

Kentucky Athletic Trainers' Society

By – Laws

Article I – MEMBERSHIP

Section 1: Membership Classes

There shall be six (6) classes of membership. BOC Certified/KBML Certified, KBML Certified, and Certified Retired members may be referred to hereinafter as “Certified Members” Membership classifications are as follows:

- a. BOC Certified/ KBML Certified
- b. KBML Certified
- c. Certified Retired
- d. Allied
- e. Honorary
- f. Student

Section 2: Membership Definitions

The Executive Council holds the final authority regarding membership classification, following review of the application.

- a. BOC Certified/KBML Certified: An athletic trainer certified by both the Board of Certification, Inc. and the Kentucky Board of Medical Licensure, whose completed application is on file with this organization and whose annual dues the Treasurer has received.
- b. KBML Certified: An athletic trainer certified by the Kentucky Board of Medical Licensure whose completed application is on file with this

- organization and whose annual dues have been received by the Treasurer.
- c. Certified Retired: Any BOC Certified/KBML Certified or KBML Certified member who retires because of age or disability may continue membership in this class, with all the rights and privileges of the previous class of membership, without further payment of dues.
 - d. Allied: Any person with an interest in the profession of athletic training or health care of the physically active yet does not hold KBML certification and whose completed application and dues have been received by the Treasurer and **approved by the Executive Council**.
 - e. Honorary: Any individual who, through actions and speech, has rendered outstanding service to the Kentucky Athletic Trainers' Society Inc. and/or the profession of athletic training is eligible for honorary membership upon written nomination by a Certified member to the Executive Council. Honorary members are not required to pay annual dues to the organization.
 - f. Student: Any full time student **who is not yet certified by the BOC** with an interest in the profession of athletic training, whose completed application is on file with this organization and whose annual dues have been received by the Treasurer.

Section 3: Rights and Responsibilities

Rights and responsibilities of members shall include:

- a. All members may attend meetings of the Executive Council or any committee thereof.
- b. All members shall have the right to petition the Executive Council to request items be placed upon the agenda for Executive Council meetings or Members meetings.
- c. All members may serve on a committee.
- d. All members must obtain the requirements of their membership classification and notify the Treasurer of any changes in membership eligibility.
- e. All members are responsible for notifying the Treasurer of changes in address or place of employment within 30 days of the changes.
- f. All members have the right to speak at meetings
- g. Certified members (BOC/KBML, KBML, or Retired) may nominate members for Executive Council office.
- h. Certified members may serve as Executive Council officers or chair a committee.
- i. Certified members have all rights of membership including the right to make motions, vote, hold office, and chair committees.
- j. Allied, Honorary, and Student members may vote on matters before a committee upon which they serve.
- k. Allied, Honorary, and Student members may not vote for Executive

Council officers, make motions, or vote on business of the organization that comes before the membership.

- I. Certified members may propose amendments to the Constitution and By-Laws.

Section 4: Dues

- a. All members, with the exception of Certified Retired, Honorary, and Student members, shall be required to pay annual dues to the Kentucky Athletic Trainers' Society, Inc. in the amount of twenty five (25.00) dollars.
- b. Student members shall be required to pay annual dues of ten (10.00) dollars. Student members may be asked to verify their full-time student status.
- c. Certified Retired and Honorary members are not required to pay annual dues.
- d. Dues for members who are also members of the NATA will be collected by the National Athletic Trainers' Association on January 1 of each year. Members of KATS that are not members of the NATA will pay dues on January 1 of each year.
- e. Members that have not paid dues by February 1 will be notified of their suspension.
- f. Membership will be cancelled when that member's annual dues are delinquent as of April 1st.

Article II – EXECUTIVE COUNCIL

Section 1

- a. The governing body of the Kentucky Athletic Trainers' Society shall be the Executive Council.

Section 2

- a. The Executive Council shall consist of the President, President Elect (in even numbered years) Vice President, Secretary, Treasurer, Past President (in odd numbered years), **and the 4 Regional Representatives**

Section 3

- a. No member shall hold more than one office at a given time

Section 4

- a. If for any reason an Executive Council office, with the exception of President-Elect becomes vacant before the end of a term, an appointee of the President may fill that vacancy for the remainder of the term.
- b. If for any reason the office of President-Elect becomes vacant before the end of a term of office, the office of President Elect shall remain vacant and a general election for the office of President shall be held at the end of the current term of office.
- c. **In the event that no nomination is received for a particular executive council position, then the person currently in that position may continue serving until either a) he or she resigns from the position or b) the term expires.**

Section 5

- a. All members of the Executive Council shall have one vote on matters brought before the Executive Council.
- b. In the event that a vote before the Executive Council results in a tie, the tie will be broken, and the President will decide the matter.

Section 6

- a. The Executive Council will meet as necessary to carry out the mission and meet the objectives of KATS.
- b. The Executive Council must meet at least four (4) times per annum

Section 7: **President**

- a. The term of office for President shall be two (2) years. **A President can only be elected to 2 consecutive terms**
- b. The President shall:
 - 1. Serve as official spokesperson for the Executive Council.
 - 2. Preside over all meetings of the Executive Council.
 - 3. Call meetings of the Executive Council as deemed necessary and advisable.
 - 4. Preside over all meetings of KATS.
 - 5. Possess full power and responsibility to transact all business for and on the behalf of KATS, subject to provisions of the Constitution and By-Laws.
 - 6. Keep the Executive Council informed about KATS affairs between

- Executive Council meetings.
7. Serve as ex-officio member of all KATS committees.
 8. Appoint the state representative to the **Southeastern Athletic Trainers' Association (SEATA), District 9 of the National Athletic Trainers' Association**, with the approval of the Executive Council.
 9. Serve as chairperson of the Legislative Committee.
 10. Appoint Committee chairpersons not already designated by the By-Laws, with the approval of the Executive Council.
 11. From time to time appoint special committees as deemed necessary, with the approval of the Executive Council.
 12. Serve as KATS liaison to the Kentucky Board of Medical Licensure State Advisory Council on Athletic Trainers.

Section 8: President-Elect

- a. The President-Elect shall assume the office of President at the end of the term of the sitting President.
- b. The President-Elect will be elected by majority of votes cast by eligible voting members of KATS, on even numbered years.
- c. The President-Elect will serve a one (1) year term. The overall commitment of the President-Elect will be four (4) years. One (1) year as President-Elect, two (2) years as President, and one (1) year as Past-President.
- d. The President-Elect shall:
 1. Serve as a member of the Executive Council.
 2. During any meeting of the Executive Council or KATS membership, assume the responsibilities of any Executive Council member who may be absent, with the exception of the President.
 3. Perform other duties as assigned by the President.
 4. Assume the office of President at the end of the term of the sitting President.

Section 9: Vice-President

- a. The Vice-President shall be elected by majority of votes cast by eligible voting members of KATS, in odd numbered years.
- b. The term of office for Vice President shall be two (2) years. No member is eligible for more than two (2) consecutive terms as Vice President.
- c. The Vice-President shall:

1. Serve as a member of the Executive Council.
2. Serve as President Pro Tempore in the absence of the President.
3. Assume the office of President for the remainder of the term in the event that office becomes vacant.
4. Serve as chair of the Education Committee.
5. Serve as Executive Council liaison to the Social Committee.
6. Serve as Executive Council liaison to the Liaison Committee.
7. Perform other duties as assigned by the President.

Section 10: Secretary

- a. The Secretary shall be elected by majority of votes cast by eligible voting members of KATS, on even numbered years.
- b. The term of office for Secretary shall be two (2) years.
- c. The Secretary shall:
 1. Serve as a member of the Executive Council.
 2. Serve as custodian of all records, books, papers, and document belonging to KATS.
 3. Record minutes of all Executive Council and KATS meetings.
 4. Distribute Executive Council and KATS meeting minutes to the KATS membership.
 5. Conduct the official correspondence of KATS as directed by the Executive Council.
 6. Serve as chairperson of the Newsletter Committee.
 7. Serve as chairperson of the Nominations and Elections Committee in odd numbered years.
 8. Serve as Executive Council liaison to the Constitution and By-Laws Committee.
 9. Serve as Executive Council liaison to the Awards and Hall of Fame Committee.
 10. Serve as Executive Council liaison to the Web Page Committee.
 11. Bring a copy of the Constitution and By-Laws and a list of all standing and special committees to each meeting.
 12. Perform other duties as assigned by the President.

Section 11: Treasurer

- a. The Treasurer shall be elected by majority of votes cast by eligible voting members of KATS, in odd numbered years.
- b. The term of office for the Treasurer shall be two (2) years.
- c. The Treasurer shall:

1. Serve as a member of the Executive Council.
2. Possess full power and complete responsibility to transact all financial business for and on behalf of KATS as approved by the Executive Council.
3. Commit no financial obligation to KATS in excess of available financial resources.
4. Submit a financial report to KATS membership at all KATS meetings.
5. Submit a financial report to the Executive Council upon request and prior to all KATS meetings.
6. Maintain a permanent and accurate record of all receipts and disbursements of KATS financial transactions.
7. Collect annual dues and other special assessments from the KATS membership.
8. Maintain a record of current and accurate mailing addresses and membership information of the KATS members.
9. Bring a current and accurate roster of KATS members to each meeting.
10. Provide signature of approval of all new membership applications and classification changes.
11. Serve as chairperson of the Membership Committee.
12. Serve as chairperson for the Nominations and Elections Committee in even numbered years.
13. Serve as Executive Council liaison to the Scholarship Committee.
14. Perform other duties as assigned by the President.

Section 12: Past-President

- a. The Past President shall assume the office for the year immediately following his/her term as President.
- b. The term of office as Past President shall be for one (1) year.
- c. The Past-President shall:
 1. Serve as a member of the Executive Council
 2. Assign a chairperson of the Nominations and Elections Committee in the event that neither the Secretary nor Treasurer may serve pursuant to Article III, Section 1c of the By-Laws
 3. Perform other duties as assigned by the President

Section 13: Regional Definitions

- a. For the purpose of regional representation, the state of Kentucky shall be divided into four (4) regions.
 1. **Region 1, the West Region, is comprised of the following**

counties: Adair, Allen, Ballard, Barren, Breckenridge, Butler, Caldwell, Calloway, Carlisle, Casey, Christian, Clinton, Crittenden, Cumberland, Daviess, Edmonson, Fulton, Graves, Grayson, Green, Hancock, Hart, Henderson, Hickman, Hopkins, Larue, Livingston, Logan, Lyon, Marion, Marshall, McCracken, McLean, Metcalfe, Monroe, Muhlenberg, Ohio, Russell, Simpson, Taylor, Todd, Trigg, Union, Warren, Wayne, and Webster.

2. Region 2, the Midwest Region, is comprised of the following counties: Bullitt, Hardin, Henry, Jefferson, Meade, Nelson, Oldham, Shelby, Spencer, and Trimble.
 3. Region 3, the Mideast Region, is comprised of the following counties: Anderson, Bourbon, Boyle, Carroll, Fayette, Franklin, Gallatin, Garrard, Jessamine, Lincoln, Madison, McCreary, Mercer, Owen, Pulaski, Scott, Washington, and Woodford.
 4. Region 4, the East Region, is comprised of the following counties: Bath, Bell, Bracken, Breathitt, Boone, Boyd, Campbell, Carter, Clark, Clay, Elliott, Estill, Fleming, Floyd, Grant, Greenup, Harlan, Harrison, Jackson, Johnson, Kenton, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Magoffin, Martin, Mason, Menifee, Morgan, Montgomery, Nicholas, Owsley, Pendleton, Perry, Pike, Powell, Robertson, Rockcastle, Rowan, Whitley, and Wolfe.
- b. KATS members shall be placed into a Region based on place of employment
 - c. Members who do not work in the state of Kentucky will be placed based on place of residence that is in geographic proximity in the regions as stated in Article II Section 13a.

Section 14: Regional Representation

- a. At the time of Executive Council nominations, the Nominations and Elections Committee will receive nominations from each Region for a Regional Representative.
- b. The Nominations and Elections Committee will verify each nominee's **eligibility for representation of that region.**
- c. Regional Representatives shall:
 1. Serve as a member of the Executive Council.
 2. Regional Representatives shall be allotted time to report regional activity, concerns, and questions at each Executive Council meetings and KATS meetings.
 3. Provide a report to the chairperson of the Newsletter Committee for publication in each KATS Newsletter.

Section 15

- a. Executive Council officers shall not receive compensation for services performed on behalf of KATS.
- b. Any officer may be reimbursed by KATS for personal expenses resulting from activity on behalf of KATS.
- c. An itemized expense report and corresponding receipts must be submitted to the Treasurer for reimbursement.

Section 16

- a. KATS shall, to the fullest extent permitted or required by the Laws of the Commonwealth of Kentucky, indemnify its Executive Council members against any and all liabilities incurred, in any proceeding to which any Executive Council member is party, because he or she is a member of the Executive Council.

Article III – NOMINATIONS and ELECTIONS

Section 1

- a. Nominations and seconds of candidates for Executive Council offices must be submitted to the Nominations and Elections Committee by March 15th of the election year.
 1. The Secretary shall serve as chairperson of the Nominations and Elections Committee in odd numbered years.
 2. The Treasurer shall serve as chairperson of the Nominations and Elections Committee in even numbered years.
 3. No member shall serve on the Nominations and Elections Committee if that member is a candidate for office.
 4. If neither the Secretary nor Treasurer can serve as chairperson of the Nominations and Elections Committee, pursuant to Article III Section 1c of these By-Laws, the chairperson for the Nominations and Elections Committee shall be appointed by the Past-President.
- b. The Nominations and Elections Committee will verify the eligibility and consent of nominated members.
- c. Self-nominations and/or self-seconds are permitted.
- d. Nominations for the offices of **President-Elect, Secretary, Region 2 Representative, and Region 4 Representative** will be received in even numbered years.

- e. Nominations for the offices of **Vice President, Treasurer, Region 1 Representative, and Region 3 Representative** will be received in odd numbered years.

Section 2

- a. Elections for Executive Council offices shall be presided over by the Nominations and Elections Committee.
- b. Ballots will be prepared by the Nominations and Elections Committee and mailed to all members who are eligible to vote by April 15th.
- c. Ballots must be returned to the Nominations and Elections Committee chair, or a committee member designated by the chair, prior to May 1st. Ballots postmarked later than April 30th will not be valid.
- d. Ballots shall be kept as part of the official records of KATS for a period of not less than one year.
- e. Election results will be reported to the Executive Council by May 15th.
- f. Members will be notified of election results, by mail or newsletter, by May 31st.
- g. The term of office for newly elected Executive Council officers shall begin on July 1st.
- h. Elections for the offices of **President-Elect, Secretary, Region 2 Representative, and Region 4 Representative** shall be held in even numbered years.
- i. Elections for the offices of **Vice President, Treasurer, Region 1 Representative, and Region 3 Representative** shall be held in odd numbered years.

Section 3

- a. In the event that an election results in a tie, that election will be repeated in a timely manner.
- b. The Nominations and Elections Committee will conduct this election so that the newly elected Executive Council member may assume the office on July 1st.

Article IV – COMMITTEES

Section 1

- a. The standing committees of KATS shall be:
 - 1. Public Relations – promotes KATS and its mission through the media, education, conferences, etc.

2. Legislative – advocates KATS position regarding legislative issues.
 3. Education – coordinates and conducts educational symposia and special educational activities.
 4. Corporate Partnership – develops relationships to aid KATS with funding.
 5. Web Page – creates and maintains a web page.
 6. Awards – establishes recognition of outstanding contributions to KATS and the profession of athletic training.
 7. Hall-of-Fame – recognizes outstanding athletic trainers in the state of Kentucky.
 8. Newsletter – publishes KATS newsletter quarterly to update members on KATS activities and areas of interest throughout the state of Kentucky.
 9. **Appeals – oversees any membership concerns and hearings (if necessary) directly related to the membership concerns of KATS members. In the event a hearing would be necessary, the committee will be comprised of 3 KATS members not currently holding an executive council position. The committee members will be appointed by the President and will be representative of the 3 regions opposite from the region the complainant is from.**
- b. The President, with approval of the Executive Council will appoint committee chairpersons, not already established by the By-Laws.

Section 2

- a. Special committees may be established and appointed by the President, with approval of the Executive Council.

Section 3

- a. Committees may, with reasonable cause, be disbanded by vote of the Executive Council.
- b. If a committee is disbanded by the Executive Council, the Secretary will notify the chairperson of said committee that the services of the committee are no longer required. The committee chair will notify all committee members that the committee has been disbanded.

Article V – MEETINGS

Section 1

- a. Meetings of the KATS membership shall be called by the Executive Council.
- b. At least **four (4)** business meetings per year must be held at a place and time designated by the Executive Council.
- c. Additional meetings may be called as necessary.

Section 2

- a. Notice of the place and time of the business meetings of KATS must be given to the membership within **fourteen (14)** days of the scheduled meeting.

Article VI – QUORUM

- a. ***In a body of delegates, a quorum is a majority of the members registered as attending. In organizations without a reliable register of members, a quorum at a regular or properly called meeting is those who attend. In a mass meeting, a quorum is those persons present at the time.***

Article VII – VOTING and PROXIES

Section 1

- a. Unless otherwise specified in the By-Laws, a simple majority vote is required to carry a motion before the membership.

Section 2

- a. Members eligible to vote may vote by proxy dated not more than thirty (30) days before the meeting named therein. Proxies must be filed with the Secretary or other person responsible for recording the proceedings of the meeting.

Article VIII – ADJOURNMENT

Section 1

- a. Any meeting may be adjourned by a majority of the votes, properly cast upon the question, whether or not a quorum is present.

Article IX – ACTION BY CONSENT

Section 1

- a. 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 X – SAVING CLAUSE

Section 1

- a. Failure of literal or complete compliance with the provisions of the Constitution and By-Laws with respect to dates and times of notices, or sending or receipt of the same, or errors in phraseology of notices or proposals, which in the judgment 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.