

The By-Laws were updated June 16, 2016

Article 1 - Name

1. The name of this corporation shall be the Pennsylvania Athletic Trainers' Society, Inc (PATS). PATS shall follow the non-profit laws of the Commonwealth of Pennsylvania.

Article 2 - Purpose

The purpose for which the Society is organized:

2.1 The improvement of the health care of physically active individuals within the Commonwealth.

2.2 The advancement, encouragement, and improvement of the athletic training profession in all of its phases.

Article 3 - Membership

3.1 **Classes of members:** PATS shall have the following classes of members. No individual or individual representative of an entity shall be eligible for more than one class of membership at the same time. The classes of membership shall be:

- | | |
|-----------------------------|--------------------|
| A. Certified Member | E. Student Member |
| B. Certified Retired Member | F. Honorary Member |
| C. Certified Student Member | G. Advisory |
| D. Associate Member | |

3.2 - Membership Qualifications

A. **Certified Member** - Certified members of PATS will include BOC certified athletic trainers.

B. **Certified Retired Member** - Previously BOC certified athletic trainers retired from the profession and registered as inactive with the BOC.

C. **Certified-Student Member** - Certified student members of PATS will include BOC certified athletic trainers enrolled as full time students in a university or college.

D. **Associate Member** - Associate membership shall be open to individuals who are working professionally in athletics, education, research, medicine, or an allied health profession related to athletic training. An individual who has fulfilled the requirements to apply for the BOC certification examination and is not currently enrolled as a full-time student shall be eligible for the Associate membership category. Associate Members shall pay such dues as shall be determined by the Board.

E. **Student Member** - Student members of PATS will include non-BOC certified individuals enrolled in an accredited, entry level athletic training program. Student members shall pay such dues as shall be determined by the Board.

F. **Honorary Member** -Honorary membership may be awarded to an individual who shows profound interest in and promotes the athletic training profession. Nominations shall be made by Certified PATS Members only and must be accompanied by resumes. The Honors and Awards Committee shall make recommendations to the Board for approval. Honorary Members shall pay no dues.

G. **Advisory** - Advisory members are medical practitioners, duly licensed in their respective field, that work in conjunction with athletic trainers. They are appointed by the President, with the consensus of the Board, and act as consultants to the Society.

3.3 **Application for Membership:** All membership applications shall be made in writing to, in joint cooperation with, PATS and NATA membership departments. These will be included complete payment of the applicable national, district and state dues. For those individuals whose primary address is outside the Commonwealth, they must submit an application with complete payment to the PATS membership chairperson.

3.4 **Membership Rights and Privileges**

A. **Certified Members, Certified Retired Members and Certified Student Members:** These members shall have the right to one (1) vote on any matter coming before the Members and the right to attend the Annual Meeting and Clinical Symposia, the Annual Members' Meeting, and all other PATS meetings at the member rate. Only Certified Members and Certified Student Members who reside or are employed within the Commonwealth shall be eligible to serve as Officers of PATS. Certified Members shall have the right to exercise such other privileges as may be prescribed from time to time by the Board and set forth in these By-laws.

B. **Associate, Student, Advisory and Honorary Members:** Associate, Student, Advisory, and Honorary Members shall have the right to attend the Annual Meeting and Clinical Symposia, the Annual Members' Meeting, and all other national PATS meetings, at the reduced member rate but shall have no voting rights and shall not be eligible to serve as officers. Such Members shall have other rights and privileges as may be prescribed from time to time by the Board and set forth in these By-laws.

Article 4 - Annual Members' Meeting

4.1 **Time, Location, and Notification:** PATS shall hold two member meetings annually; one in conjunction with the Eastern Athletic Trainers' Association (EATA) Annual Meeting and Clinical Symposia and the other during the PATS Annual Meeting and Clinical Symposia. The location and time of these Annual Members' Meetings shall be published in advance of each meeting in appropriate publications.

4.2 **Purpose:** The Annual Members' Meetings shall be held for the purpose of announcing PATS' financial status based on its current audited financial statements, the delivery of the President's Annual Report, and the reporting of other information and the conduct of such other business as the Board may determine is important to and its Members.

Article 5 - The Executive Board

5 **Executive Board:** The Executive Board (called The Board) shall manage and supervise the affairs of this Society. It shall consist of the following elected persons: (1) the Officers of the Society, and (2) State Regional Representatives, who shall be six in number, from such geographical areas as shall be established by the Board. The Board shall manage and supervise the affairs of the Society. It shall consist of the following elected members: President, President-Elect, Immediate Past President, Secretary, Treasurer, the six regional representatives. The Parliamentarian is appointed.

5.1 The Executive Board shall not transact business, on behalf of the Society, in the absence of a quorum.

5.2 A quorum shall consist of more than one half of the voting members of the Executive Board.

Article 6 - Officers and Duties of Officers

6.1 **President:** The President is elevated to this position from the position of President-Elect and shall preside at all meetings of the Board, and shall vote in accordance with Robert's Rules of Order. The President shall preside at the Annual Members' Meeting, shall serve as an ex-officio member of all PATS Committees, and appoint all Committee Chairs and Liaisons, subject to approval of the Board. The President shall have general charge of the business of PATS, and carry out its policies under the direction of the Board. The President shall make an Annual Report to the membership at the Annual Members' Meeting. Upon completion of the two-year term will assume the office of Immediate Past- President.

6.2 **Immediate Past-President:** Shall be elevated to this position from President and will serve two years in this capacity. The duties shall be designated by the President as well as perform the duties normally associated with this position.

6.3 **President-Elect:** The President-elect shall assume this two-year position by being elected in accordance with these by-laws. This position shall encompass six years two each as President-Elect, President and Immediate Past-President. The duties include serving as the Chair of the Long Range and Finance Committee, serve as President-Pro Tempore in the absence of the President and perform all other duties normally associated with this office.

6.4 **Secretary:** The secretary shall assume this three-year position by being elected in accordance with these by-laws and may hold one additional term. Secretary shall supervise the keeping of the general records of PATS, including the minutes of meetings of the Executive Board and membership then submit reports to the Board regarding the same at each regular meeting, and shall perform such other duties as usually pertain to that Office or as shall from time to time be delegated by the President or prescribed by the Board.

6.5 **Treasurer:** The Treasurer shall assume this three-year position by being elected in accordance with these by-laws and may serve one additional term. The Treasurer shall supervise all financial activities of PATS and submit reports to the Board regarding the same at each regular

meeting, and shall perform such other duties as usually pertain to that Office or as shall from time to time be delegated by the President or prescribed by the Board.

6.6 Regional Representatives: Regional representative shall commence this three- year term by being elected in accordance with these by-laws and may serve one additional term. At time of election the regional representative needs to be living or working in the region they are representing. In the event of a relocation or change of employment out of the region, continuance of service will be at the discretion of the BOD. The specific duties shall be to act as a conduit for the Board to their geographical region.

6.6 Parliamentarian: Shall be a non-voting member of the Board and appointed by the President with approval from the Board. The responsibility of this individual is to ensure that the Board complies with Roberts Rules of Order as it conducts the business for the Society and periodically evaluate the by-laws of the Society.

Article 7 - Elections

7.1 Nomination procedures: All eligible PATS members, in accordance with these By-Laws, may hold an elected office with the additional caveat that the individual shall be credentialed by the Commonwealth as an Athletic Trainer. Any voting member of the Society may submit, in writing via electronic or regular mail, the name of a person(s) for consideration to the Nomination and Elections Chair. This must be received by the last day of February. Nominations shall not be accepted after the close of nominations. The nominees shall then be invited by the Chair to agree to the nomination by submitting a short biographical sketch.

(A) No member may be a nominee for more than one (1) elected office nor hold more than one elected office within PATS or related athletic training body (i.e. NATA, EATA).

(B) No elected official of PATS may concurrently hold another elected office in a related Athletic Training Association (i.e. EATA, NATA). If this does occur, then the individual must resign from one of the offices within six months.

7.2 Election procedure: The Nominations/Elections chair shall compile a ballot for election. The election shall be completed by the Annual State meeting.

1. The election will be completed either by mail or electronic medium.
2. The winner shall be determined by a simple majority of the ballots cast.
3. In the event of more than two candidates, Robert's Rule of Preferential voting shall be followed.
4. If only one candidate is nominated, a vote of affirmation shall be held at the annual meeting.

(A) The offices of President-Elect, Secretary, and Treasurer shall be voted upon by the entire membership of PATS.

- i. The President-Elect is elected in even years
- ii. The Secretary is elected every three years beginning in 2011.

iii. The Treasurer is elected every three years beginning in 2012.

(B) The offices for the regional representative shall be voted upon by only those members that reside within the geographic region as established by the Board. Regional Representative Elections shall be held such that no more than two reps hold an election each year.

(C) The newly elected officers, with the exception of the Treasurer, shall take office with new business during the annual membership meeting during the PATS Clinical Symposium.

(D) The position of treasurer shall assume his/her position at the end of the fiscal year and with the filing of the Society federal tax return.

7.3 Removal from office

(A) Any officer may be removed from office if found guilty of unethical conduct or actions contrary to or in violation of these By-Laws. Upon notification of a possible violation, the Ethics Committee will investigate the allegation, and if substantiated, will make recommendations to the Board. The Board will ensure that the accused has been afforded all protection under due process of law. Removal of any officer shall require a two-thirds (2/3) vote of the Board. The accused shall not vote. Within seven (7) working days, the senior elected position of the Board shall notify the PATS, Inc. membership of removal of any officer and shall institute proper procedures for filling the vacancy.

(B) If a Board member misses more than two Board meetings in a calendar year, that member can be replaced at the discretion of the Board. The vote must be a 2/3 majority.

(C) Upon the removal of the President, or in the event of vacancy in this position, the President Elect shall become President immediately and shall serve as President for the remainder of the unexpired term as well as his/her normal elected term of office as President.

(D) Upon the removal of the President Elect, or in the event of vacancy in this position, a special election shall be held to fill the vacancy. This election shall be held within a reasonable period of time set forth by the Board. The Parliamentarian will assume this position with all its rights set forth in these By-Laws until the position is filled.

(E) Upon removal of the Past-President, the President may appoint, with Board approval, a former officer to fulfill the unexpired term.

(F) Upon removal of the any other elected officer (Secretary, Treasurer or Regional representative) or in the event of a vacancy of one of these positions, the President, with the approval of the Board, shall appoint an individual to fulfill the unexpired term.

Article 8 - Committees

8.1 **Committees of the Board:** Committees of the Society may be established at any time by the Board. The authority, responsibilities, and organization of each Board Committee shall be set forth in the PATS Policies and Procedures Manual.

8.2 Standing Committees

(A) **How Constituted and Powers:** The Board may, from time to time, establish standing Committees from the membership of PATS. The authority of such Standing Committees shall be limited to that specifically delegated in writing by the Board; exceptions could include that Standing Committees may also make recommendations to the Board with respect to actions related to the Committee's jurisdiction, but not specifically delegated to the Committee to undertake.

(B) **Organization and Procedure:** Standing Committee Chairs shall be appointed by the President and approved by the Board. Standing Committees shall be governed by the rules provided in Article 6 and in the PATS Policies and Procedures Manual except as specifically provided in this Article 7.

8.3 **Other Committees:** Ad Hoc Committees are those committees whose authority is limited to that of advising the Board. The President may designate Ad Hoc Committee Chairs with Board approval.

8.4 **Notice of Meeting:** All Committee meetings may be called by the Chair of the Committee upon actual notice to each member or where written or oral notice is left for the member at the address or telephone or facsimile number supplied for such purposes by the member to the Committee's Chair.

8.5 **Quorum:** A majority of the whole number of Committee members, but in any event not less than two (2) per-sons, shall be necessary and sufficient to constitute a quorum for the transaction of business at any Committee meeting.

Article 9 - Liaisons

9.1 **Liaisons of the Board:** Liaisons of the Society may be established at any time by the Board. The authority, responsibilities, and organization of each shall be set forth in the PATS Policies and Procedures Manual.

9.2 Liaisons

(A) **How Constituted and Powers:** The Board may from time to time establish Standing Liaisons from the membership of PATS. The authority of such Standing Liaisons shall be limited to the specifically delegated charges in writing by the Board, except that Standing Liaisons may also make recommendations to the Board with respect to actions related to the liaison's jurisdiction.

(B) **Organization and Procedure:** Liaisons shall be appointed by the President and approved by the Board. Standing Liaisons shall be governed by the rules provided in Article 6 and in the PATS Policies and Procedures Manual except as specifically provided in this Article 8.

Article 10 - Contracts, Checks, Drafts, Bank Accounts, etc.

10.1 **Execution of Contracts:** The Board may prospectively or retroactively authorize any Officer, employee, or agent, in the name of PATS, to enter into any contract or execute or satisfy any instrument and any such authority may be general, confined to specific instances, or otherwise limited.

10.2 **Checks, Drafts, Etc:** All checks, drafts, or other orders for the payment of money issued in the name of PATS shall be signed by such Officer or Officers, agent or agents of PATS, and in such manner as shall be determined from time to time by resolution of the Board, except as otherwise provided herein.

10.3 **Deposits:** The funds of PATS shall be deposited in such depositories, as the Board shall select.

10.4 **Gifts:** The Board or any other Officer, employee, or agent of PATS may accept, on behalf of PATS, without further authorization, any contribution, gift, bequest, or device, except any such gift made with limitations or conditions imposed by the donor may not be accepted without express approval by the Board.

10.5 **Fiscal Year:** The fiscal year of PATS shall be determined by resolution of the Board.

10.6 **Auditing of Books:** The Board shall have the PATS accounts audited by a certified public accountant annually; and, a full statement of the finances shall be made available to the membership.

Article 11 - Waiver of Notice

11 Any notice of meetings required to be given under these By-Laws may be waived in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein.

Article 12 - Amendments

12.1 **Substantive Changes:** These By-Laws may be altered, amended, supplemented, or repealed after any such changes, approved by the Board, are submitted to general membership. Any changes must be approved by at least two-thirds (2/3) of the total certified members present at the business meeting conducted at the annual PATS Clinical Symposia.

12.2 **Technical Changes:** Technical Corrections to the By-Laws may be made by a unanimous vote of the Board, including the vote of the President. If the By-Laws are altered, amended or supplemented in this manner, the changes shall not become effective until 30 days after the Membership has been advised of the changes.

Article 13 Political Action Committee

13.1 The PAT-PAC shall consist of at least two (2) active members appointed by the PATS President and approved by the Board of Directors. There shall be a Chair and Treasurer. Additional committee members may be added as per the discretion of the Chair and approval by the PATS Board of Directors. The term of each committee member shall be for one year and each may be reappointed by the President for consecutive terms with the approval of the Board of Directors.

13.2 The PAT-PAC Committee shall solicit and accept personal contributions from qualified contributors and shall expend those contributions to provide financial support exclusively for candidates of Pennsylvania State and Local elective office and to other political committees and

organizations organized exclusively for the purpose of supporting candidates for Pennsylvania State and Local elective office. No officer of the Society, PAT-PAC Committee person or contributor shall have a right to share personally in any funds or assets of the committee or of the Society. All funds collected from contributors shall be maintained by the committee as a separate, segregated fund of the Society and all expenditures by the committee in support of political candidates or organizations shall be made from such fund.

Article 14 Executive Director

14.1 The Executive Director (ED) shall assist the PATS Executive Board with implementation of the Society's strategic plan and daily operations. The ED position requires a thorough knowledge of the athletic training profession, its members, and issues important to athletic trainers in Pennsylvania. This individual shall serve in a non-voting, ex-officio capacity to the Board and its committees. The Board shall determine the duties and will review the value of this position on an annual basis. Employment and termination of the ED is determined by a simple majority vote of the Board.