

# LOUISIANA ATHLETIC TRAINERS' ASSOCIATION, INC.

## BY LAWS

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### Article I - Name of Organization

The name of this organization shall be the Louisiana Athletic Trainers Association, herein referred to as the Association,

### Article II: Objectives of the Association

Section I: To develop, promote and maintain high standards for the profession of athletic training within the State of Louisiana.

Section II: To promote legislation for the public good and the betterment of athletic training within the State of Louisiana

Section III: To organize, cooperate with, and aid other groups dedicated to safety in sports competition.

Section IV: To promote the exchange of knowledge and information within the profession of Athletic Training.

Section V: To represent Athletic Trainers before governmental, professional, or voluntary groups or agencies and the public

Section VI: To support the concept of interscholastic competition within the frame of the total education concept

Section VII: To promote such services as will further the association.

### Article III - Membership\_

Section I: Classes of Membership

Professional Member—members in this classification shall be adults who are certified by the State of Louisiana (and may be nationally certified by the National Athletic Trainers Association, N. A.T.A) or any other professional who is dedicated to the safety in sports competition and is associated with sports competition and is associated with sports programs. Members of this classification would follow the state law covering athletic training. Only state certified athletic trainers would be eligible to vote on matters concerning the Association, hold an elected office, or be a committee chairperson.

Retired Member—Members of this classification shall be retired from active practice of athletic training.

Student Member—Members of this classification would be full time students in either a high school or college setting and under the supervision of a certified athletic trainer, physician, or coach. Student members would not be able to vote, hold office, or be a committee chairperson.

Section II: Application Process

Membership forms may be obtained from the Treasurer. Based on the information contained in the form, prospective members will be assigned a classification. Membership rolls will be compiled and distributed after the summer meeting.

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### Section III: Denial of Membership and Removal from Membership

Any person may be denied membership in the Association if the information on his/her application form is found to be false or the applicant fails to meet the requirements of any of the classifications. Any member may be removed from the Association when a complaint concerning his/her conduct or ethical standards are found not in alignment with the code of ethics and ideals upon which this Association is based. The executive committee will decide whether or not to submit a vote on his/her removal to the membership-at large. Following a two-thirds vote of the membership in attendance at the summer meeting, his/her name will be removed from the Association's roll

## Article IV - Officers

### Section I: Nomination/Election

Amended 2004: Nominations for any elected position will be made at the Winter Business Meeting in the year of the election. Ballots will be made available the morning after the business meeting (or the first full day) of the Summer Symposium. Voting be held on-site from 8 am - 4 pm. The Executive Committee will tally the votes and the results of the vote will be announced at the end of the day. The new officers will take over after the summer business meeting. If there are only two members running for an office, a simple majority vote of all returned ballots will be needed to be elected.

All ballots must have the voting member's state certification number and be returned to the secretary for tabulation. A recount of votes must be requested in writing by five certified members and delivered to the Secretary before the end of the Symposium. Recount will be done in the presence of the Executive Committee and the members requesting the recount at the symposium. Officers running for re-election can do so unopposed. Once an officer can no longer run for re-election, there must be two or more candidates running for election.

Amendment (1/06): In the event of a special circumstance preventing an on-site election of an executive committee office, a special election will be conducted via email. This online election will be conducted over a 14-day period during the month of June. This will occur via a secure email site manned by an outside official of a mutual party. In accordance with the current bylaws, the voting eligibility will remain the same.

### Section II: President

Qualifications: In order to hold the office of President, a person must be a state certified athletic trainer and a member in good standing with the Association. The person must also have been employed as an athletic trainer in the State of Louisiana for two calendar years.

Terms of Office: Three (3) years. A term shall begin at either the conclusion of the Summer Business Meeting, or on July 1 (whichever comes first).

Number of Terms: A member may hold the office of President for only two (2) consecutive terms.

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### Duties:

1. The President shall preside at all meetings of the Executive Committee and Association.
2. The President shall call special meetings of the Association when deemed necessary, or at the request of the Executive Committee or at the written request of five state certified members.
3. The President shall make all committee chairman assignments, with the approval of the Executive Committee.
4. The President shall be the official representative of the Association before all outside groups, organizations, and agencies.
5. The President shall supervise the other officers in the performance of their duties as outlined herein. The President shall be empowered to assign other duties to officers or members for the good of the Association and to carry out the Association's objectives.

### Section III: Vice-President

Qualifications: In order to hold the office of Vice-President, a person must be a state certified athletic trainer and a member in good standing with the Association.

Terms of Office: Three (3) years. A term shall begin at either the conclusion of the Summer Business Meeting, or on July 1 (whichever comes first).

Number of Terms: A member may hold the office of Vice-President for only two (2) consecutive terms.

### Duties:

1. In the absence of the President, the Vice President shall preside at all meetings and represent the President before all outside agencies, groups, or organizations.
2. The Vice-President, with the Secretary, shall be in charge of all arrangements for the Association's general business and executive meetings.
3. The Vice-President shall be an Ex-officio of all Committees.
4. The Vice-President shall assume the role of President in the event of the President having to leave office unexpectedly. He/She will hold office and fulfill the duties of both offices, with the assistance of the Secretary, until such time as nominations can be obtained and an election can be held.
5. The Vice-President will remove committee members for failure to perform assigned duties, or for other valid reasons, with approval of the President.
6. The Vice-President shall submit a yearly report on the standing committees, and their functions, finances, and their programs for the past year. This report will be submitted at the general membership meeting of the Summer Meeting.
7. The Vice President shall be the awards facilitator for both the educational and service awards. He/She shall be responsible for the call of nominations such that all nominations can be given to the Executive and Education

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Committee on or before the Winter Business Meeting.

8. The Vice President shall perform other duties as assigned by the President

### Section IV: Secretary

Qualifications: In order to hold the office of Secretary, a person must be a state certified athletic trainer and a member in good standing with the Association.

Terms of Office: Four (4) years. A term shall begin at either the conclusion of the Summer Business Meeting, or on July 1 (whichever comes first).

Number of Terms: A member may hold the office of Secretary for only two (2) consecutive terms.

#### Duties:

1. In the absence of the President and/or Vice-President, the Secretary shall preside at all meetings and represent the above offices before all outside agencies, groups, or organizations.
2. The Secretary shall serve as a standing chairman of the Organizational Affairs Committee.
3. The Secretary shall keep minutes of the proceedings of all of the Executive Committee and general business meetings.
4. The Secretary shall see that copies of the minutes of the winter and summer business meeting are published in the newsletter following the meetings.
5. The Secretary shall conduct all elections, will see to the designing of the ballots, that all candidates are eligible to hold office and will see to the mailing, collection, and tabulation of ballots by an independent agency.
6. The Secretary shall send a notice of the time and place of all meetings to the membership.
7. The Secretary, with the Vice-President, shall be in charge of all arrangements for the Association's general business and executive meetings.
8. The Secretary shall perform other duties as assigned by the President

### Section V: Treasurer

Qualifications: In order to hold the office of Treasurer, a person must be a state certified athletic trainer and a member in good standing with the association.

Terms of Office: Four (4) years. A term shall begin at either the conclusion of the Summer Business Meeting, or on July 1 (whichever comes first).

Number of Terms: A member may hold the office of Treasurer for only two (2) terms.

#### Duties:

1. The Treasurer shall collect all dues from the entire membership on a yearly basis.
2. The Treasurer will make a financial report for the membership of the Association. This report will be provided at the bi annual business

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- meetings.
3. The Treasurer shall work with the Secretary, host athletic trainer, and Education Committee in planning the summer symposium.
  4. The Treasurer, with the Secretary, shall be in charge of all arrangements for the Association's general business and executive meeting held at the summer symposium.
  5. The Treasurer, with the Secretary, will be in charge of and responsible for the setup and running of the symposium registration.
  6. The Treasurer shall be the standing committee chairman of the Financial Affairs Committee.
  7. The Treasurer shall perform other duties as assigned by the President

### Section VI: Director of Continuing Education

*Qualification:* In order to hold the office of Director of Continuing Education, a person must be state certified and certified by the N. A.T, A. Board of Certification (BOC); and a member in good standing with both Associations.

*Terms of Office:* Four (4) years. A term shall begin at either the conclusion of the Summer Business Meeting, or on July 1 (whichever comes first).

*Number of Terms:* A member may hold the office of Director of Continuing Education for only two (2) consecutive terms.

*Duties:*

1. The Director of Continuing Education shall, based on NATA BOC requirements, determine the qualifications of continuing education units for all symposiums, clinics and workshops related to sports medicine held by the Association
2. The Director of Continuing Education shall maintain a listing of all certified members who attend any education symposium or clinic that is sponsored by the Association. This listing will be kept for a minimum of four (4) years.
3. The Association will follow the requirements for C.E.U. reporting procedure as outlined by the NATA.
4. The Director of Continuing Education shall set up and conduct whatever activity and function the Education Committee or membership feels is necessary to promote the objectives of the Association.
5. The Director of Continuing Education shall be a standing committee member of the Education Committee.
6. The Director of Continuing Education shall perform other duties as assigned by the President

### **Article V: Committees**

The following standing committees shall be composed of a minimum of five (5) LATA members who are in good standing with the Association, with one of the members being the chairperson. All chairpersons must hold state certification with the LATA

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membership and shall be appointed by the President. The committee members are to be selected by the chairperson with the approval of the President. The Ethics and the Hall of Fame Committees shall be comprised of only Louisiana State Certified Athletic Trainers that are in good standing with the Association. A member of the organization can only be involved with one (1) committee at a time, except with the approval of the President.

Any committee must seek approval from the Executive Committee, by presenting a budget, prior to spending of any money and must have membership approval for any amount over \$2500.00 per calendar year. The Committee Chairman shall have the responsibility for obtaining and must present an invoice to the treasurer prior to reimbursement for any money spent on behalf of the Association. The Executive Committee may add a new committee, on an emergency basis, and then shall be voted on by the membership at the next meeting.

### Section I: Executive Committee

The purpose of the Executive Committee is to set up a course of action, which the association will follow and agendas for the general business meeting. The executive committee shall be responsible for retaining a lawyer to represent the Association, when necessary, on matters dealing with Athletic Training within the State of Louisiana

The committee shall be composed of all elected Association officers, the past President, one member-at-large (selected by the President) one student member (selected by the president, without voting privileges) and the Medical Advisor. This advisor shall be a physician who will serve a two (2) year term and the student member shall serve only a one (1) year term. The Executive Committee shall be responsible for setting up qualifications, reviewing nominations, and voting on nominees for the following awards:

1. Bubba Porche Award (High School and College)
2. Honorary LATA
3. Charlie Martin Distinguished Service

### Section II: Governmental Affairs Committee

The purpose of the Governmental Affairs Committee is to organize and lobby for legislation in the best interest of the profession of athletic training and the health care and welfare of the physically active. The committee will also be responsible for keeping a watch on all governing boards on any matters that might concern our Association and/or law. The committee shall submit any recommendations for legislative changes to the Executive Committee in writing prior to the summer/winter business meeting. The Governmental Affairs Committee shall have an Ethics Sub-Committee. The purpose of the Ethics Sub-Committee will be to make sure that only the highest professional standards and ethics are employed by the association and by each member. The committee will be responsible for seeing that members are becoming certified and that any person who is falsely portraying themselves as an athletic trainer is brought to the attention of the State Board of Medical Examiners.

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### Section III: Public Relations Committee

The Public Relations Committee shall promote the profession of athletic training and the purpose and function of the Association to the public. The purpose of the Public Relations Committee is to promote business and educational meetings, report the outcomes and findings of these meetings to the membership and to the public through a minimum of three annual newsletters, to provide education and information relevant to the profession for the Association. The PR Committee shall have an LHSAA sub committee. The purpose of this committee shall be the selection of adult and student athletic trainers for the All-Star Games. The committee shall also be the liaison between the two organizations.

### Section IV: Hall of Fame Committee

The purpose of the Hall of Fame Committee shall be to set up qualifications, to review nominations for the Association's Hall of Fame and then make the necessary recommendations to the Executive Committee. The committee will also be responsible for obtaining and maintaining a history of all Hall of Fame members, past and future, of the association. This committee shall be comprised of only Hall of Fame members.

### Section V: Organizational Affairs Committee

The purpose of the Organizational Affairs Committee is to add, update, and/or assist in the amending of any proposed changes to the Association's By-Laws and other tasks that affect the Association. The Secretary shall serve as a standing committee chairman of this committee.

### Section VI: Education Committee

The purpose of the Education Committee shall be to improve expertise, knowledge, and functional skills of the profession of Athletic Training. The Director of Continuing Education shall be a standing member of this committee. The Education committee shall be responsible for setting up qualifications, reviewing nominations, and voting on nominees for the following educational awards:

1. CMS Canvas (Christmas and Reynolds) Scholarships
2. Academic Excellence

### Section VII: Financial Affairs Committee

The purpose of this committee shall be to deal with all aspects of financial matters concerning the Association on behalf of the membership in regards to generating revenues. The committee shall be responsible for pursuing and collecting applicants for Corporate Sponsorships. Any application must be submitted to the Executive Committee for approval prior to either the Winter or Summer Business Meeting and then shall be voted on by the membership. The Treasurer shall serve as a standing chairman of this committee.

### Section VIII: Research and Development Committee

The purpose of the Research and Development Committee shall encourage

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membership, organizational involvement, and development in local, regional, and national research and educational enhancement activities aimed at improving health care for the physically active.

### **Article VI; Meetings**

The Association will have at least a Summer Symposium and a Business meeting every year. The Education Committee may hold an additional educational symposium for the membership. The cost of any symposium will be determined by the Host Athletic Trainer and Treasurer. An additional fee, to be determined by the Treasurer, will be assessed to any on-site registrations. The Association's refund policy will be stated on the registration form.

#### Section I: Summer Symposium

The Summer Symposium will be held during the summer months after school dismisses for the summer. Schools having a desire to host the meeting must submit a proposal to the general membership at the Summer Business Meeting. The symposium will be held at a site to be determined by the voting membership. Preference may be given to a northern site, but not two (2) years in a row.

#### Section II: Winter Business Meeting

The Winter Business Meeting will be held at a site and on a date to be voted on by the membership at the Summer Symposium Business Meeting. The Winter Business Meeting may be held in conjunction with the Hall of Fame Enshrinement at a site to be determined at the Summer Symposium immediately preceding. (Amended 06/06)

#### Section III: Special Meeting(s)

Special meetings can be called by the President, Executive Committee or upon written request of five (5) certified members. Special meetings called will be held at a central location. The Education Committee may call for an additional education seminar to be held between the summer symposium and the winter business meeting. Arrangements for these meetings will be made by the Secretary and published in the next newsletter or by mail-out

#### Section IV: Voting Quorum

A quorum for the Summer Symposium and Winter Business Meetings is to be one quarter (1/4) of the certified members.

### **Article VII; Dues**

The following dues will be assessed against the membership on a yearly basis:

Professional	\$25.00
Student	\$15.00
Retired	No Charge



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Dues are to be paid to the Treasurer by February 30<sup>th</sup> of the fiscal year. (Fiscal year runs January 1 through December 31). Those members who do not pay their dues by the end of the fiscal year will be dropped from the rolls.

### **Article VIII: Amending Process**

Proposed amendment(s) to the By-Laws shall be submitted in writing to the chairman of the Organizational Affairs committee at the beginning of either the winter or summer meeting. The proposed changes will be discussed in the committee and presented at the general meeting. The change(s) will be discussed again and voted on at the next scheduled meeting. Passage of a proposed amendment(s) will require a two-thirds majority vote of the certified membership present.

ADOPTED: JANUARY 2000  
REVISED: JANUARY 2001  
AMENDED: JANUARY 2002  
AMENDED: JUNE 2006