

Kentucky Athletic Trainers' Society

By – Laws

Article I – MEMBERSHIP

Section 1

There shall be six (6) classes of membership. NATABOC Certified/KBML Certified, KBML Certified, and Certified Retired members may be referred to hereinafter as “Certified Members”

Membership classifications are as follows:

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

Section 2

Any person wishing to become a member must submit a completed Application for Membership along with the required dues to the Treasurer. The Executive Council holds the final authority regarding membership classification, following review of the application.

a. NATABOC Certified/KBML Certified

An athletic trainer certified by both the National Athletic Trainer's Association Board of Certification 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 NATABOC 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.

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 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 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 (NATABOC/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.
- l. 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 Trainer's 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 of April 1st.

Article II – EXECUTIVE COUNCIL

Section 1

- a. The governing body of the Kentucky Athletic Trainer's 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, and Past President (in odd numbered years)

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.

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 two (2) times per annum

Section 7

- a. The President-Elect shall assume the office of President at the end of the term of the sitting President.
- b. The term of office for President shall be two (2) years. A President can not be elected to consecutive terms
- c. 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 District 9 of the National Athletic Trainers Association (SEATA) 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

- a. The President-Elect will be elected by majority popular vote of the eligible voting membership of KATS, on even numbered years.
- b. The President-Elect will serve a one (1) year term as President Elect. 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.
- c. 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

- a. The Vice-President shall be elected by a majority popular vote of the eligible voting membership 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
 1. Exception: The Vice President elected in 1998 will serve a three-year term with the next election to be held in 2001.
- 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 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

- a. The Secretary shall be elected by a majority popular vote of the eligible voting membership 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

- a. The Treasurer shall be elected by majority popular vote of the 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

- 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 or Treasurer may serve pursuant to Article III, Section 1.1c of the By-Laws
 3. Perform other duties as assigned by the President

Section 13

- 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 14

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 or 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 and Secretary will be received in even numbered years
- e. Nominations for the offices of Treasurer and Vice President will be received in odd numbered years
 1. Exception: The Vice-President elected in 1998 will serve a three year term, with the next nomination period being in the year 2001.

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 and Secretary shall be held in even numbered years.
- i. Elections for the offices of Vice President and Treasurer shall be held in odd numbered years.
 - 1. Exception: The Vice-President elected in 1998 will serve a three-year term, with the next election in the year 2001

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 – REGIONAL REPRESENTATION

Section 1

- 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 defined as all locations on or west of US Highway 41.
 - 2. Region 2, the Midwest Region, is defined as all locations east of Region 1 and on or west of Interstate 65, including the city of Louisville.
 - 3. Region 3, the Mideast Region, is defined as all locations east of Region 2 and west of Interstate 75
 - 4. Region 4, the East Region, is defined as all locations on or east of Interstate 75.
- b. KATS members shall be placed into a Region based on place of employment
- d. 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 IV Section 1.

Section 2

- 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 and consent and the submit the names to the Executive Council
- d. The Executive Council will, by vote, elect one (1) Regional Representative from each Region

Section 3

- a. Regional Representatives shall act as a liaison to and for the Executive Council from their respective Region
- b. Regional Representatives shall attend Executive Council meetings, but may not make motions, seconds, or vote.
- c. Regional Representatives shall be allotted time to report regional activity, concerns, and questions at each Executive Council meetings and KATS meetings.
- e. Regional Representatives shall provide a report to the chairperson of the Newsletter Committee for publication in each KATS Newsletter.

Section 4

- a. The term for a Regional Representative shall be one (1) year or until the position is resigned or other candidate(s) are nominated pursuant to Article VI Section 2.1 of the By-Laws.
- b. The term shall be from July 1 through June 30 of the following year.

Article 5 – 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. Social – coordinates and organizes activities to improve moral and promote fellowship

5. Corporate Partnership – develops relationships to aid KATS with funding
6. Web Page – creates and maintains a web page
7. Award – establishes recognition of outstanding contributions to KATS and the profession of athletic training.
8. Hall-of-Fame – recognizes outstanding athletic trainers in the state of Kentucky
9. Bluegrass State Games – organizes the medical team for the Bluegrass State Games
10. Membership – serves as a resource for membership problems and promotes membership in KATS throughout the state of Kentucky.
11. Newsletter – publishes KATS newsletter quarterly to update members on KATS activities and areas of interest throughout the state of Kentucky.
12. Third Party Reimbursement – works toward the end of establishing third party reimbursement in the state of Kentucky
13. Medical Advisory – acts as a liaison to the KMA and the team physicians in the state of Kentucky.
14. Liaisons – acts as liaisons to other allied health professions including EMT's, paramedics, and physical therapists, throughout the state of Kentucky

- 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.
- c. 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 VI – MEETINGS

Section 1

- a. Meetings of the KATS membership shall be called by the Executive Council.
- b. At least two (2) 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 sixty (60) days of the scheduled meeting.

Article VII – QUORUM

Section 1

- a. At any scheduled meeting of the members, a quorum for the transaction of business shall consist of 33% of all members eligible to vote.

Article VIII – 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 IX – 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 X – 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 IX – 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.