

# **Delaware Athletic Trainers Association**

## **Policies and Procedures Manual:**

### **I. Functions and Responsibilities of the President:**

- a) Serves as official spokesperson for the Executive Council.
- b) Call all meetings of the Executive Council as deemed necessary and advisable.
- c) Presides over all meeting of the Executive Council and of the Association.
- d) Implements the mandates and policies of the Association as determined by the Executive Council.
- e) Keeps the Executive Council informed about Association affairs between Council meetings.
- f) Serves as a non-voting member of all Association Committees.
- g) Appoints, with the approval of the Executive Council all Committee Chairpersons and with the recommendation of the Committee Chair all Committee members.
- h) Appoints, with the approval of the Executive Council liaisons to any affiliated groups or associations.
- i) Transacts all business for and on behalf of the association subject to the provisions of the By-Laws
- j) Commits the Association to no financial obligations in excess of its available financial resources.
- k) Serves as the Association representative to the National Athletic Trainers Association District Two Executive Council.
- l) Keeps association membership informed of changes in laws, rules governing the practice, or other items with regard to the practice of athletic training. This should be done in the fastest way possible including but not limited to, regular mail, e-mail, web site posting, or phone.
- m) Appoints a member of the Executive Council as council liaison/de facto member to all standing, special, or ad-hock committees or work groups.
- n) This is a non-paying position

### **II. Functions and Responsibilities of the Vice President/President Elect:**

- a) Individual is elected to the position by winning a simple majority of votes cast at the Annual Business
- b) meeting held in December of odd numbered years.
- c) Serves as President temporarily in the absence of the President.
- d) Serves as a member of the Executive Council.

- e) Commits the Association to no financial obligations in excess of its available financial resources.
- f) Serves as the council liaison/de facto member of any standing, special, ad hoc committee or work group as assigned by the President.
- g) Assumes any other responsibilities as assigned by the President.
- h) Individual assumes position in January of even numbered year after December election of odd numbered year.
- i) This is a non-paying position.

### **III. Functions and Responsibilities of the Treasurer:**

- a) Individual is elected to the position by winning a simple majority of the votes cast at the even numbered business meeting. Term will last for 4 years. They assume the position on March 15 of the following odd numbered year to allow a smooth transition.
- b) Serves as a member of the Executive Council.
- c) Possesses full power and complete responsibility to transact all financial business for and on behalf of the Association, as approved by the Executive Council.
- d) Commits the Association to no financial obligations in excess of its financial resources.
- e) Submits a financial report to the Executive Council prior to all Association meetings and upon request.
- f) Submits a financial report to the Association membership at Association meetings.
- g) Receives dues collected from the District 2 Treasurer.
- h) Collects any special assessments as implemented by the Executive Council.
- i) Maintains a permanent and accurate record of all receipts and disbursements of the Association.
- j) Submits the official books for auditing by the Executive Council upon request or at any time requested by the Executive Council.
- k) Serves as chairperson of Financial Committee.
- l) Shall report to the Internal Revenue Service all Tax Forms as required within 60 days (March 1<sup>st</sup>) of the end of the Association Fiscal Year which ends on December 31.
- m) Serves as liaison/de facto member of any standing, special or ad hoc committee or work group as assigned by the President.
- n) Assumes any other responsibility as assigned by the President.
- o) This is a non-paying position

#### **IV. Functions and Responsibilities of the Secretary/Parliamentarian:**

- a) Serves as custodian of all records, books papers and documents belonging to the Association.
- b) Records minutes of all Executive Council meetings and distributes necessary information to the Association's membership.
- c) Records minutes of all Association meetings and distributes them to the Association membership.
- d) Conducts the official correspondence of the Association, including such matters as notifying members of meetings, officers of their election, committee persons of their appointment and transactions between the Association and all other organizations.
- e) Keeps the official records of the Association, and maintains a current mailing list as supplied by the National Athletic Trainers Association District 2 Secretary.
- f) Maintains a record of all Committee Chairpersons, Committee members and of the Executive Council members.
- g) Brings to each meeting a copy of the By-Laws, Policy and Procedures Manual current membership list as supplied by the NATA District 2 Secretary, and a list of all standing and special committees.
- h) Serves as liaison/de facto member of any standing, special or ad hoc committee or work group as assigned by the President.
- i) Periodically review the By-Laws and Policy and Procedures manual to make appropriate recommendations for change to the Executive Council.
- j) Serves as the Parliamentarian during official meetings. Takes charge of keeping the business meeting operation under the parliamentary procedures as set forth by the policy and procedures manual. Also, responsible for making sure the Executive Council follows order set forth by the agenda for each meeting.
- k) Assumes any other responsibility as assigned by the President.
- l) This is a non-paying position.

#### **V. Functions and Responsibilities Past President:**

- a) Continues as a member of the Executive Council.
- b) Serves as liaison/de facto member of any standing, special or ad hoc committee or work group as assigned by the President.
- c) Serves as the Chairperson of the Nominations and Elections Committee.
- d) This is a non-paying position.

## **VI. Functions and Responsibilities Executive Council:**

- a) Serves as the Governing Body of the Association
- b) Meets at any time during the year as deemed necessary by the President.
- c) Approves the appointment of all committee chairpersons and committee members for all standing, special ad hoc committees and work groups.
- d) Approves the appointment of all special, ad hoc committees or work groups deemed necessary for the conduction of special Association projects of study.
- e) Continually evaluates and defines the roles and functions of all Association officers, standing and special committees.
- f) Receives recommendations, suggestions and requests from Association members and makes recommendations to the President for their inclusions in the agenda of Executive Councils meetings.
- g) Continually reevaluates the goals and objectives of the Association and accepts primary responsibility for progress toward these goals.
- h) Meets in private session for the purpose of reviewing personal performances and appointing persons to all positions open or deemed necessary. A majority vote of the Council is necessary to terminate the person from their duties.
- i) Maintains an accurate and current record of newly enacted legislation and incorporates it into the By-Laws and Policies and Procedures Manual.
- j) Acts as an auditing committee for DATA financial affairs and reviews the financial statement of the Secretary-Treasurer and Financial Committee.

## **VII. Functions and Responsibilities of the Financial Committee**

- a) Chairperson shall be the Secretary-Treasurer of the Association
- b) The number of committee members will be determined by the committee chairperson to form a workable group.
- c) Certified, and Retired Certified, members of the Association, recommended by the Chairperson and approved by the Executive Council are eligible to be committee members.
- d) Committee members may serve for two (2) years and may be reappointed with the approval of the Executive Council and be reappointed once.
- e) Individuals must be off the committee for at least two (2) years before being reappointed.
- f) Prepare the operations budget along with the Treasurer and submit it to the Executive Council for their approval prior to presentation to the general membership.
  - a. Submits financial records to the Executive Council for auditing purposes annually.

### **VIII. Functions and Responsibilities of the Public Relations Committee**

- a) A Certified member of the Association, appointed by the President with the approval of the Executive Council, from the certified membership of the Association shall serve as Chairperson.
- b) Chairperson term 2(two) years, may be renewable with the approval of the Executive Council.
- c) The number of committee members will be determined by the committee chairperson to form a workable group.
- d) Certified, and Retired Certified, members of the Association, recommended by the Chairperson and approved by the Executive Council are eligible to be committee members.
- e) Committee members may serve for two (2) years and may be reappointed with the approval of the Executive Council and be reappointed once.
- f) Individuals must be off the committee for at least two (2) years before being reappointed.
- g) Committee will plan and implement the Public Relation policies of the association, with the approval of the Executive Council. This shall included, but no be limited to newsletter press releases and Public Service Announcements.
- h) Shall plan and implement the Associations activities for **ATHLETIC TRAINING MONTH** each March. This includes requesting funds from NATA District 2 Public Relations Committee to fund these activities.

### **IX. Functions and Responsibilities of Nominations and Election Committee**

- a) The chairperson shall be the Past-President
- b) The number of committee members will be determined by the committee chairperson to form a workable group.
- c) Certified, and Retired Certified, members of the Association, recommended by the Chairperson and approved by the Executive Council are eligible to be committee members.
- d) Committee members may serve for two (2) years and may be reappointed with the approval of the Executive Council and be reappointed once.
- e) Individuals must be off the committee for at least two (2) years before being reappointed.
- f) The Committee will solicit for candidates for the following positions: Vice President/President Elect, Secretary and Treasurer.
- g) Candidates for Vice President/President Elect will be sought beginning in May of odd numbered year with election at the December meeting of the same year.
- h) Candidates for the positions of Secretary and Treasurer shall be sought beginning in May of even numbered year with election at the December meeting of the same year.
- i) Nominations for all positions will close with a motion from the floor at the December business meeting prior to the vote.

## **X. Functions and Responsibilities of the Professional Education Committee**

- a) A Certified member of the Association, appointed by the President with the approval of the Executive Council, from the Certified membership of the Association, shall serve as chairperson.
- b) Chairperson term 2(two) years, may be renewable with the approval of the Executive Council.
- c) The number of committee members will be determined by the committee chairperson to form a workable group.
- d) Certified, and Retired Certified, members of the Association, recommended by the Chairperson and approved by the Executive Council are eligible to be committee members.
- e) Committee members may serve for two (2) years and may be reappointed with the approval of the Executive Council and be reappointed once.
- f) Individuals must be off the committee for at least two (2) years before being reappointed.
- g) Investigates and studies all possibilities for the professional education and advancement of the Association, its members and the athletic training profession and makes recommendations to the Executive Council for Professional Education Programs in May and December.
- h) Confers with appropriate consultants regarding recommendations for professional advancement.
- i) Investigates, recommends and arranges opportunities for continuing education of Association members.
- j) Sends educational requirements and any further changes in educational standards to all Committee Chairpersons.
- k) Develops liaison with State of Delaware Education Agencies.
- l) Develops liaison with National Athletic Trainers Association Professional Education Committee.
- m) Assumes any other duties as assigned by the President.

## **XI. Functions and Responsibilities Honors and Awards Committee**

- a) A Certified member of the Association, appointed by the President with the approval of the Executive Council, from the Certified membership of the association, shall serve as Chairperson.
- b) Chairpersons term shall be two (2) years and may be renewable with the approval of the Executive Council.
- c) The number of committee members will be determined by the committee chairperson to form a workable group.
- d) Certified and Certified Retired members of the association, recommended by the Chairperson and approved by the Executive Council are eligible to be committee members.
- e) Committee members may serve for two (2) years and may be reappointed with the approval of the Executive Council and be reappointed once.

- f) Individual must be off the committee for two (2) years before being reappointed.
- g) Cooperates with the Finance Committee in identification and procurement of monies to be applied to the DATA scholarships.
- h) Coordinate and supervise the establishment of all recognition and awards presented by the Association, including funds for such awards and scholarships.
- i) Receive and review all proposals for the initiation of new honors and/or awards and make recommendations to the Executive Council for approval.
- j) Establish guidelines and criteria for the awarding of honors/awards.
- k) Receive, review and screen all recommendations for awards and make recommendations to the Executive Council for approval or rejection.
- l) Assumes additional duties as deemed necessary by the President.

## **XII. Functions and Responsibilities of the Secondary School Committee**

- a) A Certified member of the Association, appointed by the President with the approval of the Executive Council, from the Certified membership of the association, shall serve as Chairperson.
- b) Chairpersons term shall be two (2) years and may be renewable with the approval of the Executive Council.
- c) The number of committee members will be determined by the committee chairperson to form a workable group.
- d) Certified and Certified Retired members of the association, recommended by the Chairperson and approved by the Executive Council are eligible to be committee members.
- e) Committee members may serve for two (2) years and may be reappointed with the approval of the Executive Council and be reappointed once.
- f) Individual must be off the committee for two (2) years before being reappointed.
- g) To promote and disseminate information between the membership and the various high schools throughout the state of Delaware,
- h) Be a liaison between the secondary school membership and the Executive Council.
- i) Develop a liaison between the District and National Secondary School Committees.
- j) Chairperson will serve as liaison to the Delaware Interscholastic Athletic Association.
- k) Chairperson will serve as liaison to the NFHS on Sports Medicine related issues.
- l) Assumes additional duties as deemed necessary by the President.

### **XIII. Functions and Responsibilities of the Ethics Committee**

- a) A Certified member of the Association, appointed by the President with the approval of the Executive Council, from the Certified membership of the association, shall serve as Chairperson.
- b) Chairpersons term shall be two (2) years and may be renewable with the approval of the Executive Council.
- c) The number of committee members will be determined by the committee chairperson to form a workable group.
- d) Certified and Certified Retired members of the association, recommended by the Chairperson and approved by the Executive Council are eligible to be committee members.
- e) Committee members may serve for two (2) years and may be reappointed with the approval of the Executive Council and be reappointed once.
- f) Individual must be off the committee for two (2) years before being reappointed.
- g) Accept and investigate reports of violations of the Association's Code of Ethics, the Association's By Laws, and the state's credentialing rules and regulations.
- h) Report to the Executive Council the Committee's findings and recommendations regarding violations.
- i) Maintain the Code of Ethics.
- j) Circulate the Code of Ethics to the membership.

### **XIV. Removal of officers and members**

- a) Members shall be removed from the DATA for any violation of the NATA code of ethics, violation of the state law governing the license of Athletic Training, in the state of Delaware, or upon the conviction of a felony as defined by any state government or federal law. Members may be reinstated by NATA and/or Delaware State Licensure Board.
- b) Officers shall be removed from their positions for any of the above violations and misuse of office, improper use of Association Funds, or other such acts which bring disgrace to the Association.
- c) An officer must resign their DATA office if they run for or agree to fulfill an elected office at the NATA regional, including in the Eastern Athletic Trainers Association, NATA District or National Level.
- d) An officer must resign their DATA office if they move out of state, unless they continue to use Delaware as their NATA mailing address, or move to a location where both they and the Executive Council feels their continued service will not be detrimental to the Association.

### **XV. Changes to By-Laws and Policies and Procedures Manual**

- a) Changes to the by-laws can be submitted by any member to the Executive Council. They will be submitted for review to the members not less than 6 weeks prior to the Annual Business



Meeting. The changes will be voted on at the Annual Business meeting and will need a 2/3<sup>rd</sup>s Majority vote of those attending to pass. Members may vote if they are not at the meeting by submitting a written yes or no vote, by certified mail, which must be received by the Secretary 48 hours prior to the annual meeting.

- b) Policies and Procedures manual will change automatically with any change in state or federal law that effects the operation of the Association.
- c) Policies and Procedures manual changes can be done on a temporary basis by the Executive Council. These changes must be posted to the membership by regular mail, e-mail or on the Association Web site within 48 hours of when the Executive Council makes the changes. These changes will be voted on by the membership within 3 months of the change or at the next Annual business meeting whichever is sooner.
- d) Votes for changes in the Policies and Procedures manual can be done by regular mail, e-mail or any other method either electronic or written as set by the Executive Council. If changes are approved they will take effect immediately. If denied they cannot be considered again for one calendar year after their defeat. A simple majority of the members voting is needed to approve the change.