

# Bylaws

of the

Great Lakes Athletic Trainers' Association  
(GLATA)

(District IV, National Athletic Trainers' Association, Inc. 1967)

Revised March 2020

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## **ARTICLE I – NAME**

The name of this organization (District IV, National Athletic Trainers' Association, Inc. [NATA]) will be the Great Lakes Athletic Trainers' Association [GLATA].

## **ARTICLE II – OBJECTIVE**

The GLATA will strive to enhance and promote the Athletic Trainer and the Athletic Training profession through education, research, and advocacy by promoting the delivery of ethical healthcare services and preventing public harm.

## **ARTICLE III – MEMBERS**

### **Section 1**

The classification of members will be in accordance with the NATA Bylaws.

### **Section 2**

Qualifications for membership and the respective rights, obligations, and privileges of membership will be set forth in the NATA Bylaws.

### **Section 3**

It is required that members of the Great Lakes Athletic Trainers' Association concurrently hold membership in the National Athletic Trainers' Association.

### **Section 4**

The GLATA Executive Board will establish the annual dues of all classes. The GLATA dues will include a State allocation amount.

### **Section 5**

GLATA dues will be collected, administered, and distributed by the NATA.

### **Section 6**

Membership cancellations and revocations will be in accordance with NATA policy.

## **ARTICLES IV – OFFICERS**

### **Section 1**

The governing body of this organization will be the Executive Board.

### **Section 2**

The Executive Committee of this organization will consist of the President, President-Elect, Vice-President, Secretary, Treasurer, and the NATA District IV Director. The Executive Board of this organization will consist of the members of the Executive Committee and the State Representatives as appointed by the following State Organizations: Illinois Athletic Trainers'

Association, Inc. [IATA], Indiana Athletic Trainers' Association [IATA], Michigan Athletic Trainers' Society, Inc. [MATs], Minnesota Athletic Trainers' Association [MATA], Ohio Athletic Trainers' Association, Inc. [OATA], and Wisconsin Athletic Trainers' Association, Inc. [WATA].

### **Section 3**

The President-Elect, Vice-President, Secretary, Treasurer, and NATA District IV Director-Elect will be nominated at or after the Annual Winter Business Meeting with nominations of officers of said year based on office rotation (See Section 5). The Executive Committee members will assume their duties after the conclusion of old business at the Annual Winter Business Meeting.

### **Section 4**

The President will open nominations for Executive Committee officer positions at the Annual Winter Business Meeting. Nominations may be submitted in two ways:

1. Nominations may be announced to the membership at the Annual Winter Business Meeting. Nominees must declare their willingness to accept the nomination by submitting the nomination form to the Elections Chairperson.
2. Nominations may be directly submitted to the Elections Chairperson using the nomination form.

Nominations will be made and accepted throughout the nominations period and will close at the culmination of the nominations period. Nominations will be managed by the Elections Committee.

### **Section 5**

The Executive Committee will be elected by a majority of the ballots cast electronically (or paper ballot per member request) by the voting membership of the GLATA. Elections will be held annually, with each member permitted one vote per open office. Elected officers will be installed at the Annual Winter Business Meeting. The President-Elect and Secretary elections will be conducted on opposite years of the Vice-President and Treasurer elections. Election of the NATA District IV Director will be one year prior to the expiration of the term of the current NATA District IV Director.

### **Section 6**

To be eligible for the office NATA District IV Director-Elect, one must have served as a past officer of the Executive Board; must have served on the Executive Board within the past 10 years from the nomination date; and must have served a minimum of two years on the Executive Board and must be in possession of a National Provider Identification (NPI) Number.

To be eligible for the office of GLATA President-Elect, one must have served two continuous years as a past member of the Executive Board or have been an elected officer in their respective states' athletic training association and must be in possession of a National Provider Identification (NPI) Number.

No person will hold office who is not a member and no member shall hold more than one office simultaneously other than to fulfill temporary duties.

### **Section 7**

Any Executive Board member may be removed from office with cause, at any time, by a majority vote of the Executive Board at a Regular or Special Meeting of the Executive Board. An Executive Board member under consideration for removal will be notified of such consideration in writing at least five days prior to the meeting. Such removal will take place without prejudice.

### **Section 8**

When the President is unable to complete his or her term, the President-Elect will fill any vacancy in the office of President for the unexpired term.

When the NATA District IV Director is unable to complete his or her term, the President will fill any vacancy in the office NATA District IV Director for the unexpired term.

The President or next highest-ranking Executive Board member has the authority, with Executive Committee approval, to appoint temporary officers to fill an unexpired term for the offices of President-Elect, Vice-President, Secretary, and Treasurer. If the position in need of appointment is that of a State Representative, the State Representative will be appointed by the State organization and approved by the Executive Board.

### **Section 9**

To be eligible to serve as a member of the GLATA Executive Committee or Executive Board, one must be in possession of a National Provider Identification (NPI) Number.

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section 1 – President**

The President-Elect will assume the office of President immediately following the conclusion of the President's term of office.

Term: Elected and serves two years as President-Elect and two years as President. The President cannot serve consecutive terms.

Duties:

- a. Serves as chair, voting member, and official spokesperson for the Executive Committee, Board, and Association.
- b. Serves as NATA District IV Director pro tempore in the absences of the NATA District IV Director.
- c. Possesses full power and responsibility to transact business for and on behalf of the GLATA.
- d. Calls all meetings of the Executive Board.
- e. Implements the mandates and policies of the GLATA as determined by the Executive Board.
- f. Presides over Executive Board meetings and Association Business Meetings.
- g. Serves as Executive Board Liaison to the Student Senate
- h. Appoints and evaluates Coordinator positions including: Web Team, History and Archives, Development, Public Relations, Research Assistance, Education, Governmental Affairs, Revenue, Memorial Resolutions, Young Professionals.
- i. Submits an annual budget request per Finance Committee specified time lines.
- j. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- k. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.

## **Section 2 – President-Elect**

Term: Elected and serves a two-year term. Term is followed by position as President. The President-Elect cannot serve consecutive terms.

Duties:

- a. Serves as a member of the Executive Committee and Board.
- b. Serves as Chairperson of the Elections Committee.
- c. Serves as President pro-tempore in the absence of the President.
- d. Serves as the NATA District IV Director pro-tempore in the absence of the NATA District IV Director and the President.
- e. Serves as the Chairperson of the Finance Committee.
- f. Serves as the Executive Board Liaison of the Education Committee.
- g. Submits an annual budget request per Finance Committee specified time lines.
- h. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- i. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- j. Provides additional duties as assigned by the President.

### **Section 3 – Vice-President**

Term: Elected and serves a two-year term. May serve a maximum of three consecutive two-year terms.

Duties:

- a. Serves as a member of the Executive Committee and Board.
- b. Assumes, under direction of the President, the responsibility of an Executive Committee Member in the event of absence except in the case of absence of the President and NATA District IV Director.
- c. Serves as Executive Board liaison to the Research Assistance Committee.
- d. Serves as Executive Board liaison to the Revenue Committee
- e. Serves as Executive Board liaison to the Governmental Affairs Committee.
- f. Serves as liaison to NATA Foundation for scholarship purposes.
- g. Serves as Parliamentarian for Executive Board meetings and Association Business Meetings.
- h. Serves as Chairperson of the Honors and Awards Committee, including promotion and awarding of the Continuing Education Assistance Grant.
- i. Serves as the Executive Board liaison to the Young Professionals Committee.
- j. Submits an annual budget request per Finance Committee specified time lines.
- j. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- k. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- l. Provides additional duties as assigned by the President.

### **Section 4 – Secretary**

Term: Elected and serves a two-year term. May serve a maximum of three consecutive terms.

Duties:

- a. Serves as a member of the Executive Committee and Board.
- b. Serves as the Chair of the Operations Committee.
- c. Serves as the Executive Board liaison to the Public Relations Committee, Honors and Awards Committee, Web Team, and Memorial Resolutions Coordinator.
- d. Serves as the custodian of all Association official records and documents.
- e. Records minutes at all Executive Board meetings and Association Business Meetings and distributes minutes to Executive Board and general membership.
- f. Maintains and updates GLATA Policies and Procedures document.
- g. Serves as the coordinator of official correspondence of the Association with the Membership.

- h. Attends/participates in NATA Secretary/Treasurer Committee Meetings.
- i. Manages membership database in conjunction with NATA policy.
- j. Submits an annual budget request per Finance Committee specified time lines.
- k. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- l. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- m. Provides additional duties as assigned by the President.

### **Section 5 – Treasurer**

Term: Elected and serves a two-year term. May serve a maximum of three consecutive terms. Secures bonding status for length of term.

Duties:

- a. Serves as a member of the Executive Committee and Board.
- b. Responsible for all financial business for and on behalf of the GLATA with approval of the President and/or Executive Board.
- c. Ensures the GLATA does not commit to financial obligations that exceed available resources.
- d. Secures formal agreements with external financial planner and accountants services to assist with the financial management of the Association.
- e. Submits a financial report to the Executive Board prior to all Executive Board meetings, excluding special meetings, unless specifically requested.
- f. Submits an audited financial report to the membership at the Annual Winter Business Meeting.
- g. Serves as the Executive Board Liaison to the Development Committee.
- h. Serves as a member of the Finance Committee.
- i. Attends/participates in the NATA Secretary/Treasurer Committee meetings.
- j. Obtains and reviews all financial reports from the financial planner and accountant quarterly and disseminates reports to the Executive Committee.
- k. Coordinates an annual internal audit for the GLATA.
- l. Ensures all checks written that exceed \$10,000 have Presidential authority and signature.
- m. Ensures all invoices paid with GLATA Business Credit Card that exceed \$10,000 have Presidential authority.
- n. Submits an annual budget request per Finance Committee specified time lines.
- o. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- p. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- q. Provides additional duties as assigned by the President.



### **Section 6 – NATA District IV Director**

Term: Elected and serves a two-year term. May serve a maximum of two consecutive terms.

Duties:

- a. Serves as a member of the Executive Committee and Board.
- b. Performs all duties as described by the NATA Bylaws.
- c. Provides the Executive Board and membership with regular updates concerning NATA business.
- d. Attends/participates in all NATA Board of Director meetings.
- e. Recruits and recommends candidates for NATA standing committees for Executive Board approval.
- f. Submits an annual budget request per Finance Committee specified time lines.
- g. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- h. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- i. Provides additional duties as assigned by the President.

### **Section 7 – NATA District IV Director-Elect**

Term: Elected and serves a 15-month term. May not simultaneously serve another elected GLATA office while serving as District Director-Elect.

Duties:

- a. Serves as a non-voting member of the Executive Committee and Board.
- b. Provides the Executive Board and membership with regular updates concerning NATA business in absence of District Director.
- d. Attends/participates in all NATA Board of Director meetings.
- e. Submits an annual budget request per Finance Committee specified time lines.
- g. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- h. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- i. Provides additional duties as assigned by the President.

### **Section 8 – State Representative**

Term: Determined by each individual State Associations (Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin) and approved by the Executive Board.

Duties:

- a. Serves as a member of the Executive Board.

- b. Recognized by the Executive Board as the individual who possesses responsibility to transact GLATA business for and on behalf of their respective State, as the official representative of said State. In the event of State Representative absence, an individual designated by the State Association may be appointed to serve as the State Representative with full voting privileges, with Executive Board approval.
- c. Represents his or her individual State regarding GLATA issues, with full consideration of Association goals and functions.
- d. Serves as a member of the Elections Committee.
- e. Serves as a member of the Finance Committee (IN, MI, OH serving in odd numbered years; IL, MN, WI serving in even numbered years).
- f. Serves as a member of the Honors and Awards Committee.
- g. Serves as a member of the Operations Committee.
- h. Solicits candidates for consideration of appointment to Student Senate, Revenue Committee, Governmental Affairs Committee and other committees are requested by the President.
- i. Submits an annual budget request per Finance Committee specified time lines.
- j. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- k. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- l. Provides additional duties as assigned by the President.

## **ARTICLE VI – MEETINGS**

### **Section 1**

Association meetings will be held each year at a time and place set by the Executive Board. Members will be notified of all meetings at least sixty days prior to the meeting. A quorum consists of voting members present.

### **Section 2**

Certified and certified retired members are entitled to one vote on all motions presented to the membership. Majority vote of the quorum signifies a passing motion.

### **Section 3**

Executive Board meetings will be held each year at times and places as determined by the President. A quorum for an Executive Board Meeting will be six voting members present. If the President is absent for a meeting, the President-Elect will preside. Executive Board members will be notified of all meetings with a draft agenda a minimum of two weeks prior to the meeting.

**Section 4**

In the event that a quorum is not available for an Executive Board meeting, an e-vote may be called. All board members must have access to the information necessary in order to vote and the President shall develop the timeframe for the e-vote.

**ARTICLE VII – STANDING COMMITTEES****Section 1 – Communications Committee**

Chair: Secretary

Committee Composition: GLATA Secretary, Public Relations Coordinator, WebTeam Coordinator, History and Archives Coordinator, Memorial Resolutions Coordinator, executive committee appointed positions.

Charge: Members of the Communications Committee will coordinate and facilitate both internal and external communications for GLATA including website, social media, newsletters, publications, and archival materials.

**Section 2 – Finance Committee**

Chair: President-Elect

Chair Term: Term of President-Elect

Committee Composition: President (ex-officio), Treasurer, State Representatives.

Consultants: Contracted external financial planner and accountant and appointed member. Consultants are solicited and selected by the Chair and the Treasurer and approved by the Executive Committee.

Duties:

- a. Ensures sound fiscal operation and integrity of the Association.
- b. Develops and establishes annual recommendations for guidelines for the preparation of all revenue, expenditures, and capital budgets.
- c. Reviews and analyzes all budget requests.
- d. Monitors cash flow, revenues, expenditures, and ensures proper external reporting requirements in compliance with the Internal Revenue Service, federal, and any State and local requirements.
- e. Conducts and annual internal audit to ensure proper compliance with established policies and procedures.
- f. Reviews fundraising projects to ensure compliance with State and federal financial regulations.
- g. Performs a quarterly review of the Association's financial reports as prepared by the contracted accountant.

- h. Develops and recommends policies and procedures for the fiscal operation of the Association.
- i. Meets during the third quarter of the fiscal year to prepare and recommend the annual budget for approval by the Executive Board.
- j. Meets annually or as needed with the contracted financial planner to oversee and recommend financial planning of Association investments to the Executive Board.
- k. Submits an annual budget request per Finance Committee specified time lines.
- l. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- m. Provides additional duties as assigned by the President.

### **Section 3 – Honors and Awards Committee**

Chair: Vice-President

Chair Term: Term of Vice-President

Committee Composition: State Representatives

Consultants: Winter Meeting Sub-Committee Coordinators

Duties:

- a. Identifies and solicits nominations of individuals who qualify for honors and awards.
- b. Recommends award winners to Executive Board for approval based on established selection criteria.
- c. Submits an annual budget request per Finance Committee specified time lines.
- d. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- e. Provides additional duties as assigned by the President.

### **Section 4 – Elections Committee**

Chair: President-Elect

Chair Term: Term of President-Elect

Committee Composition: State Representatives

Duties:

- a. Solicits and presents nominees for open offices.
- b. Verifies candidate nomination eligibility according to Bylaws.
- c. Ensures membership is informed of annual election information.

- d. Conducts nominations and elections within established time period in accordance with Association policy and procedure.
- e. Ensures a system of electronic balloting is available to the membership.
- f. Utilizes the single transferable vote system in accordance to Robert's Rules of Order to conduct membership voting in elections.
- g. The Chair will notify all candidates of election results following confirmation of election results.
- h. Submits an annual budget request per Finance Committee specified time lines.
- i. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- j. Provides additional duties as assigned by the President.

### **Section 5 – Change Management Committee**

Chair: President

Chair Term: Term of President

Committee Composition: President-Elect, Vice President, Secretary, Treasurer, District Director, District Director Elect

Duties:

- a. Ensure the Association has an effective process for planning and executing its long-term strategy
- b. Annually assess ongoing goals and develop new strategic goals in response to Association long-term strategy.
- c. Encourage changes in the strategy as events require.
- d. Annually determine actions and resources needed for completion of established strategic goals.
- e. Manage and prioritize strategic goals within the Association.
- f. Assess the ability of the Association to execute the strategy in a timely manner.
- g. Report to and engage the full GLATA Executive Board as appropriate.

## **ARTICLE VIII – SPECIAL COMMITTEES**

### **Section 1 – Education Committee**

Coordinator: Education Coordinator

Coordinator Selection: Appointed by the President with approval of the Executive Board.

Coordinator Term: Appointed for a two-year term and may serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and the President-Elect prior to a request and/or consideration for re-appointment.

Committee Composition: The Education Coordinator will solicit and recommend committee members with approval from the Executive Board. Committee members will include, as a minimum, representatives from GLATA Student Senate, AT Educator, AT Clinician, and Winter Meeting Planner(s).

Executive Board Liaison: President-Elect

Duties:

- a. Attends Executive Board meetings in a non-voting capacity at the request of the President.
- b. Ensures collaboration with Winter Meeting Planners to coordinate educational activities for members.
- c. Establishes and maintains a system for assessment and evaluation of all Association educational offerings.
- d. Conducts an educational needs-assessment every 3-5 years in order to establish membership needs/desires for continuing education.
- e. Oversees and coordinates all educational components of the Annual Winter Meeting and other GLATA educational programs.
- f. Submits an annual budget request per Finance Committee specified time lines.
- g. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- h. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- i. Provides additional duties as assigned by the President.

#### 1. Winter Meeting

Chair(s): Winter Meeting Planner(s)

Subcommittee Chair Selection: Appointed by the President with approval by the Executive Board.

Term: Appointed for a two-year term. Term is renewable.

Subcommittee Chair Evaluation: Chair(s) will be evaluated by the President, President-Elect, and Education Coordinator prior to consideration and request for re-appointment.

Subcommittee Composition: Local Winter Meeting Planning Committee as determined by Winter Meeting Planners in conjunction with host State Association.

Duties:

- a. Attends Executive Board Meetings in a non-voting capacity at the request of the president.
- b. Works in conjunction with Education Committee to plan the Annual Winter Meeting.
- c. Collaborates with and directs Local Winter Meeting Planning Committee to ensure proper meeting components are executed in accordance with Winter Meeting policy and procedure.
- d. Screens applications and bids for future Winter Meetings, provides materials for review, and recommends sites for future Winter Meetings to the Executive Board.
- e. Works to establish Winter Meeting costs included but not limited to guest room rates, meeting room rates, exhibitor fees, registration fees, other accommodations needs per meeting requirements.
- f. Maintains current files of past, current, and future Winter Meeting reports and provides future cost projections and recommendations as needed.
- g. Ensures all Winter Meeting information is available to the membership in accordance with established policy.
- h. Submits an annual budget request per Finance Committee specified time lines.
- i. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- j. Provides additional duties as assigned by the President.

## 2. Education Sub-committees

### 1. Student Education Sub-committee

Chair(s): Two members of Student Senate

Subcommittee Chair Selection: Appointed by Student Senate Chair and approved by Education Coordinator and Student Senate Advisors.

Term: Length of Student Senator Term.

Subcommittee Chair Evaluation: Chair(s) will be evaluated by the Education Coordinator and Student Senate Advisor(s).

Subcommittee Composition: Selected by Student Senate from NATA District IV Accredited Athletic Training Education Programs and approved by Education Coordinator and Student Senate Advisors.

## **Section 2 – Public Relations Committee**

Coordinator: Public Relations Coordinator

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a two-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and the Secretary prior to a request and/or consideration for re-appointment.

Committee Composition: Committee will be composed of one representative from each State's Public Relations Committee and one Student Senator. If a State Association does not have such a committee, the State may appoint a representative of their choice to serve on this committee.

Executive Board Liaison: Secretary

Duties:

- a. Attends Executive Board meetings in a non-voting capacity at the request of the president.
- b. Assists in the identification of State public relation initiatives and provides resources as requested.
- c. Organizes and coordinates all Association Public Relations Projects.
- d. Serves as the coordinator of all Association media events.
- e. Coordinates and executes the GLATA Public Relations contest.
- f. Solicits and Coordinates all Association Public Relations information for submission to the GLATA and NATA electronic and written publications.
- h. Coordinates the use of the GLATA display booth.
- i. Submits an annual budget request per Finance Committee specified time lines.
- j. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- k. Provides additional duties as assigned by the President.



### **Section 3 – Research Assistance Committee**

Coordinator: Research Assistance Coordinator

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a three-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and Vice-President prior to a request and/or consideration for re-appointment.

Committee Composition: Committee will be composed of four members including the Coordinator. The Coordinator will appoint three committee members with approval from the Executive Board.

Executive Board Liaison: Vice-President

Duties:

- a. Attends Executive Board meetings in a non-voting capacity at the request of the President.
- b. Develop and review application and guidelines for awarding of annual research grants.
- c. Annually select research grant recipients.
- d. Develop review criteria for professional and student Free Communication presentations.
- e. Annually select Free Communication presenters.
- f. Organize the Free Communications sessions in conjunction with the Annual Winter Meeting.
- g. Serve as a consultative resource for membership concerning research project merit, research design, and oral/written presentations of projects.
- h. Submits an annual budget request per Finance Committee specified time lines.
- i. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- j. Provides additional duties as assigned by the President.

### **Section 4 – Council on Early Career Athletic Trainers (CECAT)**

Coordinators: CECAT Co-Coordinators

Executive Board Liaison: GLATA President

Committee Composition: Committee will be composed of 16 members. There will be two representatives from each state, and four at-large members, each serving a two-year term. Those individuals serving as District Four and District Eleven representatives to the NATA Student Leadership Committee and the NATA Young Professionals' Committee have a standing invitation to serve as ex-officio members of the committee.

## **Section 5 – Governmental Affairs**

Coordinator: Governmental Affairs Coordinator

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a two-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and Vice-President prior to a request and/or consideration for re-appointment.

Committee Composition: Committee will be composed of six members including the Coordinator. The Coordinator will solicit and select six committee members, one representing each State in the Association, with approval of the GLATA Executive Board.

Executive Board Liaison: Vice-President

Duties:

- a. Attends Executive Board meetings in a non-voting capacity at the request of the President.
- b. Oversees and coordinates activities relative to legislation, political action, and regulatory activity within the States.
- c. Annually reviews and analyzes all State regulatory bills for the States.
- d. Provides direction and assistance to the members in the areas of legislation, political action, and regulatory activity.
- e. Works collaboratively with the Education Coordinator to provide educational programming regarding legislation, political action, and regulatory activity for the members.
- f. Coordinates and develops projects for the members that will enhance areas of legislation, political action, and regulatory activity.
- g. Communicates, educates, and assists with States' efforts to obtain support from other medical professions.
- h. Works collaboratively with States, NATA Governmental Affairs Council, and the BOC, Inc. regarding legislation, political action, and regulatory activity seminars.

- i. Manages all financial considerations of the legislative process and grant applications by the States in coordination with the Finance Committee and Executive Board.
- j. Coordinator attends Executive Board meetings in a non-voting capacity
- k. Submits an annual budget request per Finance Committee specified time lines.
- l. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- m. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- n. Provides additional duties as assigned by the President.

## Section 6 – Revenue

Coordinator: Revenue Coordinator

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a two-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and Vice-President prior to a request and/or consideration for re-appointment.

Committee Composition: The Coordinator will solicit state representation. In addition to the Coordinator, the committee will have a minimum of six members. The committee will be approved by the GLATA Executive Board.

Executive Board Liaison: Vice-President

Duties:

- a. Attends Executive Board meetings in a non-voting capacity at the request of the President.
- b. Develops, enhances, and supports opportunities for revenue for the profession of Athletic Training within the Association.
- c. Provides direction and assistance to the members in the areas of revenue.
- d. Provides education regarding areas of revenue for the members.
- e. Coordinates and develops projects for the members that will enhance areas of revenue.
- f. Coordinates educational opportunities with the Education Director that involves Revenue and revenue models for Athletic Trainers.
- g. Works in cooperation with States and the NATA Council on Revenue regarding revenue models, seminars, and information.

- h. Assists with the dissemination of Revenue and revenue information provided from State regulatory boards for the Athletic Trainer.
- i. The Coordinator attends the Executive Board meetings in a non-voting capacity.
- j. Submits an annual budget request per Finance Committee specified time lines.
- k. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- l. Annually signs and submits the GLATA Disclosure Statement, to be kept on file by the President.
- m. Provides additional duties as assigned by the President.

### **Section 7**

To be eligible to serve as a member of a GLATA Special Committee (except for Student Senate) as detailed in Article VIII, one must be in possession of a National Provider Identification (NPI) Number.

## **ARTICLE IX – OTHER COMMITTEES AND APPOINTED POSITIONS**

### **Section 1 – Web Team**

Coordinator: Web Team Coordinator

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a two-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and Secretary prior to a request and/or consideration for re-appointment.

Committee Composition: Committee will be composed of three members including the Coordinator. The Coordinator will appoint two committee members with approval from the Executive Board.

Executive Board Liaison: Secretary

Duties:

- a. Attends Executive Board meetings in a non-voting capacity at the request of the President.
- b. Coordinator serves as a member of the Operations Committee.
- c. Secures a contractual agreement with an external web hosting company, with Executive Board approval.
- d. Updates website materials as appropriate and needed per Association policy.

- e. Submits an annual budget request per Finance Committee specified time lines.
- f. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- g. Provides additional duties as assigned by the President.

## **Section 2 – History and Archives Committee**

Coordinator: History and Archives Coordinator

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a two-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and Secretary prior to a request and/or consideration for re-appointment.

Committee Composition: Committee will be composed of three members including the Coordinator. The Coordinator will appoint two committee members with approval from the Executive Board.

Executive Board Liaison: Secretary

Duties:

- a. Attends Executive Board Meetings in a non-voting capacity at the request of the President.
- b. Coordinator serves as a member of the Operations Committee
- c. Solicits, collects, and preserves historical Association articles and documents.
- d. Establishes and updates criteria and plans for retention, preservation and the displays of historical articles and documents.
- e. Serves as a resource to States regarding preservation of historical articles and documents.
- f. Submits an annual budget request per Finance Committee specified time lines.
- g. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- h. Provides additional duties as assigned by the President.

## **Section 3 – Memorial Resolutions**

Coordinator: Memorial Resolutions Coordinator

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a two-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and Secretary prior to a request and/or consideration for re-appointment.

Executive Board Liaison: Secretary

Duties:

- a. Attends Executive Board meetings in a non-voting capacity at the request of the president.
- b. Serves as the district caretaker of memorial information.
- c. Ensures proper routing and recognition of information concerning deceased members.
- d. Submits an annual budget request per Finance Committee specified time lines.
- e. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- f. Provides additional duties as assigned by the President.

#### **Section 4 – ATs Care Committee**

Coordinator: GLATA AT Cares Coordinator

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a two-year term, renewable up to two times.

Coordinator Evaluation: Coordinator will be evaluated by the President and Secretary prior to a request and/or consideration for re-appointment.

Committee Composition: Committee will be composed of seven members: the coordinator and one representative from each state in the district. Each state representative will be the chair or sub-chair of that state's AT Cares Team or, if the state does not have an AT Cares Team, one will be appointed by that states' executive committee or by established application process. All committee members will be approved by the GLATA Executive Board. Each state representative must continue to maintain CISM training compliant through the International Critical Incident Stress Foundation (ICISF).

Executive Board Liaison: Secretary

Duties:

- a. Attends Executive Board meetings in a non-voting capacity at the request of the President.
- b. Serves as a member of the individual state's AT Cares Team and the NATA AT Cares Committee.
- c. Provides Executive Board with regular updates concerning NATA AT Cares program.
- d. Organizes and coordinates all educational programming in conjunction with the Education Committee.
- e. Submits an annual budget request per AT Cares specified time lines.
- f. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- g. Provides additional duties as assigned by the President.

### **Section 5 – Diversity and Inclusion Committee**

Committee: Diversity and Inclusion Committee

Eligibility: To be eligible to serve as a member of a GLATA Special Committee (except for Student Senate), one must be in possession of a National Provider Identification (NPI) Number and be a member of the GLATA and their state association

Committee Chair: Appointed by GLATA Executive Board

Evaluation: GLATA President Elect

Committee Chair Term: Two years – renewable.

Committee Members: Chair will solicit and recommend committee members with approval from the Executive Board. Committee members will include six individual representatives (one from each state) and two at-large members from GLATA.

Committee Members Terms: Two years – renewable. Member's terms are staggered in odd and even years.

Committee Meetings:

- a. Meetings of the Diversity and Inclusion Committee will be called by the Chair and scheduled as needed.
- b. During each meeting of the Diversity and Inclusion Committee, a committee member will be appointed by the Chair to take meeting minutes.
  1. The Chair will submit all meeting minutes to the GLATA Executive Board.

### Section 6

To be eligible to serve as a member of a committee or appointed position as detailed in Article IX, one must be in possession of a National Provider Identification (NPI) Number.

## ARTICLE X – PARLIAMENTARY AUTHORITY

In the absence of any provisions in the Bylaws to the contrary, all meetings of the Executive Board and the membership will be governed by the parliamentary rules and usage contained in the current edition of Robert's Rules of Orders Newly Revised.

## ARTICLE XI – AMENDMENTS TO THE BYLAWS

### Section 1

All proposed amendments to the Bylaws, with the exception of Article V, VI, VII, VIII and IX must be submitted in writing to the President at least eight weeks prior to the Annual Winter Business Meeting. The President will distribute copies of the proposed amendment to all voting members at least four weeks prior to the Annual Winter Business Meeting.

### Section 2

A proposed amendment to the Bylaws that has been submitted will be read at the Annual Winter Business Meeting. A two-thirds (2/3) majority vote of the voting membership present will be necessary for the adoption of the said amendment. Article V may be amended by a majority vote of the Executive Board.

### Section 3

As they relate to Articles IV and V (Executive Board) and Article VII and VIII (Standing and Special Committees), these Bylaws will not conflict with the Bylaws of the NATA. In the event of such a conflict, the NATA Bylaws will take precedence, and the GLATA Bylaws will be amended accordingly.