

# **Bylaws**

of the

**Great Lakes Athletic Trainers' Association  
(GLATA)**

(District IV & District X1, National Athletic Trainers' Association, Inc. 1967)

Revised February 2021

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## **ARTICLE I - THE ASSOCIATION**

### **Section 1 - Name**

(a) The name of this will be the Great Lakes Athletic Trainers' Association, known herein as "GLATA".

### **Section 2 - Purpose**

(a) GLATA is organized and shall be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(6) of the Internal Revenue Code, and within such purposes, specifically for purposes of representation of the membership and the election of GLATA officers.

## **ARTICLE II - MISSION/VISION**

(a) *GLATA MISSION:* The mission of GLATA is to promote, advance, and advocate for athletic training through professional development, scholarship, and leadership cultivation.

(b) *GLATA VISION:* Through an engaged and empowered membership, GLATA will enhance the delivery of quality healthcare and position athletic trainers as integral members of an interprofessional team.

## **ARTICLE III - MEMBERSHIP**

### **Section 1 - Membership Classification**

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

### **Section 2 - Membership Rights and Privileges**

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

### **Section 3 - Membership qualifications**

(a) Membership in NATA District Four or NATA District Eleven is a prerequisite for membership in the GLATA.

### **Section 4 - Membership Dues**

(a) The GLATA Executive Board will establish GLATA per member dues rates. Upon disbursement of dues from NATA to each District, District Four and District Eleven will transfer the agreed upon dues per member to GLATA.

### **Section 5 - Membership Cancellations and Revocations**

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

## **ARTICLE IV - LEADERSHIP**

### **Section 1 - Governing Body**

(a) The governing body of this organization will be the GLATA Executive Board.

### **Section 2 - GLATA Executive Committee**

(a) The GLATA Executive Committee will consist of the President, President-Elect, Secretary, Treasurer, the NATA District Four Director, and NATA District Eleven Director.

### **Section 3 - GLATA Executive Board**

(a) The GLATA Executive Board of this organization will have 16 members, consisting of the six members of the Executive Committee, District Four Secretary and Treasurer, District Eleven Secretary and Treasurer, 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]. All members of the GLATA Executive Board must be members of GLATA.

### **Section 4 - GLATA Officer Nominations**

(a) The positions of GLATA President-Elect, GLATA Secretary, and GLATA Treasurer will be Nominated at or after the GLATA Annual Business Meeting in March. The GLATA President will open nominations for these at the GLATA Annual Business Meeting.

(b) Nominations may be submitted in two ways:

1. Nominations for GLATA President-Elect, GLATA Secretary and GLATA Treasurer may be announced to the membership at the GLATA Annual Business Meeting. Nominees must declare their willingness to accept the nomination by submitting the nomination form to the GLATA Elections Chairperson.
2. Self-nominations for GLATA President-Elect, GLATA Secretary and GLATA Treasurer may be directly submitted to the GLATA Elections Chairperson using the nomination form.

(c) Nominations for GLATA President-Elect, GLATA Secretary and GLATA Treasurer may be made and accepted throughout the nominations period and will close at the culmination of the nominations period, as determined by the GLATA Elections Committee.

#### **Section 5 - Officer Elections**

(a) Elections will be held annually, with each voting member permitted one vote per open office. Elections for the GLATA President-Elect and Secretary will be conducted on opposite years of the GLATA Treasurer.

(b) A single transferable voting system will be used in all GLATA Elections. Election ballots will be issued electronically (or by paper ballot per member request) by the voting membership of the GLATA. For purposes of clarification, references in these Bylaws to voting by "ballot" shall not be construed to mean that action has been taken by "written ballot" in lieu of a meeting.

(c) Elected officers will be installed at the GLATA Annual Business Meeting following elections. The GLATA Executive Committee members will assume their duties after the conclusion of old business at the GLATA Annual Business Meeting.

#### **Section 6 - Elected Officer Requirements**

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

(b) To be eligible to serve as GLATA Secretary or GLATA Treasurer, at the time of the election, one must be a GLATA member in good standing and possess a National Provider Identification (NPI) Number.

(c) No person will hold office who is not a member of the GLATA and a member of either District Four or District Eleven of NATA. No member shall hold more than one GLATA office simultaneously other than to fulfill temporary duties. No member shall run for more than one Executive Committee position simultaneously.

#### **Section 7 - Removal of Executive Board Member**

(a) Any GLATA Executive Board member may be removed from office with or without cause at any time by a 2/3 majority vote of the GLATA Executive Board at a Regular or Special Meeting of the GLATA Executive Board. The notice of the meeting shall state that the purpose (or a purpose) of the meeting is to vote on removal of a GLATA Executive Board Member. The GLATA 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 - Executive Board Vacancy**

(a) If the GLATA President is unable to fulfill or complete their term, the GLATA President-Elect assumes the GLATA President position for the remainder of the vacated term. They will then serve their elected term as planned. If the President-Elect ascends into the role of GLATA President to fill a vacated term or is unable to fulfill or complete his or her term, a special election shall be held to fill the position of President-Elect.

(b) The GLATA President, with GLATA Executive Board approval, can appoint temporary officers to fill an unexpired term for the offices of GLATA Secretary, and Treasurer until a new Secretary or Treasurer is elected.

(c) If the GLATA Executive Board position vacancy is that of a District or State Representative, the representative to fill the vacancy will be identified by the State or District they represent and approved by the GLATA Executive Board.

## **ARTICLE V - DUTIES OF OFFICERS**

### **Section 1 - GLATA President**

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

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

(c) Duties:

(1) Serves as chair, voting member, and official spokesperson for the Executive Committee, Board, and GLATA.

(2) Possesses full power and responsibility to transact business for and on behalf of the GLATA.

(3) Calls all meetings of the GLATA Executive Board.

(4) Implements the mandates and policies of the GLATA as determined by the GLATA Executive Board.

(5) Presides over GLATA Executive Board meetings and GLATA Business Meetings.

(6) Serves as the GLATA Executive Board Liaison of the Council for Early Career Athletic Trainers (CECAT).

(7) Appoints and evaluates Coordinator positions including: Education, Annual Meeting, Governmental Affairs, History and Archives, Research Assistance, Memorial Resolutions, ATs Care, Council on Early Career Athletic Trainers, and Diversity and Inclusion.

(8) Coordinates on appointments for all joint GLATA and NATA committee positions with the NATA District Four and Eleven Directors.

(9) Serves as a non-voting ex-officio member of the GLATA Finance Committee.

### **Section 2 - GLATA President-Elect**

(a) Term: Elected and serves a two-year term, followed immediately by a two-year term as President. The President-Elect cannot serve consecutive terms.

(b) Duties:

(1) Serves as a member of the GLATA Executive Committee and GLATA Executive Board.

(2) Serves as Chairperson of the Elections Committee.

(3) Serves as GLATA President pro-tempore in the absence of the GLATA President.

(4) Serves as the Chairperson of the GLATA Finance Committee.

(5) Serves as the GLATA Executive Board Liaison of the Education Committee, Committee on Practice Advancement, and Diversity and Inclusion Committee.

(6) Performs additional duties as assigned by the President.

### **Section 3 - GLATA Secretary**

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

(b) Duties:

(1) Serves as a member of the GLATA Executive Committee and Board.

(2) Serves as the Chairperson of the GLATA Honors and Awards Committee and Communications Committee.



- (3) Serves as the GLATA Executive Board liaison to the History and Archives Committee.
- (4) Serves as the custodian of all GLATA official records and documents.
- (5) Records minutes at all GLATA Executive Board meetings and GLATA Business Meetings.
- (6) Maintains a record of GLATA committee chairpersons, committee members, and GLATA Executive Board members.
- (7) Coordinates official correspondence of the GLATA, including meeting notices, election results, committee vacancies, committee appointments, newsletters and GLATA Executive Board meeting minutes.
- (8) Maintains and updates GLATA Policies and Procedures documents.
- (9) Receives membership information from District Four and Eleven Secretaries and manages GLATA Membership database in accordance with NATA Policy.
- (10) Performs additional duties as assigned by the GLATA President.

#### **Section 4 - GLATA Treasurer**

- (a) Term: Elected and serves a two-year term. May serve a maximum of three consecutive terms. Secures bonding status for length of term.
- (b) Duties:
  - (1) Serves as a member of the GLATA Executive Committee and Board.
  - (2) Serves as Co-Chairperson of the GLATA Finance Committee.
  - (3) Serves as the GLATA Executive Board liaison to the Governmental Affair Committee, and Research Assistance Committee.
  - (4) Serves as the GLATA Executive Board liaison to the NATA Foundation for scholarship purposes.
  - (5) Responsible for all financial business for and on behalf of the GLATA with approval of the GLATA President and/or GLATA Executive Board.

(6) Ensures the GLATA does not commit to financial obligations that exceed available resources.

(7) Secures formal agreements with external financial planner and accountant services to assist with the financial management of GLATA. External financial vendors must be approved by the Executive Board.

(8) Submits a financial report to the Executive Board prior to all Executive Board meetings, excluding special meetings, unless specifically requested.

(9) Maintains a permanent and accurate record of all receipts and disbursements of all GLATA monies.

(10) Obtains and reviews all financial reports from the financial planner and accountant quarterly and disseminates reports to the Executive Committee.

(11) Coordinates an annual internal audit for the GLATA.

(12) Performs additional duties as assigned by the GLATA President.

## **ARTICLE VI - DUTIES OF STATE AND DISTRICT REPRESENTATIVES TO THE GLATA EXECUTIVE BOARD**

### **Section 1 - State Representatives**

(a) Term: Determined by the applicable individual State Associations (Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin). In the interest of clarity, in the event of the absence of a State Representative, an individual designated by the State Association may be appointed to serve as the State Representative with full voting privileges, with Executive Board approval.

(b) Duties:

(1) Serve as a member of the GLATA Executive Board.

(2) Responsible to transact GLATA business for and on behalf of their respective State Association, as the official representative of said State Association.

(3) Represent their individual State regarding GLATA issues, with full consideration of Association goals and functions.

(4) As appointed, serve as a member of the GLATA Finance, Elections, and Honors and Awards Committees.

(5) Solicit candidates for consideration of appointment to committees as requested by the GLATA President.

- (6) Perform additional duties as assigned by the GLATA President.

### **Section 2 - District Representatives**

(a) Term: Determined by each individual District (District Four and District Eleven). In the interest of clarity, in the event of the absence of a District Representative, an individual designated by the applicable District may be appointed to serve as the applicable District Representative with full voting privileges, with Executive Board approval.

(b) Duties:

- (1) Serves as a member of the GLATA Executive Board.
- (2) Responsible to transact GLATA business for and on behalf of their respective District, as an official representative of said District.
- (3) Represents their individual District regarding GLATA issues, with full consideration of Association goals and functions.
- (4) Serves as a member of the GLATA Committees as assigned by the Executive Board.
- (5) Solicits candidates for consideration of appointment to committees as requested by the GLATA President.
- (6) Performs additional duties as assigned by the GLATA President.

## **ARTICLE VII - MEETINGS OF GLATA MEMBERS**

### **Section 1 - Quorum of GLATA Membership**

(a) At a general membership meeting or business meeting, a quorum of the GLATA membership will consist of the voting members present.

### **Section 2 - Time, Location, Notification of GLATA Meetings**

(a) GLATA business meetings will be held at a time and place set by the GLATA Executive Board. Members will be notified of all meetings and business items that require a vote of the membership, at least 28 days prior to the meeting. Members may participate in, or conduct, any meeting of the Members in person, via web conference, or via phone, provided that all participating Members may simultaneously have access to each other's communications during the meeting.

### **Section 3 - Voting Members**

(a) Certified and certified retired members as defined in Article III, Section 1 are entitled to one vote on all motions presented to the membership. Majority vote of the quorum signifies a passing motion unless required otherwise by NATA bylaws.

## **ARTICLE VIII - MEETINGS OF GLATA EXECUTIVE BOARD**

### **Section 1 - Quorum of GLATA Executive Board**

(a) A quorum of a GLATA Executive Board Meeting will be 11 of the 16 voting members present, including at least four voting members from District Four and four voting members from District Eleven.

### **Section 2 - Time, Location, Notification of GLATA Executive Board Meetings**

(a) GLATA Executive Board meetings will be held at times and places as determined by the GLATA President. Members of the GLATA Executive Board will be considered to be present if participating in any meeting of the GLATA Executive Board in person, via web conference, or via phone, provided that all participating Executive Board members may simultaneously have access to each other's communications during the meeting. If the President is absent for a meeting, the President-Elect will preside. GLATA Executive Board members will be notified of all meetings with a draft agenda a minimum of two weeks prior to the meeting.

### **Section 3 - Actions of the GLATA Executive Board**

(a) Each member of the GLATA Executive Board is entitled to one vote. The action of a majority of the GLATA Executive Board at a meeting at which a quorum is present shall be the act of the Executive Board.

## **ARTICLE IX - STANDING COMMITTEES**

**Section 1 - Chair:** Standing committees are chaired by an elected member of the GLATA Executive Committee

(a) Chair term: The term of the specific GLATA officer

(b) Committee Composition: Consists of members of the GLATA Executive Board that are specific to that committee or individuals as appointed by the GLATA Executive Board.

(c) Duties: Duties of each standing committee are specified in GLATA policies and procedures and as assigned by the GLATA President.

### **Section 2 - Communications Committee**

(a) Chair: GLATA Secretary

(b) Committee Composition: District Four Secretary, District Eleven Secretary, District Four Public Relations Committee Representative, District Eleven Public Relations Committee Representative, and individuals appointed by the Executive Board.

(c) Consultants: Website Host Provider, State Public Relations and Website Representatives.

(d) Charge: Collaborate with members of the Communications Committee to coordinate and facilitate both internal and external communications for GLATA including website, social media, newsletter, publications, and archival materials.

### **Section 3 - Finance Committee**

(a) Co-Chair: President-Elect and GLATA Treasurer

(b) Committee Composition: President (ex-officio), District Four Treasurer, District Eleven Treasurer and the six GLATA State Representatives.

(c) Consultants: Contracted external financial planner and accountant and appointed member. Consultants are solicited and selected by the GLATA Treasurer and approved by the GLATA Executive Board.

(d) Charge: Ensure the fiscal operation and integrity of the organization by determining guidelines and policy development, proposing and establishing budgets, reviewing accounts, and auditing of finances.

### **Section 4 - Honors and Awards Committee**

(a) Chair: GLATA Secretary

(b) Committee Composition: District Four Secretary, District Eleven Secretary, and the six GLATA State Representatives.

(c) Consultants: GLATA Annual Meeting Coordinators

(d) Charge: Identify and solicit nominations for GLATA Awards and facilitates the selection of individuals to be recognized for their contributions to the GLATA or athletic training profession.

### **Section 5 - Elections Committee**

(a) Chair: GLATA President-Elect

(b) Committee Composition: The six GLATA State Representatives and Executive Board appointed individuals.

(c) Consultants: The elections committee may consult past-GLATA elected officers, not running in the current elections cycle, to help identify and recruit potential candidates for elections.

(d) Charge: Solicit nominations and coordinate elections as specified in the GLATA Bylaws and outlined in GLATA polices and procedures.

## **ARTICLE X - SPECIAL COMMITTEES AND APPOINTED POSITIONS**

**Section 1** - Special Committees may be formed by the GLATA President as needed, with the approval of the GLATA Executive Board.

(a) Coordinator: Each special committee or sub-committee has a coordinator or co-coordinator who is appointed by the GLATA President with approval of the GLATA Executive Board.

(1) Coordinator Term: Coordinators are appointed for a two-year term and may serve more than one term.

(2) Coordinator Evaluations: Coordinators will be evaluated by the GLATA Executive Board liaison prior to a request and/or consideration for re-appointment. The coordinator evaluations will be presented to the entire GLATA Executive Board in closed session.

(b) Committee Compositions: Unless otherwise specified, each committee coordinator will solicit and recommend committee members with the approval of the GLATA Executive Board. Committees will have membership guidelines outlined by GLATA polices and procedures. Equal consideration will be given to District Four and District Eleven members. Committee members must have a National Provider Identification (NPI) number.

(c) Duties: Duties of each special committee are specified in GLATA polices and procedures and as designated by the GLATA President.

(d) Executive Board Liaison: Each special committee will have an Executive Board liaison as designated or appointed by the GLATA President with approval of the GLATA Executive Board.

### **Section 2 - Education Committee**

(a) Coordinator: Education Coordinator

(b) Executive Board Liaison: GLATA President-Elect or as appointed by the GLATA President with approval of the GLATA Executive Board.

(c) Charge: Collaborate with GLATA meeting planners and committee members to coordinate and evaluate education opportunities and activities for GLATA members.

(d) Committee Composition: The Education Coordinator will solicit and recommend committee members with approval from the GLATA Executive Board. Committee members will include, as a minimum, representatives include CECAT, Research Assistance, Honors and Awards, and Annual Meeting Planner(s).

### **Section 3 - Education Sub-Committee – GLATA Annual Meeting**

(a) Co-Coordinators: Annual Meeting Planners

(b) Charge: Collaborate with Education Coordinator to form the Annual Meeting subcommittee that develops, hosts, and evaluates the annual meeting.

### **Section 4 - Research Assistance Committee**

(a) Coordinator: Research Assistance Coordinator

(b) Executive Board Liaison: GLATA Treasurer

(c) Committee Composition: The Research Assistance Coordinator will solicit and recommend committee members with approval from the GLATA Executive Board.

(d) Charge: Coordinate and implement the GLATA Research Grant and Free Communications Presentations program. The committee is responsible for developing application materials, establishing guidelines, reviewing proposals, and identifying research award recipients.

### **Section 5 - Council on Early Career Athletic Trainers (CECAT)**

(a) Coordinators: CECAT Co-Coordinators

(b) Executive Board Liaison: GLATA President

(c) 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.

(d) Charge: Develop and create initiatives, programming, and opportunities to engage, enhance, and improve the overall experience of athletic training students and early career professionals within the association.

**Section 6 - Governmental Affairs**

- (a) Coordinator: Governmental Affairs Coordinator
- (b) Executive Board Liaison: GLATA Treasurer
- (c) Committee Composition: Committee will be composed of one representative from each State Associations Governmental Affairs Committee. If a State Association does not have such a committee, the State may appoint a representative of their choice to serve on this committee. If not serving as coordinator, those individuals serving as District Four and District Eleven representatives to the NATA Governmental Affairs Committee have a standing invitation to serve as ex-officio members of the committee.
- (d) Charge: Collaborate and assist states in identifying resources, providing direction, developing communication and programming in the areas of legislation, political action, and regulatory activities.

**Section 7 - Council on Practice Advancement (COPA)**

- (a) Coordinator: COPA Coordinator
- (b) Executive Board Liaison: GLATA President-Elect
- (c) Committee Composition: The Coordinator will solicit and recommend committee members with approval from the GLATA Executive Board. In addition to the Coordinator, the committee will have a minimum of six members.
- (d) Charge: Develop and enhance initiatives that will support athletic trainers in many diverse job settings within the athletic training profession.

**Section 8 - History and Archives Commission**

- (a) Coordinator: History and Archives Coordinator
- (b) Executive Board Liaison: GLATA Secretary
- (c) 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.
- (d) Charge: Collect, solicit, maintain and preserve documents of historical significance to the association.

**Section 9 - ATs Care Committee**

- (a) Coordinator: GLATA ATs Care Coordinator



(b) Executive Board Liaison: GLATA Secretary

(c) Committee Composition: Committee will be composed of seven members including 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). If not serving as coordinator, those individuals serving as District Four and District Eleven representatives to the NATA ATs Care Committee have a standing invitation to serve as ex-officio members of the committee

(d) Charge: To offer crisis management training opportunities for athletic trainers dealing with the aftermath of a critical incident. Aid ATs and AT students who have been involved in a critical incident by utilizing a peer-to-peer system to assist, monitor and encourage these individuals to seek initial support through state and district ATs Care teams.

#### **Section 10 - Diversity and Inclusion Committee**

(a) Coordinator: Diversity and Inclusion Committee Coordinator

(b) Executive Board Liaison: GLATA President-Elect

(c) Committee Composition: Coordinator will solicit and recommend committee members with approval from the GLATA Executive Board. Committee members will include six individual representatives (one from each state) and two at-large members from GLATA. If not serving as coordinator, those individuals serving as District Four and District Eleven representatives to the NATA LGBTQ+ Advisory Committee and the NATA Ethnic Diversity Advisory Committee have standing invitations to serve as ex-officio members of the committee.

(d) Charge: Understand, embrace and promote the unique diversity of the GLATA membership and patients ATs treat. The committee will champion and advocate for an environment of inclusivity and equal opportunity that fosters respect, fairness and values differences in both ATs and the patient populations they serve.

#### **Section 11 - Special Committee Eligibility**

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

### **ARTICLE XI - AMENDMENTS TO THE BYLAWS**

#### **Section 1 - Amendments to Articles I-IV and XI**

(a) All proposed amendments to the Bylaws, Article I-IV and XI must be submitted in writing to the GLATA President at least eight weeks prior to a GLATA Executive Board Meeting. Votes regarding proposed amendments to the Bylaws, Article I-IV and XI will require the approval of a quorum of the GLATA Executive Board as defined in Article VIII, Section 1. A proposed amendment to the Bylaws shall be advanced to the GLATA membership for a vote with a two-thirds (2/3) majority vote of the GLATA Executive Board.

(b) The GLATA President will distribute copies of the proposed amendment to all voting members at least four weeks prior to a GLATA Business Meeting. The proposed amendment will be read at the GLATA Business meeting. A two-thirds (2/3) majority vote of the voting membership present will be necessary for the adoption of the said amendment.

### **Section 2 - Amendments to Articles V-X**

(a) A proposed amendment to Articles V-X of the Bylaws will require the approval of a quorum of the GLATA Executive Board as defined in Article VIII, Section 1. Amendments to such articles may be made with a majority vote of the GLATA Executive Board.

### **Section 3 - No Conflict with NATA**

(a) As they relate to Articles IV and V (GLATA Executive Board) and Article IX, and X (Standing Committees, Special Committees and Appointed positions), 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 deemed amended accordingly.