**

5.1.1    The Executive Council of the CATA will be composed of the President, President-Elect, Vice President, Secretary, Treasurer, and three Board of Directors.

**5.2** **Purpose**

5.2.1    The purpose of the Executive Council is to manage the business of the CATA.

**5.3** **Meetings**

5.3.1    Meetings will be held monthly during the academic year (September-June) or as needed and shall be called by the President or President Elect.

5.3.2    Each Executive Council member shall have one vote.

5.3.3    A simple majority shall constitute a quorum.

5.3.4    Minutes of each Executive Council meeting shall be kept by the Secretary or their proxy.

**ARTICLE 6.0**

**ELECTION, REMOVAL AND REPLACEMENT OF CATA OFFICERS**

**6.1** **Qualifications for office**

6.1.1    Certified members must be BOC certified and state licensed in good standing

6.1.2    Retired members must be BOC certified

**6.2** **Term of office**

6.2.1    A two-year term of office will be held for all Executive Council members commencing at the CATA Annual Symposium**.**

6.2.2    At the completion of the President’s term, he or she will assume the office of Past President for a two-year term**.**

6.2.3    The President-Elect will assume the office of President upon completion of the two-year term.

**6.3** **Elections**

6.3.1    Unless otherwise provided in these By-laws, the rule of majority, in accordance with Robert’s Rules of Order shall be in effect for all elections.  In the event of more than two candidates running for an office, the winner will be decided by Plurality, in accordance with Roberts Rules of Order.

6.3.2    A list of nominees shall be published by the CATA Secretary and distributed to the voting membership at least one month prior to the deadline for on-line voting.

6.3.3    Elections shall be by on-line voting. The candidate receiving the majority/plurality of the returned votes shall be the winner. In the event no candidate receives a majority, preferential votes at described in Robert’s Rules of Order will be utilized.

6.3.4    Any officer who ceases to meet the qualifications for being a Certified or Certified Retired member of the NATA, or of Connecticut state licensure shall automatically cease to be an officer. An interim replacement shall be chosen, according to section 6.4.1 of these By-laws.

6.3.5    A candidate may run unopposed for CATA offices. Said candidate shall be considered elected unanimously if no other candidates are nominated by the close of nominations. A voice vote of affirmation shall be taken at the CATA business meeting.

**6.4** **Removal of CATA Officers**

6.4.1    CATA members may remove their officers at any time. The voting members, by majority vote of the members present at a CATA meeting, may call for an on-line ballot of its voting members on the question of whether to impeach an officer. The on-line ballot shall specify which officer is to be removed and for what reasons. If a majority of the votes cast in the on-line ballot vote in favor of impeachment, the officer will be removed. An interim replacement shall be chosen according to section 6.6.1 of these By-laws.

**6.5** **Resignation of Officers**

6.5.1    Any officer may resign at any time by notifying the Executive Council in writing of his or her resignation. If the CATA President resigns, he or she must also notify the District One Director of the NATA. Such resignations shall take effect at the time therein specified.

**6.6** **Vacancies**

6.6.1    The Executive Council, at either a meeting or conference call, shall select and appoint someone to fill the remaining terms of any vacated CATA office.

**ARTICLE 7.0**

**DUTIES OF EXECUTIVE COUNCIL MEMBERS**

**7.1** **President**

7.1.1    To serve as the official spokesperson for the CATA and to act as the representative of the organization to allied associations and other organized bodies, or to appoint a representative to carry out this function.

7.1.2    To serve on the NATA District 1 Executive Council.

7.1.3    To develop the agenda for and preside over all business meetings of the membership of the CATA.

7.1.4    To preside over all Executive Council meetings.

7.1.5    To implement the mandates and policies of the CATA, District 1 and NATA.

7.1.6    To appoint all standing committees, Chairs and other special or ad hoc committees with Executive Council approval.

7.1.7    To transact all business for and on behalf of the CATA, subject to the Bylaws.

7.1.8    To commit the CATA to no obligation in excess of its available resources.

7.1.9    To serve on the CATA Executive Council.

**7.2** **President-Elect**

7.2.1    To serve as a member of the CATA Executive Council.

7.2.2    To assume the duties of the President in his/her absence for the remainder of the unexpired term in the event that the President becomes unable to fulfill the duties of that office.

7.2.3    To assume the office of President upon the completion of the term of President-Elect.

7.2.4    To serve as chairperson for the annual CATA Symposium.

**7.3** **Vice President**

7.3.1    To serve as a member of the CATA Executive council.

7.3.2    Assist the President-Elect with planning the CATA symposium.

7.3.3    Assume the position of President-Elect should the President not complete his or her term.

7.3.4    Other duties as assigned by the President or Executive Council.

**7.4** **Secretary**

7.4.1    To attend CATA Executive Council meetings, record and distribute to the Executive Council, Chairs of the CATA and other as designated by the President**.**

7.4.2    To attend CATA member meetings and record and distribute the minutes of the CATA meetings to the membership.

7.4.3    To maintain a file of the records and official correspondence of CATA meetings and official business.

7.4.4    To conduct, in conjunction with the President such matters as meetings, notices, election results, committee appointments, and all notices as required by these Bylaws.

7.4.5    To maintain a current and accurate mailing list and an official record the CATA membership.

7.4.6    To maintain a record of the CATA committees’ and chairpersons.

7.4.7    To provide the President with a detailed order of business including reports and announcements prior to each business meeting.

7.4.8    Conduct nominations and elections of CATA officers.

**7.5** **Treasurer**

7.5.1    To keep and maintain a permanent and accurate record of all receipts and disbursements of the CATA.

7.5.2    To handle the receipt and disbursement of all monies to and from the CATA.

7.5.3    To submit the official books for the annual audit by the Presidents’ Committee (3 Past Presidents) or at any time requested by the Executive Council.

7.5.4    To provide an annual financial report to the President and interim reports as requested by the President or Executive Council.

7.5.5    Ensure all legal and financial CATA arrangements of the CATA are maintained in good standing.

**7.6** **Board of Directors**

7.6.1    Assist the President and Executive Council with implementation of the mandates and policies of the CATA according to the Bylaws.

7.6.2    Serve on the symposium planning committee.

7.6.3    To represent the CATA to allied associations and other organized bodies.

**ARTICLE 8.0**

**FINANCES**

**8.1** **Other**

8.1.1    CATA may accept financial support from outside agencies or entities to help fund professional projects within the CATA consistent with limitations imposed by law and by the NATA.

**8.2** **Checks, Drafts, etc**

8.2.1    All checks, drafts or other orders for payment of monies, issued in the name of CATA shall be signed by the Treasurer of the CATA in such a manner as shall be determined from time to time by resolution of the CATA Executive Council.

**8.3** **Deposits**

8.3.1    The funds of CATA shall be deposited in such depositories as the CATA Executive Council selects.  Each deposit made must be clearly identified on the deposit slip.

**8.4** **Gifts**

8.4.1    The members of the Executive Council may accept, on behalf of CATA without further authorization, any contribution, gift, bequest or device, except such gifts made without limitations or conditions imposed by the donor.  The gifts may only be accepted by express authority of the CATA Executive Council.

**8.5** **Fiscal Year**

8.5.1    The fiscal year shall be July 1st to June 30th.

**8.6** **Forms**

8.6.1    Committee Chairs & Executive Council Members must fill out the proper documentation when looking to be reimbursed by the CATA.  The forms must be approved by the EC by majority vote prior to the purchase.

**8.7** **Bidding**

8.7.1    Any expenditure by the CATA over $250 must be bid out.  A minimum of three bids must be presented to the executive council of the CATA when at that time the executive council will vote.

**8.8** **Auditing of Books**

8.8.1    One month after the close of the fiscal year, the Treasurer shall submit the Books to the Past President’s Council for auditing. A written report summarizing CATA financial status shall be made to the membership at each member meeting.

**8.9** **Accountability**

8.9.1    The CATA President and CATA Treasurer shall be accountable for proper dispensation of all receipts and expenses for the CATA.

**ARTICLE 9.0**

**COMMITTEES**

**9.1** **Special Committees (Ad-Hoc)**

9.1.1    Special committees shall be formed by the President as needed and approved by the Executive Council.

9.1.2    Special committees shall be composed of a chairperson appointed by the President and approved by the Executive Council.  The President and Chairperson shall recruit members to serve on the committee. The Chairperson will report directly to the President.

9.1.3    The President shall charge each special committee with specific tasks and the committee shall dissolve when its tasks have been completed.

9.1.4    The Executive Council shall appoint an ad hoc committee to serve as the coordinator for CATA Executive Council elections (which includes sending out the list of nominees to the membership and collecting membership votes), no later than December 31 of the year immediately preceding the year in which an election is to take place.  The committee will be dissolved after the election.

**9.2** **Standing Committees**

9.2.1    The following are Standing Committees of the CATA

9.2.1.1               Committee on Revenue

9.2.1.2               Governmental Affairs Committee

9.2.1.3               Public Relations Committee

9.2.1.4               Secondary Schools Committee

9.2.1.5               Research and Education Committee

9.2.1.6               Young Professionals Committee

**9.3** **Qualifications for Committee Membership**

9.3.1    The Chair and its committee members must be BOC certified, an NATA member and state licensed in good standing.

9.3.2    Certified Retired committee members must be BOC members in good standing.

**9.4** **Committee Governance Structure**

9.4.1    Committee Chairs are appointed by the CATA President with approval of the Executive Council.

9.4.2    The term of office is two-years, commencing with the end of the Annual Spring CATA members meeting and he/she may be reappointed with the approval of the Executive Council.

9.4.3    In the event of a vacancy, the President with the approval of the Executive Council will appoint a member to fulfill the remainder of the unexpired term.

9.4.4    The acting Chair should designate an appropriate Co-Chair to be considered for appointment by the Executive Council to serve with them for one-year if they are aware of a need to vacate the position in the future.

9.4.5    Committee Chairs report directly to the CATA President and by extension, to the CATA Executive Council (EC).

9.4.6    All activities of the Committee require the approval of the President. Committee Chairs are expected to keep the President regularly informed of Committee activities, and to seek approval for new initiatives and input on ongoing activities. The President will make recommendations regarding activities that will require the approval of the Executive Council.

**9.5** **Removal of Committee Chairs**

9.5.1    Committee Chairs may be removed by majority vote of the Executive Council.

9.5.2    Any Executive Council member may make a motion for removal of a Chair.

9.5.3    Chairs may be removed for reasons including, but not limited to: failure to communicate with Executive Council members or other Committee Chairs in a timely manner; failure to keep the President informed of committee activities; failure to submit Executive Council reports, failure to attend, participate or designate a substitute for Executive Council meetings; failure to follow Budget guidelines; misappropriation of committee funds; failure to conduct regular committee meetings; failure to work cooperatively with other Committee Chairs, Committee members, or Executive Council members.

**9.6** **Remediation Policy**

9.6.1    A Chair will be contacted by the President to discuss inappropriate behavior(s) as indicated above in 9.5.3.  A follow-up letter will be sent to the Chair and CATA Secretary noting the conversation, concerns and remediation efforts agreed upon by both the Chair and President.

9.6.2    From the time of receipt of the letter, the Chair will be placed on a 3-6 month probationary period contingent on Executive Council discretion to allow them to demonstrate that the noted behaviors(s) have been rectified.

9.6.3    Only one probationary period will be permitted.

9.6.4    If the noted inappropriate behaviors have not been rectified throughout the probationary period, the Chair will be asked to meet with the Executive Council to determine if dismissal is warranted or the probationary period extended.  The Chair may appeal the dismissal in writing to the Executive Council. Written documentation to support the appeal should be appended to the appeal letter. The Executive Council will respond to the appeal within 30 days of receipt of the appeal. The CATA President’s Committee (Constituted of Past Presidents) will consider the appeal and any further action needed. The third-party (Presidents Committee will respond to the Chair and Executive Council with their decision or any further needed action.

**ARTICLE 10.0**

**AMENDMENTS**

**10.1** **These By-laws may be altered, amended, supplemented or repealed:**

10.1.1 After changes submitted and approved by the Executive Council, are submitted to the members and approved by a two-thirds majority vote of the voting membership, at a CATA business meeting (provided that the proposed changes have appeared as a printed agenda item), or by a two-thirds majority vote of the voting membership in an electronic or mail vote.

10.1.2 Technical corrections to these Bylaws may be made by unanimous vote of the Executive Council. If these Bylaws are altered, amended, supplemented or repealed in this manner, the changes will not become effective until sixty days after the membership has been advised of the changes.

**ARTICLE 11.0**

**GOVERNING AUTHORITY**

11.1      These By-laws shall not conflict with the By-laws of the National Athletic Trainers’ Association (NATA). In the event of a conflict, the NATA Bylaws will take precedence and the CATA Bylaws will be amended accordingly.

**ARTICLE 12.0**

**DURATION**

12.1      The duration of CATA on the District One of the National Athletic Trainers’ Association, Inc. shall be perpetual.

**ARTICLE 13.0**

**SAVING CLAUSE**

**13.1** **Implied Power and Authority**

13.1.1 In addition to the powers set forth herein, the organization shall have all further power and authority to be reasonably implied from the objectives stated herein, without necessity for specific amendment.

**13.2** **Failure of Literal or Complete Compliance**

13.2.1 Failure of literal or complete compliance with provisions of the Bylaws in respect of dates and time notices, or the sending or receipt of the same, or errors in phraseology of notice or proposals, which in the judgment of the members at the meeting held, do not cause substantial injury to the rights of members, shall not invalidate the actions of proceeding occurrences of the members at any meeting.

**ARTICLE 14.0**

**INDEMENIFICATION**

14.1      To the extent, if any, that the Executive Council may determine, and to the extent allowed by law, CATA may indemnify any Director or Officer or former Director or Officer, or any person who may serve at its request as a Director or Officer against the reasonable expenses (including attorney’s fees) actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding in which he or she is made a party by reason of being or having been such Director or Officer.

**ARTICLE 15.0**

**NON-DISCRIMINATION POLICY**

15.1    The Connecticut Athletic Trainers’ Association (CATA) respects and values diversity among its members and all those with whom we do business. The CATA prohibits discrimination or harassment based on race, religion, gender, national origin, age, disability, sexual orientation, gender identity or expression.

Ratified: November 19, 2015

Approved: