

## ARKANSAS ATHLETIC TRAINERS' ASSOCIATION STANDING RULES

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## AATA STANDING RULES

### AATA Membership

#### Membership Classes:

The classification of members shall be in accordance with the following criteria:

1. Certified: Individuals must be certified by the National Athletic Trainers' Association (NATA).
2. Associate: Individuals must meet all criteria for holding an associate membership in the NATA.
3. Retired:
  - A. A certified or an associate member who retires because of age shall have the privileges of continuing in the class of membership held at the time of retirement without further payment of dues.
  - B. A certified or an associate member who is eligible for retired status and who wishes to continue membership in the NATA in the retired class, must request the change to the retired class through the secretary of the NATA district which he/she is a member.
  - C. A retired member shall continue to have the privilege of voting.
4. Student: Individuals must be eligible for student membership in the NATA.
5. Advisory: Individuals must be physicians or other allied health occupations who are active in the field of sports medicine.
6. Allied: Individuals must have business interests relating to athletics, athletic training, or sports medicine.
7. Honorary: Individuals who by the virtue of their acts and /or speech show profound interest in the profession of athletic training and enhancing its service to those in athletics, shall be eligible for membership in this class. All nominees for Honorary Membership must be approved through the Honors and Awards Committee and by the Board.

#### Selection of Members:

Candidates for membership shall fill out an application for membership and forward it – along with the appropriate dues – to the Secretary. The Board has final authority on membership classification.

**Rights of Members:**

1. Certified, Associate, and Retired members shall be entitled to all membership privileges including the right to vote, hold office, and committee membership.
2. Student, Advisory, Allied, and Honorary members have the privilege to attend meetings - and the right to speak – but not the right to make motions or vote.

**Dues:**

1. All members of the Arkansas Athletic Trainers’ Association shall pay dues amounting to no more than one hundred dollars (\$100.00) per year. Honorary and Retired members are not required to pay dues.
2. Dues become payable on January 1 of the calendar year.
3. If dues are not paid by October 31st, the member will be suspended.

**President**

**Selection:**

The President shall be elevated to the position from President-Elect.

**Term of Office:**

The President shall serve a two (2) year term. He/She may not be elected to consecutive terms.

**Functions and Responsibilities:**

1. Serves as the official spokesperson for the Board.
2. Calls all meetings of the Board as deemed necessary and advisable.
3. Serves as a voting member of the Board.
4. Presides over all meetings of the Board.
5. Presides over all meetings of the Association.
6. Implements the mandates and policies of the Association as determined by the Board.
7. Keeps the Board informed about the Association affairs between Board meetings.
8. Serves as ex-officio member of all Association Committees.
9. Appoints all committee members, with majority approval of the Board.
10. Appoints all representatives of the Association to other allied health and athletic organizations with majority approval of the Board.
11. Transacts all business for and on the behalf of the Association, subject to the provision of the Constitution and Standing Rules.
12. Accepts this position as a non-paying position.

## **President-Elect**

### Selection:

The President-Elect will be elected by plurality vote of the eligible voting membership according to the AATA voting procedures.

### Term of Office:

The President-Elect is elected for a six (6) years. A two (2) year term as President-Elect, a two (2) year term as President, and a two (2) year term as Past-President.

### Functions and Responsibilities:

1. Serves as President Pro-tempore in the absence of the President.
2. Serves as a voting member of the Executive Committee.
3. Serves as the elections officer.
4. Serves as the Annual Meeting Coordinator
5. Accepts this position as a non-paying position.

## **Secretary-Treasurer**

### Selection:

The Executive Board shall appoint the Treasurer.

### Term of office:

The Secretary-Treasurer position is a permanent position unless the officer resigns or is dismissed.

### Functions and Responsibilities:

1. Sits on the Executive Board as a non-voting member.
2. Maintains the financial records of the association and presents a report of these records at the annual meeting.
3. Serves as a custodian of all financial records, papers and documents belonging to the association.
4. Conducts the official correspondence of the Association including notifying members of meetings, officials of their election to, office committee persons of their appointments, and transactions between the association and other organizations.
5. Maintains a current and accurate mailing list, using the employment address whenever possible.
6. Keep all official records of the association membership.
7. Provides the President with a detailed or of business, including reports and announcements, prior to each Executive Board meeting and association meeting.
8. Bring to each Association and Executive Board meeting a copy

- of the ATA Constitution and Standing Rules, voting membership and a list of all committees and committee membership.
9. Possesses full power and complete responsibility to transact all Financial business for and on the behalf of the association as approved by the Executive Board.
  10. Commits the Association to no financial obligations in excess of its available financial resources.
  11. Serves as custodian of all financial records belonging to the Association.
  12. Maintains a permanent and accurate record of all receipts and disbursements of the Association.
  13. Maintains a summary report of all financial records.
  14. Submits financial reports to the Association membership at all Association meetings.
  15. Maintains an official record of Executive Board members, committee chairpersons and committee members.
  16. Submits a financial record to the Executive Board prior to the Association meetings upon request.
  17. Collects dues and other special assessments from the Association membership.
  18. Notifies all suspended members after October 31st.
  19. Accepts this position as a non-paying position.

**Past-President**

Selection:

The Past-President assumes this position as his/her term as President expires.

Term of Office:

The Past-President serves in this position for a period of two (2) years.

Function and Responsibilities:

1. Serves as a mentor for the President.
2. Serves a voting member of the Executive Board.
3. Acts as a resource of information and assists with the actions of the Executive Board as prescribed by the President.
4. Accepts this position as a non-paying position.
5. Serves as advisor for AATSA.

## State Representative to Southwest Athletic Trainers' Association/NATA District 6

### Selection:

1. The State Representative to SWATA/District 6 shall be elected by a plurality vote of the eligible voting membership in Arkansas.
2. Voting procedures shall be in accordance with SWATA procedures.
3. The election is coordinated through the Election Officer of SWATA.

### Term of Office:

The State Representative to District 6 serves in this position for a period of three (3) years, and may only serve two (2) consecutive terms.

### Functions and Responsibilities

1. Serves as a voting member of the Executive Board.
2. Sits on NATA District 6 (SWATA) Executive Board
3. Acts as a liaison between NATA District 6 and the Association.
4. Accepts this position as a non-paying position.

## Parliamentarian

### Selection:

The Parliamentarian shall be appointed by the President.

### Term of Office:

The Parliamentarian shall serve a two (2) year term of office, and may be re-appointed by the incoming President.

### Functions and Responsibilities:

1. Serves as a non-voting member of the Executive Board.
2. Records all motions and presidential directives during executive board meetings.
3. Supply a copy of all motions and presidential directives to the executive board members.
4. Ensures that all Executive Board meetings follow parliamentary procedure according to *Robert's Rules of Order*.
5. Ensures the annual business meeting of the Association follows parliamentary procedure according to *Robert's Rules of Order*.
6. Maintain the official copy of the Constitution and Standing Rules.
7. Serve as chairperson of the Constitution and Standing Rules Task Force.
8. Accepts this position as a non-paying position.

## **Recording Secretary**

### **Selection:**

The Executive Board shall appoint the Recording Secretary.

### **Term of Office:**

The Secretary position is a permanent position, unless the officer resigns or is dismissed.

### **Functions and Responsibilities:**

1. Serves as a non-voting member of the Executive Board.
2. Electronically record and retain minutes of all Executive Board meetings.
3. Record the minutes of the annual meeting of the membership.
4. Distribute minutes to members as approved by the Executive Board.
5. Distribute a copy of all minutes and list of motions and directives to the members of the executive board.
6. Maintain a record of the minutes of all meetings for future reference.
7. Keep file of all committee reports.

## **At-Large Delegate**

### **Selection:**

The At-Large Delegate shall be elected by a majority vote of the eligible voting membership according to the AATA voting procedures.

### **Term in Office:**

The At-Large Delegate shall serve a two (2) year term of office, and may not be elected to consecutive terms of office.

### **Functions and Responsibilities:**

1. Serves as a voting member of the Executive Board.
2. Acts as a liaison between the Association membership and the Executive Board.
3. Accepts this job as a non-paying position.

## Executive Board

### Vacancies:

1. Vacancies of office created by death, resignation, or removal from office on the Board shall remain vacant until the next annual business meeting of the Association.
2. Responsibilities of the vacant office shall be distributed by the President to the remaining Executive Board members.
3. The vacancy shall be filled by majority vote of the eligible voting membership at the next annual business meeting of the Association.
4. An executive board member shall not serve in another board position concurrently.
5. An executive board member shall not seek another office or position until his/her present position has expired.

### Qualifications:

Only members in good standing with the Association and the NATA shall be eligible to be elected to positions on the Executive Board.

### Duties:

1. The Executive Board shall carry out the mandates and policies of the Association as determined by the membership.
2. The Board has full power and complete authority to perform all acts and transact all business for and on the behalf of the Association, subject to the provisions of the NATA Constitution, SWATA Constitution, the Constitution of the AATA, and other enactments by the Association membership.
3. The Board shall meet at regular intervals with a minimum of two (2) Board meetings per year.
4. A majority of Board members shall constitute a quorum.
5. The Board shall bring before the membership at any annual business, special business meeting, by written correspondence, or other communicative way, Association business for their information, opinion, or vote.
6. The Board shall make a report available to the Association membership of all Board business at each annual business meeting of the Association.

### Election of Board Members:

1. The President-Elect will act as elections officer for each election.
2. If the office of President-Elect is vacant, the President shall appoint an election officer from the remaining members of the Executive-Board.
3. If the elections officer is nominated and runs for office, the President will assume the duties of the election officer until the new officer is elected.
4. All nominations for the Board positions shall be submitted to the elections officer a minimum of six (6) weeks prior to the elections.
5. The elections officer has the responsibility of determining nominee eligibility for each Executive Board position.

6. The elections officer will inform the membership of the Executive Board nominees, and preside over the membership voting process.
7. The elections officer along with another Executive Board member will count the ballots for each Executive Board nominee.
8. The elections officer will make a report to the existing Executive Board results of the elections.
9. The elections officer will inform the nominees the results of the elections.
10. The elections officer will inform the Association the results of the elections.

## **AATA STANDING COMMITTEES**

### **Governmental Affairs Committee**

#### **Mission Statement:**

The mission of the AATA Governmental Committee is to improve and advance the profession of athletic training through awareness and educating members of the Arkansas Legislature, as well as keeping the AATA membership informed of legislative issues regarding athletic training.

#### **Chairperson Term of Office:**

The chairperson shall serve a two (2) year term and may be re-appointed with approval of majority vote of the Executive Board,

#### **Committee Members:**

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

#### **Selection of members:**

Recommendations shall be made by the governmental affairs chairperson to the President. Recommendations will be approved by a majority vote of the Executive Board.

#### **Members Term of Office:**

The member shall serve a two (2) year term and may be re-appointed by majority vote of the Executive Board

1. Keep abreast of current legislation that will affect the profession of athletic training in the State of Arkansas.
2. Make reports to the Executive Committee at each Executive Committee meeting.

## **Scholarship Committee**

### Mission Statement:

The mission of the Arkansas Athletic Trainers Association (AATA) Scholarship Committee is to promote the advancement of the athletic training profession through the offering of one year academic scholarships to both undergraduate and graduate students who are pursuing degrees in athletic training.

### Duties:

1. To promote the athletic training profession to the undergraduate and graduate athletic training students in the state of Arkansas.
2. To offer one year academic scholarships to both undergraduate and graduate athletic training students who are pursuing degrees in athletic training. Graduate Assistants may pursue other degree options.
3. To solicit and secure money for the AATA Scholarship fund.
4. To advertise for and recruit athletic training students, graduate assistant athletic training students, and entry-level graduate athletic training students to apply for the available scholarships.
5. To review and update on an annual basis, the applications and application process for the scholarships.

### Policies and Procedures:

1. The committee will be made up of no less than five (5) and no more than ten (10) certified members of the AATA.
  - a. Each reviewing committee member will be from any professional setting not associated with an athletic training education program.
    - (1) Reviewing members are those on the committee who will review, evaluate and score the scholarship applications.
  - b. The chair of the committee may be from an academic setting but will be a non-reviewing member.
    - (1) Will oversee all workings of the committee and report to the executive board twice each year.
  - c. Athletic training students may be placed on this committee but will be a non-reviewing member.
  - d. The criterion for the undergraduate scholarship is listed in the scholarship application packet.

2. The graduate student scholarship is open to any graduate student pursuing an entry-level athletic training master's degree, or a graduate assistant athletic trainer seeking a master's degree in athletic training or related field. Applicant must be attending a university in Arkansas.
  - a. The criterion for the graduate scholarship is listed in the scholarship application packet.
3. The application deadline will be postmarked on or before March 1 of each year.
4. The chair will be sure that the scholarship packets are up-to-date and posted on the AATA web site by January 1<sup>st</sup>.
5. The chair will receive the scholarship applications from candidates and distribute them to reviewing members.
6. Reviewing members will review and score the applications and return the score sheets to the committee chair.
7. The chair will then tally the score sheets.
  - a. Tallying score sheets will be done as follows:
    - (1) Total all score sheets for a candidate and then calculate the average.
    - (2) Candidates are then ranked from highest to lowest average and the top ranked candidate(s) is awarded the scholarship(s).
8. The chair will then report the results to the scholarship committee and forward the results and recommendation to the executive board.
9. The chair will notify each candidate of the results of the committee one month prior to the AATA annual meeting.
10. The chair or their designee will present the scholarship(s) at the Honors and Awards Banquet at the annual AATA meeting.
11. The committee is responsible for maintaining contact with scholarship donors in regards to funding and scholarship criteria, as well as seeking out and obtaining donors for future scholarships.

## **Honors and Awards Committee**

### Mission Statement:

It is the mission of the AATA Honors and Awards Committee to nominate and identify AATA members eligible to receive association awards, to purchase and distribute these awards, and to assist with the annual Hall of Fame and Awards Banquet.

### Duties:

1. To locate the members of the AATA eligible to receive association awards.
2. To purchase and distribute honor awards.
3. To work in cooperation with the Executive Board to organize the Annual Hall of Fame and Awards Banquet.

Awards:

1. Arkansas Athletic Trainer of the Year:
  - a. The mission for the Awards Committee is to seek out and honor the most qualified, licensed athletic trainer in the state of Arkansas.
  - b. Chair responsibilities and committee guidelines are found in the guidelines and application form for this award.
2. Hall of Fame
  - a. A silent committee that selects members to be inducted into the AATA Hall of Fame.
  - b. The selection committee will be set up per the guidelines for the award.
3. Dr. Doug Parker Recognition Award
  - a. Selection for this award is set up on the guidelines for this award.
4. AATA Honorary Membership
  - a. Qualifications and selections process for this award are in the guidelines for this award.
5. The AATA “Honorary Membership” was created so the Association could recognize and thank the many people outside the athletic training profession who have contributed to the AATA and the advancement of the athletic training profession.

*ARKANSAS ATHLETIC TRAINER OF THE YEAR*Nomination Requirements:

1. Requirements and guidelines will be published in the AATA Newsletter.
2. Any licensed Athletic Trainer in the state of Arkansas in good standing with the AATA and the State Athletic Training Association.
3. All nomination forms and letters of recommendation must be sent to the Honors and Awards chairperson by four weeks prior to the state meeting each year.
4. If not elected, all information will have to be resubmitted the following year(s) if that person is to be a candidate.
5. Candidates may not in any way solicit or promote their own candidacy or be disqualified.

Eligibility Requirements:

1. Only licensed Athletic Trainers in the state of Arkansas will be eligible for this award.

2. Nominee must be in good standing in the AATA and the state Athletic Training Board.
3. Person nominating must send the application to the **candidate** for him/her to complete and return.
4. The nominating Athletic Trainer must also secure one letter of recommendation for the candidate by the **Nominating Athletic Trainer (containing why this person is being nominated)**.
5. Upon receiving all information, the nominating Athletic Trainer will forward all forms to the Chair no later than three weeks prior to the state meeting.
6. A licensed Athletic Trainer may win this award only **twice**. (No exceptions)

#### Selection Process:

1. The Honors and Awards Committee composed of four AATA members and the Chair will review all applications and use an evaluation tool to grade all applicants for the final selection of each year's award winner.
2. If member(s) of the AATA Trainer of the Year Committee is nominated, they will automatically become ineligible to grade that year's candidates. In that case, the remaining committee members will grade all applicants and the Chair will only vote on ties.
3. If the Chair is nominated, all applications will be sent to the AATA President. He/she will then forward them to the committee, who will grade and return all forms to the President.

#### Notification Process:

1. The recipient will be notified in writing by the Honors and Awards chairperson three weeks prior to the annual business meeting. This will give nominee adequate time to make plans to attend the awards ceremony at the Annual AATA Meeting.
2. Nomination forms and guidelines are available by contacting the chairperson of the Honors and Awards Committee.

### *DR. DOUG PARKER RECOGNITION AWARD*

#### Purpose:

The AATA "Dr. Doug Parker Recognition Award" may be, but does not have to be, given annually to an individual who has served the Association in a dedicated professional

manner. This service may be on a volunteer, behind the scene basis, through appointed, elected duties or gone above and beyond the call of duty as well as enhancing athletic training in the state of Arkansas. Their time and talents have been for the betterment of the Association and the advancement of the profession.

#### Nomination Process:

The Honors and Awards committee will offer nominees when deemed worthy of this award to the executive board for their review and vote at the mid-winter board meeting. The Honors and Awards Chairperson will put a notice on the list serve, as well as the newsletter. If any member thinks that someone is worthy, they can make nomination to the committee for consideration.

#### Selection Process:

The voting members of the executive board will each cast one vote on a ballot provided by the Chair of the Honors and Awards Committee, at the annual Mid-Winter meeting. The Chair of the Honors and Awards Committee will collect the ballots, tabulate the votes, and present them to the President for certification of the year's recipient.

### HONORARY MEMBERSHIP INTO THE ARKANSAS ATHLETIC TRAINERS ASSOCIATION

#### Nomination Process:

Any ATA member who is in good standing with the ATA may submit "Honorary Membership" nominations to the ATA Honors and Awards Committee. The nominating member is responsible for filling out the application with information provided by the nominee signing and dating the application and returning it to the Chair three months prior to the state meeting date. Forms may be requested from the Chair, or down loaded from the ATA web page.

#### Qualifications:

1. Contributed significantly to the health, care, and welfare for athletes at a certain institution within Arkansas for a minimum of ten years.
2. Contributed at least ten years to the promotion of the athletic training profession. (Injury research, personal appearances, speaking engagements, legislative efforts, etc.)
3. "Honorary Membership" categories:
  - a. Athletic Trainers in other districts in the NATA for contributions to the profession.
  - b. Physicians and other allied health professionals.
  - c. NATA office personnel.

- d. Coaches, AD's, administrators, or athletes who promote AATA/athletic training.
- e. Induction as "Honorary Member" of NATA or SWATA will constitute automatic induction as a Honorary Member in the AATA if the inductee resides within Arkansas.

#### Certification Process:

In order for the nomination to be reviewed for acceptance by the AATA Executive Board, the AATA member making the nomination must have the nominee fill out the application and return it to nominating athletic trainer(s). Then the form must be signed and dated by the nominating athletic trainer(s), and returned to the Honors and Awards Chair six weeks prior to the state meeting date deadline. Upon receiving all applications, the Chair will then forward the list of nominees to the AATA President.

#### Selection Process:

The voting members of the Board, may or may not select one, but not more than three of the applications to be designated as "Honorary Member(s)".

#### Certifying Inductee Process:

Upon the Executive Board reviewing the applications, the AATA President will inform the Chair of the Honors and Awards who, if any, will become "Honorary Members".

#### Notification Process:

All newly approved "Honorary Member", will be notified by the Honors and Awards Committee Chairperson prior to the state meeting date, and asked to respond of their acceptance and attendance at the Honors Reception and Banquet. The new "Honorary Member" will be asked to respond of their acceptance and attendance by one week prior to the state meeting date. If the "Honorary Member" is unable to attend the Honors Reception and Banquet, they will need to forward the name of the person they wish to accept their award to the Honors and Awards Chair.

#### Award Plaque:

The AATA will issue and "Honorary Member" plaque.

## **Public Relations Committee**

### Mission Statement:

The mission of the Arkansas Athletic Trainers Association (AATA) Public Relations Committee shall be the timely collection and distribution of information pertinent to the membership. This committee is charged with actively communicating ideas to better promote the profession within the State of Arkansas.

### Duties:

1. Keep the AATA website current.
2. Promote the profession of athletic training by communicating with membership and other people through our website and press releases.
3. Promote Arkansas athletic training activities and individuals with articles and press releases to SWATA, NataNews and media within the State of Arkansas.
4. Promote the profession and showcase our AATA Hall of Fame inductees with a modern display in the Arkansas Sports Hall of Fame at Alltel Arena.

## **Secondary School Committee**

### Mission Statement:

The mission of the AATA Secondary Schools Committee is to enhance the quality of healthcare and public awareness of the athletic training profession in the secondary school setting.

### Duties:

1. Work with all "Stake Holders" associated with the healthcare of secondary school aged athletes.
2. Promote the marketable qualifications for certified athletic trainers to school Administrators and Community Members in Arkansas.
3. To obtain information pertaining to the work environment of certified athletic trainers in the secondary school setting.
4. To secure employment for certified athletic trainers in the secondary school setting within the state of Arkansas.

## Diversity Committee

### Mission Statement

Diversity is a people issue, focused on differences and similarities that people bring to an association. As a concept, diversity is considered to be inclusive to everyone, learning from others who are not the same, about dignity and respect for all, and about creating environments and practices that learning from others and capture the advantage of diverse perspectives.

### Purpose

To enhance all association members' feelings of belonging to the association and the profession of athletic training; enhance their involvement in professional development within the state association, regionally and nationally; to build an inclusive, affirming culture for all members of the association; to create an association that includes members of diverse groups; to ensure that the rich and varied perspectives of a diverse profession and society are reflected in the association.

### Duties and Responsibilities

#### Chairperson

1. The chair shall effectively communicate with members to ensure committee members carryout their responsibilities.
2. The chair shall work with other committee chairs as well as the Executive Board in the fulfillment of specific goals, tasks and actions.
3. The chair shall compile at least a written report of the committee responsibilities to the Executive Board at the mid-winter and annual board meetings.

#### Committee Responsibilities:

4. Select the committee from varying geographical regions from around the state.
5. Each member shall maintain a regional members list to include professional setting, contact information, interests, and diversity information.
6. Each member shall be responsible for welcoming newly licensed members from their region to the state and association by conducting periodic review of NATA/SWATA/ATA directories, review of Arkansas State Board of Athletic Training directory or by word of mouth.
7. Each member shall conduct informative surveys to gauge member involvement and educate members of association activities created by the Executive Board via internet, email, or mailer.
8. Each member shall cultivate from each region a report of individuals expressing involvement in the association to include members of race and gender as well as student professionals and graduate professionals bi-annually to be presented by the Chair at the mid-winter and annual board meetings.
9. Members shall compile an annual list of diversity topics and activities to potentially add to association activities.

10. Members shall work in conjunction with other committees in fulfilling the mission, goals and tasks of the association.

## **Arkansas AAA All Star Committee**

### Committee Mission Statement

It is the mission of the AAA All Star Committee to provide athletic training coverage for all games, practices, and events of the all star games according to the Arkansas State Board of Athletic Training Rules and Regulations. Certified athletic trainers and student athletic trainers we strive to provide the highest quality of care for all the athletes involved with the all star events. We are to work in conjunction with the Arkansas Activities and Coaches Association to promote athletic training within the state.

### Duties and Responsibilities

#### Chairperson

1. Order supplies, shirts and any other materials for the events week.
2. Schedule and recruit volunteers for the week.
3. Maintain a positive relationship with the AAA.
4. Be available to solve any issues that may arise during the events week.
5. Develop and maintain an accurate budget
6. Maintain injury and treatment log
7. Maintain copies of emergency action plans for all event usage facilities.
8. Obtain approval of the AATA Executive Board for all major decisions regarding the All Star Week.

#### Committee

1. Help recruit volunteers
2. Must be able to attend part of the AAA All Star Week.
3. Help chairperson with any issues that need attention.
4. Help with any duties as requested by chairperson.

## **AATSA Advisory Committee**

### Committee Mission Statement

The mission of the AATSA Advisory Committee is to provide effective leadership, advice and direction to the student organization of the Arkansas Athletic Trainers' Association.

### Duties and Responsibilities

1. The advisors will advise and assist the Arkansas Athletic Trainers' Association officers in development of the annual meeting student program
2. The advisors will report all pertinent matters regarding the student association to the Executive Board.
3. The advisors will maintain a current list of all committee members and student officers and forward this list to the Executive Board in a timely manner.
4. The advisors will be the Past-President and a representative from the college or university of the President of the student association. The rest of the committee will be representatives from the officers colleges or universities.
5. In the event the President's college or university cannot fulfill the position, the Past-President assumes total advisory role.

## **Special Committees**

Special Committee shall be established as needs arise in response to organizational concerns with the nature of the duties and responsibilities to be specified at that time.

## **Impeachment Procedures**

Procedures:

Impeachment procedures for executive board committee members shall be conducted in the following manner:

1. A written brief containing the charges, including the name of the person or persons preferring charges, shall be drawn up and presented to the President who shall present the charges to the Executive Board while in executive session.

- a. If the charges are being brought against the President, then the brief shall be submitted to the President-Elect.
  - b. The officer being charged shall be given the opportunity to submit to the Executive Board a written brief containing his/her defense.
  - c. The officer shall have the opportunity to resign his/her held position to default the impeachment proceedings.
2. The remaining members of the Executive Board shall unanimously adopt the impeachment brief before it is presented to the general membership.
  3. The impeachment and the defense briefs shall be formally presented to the association membership.
  4. A two-thirds (2/3) vote of the eligible voting members shall be required to remove any officer from the Executive Board by impeachment.

Removal from office:

With a two-thirds (2/3) vote for the impeachment, the officer shall be removed immediately from office and the secession procedures as stated in Executive Board vacancies shall be in effect.

## **Committee Chairs and Liaison Officers (Non-board Members)**

### **ATA Liaison Representative**

Liaison with another organization through representation by a member may be proposed by a board member. The position is appointed by the president and approved by the executive board.

Duties are as follows:

1. The liaison representative shall attend meetings of the organization to which they are representative.
2. The liaison representative shall not incur any expenses for which the ATA is to be responsible unless such expenses are authorized in advance by the executive board.
3. The liaison representative is not authorized to make any agreements between ATA and the organization to which he or she is acting as liaison.
4. The liaison representative is not authorized to make any statements (written or spoken) of position of ATA to the organization to which he or she is acting as liaison without prior written consent of the executive board.

\* Source: NATA Policies and Procedures Manual

## Committee Chairs

### Selection of Chairperson:

The chairperson position shall be appointed by the President with the approval of the majority vote of the Executive Board.

### Duties as follows:

#### 1. Committee Reports:

Committee chairs shall submit a written report for the mid-winter meeting and the annual state executive board meeting. Additional reports may be requested by the President. Reports are to be submitted to the President for distribution to board members. Reports should detail committee activities including, but not limited to, any changes in committee structure and progress on committee projects and recommendations:

- Committee reports should include:
  - Identification of the committee submitting it
  - Statement of the purpose of the committee
  - Summary of the methods of information gathering if applicable
  - Summary of the work accomplished
  - Budget requests for each fiscal year if needed to be considered by the executive board.
  - Committee recommendations
  - An accurate roster of committee members, home addresses, work and home telephone numbers, fax numbers, e-mails, and date committee service began.
- Committee reports usually follow this form:  
Example for standing committees.

*Report of the (name of the committee) (date of report)*

*The committee on (specific committee charge/respectfully reports that... (the text of the report)*

*Respectfully submitted,  
(Chair of the committee)*

- Example for special or select committees

*Report of the (name of the committee) (date of report)*

*The committee to which was referred (specific committee charge), having considered the matter, respectfully reports that ... (the text of the report)*

*Respectfully submitted,  
(Chair of the committee)*

## 2. Budget Management

- If a committee operates under an Executive Board approved budget the Chair will be responsible for operating within that budget. The Executive Board prior to those committee expenditures must approve any expenditure, which will exceed the approved budget. Committees are to use approved budgets at their own discretion, however, the Executive Board retains the right not to reimburse committees for any expenditures that are considered to be beyond the scope of the committee functions.
- Committee Chairs will be responsible for submitting a budget report included in the committee report to the President prior to the mid-year Executive Board meeting and at any other time requested by the President and/or Executive Board.
- Communicate in writing, to all committee members regarding appointments and other committee business. Thank you letters should be sent to all committee members who have completed their service.

*Source: SWATA Standing Rules*

## **Annual Business Meeting and Executive Board Meetings**

Annual Business Meeting Purpose and Agenda:

The Annual Business Meeting will be conducted during the program at the Annual State Meeting. The purpose of this meeting is to handle association matters and inform the membership of current trends and events in the athletic training profession.

Below is a suggested meeting agenda. The President will set the final agenda for this meeting and make all needed preparations.

- I. Call the meeting to order
- II. Elections

- A. Reports from the Honors and Awards Committee on the election.
- B. Any other reports needed before elections.
- C. Vote on vacant officer positions
  - 1. Explanation of Ballot

### III. Old Business

- A. Presentation of minutes (Secretary)
- B. Report from NATA
- C. Report from SWATA
- D. Report from Permanent Positions and Committee Chairs
  - 1. State Meeting Committee
    - Registration
    - Exhibits
    - Social
    - Program
  - 2. Hall of Fame Committee
  - 3. Honors and Awards Committee
  - 4. Scholarship Committee
  - 5. Legislative Committee
  - 6. Public Relations Committee
  - 7. Secondary Schools Committee
  - 8. AAA All Star Committee
  - 9. Diversity Committee
  - 10. Other reports as needed
- E. SWATA Committee
- F. NATA Committees
- G. Report from the Arkansas State Board of Athletic Training

### IV. New Business

- A. Vote on any Constitutional Amendments
- B. Select meeting site two years in advance (from proposal to Executive Board)
- C. Presentations from the Executive Board
  - 1. Report of actions taken by the board
  - 2. Other topics deemed important
  - 3. Items for consideration under new business
- D. New business from the membership
- E. Comments from outgoing President
- F. Meeting turned over to the new President
- G. Appointments to positions and committees
- H. Meeting adjourned

## Parliamentary Procedure

The Annual Business Meeting and all Executive Board Meetings of the Association are conducted using Parliamentary Procedure. Motions and directives should appear in the official minutes of the proceedings with complete wording and member making the motions. Appendix C contains a brief summary of Parliamentary Procedure information.

## Officers Reports

1. Officers Reports are generally for informational purposes only and do not require any action.
2. Reports require action if they contain recommendations.
3. If an action is required, someone other than the reporting officer needs to make the motion to accept.

## AATA Fee Schedules

### Membership Fees:

AATA membership fees, as determined annually by the Executive Board, will be collected by the NATA with membership fees. AATA and SWATA membership fees are then disseminated by NATA to the District Treasurer, who then distributes state fees to the representative state. Registration fees for the Annual Meeting will be set annually by the Executive Board at the Mid-Winter meeting. The costs will be published to the membership on the AATA website.

### Membership Dues:

Professional – \$50.00 (collected as part of NATA dues)  
 Student - \$10.00  
 Student Certified - \$25.00  
 Advisory - \$25.00

### **NOTE:**

- ***NATA collects only regular certified and associate dues. Student certified dues are not collected by NATA. These dues must be paid directly to AATA.***

**Registration for the Annual Meeting**

	Early Registration	Site Registration
Member	\$60.00	\$100.00
Non-member	\$85.00	\$100.00
University/College/ H.S. Student	\$25.00	\$ 35.00
Student Certified	\$30.00	\$ 55.00

**Exhibits**

1. If exhibit vendor donates \$500.00 or more towards sponsoring the AATA state meeting, they may be given a booth free of cost.
2. The booth registration fee is \$300.00.

**State Meeting Location Proposals**

1. Location proposal must be submitted to the Executive Board by the mid-winter meeting a year before the proposed meeting.
2. Submitted proposal will be voted on by the Executive Board.

**Office Voting Rotation**

1. President-Elect has two (2) year rotation (every odd year)
2. At Large Delegate has two (2) years rotation (every even year)
3. State Representative to SWATA/District 6 has three (3) year.

**Voting Guidelines**

1. Membership has two options for voting:
  - a. Attendance at the annual business meeting.
  - b. Absentee ballot
    - i. Properly completed official AATA absentee ballot
    - ii. Notary Public seal

- iii. Ballot mailed to the President-Elect two (2) weeks prior to the annual business meeting or sent by proxy to the annual business meeting.
- iv. Only original will be accepted; no copies or facsimile will be counted.

**The AATA Executive Board's main focus is to strive to keep the membership's best interest in mind with all decisions that are made.**

**APPENDIX I**

***Summary Parliamentary Procedure***

Reminders for the Presiding Officer

1. Motions and directives should appear in the minutes as stated by the executive board member making the motion.
2. Motions should include:
  - a. What the group is to do
  - b. How and when it is to be done
  - c. How much money and time is to be spent
3. Amendment of a motion:
  - a. striking out words or phrases
  - b. inserting words or phrases
  - c. striking out and inserting words or phrases
4. Motions a President can assume:
  - a. approval of minutes as read
  - b. approval of an auditors report (treasurer’s report is not approved; it is filed – no vote needed.
    - 1) Approval of a bill presented by the treasurer for payment.
    - 2) Motion to adjourn ( if all business is completed)
    - 3) President can say “If there is no objection, this meeting is adjourned”; or “As many as are in favor of adopting...say ‘aye’; those opposed say ‘no’.
5. Discussion is not in order until the motion has been stated by the President or designee.
  - a. a motion must be made and seconded (no second – no discussion).
  - b. in large groups (over 7 or 8( the speaker must be recognized).
  - c. discussion must be either for or against the specific motion on the floor.
6. The President/Chair does not enter in discussion while presiding. As a member of the assembly he/she is entitled to a vote.
7. Always indicate clearly how a vote is to be taken. Never call for “the usual sign”.
8. Always call for the negative vote saying “Those opposed so ‘No’.
9. Adoption of an amendment to a motion does not mean adoption of the main motion.
10. After a vote the President/Chair must state what the assembly has just voted to do.

**Types of Motions**

Motion

Main Motion

Subsidiary Motion

Purpose

Brings question before assembly for discussion

Modifies or dispenses the main motion under consideration

Privileged Motion

Have no connection with main motion but are of such importance as to demand immediate attention

Incidental Motion

Miscellaneous motion which cannot be placed in any of the above categories.

## **APPENDIX II**

### **Arkansas Athletic Trainers' Association Scholarships**

- Undergraduate Athletic Training Student Scholarship
- Arkansas Athletic Trainers' Graduate Student Scholarship

### **Arkansas Athletic Trainers' Honors and Awards**

- Arkansas Athletic Trainer of the Year
- Arkansas Athletic Trainers' Association Honorary Membership

## **Arkansas Athletic Trainers Association Undergraduate Athletic Training Student Scholarship Information**

The Arkansas Athletic Trainers Association offers two (2) \$500.00 annual scholarships to two (2) qualified collegiate athletic training students. Please review the following criteria and complete the appropriate scholarship application. Please include two (2) letters of reference (one must be from a supervising Athletic Trainer) and an official transcript.

### **Criteria:**

1. Applicant must be of junior or senior status, for the up coming year.
2. Must be currently enrolled and working as an undergraduate Athletic Training Student in the state of Arkansas.
3. Must be a current member, in good standing, of the Arkansas Athletic Trainers Association, as well as the National Athletic Trainers Association.
4. Application **MUST** be typed
5. Applicant must have a minimum GPA of 2.5 or better. (4.0 scale)
6. **All applications must be completed in full and postmarked on or before March 1st.**
7. A recipient may receive only one AATA scholarship.
8. The one-year grant will be presented to the recipient upon proof of enrollment for the upcoming year or semester.
9. The scholarships will be awarded based upon academic excellence, professional activity and promise, and civic service.
10. The recipient will be acknowledged during the Hall of Fame and Awards banquet at the annual AATA meeting. Attendance is requested but not mandatory.

Please forward application and all supporting material to:

Ken Cole MS LAT ATC  
AATA Scholarship Committee, Chair  
Southern Arkansas University  
PO Box 8800  
Magnolia, AR 71754



**Volunteer Service** List event and year. (Ex. Special Olympics, 2002)

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**Offices Held- Professional, Service, Civic, Academic Organizations** (Ex. Secretary Chi Omega Honors Fraternity, 2002-03; Vice President SATA, 2003-04)

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**Memberships- Professional, Service, Civic, Academic Organizations** (Ex. NATA 2002-present, AATA 2001-present)

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**Professional Meetings, Clinics, or Symposiums Attended** (AATA State meeting, SWATA District Meeting, NATA National Symposium, etc.)

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**Honors, Awards and Presentations** (1<sup>st</sup> Place, Poster Competition, Outstanding ATS of the Year, etc.)

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**Please attach an essay explaining why you are worthy of this scholarship.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **Arkansas Athletic Trainers Association Graduate Student Scholarship**

The Arkansas Athletic Trainers Association offers one (1) \$500.00 annual Scholarship to one (1) qualified graduate student who is pursuing a degree in Athletic Training or related field. Please review the following criteria and complete the appropriate application. Please include one (1) letter of reference, an evaluation form from your supervising ATC, and an official transcript.

## **Criteria:**

1. Applicant must be a graduate student pursuing an entry-level athletic training masters degree, OR a graduate assistant athletic trainer seeking a masters degree in athletic training or related field. Applicant must be attending a university in Arkansas.
2. Past winners are not eligible.
3. Applications must be completed in full and postmarked on or before March 1<sup>st</sup>.
4. Applications will be available at the AATA web site.
5. The scholarship will be awarded based upon academic excellence, professional activity and promise, and civic service.
6. The applicant must have a 3.0 GPA or higher (submit transcript).
7. A certified athletic trainer who is a current member in good standing with the AATA and NATA must sponsor the applicant.
8. The applicant must be a member of the AATA and the NATA prior to January 1<sup>st</sup> of the year they are applying.
9. It must be the intent of the applicant for this scholarship that he or she pursues the profession of athletic training as a means of livelihood.
10. The applicant must request a letter of recommendation from someone other than the supervising athletic trainer. The letter should come from a person who the applicant believes would best be able to judge their qualities and abilities in the areas of academics, athletic training, and social involvement.
11. The applicant is required to submit a one page, single spaced, biographical sketch including a statement as to why he or she feels that they should be awarded the scholarship and describes their future goals.
12. The applicant must have his or her supervising athletic trainer complete an evaluation form. Form is located on the AATA web site.
13. Applicants will be notified of their award one month prior to the AATA meeting.
14. The scholarship may only be used for tuition, books, or assist in the pursuit of their independent research and/or thesis (equipment for the research or travel to a national conference).
15. The recipient will be acknowledged during the Hall of Fame and Awards banquet at the annual AATA meeting. Attendance is requested but not mandatory.

Please forward application and all supporting material to:

Ken Cole MS, LAT, ATC;  
AATA Scholarship Committee Chair,  
Southern Arkansas University  
P.O. Box 8800  
Magnolia, AR 71753



**Volunteer Service** List event and year. (Ex. Special Olympics, 2002, AAA All-Star Week)

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**Offices Held- Professional, Service, Civic, Academic Organizations** (Ex. Secretary Chi Omega Honors Fraternity, 2002-03; Vice President SATA, 2003-04)

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**Memberships- Professional, Service, Civic, Academic Organizations** (Ex. NATA 2002-present, AATA 2001-present)

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**Professional Meetings, Clinics, or Symposiums Attended** (AATA State meeting, SWATA District Meeting, NATA National Symposium, etc.)

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**Honors, Awards and Presentations** (1<sup>st</sup> Place, Poster Competition, Outstanding ATS of the Year, etc.)

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**Please attach an essay explaining why you are worthy of this scholarship.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervising Athletic Trainer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Arkansas Athletic Trainers Association  
Reference for Graduate Student Scholarship**

APPLICANT'S NAME \_\_\_\_\_

This graduate student is an applicant for the Arkansas Athletic Trainers Association (AATA), Graduate Student Scholarship. Applicants are judged on the following criteria: Academic excellence, Professional activity and promise, and Civic service.

The purpose of this form is to assist the AATA scholarship committee in evaluating applicants who are applying for this scholarship. Your candid evaluation of the applicant, based on your experience with him / her serves as an important part of the selection process.

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Please rate applicant's characteristics:	Always	Sometimes	Never	Unknown		
A positive influence with a group	5	4	3	2	1	0
Tactful in manner and speech	5	4	3	2	1	0
Uses good judgment in making decisions	5	4	3	2	1	0
Dependable	5	4	3	2	1	0
Accepts criticism	5	4	3	2	1	0
Has the insight into the interests and needs of other people	5	4	3	2	1	0
Exhibits and promotes professionalism	5	4	3	2	1	0
Capable of communicating with immediate supervisors	5	4	3	2	1	0
Capacity to learn advanced knowledge and skills	5	4	3	2	1	0
Sincere interest in and dedication to the athletic training Profession	5	4	3	2	1	0

We would appreciate your listing additional strengths, weaknesses, or other traits, which you feel may be pertinent to our decision.

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\_\_\_ Highly recommend    \_\_\_ Recommend    \_\_\_ Recommend with reservation    \_\_\_ Do not recommend

Signature of Reference \_\_\_\_\_ Date \_\_\_\_\_

Position or Title \_\_\_\_\_

Thank you for your cooperation in this matter.

Return to: Ken Cole  
AATA Scholarship Committee Chair  
P.O. Box 8800  
Magnolia, AR 71754

**Please return by March 1<sup>st</sup>.**

## **Nomination Guidelines and Application for the Arkansas Athletic Trainers' Association "Trainer of the Year" Award**

### **Nomination Requirements:**

1. Requirements and guidelines will be published in the AATA Newsletter.
2. Any Licensed Athletic Trainer in the state of Arkansas in good standing with the AATA and the State Athletic Training Board may nominate any Licensed Athletic Trainer in the state of Arkansas for this award.
3. All nomination forms and letters of recommendation must be sent to the Chairperson by **Three weeks prior to the state meeting** of each year.
4. If not elected, all information will have to be **resubmitted** the following year(s) if that person is to be a candidate.
5. Candidates may **not** in any way solicit or promote their own candidacy and will be disqualified for doing so.

### **Eligibility Requirements:**

1. Only Licensed Athletic Trainers in the state of Arkansas will be eligible for this award.
2. Nominee must be in good standing in the AATA and the state Athletic Training Board.
3. Person nominating must send the application to the **candidate** for him/her to complete and return to the nominating Athletic Trainer his/her completed form. The nominating Athletic Trainer must also secure **one** letter of recommendation for the candidate by the:

#### **A. Nominating Athletic Trainer (containing why this person is being nominated)**

Upon receiving all information, the nominating Athletic Trainer will forward all forms to the Chair (**no later than three weeks prior to the state meeting**)

4. A Licensed Athletic Trainer may win this award only **twice**. (No Exceptions)

### **Selection Process:**

1. The Honors and Awards Committee composed of four AATA members and the Chair will review all applications and use an evaluation tool to grade all applicants for the final selection of each year's award winner.
2. If a member(s) of the AATA Trainer of the Year Committee is nominated, they will automatically become ineligible to grade that year's candidates. In that case, the remaining committee members will grade all applicants and the Chair will only vote on ties.
3. If the Chair is nominated, all applications will be sent to the AATA President. He will then forward them to the committee, who will grade and return all forms to the President.

### **Notification Process:**

1. The recipient will be notified in writing by the Committee Chair or AATA President no later than April 15. This will give him/her adequate time to make plans to attend the awards ceremony at the Annual AATA Meeting.

#### **Nomination forms and guidelines are available by contacting:**

**Doin Dahlke, M.Ed, ATC/L  
1031 Fayetteville Road, Suite 202  
Van Buren, AR 72956**



**CAREER WORK HISTORY: (List in chronological order ending with current position)**

POSITION                      SCHOOL                                      CITY/STATE                                      YEAR: FROM                      TO

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**PLEASE LIST SERVICES:**

**COMMUNITY** (Services or Organizations Affiliated with: ex. Lions, Kiwanis, etc.)

**STATE AATA:** (Office or committee(s) served on :

**DISTRICT SWATA:** (Office or committee(s) served on:

**NATIONAL NATA:** (Office or committee(s) served on:

**VOLUNTEER ATHLETIC TRAINING ACTIVITIES:**

**HONORS AND AWARDS:**

**OTHER:**

**ARKANSAS ATHLETIC TRAINERS' ASSOCIATION  
HONORARY MEMBERSHIP APPLICATION**

**(Please Type Application)**

**Nominee's Name:**

\_\_\_\_\_

**Last**                      **First**                      **Middle**                      **"Nickname"**

**Practicing** \_\_\_\_\_                      **Retired** \_\_\_\_\_                      **Deceased** \_\_\_\_\_

**Birth Place:**

\_\_\_\_\_

**City**    **State**

**Family:**

\_\_\_\_\_

**Spouse**                      **Children**

**Home Address:**

\_\_\_\_\_

**Street**

\_\_\_\_\_

**City**                                      **State**                                      **Zip Code**

**Education: High School, College/University, degree(s), city/state, and years attended.**

School	Degree	City/State	Year(s)

**(Please use back of page if additional space is needed)**

**Military Service:**

<b>Service Branch</b>	<b>Rank</b>	<b>Year(s)</b>

**Community Organizations: Social, Service, Religious, etc.**

<b>Organization</b>	<b>Position Held</b>	<b>Year(s)</b>

**Professional Organizations: Position(s) held, years of service.**

<b>Organization</b>	<b>Position Held</b>	<b>Year(s)</b>

**(Please use back of page if additional space is needed)**

**Special Honors /Awards Received: Local, State, National.**

<b>Honor(s) / Award(s)</b>	<b>Year</b>

**Employment History: in chronological, descending order, starting with current position.**

<b>Employer</b>	<b>Year(s)</b>

**(Please use back of page if additional space is needed)**



**APPENDIX III**

**AATA Absentee Voting Ballot**