



## **Constitution of the Northern Illinois Student Athletic Trainers' Association**

### **Article 1: Name**

The name of this association shall be the Northern Illinois Student Trainers' Association (NISATA).

### **Article 2: Purpose**

The purpose of this organization shall be:

- A) To promote the profession of Athletic Training and Sports Medicine to the Northern Illinois University student body and staff.
- B) To provide Athletic Training Services to the DeKalb Community.
- C) To enable members to become better acquainted through a variety of professional and social activities.
- D) To provide educational services and resources to student trainers, sports medicine minors and the general community.

### **Article 3: Membership**

The association is open to any Northern Illinois University student whom is interested in the field of Athletic Training or Sports Medicine regardless of their race, religion, color, national origin, sex, age, disability, sexual orientation, or political views.

### **Section 1: Dues**

- A) Dues will be \$10.00 for the entire academic school year.
- B) Dues to the association shall be paid to the treasurer preferably by the end of the second business meeting of the semester. A member will not be activated until dues are paid.

## **Section 2: Active Membership**

To be an active member of the association, dues must be paid and monthly meetings must be attended. The member must be in good standing with the association. An active member must partake in at least one event per semester and not have any unexcused absences from any of the monthly meetings. If a member fails to meet any of the requirements, they must make it up by participating in an additional activity i.e.: bake sale, set up for picnic, or any duty assigned by the Executive Board.

## **Section 3: Removal from the Association**

Any member of the association may be removed for just cause by a majority vote of the active membership at the meeting where the just cause is discussed. (All active members must vote.)

## **Section 4: Standings in the Association**

A) Each month each member will be assessed a standing for the past month in the association based on their association participation. The standing is in effect for the entire month. The "standing" effects the amount of benefits that each member receives.

B) The two levels of standing will be:

1. Active Member
2. On Probation from the Association (non-active)
3. Members on probation will be warned the first time and the second time the association has just cause to remove them from the association.

## **Article 4: Meetings**

### **Section 1: Meeting Time Information**

A) Day of Meeting

Regular business meetings of the association shall be held the first Wednesday of each month from September to May, unless otherwise voted on by the executive board.

B) Time of Meeting

Regular business meetings of the association shall be held at 8:00 PM, unless otherwise voted on by the executive board.

C) Location of Meeting

Regular business meetings of the association shall be held at Anderson Hall on the campus of Northern Illinois University, unless otherwise voted on by the executive board.

## **Section 2: Meeting Procedure**

- A) Meetings will be called to order by the President of the Association.
- B) Robert's Rules of Order will govern all meetings of the Association. (A copy of Robert's Rules of Order can be obtained through the Executive Board.)
- C) Attendance will be taken by the secretary in a role call format. New members will be added on to the end of the roster so they can be introduced to the membership.
- D) The minutes of the previous meeting will be posted and called for approval at the beginning of every meeting of the Association. Hand-outs with the minutes will be available for those needing them.
- E) The meeting agenda will follow the format as follows:
  - 1. Called to order by the President
  - 2. Approval of Minutes by the Association
  - 3. Old Business of the Association
  - 4. New Business of the Association
  - 5. Discussion of new ideas/thoughts
  - 6. Adjournment of the meeting
- F) A Financial Report will be given to the Association by the Treasurer at each meeting stating deposits, withdrawals and the financial status of the association.
- G) A closed ballot will be used for voting in or for elections, amendments to the Constitution, and removal from office/association. A show of hands will be used for any other type of motion requiring a vote.
- H) The meeting is dismissed by a motion for adjournment by the president and seconding of the motion by a member of the association.

## **Section 3: Attendance**

- A) Attendance to all regular business meetings is mandatory.
- B) The secretary will record all absences as, either excused or unexcused, as directed by the executive board.
- C) Excused absences will include such things as game/event coverage, illnesses, and family issues. Excused absences do not include homework, exams, or unrelated events.
- D) Excused absences must be submitted to an executive board member by 5:00 p.m. the day of the meeting. All excuses not submitted to board member prior to the meeting, will be subject for review by the executive board.

## **Article 5: Committees**

### **Section 1: Standing Committees**

- A.) The following committees have been formed and are under the

responsibility the appointed executive board member. They may be changed at any time it is deemed necessary by the executive board. They may choose to form a small group to share the responsibility.

1. Public Relations- President
2. Fundraising- Treasurer
3. Social/Recreational-Vice President
4. Apparel/Clothing and Newsletter-Secretary

#### **Section 2: Duties of the Committees**

**A) All committees will turn in progress reports. The progress report should be given to the executive board member who oversees that committee. The report should be turned in one week prior to the next regular business meeting of the association. If no progress is made, the report should state that. At the regular business meeting 7 (seven) copies should be handed in the V.P. (Each member of the executive board, Mr. Bill Pitney, Mr. Phil Voorhis and Dr. Gretchen Schlabach all will receive a copy.)**

#### **B) Public Relations**

1. Publicity for any association gathering or sponsored event to promote the association.
2. Maintain and keep current with the association bulletin board located at Anderson Hall. An update should be done no less than every other month.
3. To promote the association in an any event or gathering where they are represented or utilized.
4. Locate and interact with a sponsor.

#### **C) Social and Recreational**

1. Organize and carry out various recreational outlets for members of the association.
2. Promote recreational outlets for the students.

#### **D) Fundraising**

1. Generate ideas for a fundraising projects.
2. Find resources and materials for fundraising projects.
3. Implement projects that are created to raise money for the association.

#### **E) Apparel**

1. Create and design new shirts/sweatshirts ideas.
2. Keeping track of inventory of all soft goods on a chart/graph.
3. Interaction with supplier of apparel on ideas which would include pricing, sizing, availability and options.
4. Place orders with supplier for purchase.
5. In charge of distribution and promotion of soft goods.

#### **F) Newsletter**

1. Creating the newsletter each month.
2. Collecting site entries/maintaining contact with sites.
3. Typing out and distribute to each site.

#### **Section 3: Committee Chairperson**

**A) Each committee will consist of a committee head, which is the assigned executive board member. It is the responsibility of the committee chair to find volunteers for that**

committee.

B) The committee head is responsible for calling committee meetings and completing the committee progress sheet. The progress sheet shall be turned in one week prior to the next regular business meeting to the Executive board.

## **Article 6: Voting**

### **Section 1: Voting Eligibility**

A) An active member of the association has full voting eligibility when dues to the association are current and attendance to all business meetings is recorded.

B) A members voting rights are suspended in the case that the rules stated in Article 3, Section 4, Part A are abused.

C) A voter's rights will be reinstated upon conclusion of Article 3, Section 4, Part A.

### **Section 2: Voting Procedure**

A) Closed ballot voting will be used in elections, amendments to the constitution, and removal from either office or the association. A closed ballot requires a majority of the active membership to vote on one of these issues.

B) Other issues to be voted on will be achieved by a show of hands.

C) A majority vote is required for issues voted on during a business meeting.

D) A majority vote is required to pass an amendment to the Constitution or for removal from either an office or from the association.

E) An active member of the association may vote in any election absentee provided the members' absence is excused and cleared by the executive board and they have voting eligibility. The absentee ballot will be in a sealed envelope with the voters signature across the seal. The ballot should be given to an executive board member or the consultant.

## **Article 7: Elections**

### **Section 1: Qualifications**

A) All candidates for office must be:

1. A full-time undergraduate student for a full academic year (fall/spring). Student teaching and internships may be included if the candidate feels they will be capable of fulfilling the duties stated in the Constitution for their position.

2. The nominee must be an active member in good standing with the association.
3. Must be a member of the association for 1 year (Sept.-March)
4. Have a minimum 2.5 GPA.

### **Section 2: Nominations**

A) Nominations shall take place at the regular business meeting in November unless otherwise voted on by the executive board.

### **Sections 3: Election Day Procedure**

- A) Elections shall be held the 1st week in November, unless otherwise voted on by the executive board.
- B) All nominees must make a verbal statement about why they are qualified to hold the position they are nominated for.
- C) Voting shall be done on a closed ballot and will be turned into the consultant to be tabulated.
- D) In the case of a tie, the consultants will then cast their vote for the nominee which they feel would be beneficial to the office of the association.

## **Article 8: Officers of the Association**

### **Section 1: Terms of Office**

#### **A) Term of Office**

The term of office will be from December 1st-November 30th of the following year.

B) A single position on the executive board can be held for a maximum of 2 consecutive terms by the same individual.

#### **C) Filling of Office Vacancies**

If the vice-president, Secretary or Treasurer offices should become vacant the President shall, at the earliest possible date, thereafter order a special election for the purpose of filling each office. The members thus elected shall immediately enter upon his/her duties and shall hold that office until the regular election in November. If the President's office is vacated then the Vice-President shall take his/her place as president and a special election will be held to fill the Vice-president's office.

### **Section 2: The Executive Board**

A) The executive board will govern the association. The executive board will consist of a President, Vice-President, Secretary, and a Treasurer.

### **Section 3: President**

A) The president should preferably have two years of membership in the association.

**B) Duties of the president shall include:**

- 1. Presiding over all meetings using Robert's Rules of Order.**
- 2. Call all meetings of the association.**
- 3. Create a meeting agenda to be posted several days prior to the next business meeting.**
- 4. Seeing that all regulations of the association are enforced.**
- 5. Attend regular meetings with the advisor.**
- 6. Notify persons of their impeachment or removal from the association.**
- 7. Oversee the Fundraising Committee.**
- 8. Available to work over the summer and winter breaks.**
- 9. Delegate authority or duties as necessary.**

#### **Section 4: Vice-president**

**A) The Vice-president should preferably have two years of membership in the association.**

**B) Duties of the Vice-president shall include:**

- 1. Replacing the President if they are absent or have been removed from the office.**
- 2. Attend regular meetings with the advisor.**
- 3. Assist the President in preparing a meeting agenda.**
- 4. In charge of the meeting "standing" program.**
- 5. Available to work over winter and summer breaks.**
- 6. To perform any other duties as directed by the President.**

#### **Section 5: Secretary**

**A) The secretary should preferably have one year of membership in the association.**

**B) Duties of the Secretary include:**

- 1. Keep minutes of all meetings of the association.**
- 2. Take attendance at all meetings and social functions and inform the executive board of any absentees.**
- 3. Post meeting time and date information at least one week prior to the meeting.**
- 4. Handle all correspondence of the association.**
- 5. Type the minutes of the prior meeting and post them at the following meeting prior to the start of the meeting.**
- 6. Oversee the Social/Recreational Committee.**
- 7. To perform any other duties as directed by the President or the Vice-President.**

#### **Section 6: Treasurer**

**A) The Treasurer should preferably have one year of membership in the association.**

**B) The duties of the treasurer shall include:**

- 1. Collecting dues from the members.**
- 2. Present a bank transaction statement at each meeting which includes deposits and withdrawals from the account.**
- 3. Responsible for all deposits, check maintenance and withdrawals from the account.**
- 4. Create and maintain a balanced budget for the association.**
- 5. Oversee the Apparel/Clothing Committee**
- 6. To perform any other duties as directed by the President or Vice-President.**

### **Section 7: Advisor**

**A) The advisor shall be the Chair of the Department of Physical Education or his/her designee at Northern Illinois University.**

### **Section 8: Consultant**

**A) The consultant should be a NATA/IATA certified athletic trainer on the Northern Illinois University staff or faculty to assist in the decision making process of the association.**

**B) The consultant will be nominated by the association and presented with the opportunity to accept the position.**

**C) The consultant shall remain the same unless it the choice of the association to make a change or if the consultant resigns their position. Should this occur, the nomination process begins over again as state above.**

### **Section 9: Chain of Command**

**A) The chain of command is followed in any motion which is not a inter-association motion. This shall include such things as raffles, bake sales, T-shirts designs, logos, and other motions to be used outside of the association meeting area.**

**B) The ladder of Chain of Command is as follows:**

- 1. Members brings up ideas to the executive board in order to present them to the association.**
- 2. Once the association approves, the consultants are to approve it.**
- 3. From the consultants, it goes to the advisor for the final approval and the go ahead action. The advisor will consult with the board members to state what actions must be done to go ahead the action.**

### **Section 10: Representative to the PHED Club**

**A) The representative will attend all business meetings of the PHED Club and serve as a representative of the association to the PHED club. The**

representative will state any opinion or side the association has agreed to take.

B) The representative will be informed of their activities and how they feel the association should be involved.

C) The representative shall report to the association all activities of the PHED Club and inform us where we are involved.

D) The representative will make no decision without direct approval through the association.

## **Article 9: Amendments to the Constitution**

### **Section 1: Proposal of Amendments:**

A) Constitutional amendments may be proposed by any member of the association. It shall require a majority vote of the active membership at the meeting at which the amendment is proposed. If there is not a quorum of the active membership, then the proposal will be table for a later date when a quorum can be reached.