

**BYLAWS OF THE NORTH DAKOTA
ATHLETIC TRAINER'S ASSOCIATION, INC**

Article I

PRESIDENT OF THE NORTH DAKOTA ATHLETIC TRAINERS' ASSOCIATION, INC

Section 1

Selection:

In accordance with Article VIII Sections 3 & 4 of the Constitution.

Section 2

Term of office:

In accordance with Article VIII Section 4 of the Constitution.

Section 3

Functions and Responsibilities:

1. Serves as the official spokesperson for the Executive Board on matters of public concern.
2. Maintains communications with the Executive Board pertaining to the coordination, management, and supervision of the Association's affairs.
3. Calls and presides over all meetings of the Executive Board.
4. Appoints with agreement of the Executive Board all committee chairpersons.
5. Serves as ex-officio member on all Association committees.
6. Presides over all Association meetings as deemed necessary and advisable.
7. Appoints with agreement of the Executive Board, representatives to allied organizations.
8. Receive travel reimbursement (mileage/airfare, per diem and lodging as needed) to State Executive Board meetings and the NDATA Annual Symposium.
9. Receive travel reimbursement to the MAATA Meeting and Symposium (third year of term only).

Article II

EXECUTIVE DIRECTOR OF THE NORTH DAKOTA ATHLETIC TRAINERS' ASSOCIATION, INC

Section 1

Selection:

In accordance with Article VIII Sections 3 & 4 of the Constitution

Section 2

Term of office:

In accordance with Article VIII Section 4 of the Constitution

Section 3

Functions and Responsibilities

1. Serve as the official spokesperson for the State on the Board of Directors of the MAATA.
2. Informs the membership regarding MAATA and NATA affairs.
3. Liaison between membership, MAATA and NATA.
4. Receive travel reimbursement to the MAATA and NATA Annual Meetings, Executive Board meetings, and the NDATA Annual Symposium.

Article III**VICE PRESIDENT OF THE NORTH DAKOTA ATHLETIC TRAINERS' ASSOCIATION, INC****Section 1**Selection:

In accordance with Article VIII Sections 3 & 4 of the Constitution.

Section 2Term of office:

In accordance with Article VIII Section 4 of the Constitution.

Section 3Functions and Responsibilities:

1. Presides over meetings of the NDATA and the Executive Board in absences of the President.
2. Assumes the office of President as prescribed in the Constitution.
3. Compiles reports from the Committees of the NDATA and maintains communication from the Executive Board and the Committees.
4. Serve as an active member of Public Relations Committee.
5. Sergeant at Arms.
6. Receive travel reimbursement for state Executive Board meetings and the NDATA Annual Symposium.

Article IV**SECRETARY/TREASURER OF THE NORTH DAKOTA ATHLETIC TRAINERS' ASSOCIATION, INC****Section 1**Selection:

In accordance with Article VIII Sections 3 & 4 of the Constitution.

Section 2Term of office:

In accordance with Article VIII Section 4 of the Constitution.

Section 3Functions and Responsibilities:

1. Registering and compiling the minutes for all business meetings and Executive Board meetings.
2. Managing the membership.
3. Maintain accounting of all funds and expenditures for the Association, including the payment of bills.
4. Compiles and publishes semi-annual fiscal report for the membership
5. Updating and providing for contact lists of membership.
6. Receiving reimbursement for travel expenses to Executive Board Meeting, and NDATA Annual Symposium

Article V

GOVERNMENTAL AFFAIRS COMMITTEE

Section 1

Selection of chairperson:

Appointed from the voting membership by the President with approval of the Executive Board

Section 2

Term of office:

Two years and may be reappointed with approval of the Executive Board.

Section 3

Selection of Committee Members:

The number of committee members shall be determined and appointed by the President with approval of the Executive Board. It should be as representative as possible of different geographical and employment areas of the Association.

Section 4

Functions and Responsibilities:

1. Chairperson is responsible for maintaining the Constitution and By-laws.
2. Any changes made by amendment by the membership or Executive Board must be documented according to the regulations contained in the Constitution.
3. Chairperson shall be the state representative to the District governmental affairs committee.
4. Committee should serve as a clearinghouse for all matters pertaining to state licensure of Athletic Trainers.
5. Act as a liaison between the Association and various related organizations (AMA, APTA, ACSM, NDHSAA) in matters pertaining to regulation of athletic training.
6. Work with legislators and lobby for licensure revisions as they occur.
7. Keep abreast of any licensure concerns within the state of North Dakota.

Article VI

PUBLIC RELATIONS AND INFORMATION COMMITTEE

Section 1

Selection of Chairperson:

Appointed from the voting membership by the President with the approval of the Executive Board.

Section 2

Term of office:

Two years and may be reappointed with the approval of the Executive Board.

Section 3

Committee Members:

The number of committee members will be determined by the Chairperson to form a workable group.

Section 4

Selection of Committee Members:

Recommended by the Chairperson, appointed by the President with the approval of the Executive Board.

Section 5

Functions and Responsibilities:

1. Chairperson is responsible for keeping our membership informed on state, district and national news.
2. Dissemination of information to the membership and public.
3. Requests for funding should be submitted to the Executive Board for approval.
4. Maintain social media accounts.

Article VII**NOMINATION COMMITTEE****Section 1****Selection of Chairperson:**

Appointed from the voting membership by the President with approval of the Executive Board

Section 2**Term of office:**

Two years and may be reappointed with the approval of the Executive Board.

Section 3**Selection of Committee Members:**

The number of committee members will be determined by the President with the approval of the Executive Board to form a workable group.

Section 4**Functions and Responsibilities:**

1. Solicit nominations for election to NDATA Executive Board Positions.
2. Obtain biographies on prospective candidates for office.
3. Publish and advertise a slate of candidates for office.
4. Distribute ballots.
5. Count the ballots and inform the Executive Board (minus the board member being voted on) the results.
6. Inform the membership of election outcome(s)

Article VIII**MEMBERSHIP PROVISIONS AND DUES****Section 1****Membership Classes:**

1. Certified-Regular
An individual who holds the ATC (Athletic Trainer, Certified) credential and is in good standing with the BOC. Certified Regular members may vote on association matters.
2. Career Starter
A newly Certified Regular member will receive a reduction in dues for the first full billing cycle following certification. Career Starter members may vote on association matters.
3. Associate
An individual who is working professionally in athletics, education, research, medicine or other profession related to athletic training. Associate members may not vote on association matters.
3. Certified Student
A certified individual enrolled as a full time graduate student working toward an advanced degree at an accredited college or university. Maximum of five years is allowed in this category. Certified Student members may vote on association

matters.

4. Non-certified Student

(Undergraduate or Graduate) An individual enrolled as a full-time undergraduate or graduate student studying athletic training in a college or university who has not fulfilled BOC requirements for certification. A combined total of eight years (undergraduate five, graduate three) is allowed in this category. Non-certified Student members may not vote on association matters.

5. Certified Military-Inactive

A Certified member in the Reserves who submits proof of active military service may request Certified Military-Inactive Status for a maximum of two years. The member, who does not pay dues and does not receive member benefits, may resume Certified membership without a break in service if no more than two full billing cycles have transpired. Certified Military Inactive members may not vote on association matters.

6. Certified Retired

This category is open to any certified member who has followed the BOC procedures to resign certification, provided written documentation to the NATA membership department attesting that s/he is retired from the practice of athletic training and has been an NATA member for 20 years at the time of resignation. Members in this category may vote on Association matters. Certified Retired members receive free dues and convention registration but do not receive Continuing Education Units (CEUs) from the NATA convention. Certified Retired members may vote on association matters.

7. Associate Retired

This category is open to any associate member who has resigned his/her state licensure. A copy of the confirmed resignation must be forwarded to the NATA membership department attesting that s/he is retired from the practice of athletic training and has been an NATA member for 20 years at the time of resignation. Associate Retired members receive free dues and convention registration but do not receive Continuing Education Units (CEUs) from the NATA convention. Associate Retired members may not vote on association matters.

Section 2

Dues:

NDATA membership dues are paid through the NATA membership dues (if a North Dakota address is listed with NATA)

1. Non-NATA/MAATA members shall pay the following annual dues amount:

- a. Certified-Regular: \$25.00
- b. Career Starter: \$25.00
- c. Associate: \$25.00
- d. Certified- Student: \$25.00
- e. Non-certified Student: \$25.00
- f. Certified- Military Inactive: \$0.00
- g. Certified- Retired: \$0.00
- h. Associate-Retired: \$0.00

Article IX

TRAVEL GUIDELINES

Section 1

Mileage/airfare:

1. Mileage is based on current GSA Guidelines.

2. The Executive Board has the right to compensate the cheaper rate between ground and air travel.

Section 2

Lodging:

1. Lodging is based on the number of nights the individual will have to stay to attend the mandatory meetings and events. Full-lodging will be covered in event-sponsored housing or equivalent costs.

Sections 3

Per-diem:

1. Per-diem is based on the GSA rates for destination for the number of days the individual needs to be present to attend the mandatory meetings and events.

Sections 4

Reimbursement:

1. Expense report and receipts must be submitted to the Sec/Tres. prior to the distribution of reimbursement funds.

Revised and Approved April 13, 2018