

**By-Laws of the Iowa Athletic Trainers' Society**  
**Revised 3/17/06**

ARTICLE I – Membership

A. Membership Classes

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

1. Certified - Individuals must be certified by the Board of Certification (BOC) or an organization that succeeds the BOC.
2. Associate - Individuals must meet all criteria for holding an associate membership in the National Athletic Trainers' Association (NATA).
3. Student - Individuals must meet all criteria for holding a student membership in the NATA.
  - a. Certified – BOC certified and enrolled as a full-time student in an accredited college or university
  - b. Non-Certified - Individuals currently making progress toward the fulfillment of the requirements for BOC certification
4. Retired - A member who retires because of age shall have the privilege of continuing membership without further payment of dues

B. Selection of Members

Candidates for membership shall fill out an application and forward it, with their dues to the NATA. The Executive Committee has final authority on membership classification.

C. Rights of Members

1. Certified and Certified Students members shall be entitled to all membership privileges including the right to vote, hold office, and hold committee appointments.
2. Student (Non-Certified) and Associate members have the right to attend meetings, with the right to speak and committee appointment, but not to make motions, vote, hold office.
3. Retired members shall have the right to attend meetings, vote, and hold committee appointments, but not to hold office.

D. Dues

Policy for the collection of dues will be set by the Mid-America Athletic Trainers' Association (MAATA) until a time when the MAATA provides autonomy to the states for independent dues collection.

ARTICLE II – Past President

- A. Selection: Succeeds to this position from President.

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- B. Term of Office: Two (2) years, or appointed by the President according to Article VII of By-Laws.
- C. Functions and Responsibilities:
  - 1. Serve as a member of the Executive Committee.
  - 2. Serve as elections officer.
  - 3. Identify and promote current and former IATS members for awards at the state, district, and national level.

### ARTICLE III – President

- A. Selection: Elevated to this position from President-Elect.
- B. Term of Office: Two (2) years until he/she succeeds to the office of Past-President or until a successor is elected. May not be elected to consecutive terms. Once succeeded as President then serves two (2) years as Past-President or until succeeded.
- C. Functions and Responsibilities:
  - 1. Serves as official spokesperson for the Executive Committee.
  - 2. Calls all meetings of the Executive Committee as deemed necessary and advisable.
  - 3. Presides over all meetings of the Executive Committee.
  - 4. Presides over all meetings of the IATS.
  - 5. Implements the mandates and policies of the IATS as determined by the Executive Committee, subject to the provisions of the Constitution and By-Laws.
  - 6. Keeps the Executive Committee informed about IATS affairs between Executive Committee meetings.
  - 7. Serves as ex-officio member of all IATS committees.
  - 8. Appoints, with majority agreement of the Executive Committee, all committee chairpersons.
  - 9. Appoints, with majority agreement of the Executive Committee, all representatives of the IATS to allied organizations.
  - 10. Transacts all business for and on behalf of the IATS, subject to the provisions of the Constitution and By-Laws.
  - 11. This is a non-paying position.

### ARTICLE IV – President-Elect

- A. Selection: Elected by a majority mail vote of the eligible voting membership.

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- B. Term of Office: Elected for a two (2) year term until he/she succeeds to the office of President or until a successor is elected. Once succeeded as President-Elect then serve two (2) years as President, followed by two (2) years as Past-President.
- C. Functions and Responsibilities:
  - 1. Serves as President pro tempore in the absence of the President.
  - 2. Serves as a member of the Executive Committee.

### ARTICLE V – Secretary

- A. Selection: Elected by a majority mail vote of the eligible voting membership.
- B. Term of Office: Elected for a three (3) year term and may not serve more than two (2) consecutive terms.
- C. Functions and Responsibilities:
  - 1. Serves as a member of the Executive Committee.
  - 2. Serves as custodian of all records, books, papers, and documents belonging to the IATS.
  - 3. Records minutes of all Executive Committee meetings and distributes necessary information to the IATS membership. Records minutes of all IATS meetings and distributes them to the membership.
  - 4. Conducts the official correspondence of the society including such matters as notifying members of meetings, officers of their election, committee persons of their appointment, and transactions between the IATS and all other organizations.
  - 5. Maintains a current and accurate mailing list, using the employment address whenever possible, and keeps the official records of the IATS membership.
  - 6. Maintains a summary report of financial records from the Treasurer.
  - 7. Maintains a record of committee chairpersons, committee members, and members of the Executive Committee.
  - 8. Provides the President with a detailed order of business, including reports and announcements, prior to each Executive Committee and business meetings.
  - 9. Brings to each meeting a copy of the Constitution and By-Laws, voting membership roll, and a list of all standing and special committees.

### ARTICLE VI – Treasurer

- A. Selection: Elected by a majority mail vote of the eligible voting membership.
- B. Term of Office: Elected for a two (2) year term and may not serve more than two (2) consecutive terms.

C. Functions and Responsibilities:

1. Serves as a member of the Executive Committee.
2. Possesses full power and complete responsibility to transact all financial business for, and on behalf of, the IATS as approved by the Executive Committee.
3. Commits the IATS to no financial obligations in excess of its available financial resources.
4. Serves as custodian of all financial records belonging to the IATS.
5. Submits a financial report to the Executive Committee prior to all IATS meetings and upon request.
6. Submits a financial report to the membership at all IATS Annual Meetings.
7. Collects any special assessment/fees from the IATS membership. Dues shall be collected as set forth by MAATA/NATA policy until a time when the MAATA provides autonomy to the states for independent dues collection.
8. Maintains a permanent and accurate record of all receipts and disbursements of the IATS.

ARTICLE VII – Executive Committee

A. Vacancies

1. Vacancies created by death, resignation, removal, or disqualification of any officers, shall be filled through distribution of responsibilities within the remaining Executive Committee members until the next Annual business meeting or position has been filled by a mail vote.
  - a. If Past-President position is vacant, the office is appointed by the President (only Past-Presidents are eligible)
  - b. A vacancy of the office of President shall be filled for the unexpired term by the President-elect. At the conclusion of the vacated term, this individual will then begin the sequence of President and Past President terms in succession.
  - c. A vacancy in the offices of President-Elect, Secretary, or Treasurer shall be filled by a majority popular vote of the eligible voting membership at the next Annual Business meeting. The newly elected official would finish the vacated term and then would be eligible for election to that office at that time as if it was their first election to that office.

B. Qualifications

1. Certified and Student-Certified members in good standing in the NATA and IATS may be elected to positions on the Executive Committee.

C. Duties

2. The Executive Committee shall carry out the mandates and policies of the IATS as determined by the membership, subject to the provisions of the Constitution and By-Laws.

3. Subject to the provisions of these By-Laws, the By-Laws of the Mid-America Athletic Trainers' Association, the National Athletic Trainers' Association, and all resolutions and enactments of the membership, the Executive Committee has the power and authority to transact all business on behalf of the IATS.
4. The Executive Committee shall meet at regular intervals with a minimum of two (2) Executive Committee meetings a year. A simple majority shall constitute a quorum.
5. The Executive Committee shall inform the membership of information and business of IATS. If the opinion or vote of the membership is needed it will be asked for at that time. This will be done at the Annual meeting, summer meeting, or by electronic or paper correspondence.
6. The Executive Committee shall make a report to the membership at each meeting.

#### Election of Executive Committee Members

7. The Past-President will act as elections officer for each election. All nominations for Executive Committee positions shall be submitted to the elections officer a minimum of six (6) weeks prior to the Annual meeting. The Executive Committee will narrow the list of nominated individuals to two (2) candidates. The elections officer will determine the eligibility of the nominee, and then inform the membership of the nominees for each office by mail ballot as soon as possible after the nomination period and before the Annual meeting. The elections officer and one member of the Executive Committee, excluding the President, will then preside over the counting of ballots and will make a report to the current Executive Committee on the outcome of the elections. A simple majority of the returned mail ballots is required for election. Results of the election will be made public to the membership at the Annual meeting and the newly elected officer also assumes duties at that meeting.
8. If the Past-President office is vacant, the President will immediately appoint a new elections officer. If this elections officer is nominated and runs for office, the President will appoint a new elections officer.

#### ARTICLE VIII – Public Relations Committee Chairperson

- A. Selection of Chairperson: Appointed by the President with the approval of the Executive Committee.
- B. Term of Office: Appointed by President with the approval of the Executive Committee.
- C. Committee members: The number of Committee members will be determined by the Committee Chairperson to form a workable group.
- D. Functions and Responsibilities:
  1. The Public Relations Committee Chairperson is not a member of the Executive Committee, but

- may attend the Executive Committee meetings in a non-voting, advisory capacity.
2. Responsible for all Public Relations activities of the IATS.
  3. Responsible for upkeep of the IATS website and IATS newsletter.
  4. In charge of Memorial Resolutions for the society.
  5. Responsible for forwarding all public relation activities of the IATS to the NATA and MAATA.

ARTICLE IX – Committees

- A. Committees: The committees are established to serve the IATS, NATA, and MAATA.
- B. The committee chairs shall be appointed by the President and approved by the Executive Committee. Each committee chair shall submit a written annual report of the committee's activities to the President prior to the IATS Annual meeting.

ARTICLE X – Special Committees

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

ARTICLE XI – Amendments to the By-Laws

All proposed amendments to the By-Laws shall be submitted to the President and the Executive committee and with unanimous approval of the committee shall be presented to the voting membership.

ARTICLE XII – Impeachment Procedures

Before impeachment proceedings can be instituted, a brief, containing the charges, with the name of the person or persons preferring charges, shall be drawn up and presented to the unaffected members of the Executive Committee sitting in executive session. The aforementioned brief must then be adopted by the remaining members of the Executive Committee by a unanimous vote prior to the formal presentation of the charges. Impeachment of any officer shall require a two-thirds (2/3) vote of all eligible voting members.