

**BYLAWS OF  
ATHLETIC TRAINERS OF MASSACHUSETTS, INC**  
[www.athletictrainersofmass.org](http://www.athletictrainersofmass.org)

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**Article 1 Name**

**The name of the organization shall be Athletic Trainers of Massachusetts, Inc. (ATOM, Inc.)**

**Article 2 Mission Statement**

**Athletic Trainers of Massachusetts is a non-profit organization committed to advancing, improving, and promoting the profession of athletic training. ATOM was founded by a group of athletic trainers to address the issues of mutual concern within the Commonwealth.**

**Article 3 Membership ~~previously Article I~~**

Section 1

Membership classifications shall be made according to the definitions, requirements and specifications established by the Athletic Trainers of Massachusetts, Incorporated.

Section 2

There shall be five (5) classes of membership as follows:

- a. Licensed and Certified
- b. **Health Professional**

- c. Student
- d. Honorary
- e. Retired

No individual shall be eligible for more than one (1) class of membership at one time.

### Section 3

During the meetings convened according to Article IX Section 3, all members may take part in discussion or debate and, in general, have privileges of the floor. However, only Licensed and Certified and Retired members shall be entitled to make a motion or vote.

### Section 4

Only members of the Licensed and Certified or Retired classifications shall be entitled to **hold an elected** office or committee chair appointments in this organization.

### Section 5

Classifications and qualifications:

a. Licensed and **Certified**: An athletic trainer who is licensed by the Commonwealth of Massachusetts and certified by **BOC**, Inc, whose annual dues have been received by the ATOM Treasurer.

b. **Health Professional**: Any person who is engaged in a health care profession or is engaged in the education profession or otherwise, and has contributed or desires to contribute to the **practice, promotion or support** of the stated purposes of this organization, and whose annual dues have been received by **the ATOM Treasurer**.

c. Student: Any full-time student with an interest in the profession of athletic training whose complete **ATOM** application is on file with this organization and whose annual dues have been received by **the ATOM Treasurer**.

d. Honorary: An individual who has rendered outstanding service to the Athletic Trainers of Massachusetts, Inc. and/or to the profession of athletic training is eligible for honorary membership upon written nomination by a Licensed and Certified or Retired member to the Executive Council. Honorary membership shall be granted, upon approval by majority vote of the Executive Council.

e. Retired: **A licensed athletic trainer who has discontinued the practice of athletic training due to retirement.**

## **Article 4 Eligibility for Membership**

### Section 1

Any person who is engaged in the profession of athletic training and who desires to contribute to the **practice, promotion or support** of the stated purposes of this organization shall be eligible for membership in the Athletic Trainers of Massachusetts, Inc.

### Section 2

The procedure by which eligibility for membership shall be affected is **stated herein and** so voted by the Executive Council.

### Section 3

Licensed and Certified and Retired members in good standing in this organization shall be **eligible** to cast one (1) vote upon all questions submitted to the membership for decision.

## **Article 5 Membership Dues**

### Section 1

Members that join District 1 of the NATA are automatically entitled to membership in ATOM upon payment of District dues.

### Section 2

For **non-certified students and Health Professionals** who **choose to solely join** ATOM, the annual membership dues shall be as follows:

- a. **Non-certified student: The dues shall be \$15.00.**
- b. **Health professional: The dues shall be \$25.00.**

### Section 3

Retired and Honorary: No dues shall be assessed to these classifications.

## **Article 6 Suspension of Membership**

### Section 1

Any individual's membership may be suspended by the Executive Council for:

- a. failure to pay annual dues;
- b. revocation of the license to practice athletic training in the Commonwealth of Massachusetts or;
- c. due to a violation of the National Athletic Trainers Association, Inc. Code of **Ethics or;**
- d. **violation of the BOC Standards of Practice.**

### Section 2

Recommendation for suspension of membership for nonpayment of dues (Article 6, Section 1 [a]) shall occur thirty (30) days after, the February 15 deadline of the current fiscal year. Notice of membership suspension shall be forwarded, by mail, from the Executive Council to the member at his/her address of record. A. Reinstatement: Any member suspended for failure to pay his/her dues thirty (30) days after February 15 of that fiscal year, must apply for reinstatement through the Executive Council.

- 1. Members may be reinstated upon receipt of application for reinstatement and a fee of \$10.00 and payment of all present and delinquent dues.

### Section 3

Recommendation for suspension of membership based upon Article 6, Section 1 (b) or (c) or (d) shall be made in accordance with the procedures as outlined in the **BOC Standards of Practice.**

## **Article 7 Voting Powers**

### Section 1

Voting powers shall be as described in Article 4, Section 3.

## **Article 8 Organization**

### Section 1

The governing body of this organization shall be the Executive Council. The Executive Council shall be made up of the President, President-Elect, Secretary, Treasurer, Past-President and Membership Representative.

### Section 2

The President shall serve as the chair of the Executive council and shall be responsible for the conduct of any and all meetings.

### Section 3

No member shall hold more than one (1) office on the Executive Council at one time.

### Section 4

Each member of the Executive Council, **except the Past President (Ex Officio)**, shall be allowed one (1) vote when deciding issues before the Council.

### Section 5

Executive Council positions may be held for no more than two consecutive terms.

### Section 6

Upon term completions, any vacant position will be advertised as “open for nominations” until an election takes place.

## **Article 9 Officers**

### Section 1

The officers of the Athletic Trainers of Massachusetts, Incorporated shall be the President, President-Elect, Secretary, Treasurer, Past President and Membership Representative.

### Section 2

Election of the officers of this organization shall be by a majority of votes cast by the membership as outlined in these bylaws.

### Section 3

The office of President shall be a successive one, being filled by the President-Elect. A simple majority of votes cast shall determine the new President.

### Section 4

The term of office for President shall be two (2) years or until a successor is named, and be followed immediately by a **two (2)** year term on the Executive Council as Past President.

### Section 5

The term of office for President-Elect shall be two (2) years or until a successor is named.

#### Section 6

The term of office for secretary shall be for two (2) years or until a successor is named.

#### Section 7

The term of office for Treasurer shall be for three (3) years or until a successor is named.

#### Section 8

The term of office for Membership Representative shall be for two (2) year or until a successor is named.

### **Article 10 Duties of the Officers**

#### Section 1

The duties of the President are:

- a. To serve as official spokesperson for the organization and to act as the representative of the organization to other allied organizations and other organized bodies, or to appoint a representative to carry out this function.
- b. To serve as chair of the Executive Council at all meetings of the body.
- c. To appoint with the approval of the Executive Council, Committee chairs to all standing committees and other special or ad hoc committees that may be formed.
- d. To maintain communication with the Executive Council in all matters pertinent to the coordination, management and supervision of the organization's affairs.
- e. To develop the agenda and preside over all meetings of the Executive Council.
- f. To develop the agenda and preside over all business meetings of the membership of the organization.
- g. To implement the mandates and policies of the organization as determined by the Executive Council.
- h. To transact all business for and on behalf of the organization subject to the provisions of the Constitution and Bylaws.
- i. To commit the organization to no financial obligation in excess of its available financial resources.
- j. **The President's Advisory Committee shall consist of one representative from each of the designated committees of the NATA.**
- k. To serve on the District One Executive Council.

#### Section 2

The duties of the President-Elect are:

- a. To serve as a member of the Executive Council at all meetings of that body.
- b. To assume the duties of President in his/her absence or for the remainder of the President's term in the event that the President becomes unable to fulfill the duties of that office.
- c. To serve as the coordinator for the annual conference in conjunction with the convention committee chair.

#### Section 3

The duties of the Past-President are:

- a. To serve as an officer (Ex Officio) on the Executive Council for two (2) years

immediately following his/her term as President for the purpose of assisting in the transition of leadership of the organization.

#### Section 4

The duties of the Secretary are:

- a. To record and report all minutes of the meetings of the Executive Council and of the organization to the membership and incorporation lawyer.
- b. To maintain a file of the records and official correspondence of the organization.
- c. To conduct, in conjunction with the President and Executive Council, the official correspondence of the organization including such matters as meeting notices, election results, newsletters, committee appointments, and all notices as required by the Bylaws or as requested by the Executive Council.
- d. To maintain, in cooperation with the Treasurer and District 1, a current and accurate mailing list and official record of the organization membership.
- e. To maintain a record of committee chairs, committee members and members of the Executive Council.
- f. To provide the President with a detailed order of business including reports and announcements prior to each business meeting.
  - g. To bring to each meeting a copy of the Constitution, Bylaws, standing rules, voting membership roll call, a list of standing and special committees and materials to enact a secret ballot.

#### Section 5

The duties of the Treasurer are:

- a. To submit and collect dues and other special assessments from the membership, and to notify members of delinquent payments.
- b. To keep and maintain a permanent and accurate record of all receipts and disbursements of the organization.
- c. To manage the receipt and disbursement of all monies to and from the organization and maintain a file of proper documentation to account for each transaction.
- d. To submit the official books for a written annual audit by a Certified Public Accountant and at any time as requested by the Executive Council.
- e. To provide the membership a written annual audit certifying the accuracy of the financial records maintained by the Treasurer.
- f. To provide an annual financial report to the President and interim reports as requested by the Executive Council.
- g. deleted

#### Section 6

The duties of the Membership Representative are:

- a. To vote upon all issues presented to the Executive Council.
- b. To represent the views of the membership as brought forth from the Advisory Committee.
- c. To notify members if NATA/ATOM membership is suspended or revoked.
- d. To notify the ATOM membership regarding membership classification data and trends.
- e. To provide an annual membership report to the President and interim reports as requested by the Executive Council.

### Article 11 Meetings

#### Section 1

The organization shall conduct all meetings in accordance with the standards outlined in Robert's Rules of order.

#### Section 2

All business conducted at the business meetings shall be passed by a majority vote of those present, who are eligible to vote as outlined by these Bylaws.

#### Section 3

The organization shall conduct, at least two (2) semi-annual meetings according to the schedule as follows:

- a. A meeting shall be held in January of each year in conjunction with the meeting of the Eastern Athletic Trainers Association.
- b. A meeting shall be held in conjunction with the Athletic Trainers of Massachusetts, Inc. **biannual conferences**.
- c. Special meetings shall be called when necessary by the Executive Council.
- d. All meetings are to be called by the President with adequate notice in writing, e-mail, or by telephone to the membership.

#### Section 4 **previously Section 5**

**Business agenda items shall be submitted for approval by the Executive Council. An agenda shall be provided to the membership in a timely manner.**

#### Section 5 **previously section 6**

The Executive Council shall have the power to change an agenda at any time.

#### Section 6 **previously Section 4**

**Agenda items at the business meetings shall be voted on by the eligible voters with a majority vote necessary for a ruling.**

#### Section 7

The Executive Council shall have, by majority vote the responsibility and exclusive authority to conduct business on behalf of ATOM, Inc. and its membership.

### **Article 12 Election of Officers**

#### Section 1

An **Election Committee shall receive nominations to ensure candidates' eligibility for office and** carry out the procedures for election of officers.

#### Section 2

Eligibility of a candidate for any office shall be contingent upon current membership in the Athletic Trainers of Massachusetts, Inc. in the Licensed and Certified or Retired classifications.

#### Section 3

The nomination period shall be from October 1 until November 1 of the election year. Nominations must be received by the **Elections** Committee by November 1<sup>st</sup> 5:00 pm.

#### Section 4

Self or second party nominations are acceptable.

#### Section 5

The **online** election period shall be from November 15th until December 1st of the election year, or thirty (30) days from the mailing of the **paper** ballots. Ballots must be received by the Election Committee on or before December 1st, or thirty (30) days from the mailing of the **paper** ballots.

#### Section 6

**All election votes shall be conducted by ballot. Offices with only one (1) nomination shall be confirmed by affirmation at the annual ATOM business meeting.**

#### Section 7

The **Election** Committee shall be responsible for the design and distribution of the ballot to the members eligible to vote, in accordance with Article 4 Section 3. Eligibility shall be contingent upon current membership in the Licensed and Certified or Retired classifications. **The ballot must include each candidate's name and instructions for completing the ballot.**

#### Section 8

The position of each candidate's name on the ballot shall be **randomly determined**.

#### Section 9

Each candidate will be notified about the election results prior to the annual business meeting of ATOM at the January EATA meeting. The election results announcement to the membership will be made at the business meeting.

### **Article 13 Committees**

#### Section 1

All committees shall be **created** or dissolved by the President with the approval of the Executive Council.

#### Section 2

**The Chair of each committee shall be appointed or removed by the President with the approval of the Executive Council.**

#### Section 3

The chair of each committee shall be allowed to choose the members of the committee upon the approval of the President.

#### Section 4

The chair of each committee shall submit a report, to the Secretary, thirty (30) days before all business meetings.

#### Section 5

**Clinical-Industrial-Corporate Athletic Trainers**

College & University Athletic Trainers  
College & University Athletic Student Trainers  
Educational Multi-media  
Entry-Level Education Council  
Ethics  
Ethnic Diversity Advisory  
Governmental Affairs  
History & Archives  
Honors & Awards  
Memorial Resolutions  
Elections  
NATA Foundation  
NATA Foundation-Scholarships  
Public Relations  
Career Assistance  
Reimbursement  
Secondary Schools  
Web Masters Advisor Group  
Women in Athletic Training

#### **Article 14 Saving Clause**

##### Section 1

In addition to the powers set forth in this constitution, the organization shall have all further power and authority to be reasonably implied from the objectives stated herein, without necessity for specific amendment to the constitution.

##### Section 2

Failure of literal or complete compliance with the provision of the constitution and bylaws with respect to dates and times of notices, or the sending and receipt of same, or errors in phraseology of notices or proposals, which in the judgement of the members present at the meeting held, do not cause substantial injury, to the rights of members, shall not invalidate the actions or proceedings of members at any meeting.

Article XIII Place of Meetings was deleted

#### **Article 15 Quorum**

##### Section 1

At any scheduled meeting of the **membership**, a quorum for the transaction of business shall consist of a majority of all **eligible voters present**. Any meeting may be adjourned by a majority of the votes properly cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

#### **Article 16 Action by Consent**

##### Section 1

Any action required or permitted to be taken at any meeting of the Executive Council may be taken without a meeting, if all members of the Council consent to the action in writing

and the written consents are filed with the records of the meetings of the Council. Such consents shall be treated for all purposes as a vote at a meeting.

## **Article 17 Proxies**

### Section 1

Members entitled to vote, may either in person or by **written** proxy, dated not more than thirty (30) days before the meeting named therein, which proxies shall be filed with the Secretary or other person responsible to record the proceedings of the meeting before being voted. Unless otherwise specifically limited by their terms, such proxies shall entitle the holders thereof to vote at any adjournment of such meeting.

## **Article 18 Action at Meeting**

### Section 1

When a quorum is present, the action of the members on any matter properly brought before such meeting shall be decided by a majority of the **eligible members present**, except where a different vote is required by the law, the Articles of organization or these Bylaws. In the event of a vacancy on the Executive Council, the remaining members, except as otherwise provided by law may exercise the powers of the full Council until the vacancy is filled.

## **Article 19 Constitutional Amendments**

### Section 1

All proposed constitutional amendments shall be submitted, in writing, to the Secretary at least six (6) weeks prior to **the annual** business meetings. The Secretary will distribute copies of the proposals to all voting members **in a timely manner prior** to the meeting.

### Section 2

Open discussion of proposals shall be conducted at any business meeting of the organization.

### Section 3

The Secretary shall be responsible for distribution of ballots for proposals. The ballot for voting on proposed amendments shall include:

- a. the proposed amendment
- b. the present text
- c. an impact statement (pro and con)
- d. the recommendation of the Executive Council
- e. the closing date of balloting
- f. the address to which the ballots must be sent.

## **Previous Section 4 deleted**

### Section 4

A two-thirds (2/3) majority vote of **membership present at any ATOM business meeting** shall be necessary for the adoption of a proposed constitutional amendment.

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