

Constitution of the Arkansas State University Athletic Training Club

ARTICLE I: NAME

The name of this club shall be the Arkansas State University Athletic Training Club.

ARTICLE II: PURPOSE

To achieve interest in the athletic training profession at Arkansas State University.

To achieve a better working knowledge of athletic injuries by sharing ideas, goals, and experiences through meetings, clinics, and other casual events.

ARTICLE III: MEMBERSHIP

There shall be four classes of membership:

- 1) Active will have all privileges of voting, holding an office, serving on committees, proposing amendments, and attending meetings.
- 2) Associate will have the privileges of proposing amendments, serving on committees, and attending meetings.
- 3) Honorary will have the privileges of proposing amendments, serving on committees, and attending meetings.
- 4) Advisory will have the privileges of proposing amendments, serving on committees, and attending meetings.

No member shall be eligible for more than one (1) class at the same time.

MEMBERSHIP AND PARTICIPATION SHALL BE FREE FROM DISCRIMINATION BASED ON RACE, RELIGION, COLOR, NATIONAL ORIGIN, DISABILITY, AGE, OR SEX.

ARTICLE IV: DUES

Dues will be five dollars per semester for membership. Dues will be collected at the first meeting of the semester. Dues are not required of those members who maintain current membership in the National Athletic Trainers' Association.

ARTICLE V: FINES

If an active member misses a meeting or program function there will be a one-dollar penalty unless approved by a club advisor. One (1) credit will also be lost per missed event unless excused by an advisor.

ARTICLE VI: SUSPENSION/CHANGE OF MEMBERSHIP CLASSIFICATION

Membership shall be suspended upon discontinuation of payment of dues or for unethical conduct with a unanimous vote of the executive committee.

Active membership shall be lowered to associate status upon missing a club meeting or program function. Active membership will be reinstated after the next business meeting and upon payment of any fines incurred.

Change of membership classification can occur with a unanimous vote of the executive committee for failure to meet the criteria for the classification.

ARTICLE VII: ELECTION, VOTING, AND SCHOLARSHIP

A quorum consisting of 2/3 of the active membership must be present for all voting including any expenditure of club funds. Officers will be elected in the month of April for the following year. The new officers will take term immediately in the month of April. No individual will hold more than one office at a time. In cases where the officer is unable to fulfill the duties of the office, there shall be a special election to replace the officer as set by the executive committee. If the president is unable to fulfill the duties of the office, the vice-president will take over the office of the president, and an election will be held to fill the office of the vice-president. All regular business will be decided by a majority vote of the quorum. Members must have Active member status in order to vote.

The scholarship will be given off of interest drawn from the scholarship savings. No other expenditures will be given from the scholarship savings. The Athletic Training Club scholarship will be awarded to an active member who must meet the following requirements:

1. Full time undergraduate student with a cumulative grade point average of 3.0 or above
2. Active member of the ASU Athletic Training Club
3. Online application submitted including a personal statement of goals
4. Transcripts from all colleges/universities attended sent to a club advisor
5. Submission of all materials prior to April 1 deadline.



ARTICLE VIII: ELECTION AND VOTING

The executive committee will consist of the following officers: President, Vice-President, Secretary, Treasurer, Junior Representative, two Club Advisors, and/or Physician Advisor. The officers shall be nominated in writing and submitted to the President or an Advisor by April 1. If no nominations have been submitted at the time of election, nominations will be taken from the floor. However, Junior representative will be elected and voted on during the first business meeting of the fall semester.

The nominee must be present at the meeting, and has the option of declining the nomination. Two minutes of discussion per candidate will be allowed with voting for each office immediately following the discussion. A majority vote of the quorum by active students will determine the election. A quorum for the executive committee will consist of a minimum of one advisor and three officers.

ARTICLE IX: BUSINESS MEETINGS / GUEST LECTURES

Business meetings shall be held at least two times per semester unless the executive committee calls a special meeting.

Guest lectures shall be held at least two times per semester as decided by a committee and with club advisor approval.

ARTICLE X: AMENDING THE CONSTITUTION

Changes to the constitution may be proposed by a member and must be approved by a two-thirds vote of the quorum. Proposed changes must be typed and submitted to the President one month prior to the next meeting, approved by the executive committee, and posted by the President on the Athletic Training Club website two weeks prior to the meeting for a membership vote. Changes may not be added, deleted, or changed by a vote, by mail, or by telephone unless the executive committee has approved an absentee vote.

ALL CHANGES TO THE CONSTITUTION OR BY-LAWS ARE SUBJECT TO THE APPROVAL OF THE STUDENT AFFAIRS COMMITTEE.

ARTICLE XI: AMENDING THE BY-LAWS

Changes to the by-laws may be proposed by a member and must be approved by a two-thirds vote of the quorum. Proposed changes must be typed and submitted to the President one month prior to the next meeting, approved by the executive committee, and posted by the President on the Athletic Training Club website two weeks prior to the meeting for a membership vote. Changes may not be added, deleted, or changed by a vote, by mail, or by telephone unless the executive committee has approved an absentee vote.

ALL CHANGES TO THE CONSTITUTION OR BY-LAWS ARE SUBJECT TO THE APPROVAL OF THE STUDENT AFFAIRS COMMITTEE.

Date of Adoption

Date of Approval

President

Chairman, Student Affairs Committee

Advisor

BY-LAWS
OF THE
ATHLETIC TRAINING CLUB

THE EXECUTIVE COMMITTEE

The executive committee consists of the following officers: President, Vice-President, Secretary, Treasurer, Junior Representative, Two Club Advisors, and/or Physician Advisor. The committee carries out their responsibilities as given in the Constitution and By-Laws.

THE PRESIDENT

The President is responsible for the overall function of the club. The President shall appoint all committees deemed necessary to help with the club's business.

The President shall control the business meeting according to the Parliamentary Rules and Regulations. For controlling and conduction of all business meetings, the officers' line of succession shall follow in the absence of the President.

The President should see that the following items are handled at the business meetings:

Old Business

- 1) Call the meeting to order
- 2) Minutes of the last meeting approved
- 3) Financial report by the Treasurer
- 4) Report from all the existing committees
- 5) Report from the Club Advisor/s

New Business

- 1) Vote on Constitutional Amendments, if any
- 2) Explanation of voting
 - a. Explanation of the ballot
 - b. Any officer to fill a vacancy that may have resulted due to resignation, etc.
- 3) Presentations from the Executive Committee
 - a. By-Laws passed and being considered
 - b. Items for consideration under "new business"
- 4) Other new business, if any, and additional appointments, if necessary

Additionally, the President is to:

- 1) Set up meetings of the Executive Committee. The President shall set the time and the place with the approval of a Club advisor.
- 2) Write thank-you letters to the guest speakers.

THE VICE-PRESIDENT

The Vice-President is responsible to, and shall assist the President in all club matters. The Vice-President shall serve as Parliamentarian of the club and shall oversee the club according to Robert's Rule of Order. The Vice-President shall also serve as the administrator of the Athletic Training Club web page.

THE SECRETARY

The Secretary is responsible to, and shall assist the President in all club matters. The Secretary shall be responsible for taking minutes at all business meetings. At the business meeting, the secretary is responsible for presenting the minutes of the previous business meeting. The Secretary shall send an annual report of club activities to all scholarship contributors. The Secretary shall make the revisions of the constitution and by-laws as approved by the membership in the Athletic Training Club Records. This officer is also responsible for sending all approved revisions of the Constitution and By-Laws to the Student Affairs Committee. This officer shall be responsible for recording attendance of meetings on membership records.

THE TREASURER

The treasurer is responsible to, and shall assist the President in all club matters. The Treasurer shall be responsible for giving the treasurer's report at each business meeting. The Treasurer shall maintain the bank account of the club by making the necessary deposits and withdrawals with this officer's authorized signature, along with the signature of a Club advisor, after approval of the membership. This officer shall be responsible for the collection of dues and fines of members and the recording of all such payments on membership records.

JUNIOR REPRESENTATIVE

The junior representative is responsible to, and shall assist the President in all club matters. The Junior Representative shall be responsible for learning the function of the executive committee and the rules and regulations of each individual position on the executive committee. The Junior Representative shall also be the voice of the Junior Class for any issues related to the Athletic Training Club. Upon completion of the junior year, the Junior Representative will assume the role of President.

MEMBERSHIP

There shall be four classes of membership:

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| Active | Those full-time Arkansas State University students currently meeting the following criteria: <ol style="list-style-type: none">1. Must be a professional student in the Athletic Training Program.2. Submitted an online application3. Attended all meetings (exceptions only by club advisors prior to meetings)4. Participated in all club activities (exceptions only by club advisors prior to activity)5. Participated in all fundraising activities (exceptions only by club advisors prior to activity) |
| Associate | Those Arkansas State University students interested in athletic training. |
| Honorary | Those past Arkansas State University student athletic trainers who have attained National Athletic Trainers' Association certification or have attained a state license as an athletic trainer or related profession as determined by the executive committee. |
| Advisory | Those that are certified athletic trainers who are Faculty/Administrative staff of Arkansas State University or Medical Physicians interested in athletic training. |