

BYLAWS  
OF THE  
WYOMING ATHLETIC TRAINERS' ASSOCIATION

Article I.     PRESIDENT

Section 1     Selection: In accordance with Article VIII; Section C1 of the Constitution.

Section 2     Terms of Office: In accordance with Article VIII; Section C1 of the Constitution.

Section 3     Functions and Responsibilities:

1. Serve as the Official Spokesperson for the Executive Committee and the Association;
2. Maintains communications with the Vice-President and Secretary in all matters pertaining to the coordination, management, and supervision of the Association's affairs;
3. Calls all meetings of the Executive Committee as deems necessary and advisable;
4. Presides over all meetings of the Executive Committee;
5. Presides over all business meetings;
6. Keeps the Executive Committee informed about the Association affairs between committee meetings;
7. Serves as ex-officio member of all Association committees;
8. Appoints all committee chairpersons, contingent upon the approval of the Executive Committee;
9. Coordinates the activities of the Association and acts as a liaison between areas and polls the Executive Committee at least one month in advance of committee meetings for suggestions on committee agenda;
10. Maintains communication and records of all committee chairpersons;
11. Investigates and recommends to the Executive Committee possible avenues through which the Association may enhance its professional image and interpret its purposes and objectives to allied associations and professions, high schools, colleges, and universities, and the general public.

Article II.    VICE PRESIDENT

Section 1     Selection: In accordance with Article VIII, Section C2 of the Constitution.

Section 2     Terms of Office: In accordance with Article VIII; Section C1 of the Constitution.

Section 3      Functions and Responsibilities:

1. Answers correspondence, inquiries, and requests for guidance and counseling concerning professional preparation of Athletic Trainers. Coordinates the efforts to enhance the success of the Annual Meeting and Clinical Symposium;
2. Selects sites and hotels for the Annual Meeting and Clinical Symposium according to the guidelines set by the Executive Committee;
3. Forms any additional sub-committee as deemed necessary for the success of the Annual Meeting and Clinical Symposium;
4. Keeps the President informed on all Annual Meetings and Clinical Symposium plans and reports to the Executive Committee at each scheduled meeting.

Article III.      SECRETARY

Section 1      Selection: In accordance with Article VIII, Section C2 of the Constitution.

Section 2      Terms of Office: In accordance with Article VIII, Section C1 of the Constitution.

Section 3      Functions and Responsibilities:

1. Serves as the custodian of all records, books and papers belonging to the Association;
2. Arranges for the recording of minutes of all Executive Committee meetings and business meetings and distributes the minutes within a reasonable time subsequent to such meetings;
3. Conducts the official correspondence of the Association including such matters as notifying members of meetings, officers of their election, committee members of their appointments, and all notices as required by the Bylaws or as requested by the Executive Committee;
4. Maintains a current and accurate mailing list and an official record of the Association Membership;
5. Establishes and maintains an effective public relations program for the Association by preparing and distributing appropriate news releases, feature stories, etc. to the various news media, radio, television, and newspapers;
6. Responsible for distributing newsletter to all WyoATA members on a biannual basis.

7. Maintains and accurate and current record of newly enacted legislation and incorporates it into the Constitution and bylaws and as instructed by the Executive Committee;
8. Supplies the Executive Committee with an accurate record of all Constitution and Bylaws revisions, deletions, or additions at their annual meeting;
9. Continually reviews the Association Constitution and Bylaws in terms of newly enacted legislation and make recommendations to the Executive Committee for revision, deletions, or additions.

Article IV. EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of the President, Vice-President, and the Secretary.

1. The executive members shall be certified members of the NATA and be in good standing with the WyoATA and Wyoming State Athletic Training Licensure.

B. Functions and Responsibilities:

1. Meets twice yearly, once at the Annual Meeting and a second time to be determined by the President. They may also meet at any other time during the year that the President determines necessary;
2. Serves as the official legislative body of the Association;
3. Approves the appointment of all special committees deemed necessary for the conduction of special Association projects of study;
4. Approves appointment of all committee Chairpersons and standing committee members;
5. Continually evaluates and defines the roles and functions of Association officers, standing committees, and special committees;
6. Receives recommendations, suggestions, and requests form Association members and makes recommendations to the President for their inclusion in the agenda of the Executive Committee meetings;
7. Continually re-evaluates the goals and objectives of the Association and accepts primary responsibility for progress toward these goals.

Article V. TREASURER

Section 1 Selection: Appointed by the President with the approval of the Executive Committee from the certified membership of the Association;

Section 2 Terms of Office: Subject to yearly review by the Executive Committee;

Section 3 Functions and Responsibilities:

1. Possess complete responsibility to transact all business for and on behalf of the Association and to manage all property, affairs, and activities of the Association subject to the provisions of the Constitution and Bylaws and resolutions and enactments of the Executive Committee;
2. To commit the Association to no financial obligation in excess of its available financial resources;
3. To commit the Association to no financial obligation above \$50.00 without approval of the Executive Committee;
4. Serves as the custodian of all financial records belonging to the Association;
5. Handles all financial matters of the Association;
6. Submits a compilation financial report to the Executive Committee prior to the State Annual Meeting, as well as, the Rocky Mountain Athletic Trainers Association (RMATA) Wyoming State Business Meeting.
7. Responsible for collecting membership dues and processing the membership form and forwarding the said forms to the Secretary.

Article VI. PARLIAMENTARIAN

Section 1 Selection: Appointed by the President with the approval of the Executive Committee from the certified membership of the Association.

Section 2 Terms of Office: Subject to yearly review by the Executive Committee;

Section 3 Functions and Responsibilities:

1. Must have a thorough knowledge of parliamentary procedures;
2. Shall be in attendance at all Executive Committee meetings and Annual Business Meetings;

3. Is in charge of keeping Executive Committee and Annual Business Meetings operating under parliamentary procedures as described in Robert's Rules of Order.

Article VII. COMMITTEES

1. Honors/Awards/Scholarships

a. Function:

- i. Reviews the Honors/Awards/Scholarship manual yearly and recommends any changes to the Board.
- ii. Recommend to the Board criteria for all awards given by the Association.
- iii. Recommend to the Board recipients of awards given by the Association.
- iv. Procure, within Board guidelines, plaques and other awards to be given by the Association.
- v. Ensure that all engraved or printed awards are affixed with the proper seal of the Association.
- vi. Advise the Board on matters pertaining to awards.
- vii. Establish nomination submission deadlines and candidate evaluation time schedules.
- viii. Present awards to recipients at the annual meeting of the Association.

b. Composition:

- i. Designated liaison from the WyoATA board: President
- ii. One (1) representative as appointed by the board: must be a certified & voting member of WyoATA.

c. Honors & Awards

i. WyoATA Hall of Fame

1. Summary:

- a. The WyoATA Hall of Fame Award is the highest honor we bestow upon our members. It recognizes individuals that have shaped the profession through their noteworthy accomplishments & dedication to service, leadership, and professionalism. Every so often a truly gifted person comes along whom, by genius, hard work, and exceptional talent sets themselves apart and distinguishes themselves as the very best of our profession.

2. Qualifications:

- a. Candidate in good standing of the WyoATA for a minimum of 15 years.

- b. Candidate in good standing of the NATA for a minimum of 18 years.
- c. BOC certified athletic trainer.
- d. Candidate must have served the association as an officer or committee member.
- e. Candidate must have made contributions to the athletic training profession that have brought distinction to WyoATA or been recognized as having given significant service to the WyoATA.

ii. Sage Award

1. Summary:

- a. Sage is a profoundly wise person that is distinguished for wisdom. The WyoATA Sage Award is given to an athletic trainer that has worked in the state of Wyoming and has brought distinction to the WyoATA. Outstanding achievements, continued efforts, time and skills as it relates to improvement of the profession of athletic training are all awarding of sage. Those efforts can include but are not limited to serving on committees, working with licensure board, serving as an officer within the WyoATA, etc.

2. Qualifications:

- a. Candidate must have worked in the state of Wyoming as an athletic trainer for a minimum of 15 years.
- b. And/or, candidates who are native to Wyoming (by birth) who have made significant contributions to the athletic training profession and have brought distinction to the WyoATA, RMATA, or NATA may be considered. The length of service requirement (15 years) would be mandatory.
- c. And/or, Former WyoATA members who have not met the length of service requirement, but who have given considerable service to the WyoATA.
- d. And/or, a contributing non-member can be considered if deemed to have given lengthy outstanding service to the WyoATA. The nomination must be received with three (3) letters of recommendation from association members of the WyoATA, and the service performed must have been significant of a period of time.

2. Annual State Symposium Committee

a. Function:

- i. Reviews the Annual State Symposium manual yearly and recommends any changes to the Board.

- ii. Works closely with the WyoATA Vice-President in regards to the annual state meeting as well as the other sub-committee members.
- iii. Reviews previous year's assessments & evaluations and makes best educated decision on member's preference of location and date of Annual State Symposium.

b. Composition:

- i. Designated liaison from the WyoATA board: Vice-President
- ii. Three (3) representatives as appointed by the Board: all must be a certified & voting members the of WyoATA

c. Sub-Committees

i. Symposium Coordinator

A. Tasks:

1. Present to the board any expenses.
2. Works with WyoATA Vice-President in regards to hotel accommodations.
3. Arranges symposium meeting room.
  - a. Works closely with Program Coordinator and hotel to determine space needs.
4. Works closely with Exhibit Coordinator in regards to:
  - a. Space needed for exhibits.
  - b. Time allotted for members to visit with exhibitors.
  - c. Help out on site with exhibitor needs.
5. Arranges food for events.
6. Put together registration packets.
7. Provide on-site registration services during the meeting.
8. Works closely with hotel in regards to event orders, room set-up, and hanging of WyoATA banners.
9. Send thank you letter to hotel after the symposium.

ii. Program Coordinator

A. Tasks:

1. Shall comply with the requirements of the Board of Certification (BOC) in directing the educational aspects of the Association.
2. Present to the board any expenses.
3. Selection of symposium topics and speakers.
4. Advise and direct with the Symposium Coordinator and WyoATA Vice-President in regards to details in carrying out the symposium.

5. Determine space needs per previous years attendance and lab space requirements.
6. Provide the final program information to the Board members 1 week prior to the symposium.
7. Get speaker information (outline, rooming needs, AV needs) 1 week prior to the symposium.
8. Send thank you letter to the speakers after the symposium.
9. Provide individuals to introduce speakers.

iii. Exhibit Coordinator

A. Tasks:

1. Maintain a list of potential exhibitors.
2. Contacting potential exhibitors and provide them with hotel information, registration information, and any other information which is of importance to the exhibitors.
3. Work with the hotel or convention center representative to organize the exhibit hall, and to assign booth space.
4. Present to the board any expenses.
5. Provide a list of companies exhibiting a minimum of one week prior to the symposium.
6. Be available prior to, during and after the exhibitor session to provide needed services, trouble-shoot problems, or to address concerns of the exhibitors.
7. Meet with each individual exhibitor as they arrive and address their individual needs and concerns.
8. Collect and analyze evaluation/comment forms from the exhibitors. This information shall be forwarded to the Board.
9. Submit all fees collected, invoices, and receipts to the Treasurer.
10. Create exhibitor raffle cards and collect raffle items from exhibitors.
11. Send thank you letter to exhibitors after the symposium.

3. Historian

a. Function

- i. Reviews the Historian manual yearly and recommends any changes to the Board.
- ii. Collects past history of WyoATA including but not limited to:
  1. Creation of WyoATA
    - a. Date
    - b. Individuals involved
  2. Individuals who have been on the WyoATA Board of Directors
    - a. Position held
    - b. Years of service



3. Past committee(s) of WyoATA
  - a. Name & description of committee(s)
  - b. Members who chaired the committee(s) & years of service
  - c. Members who were on the committee(s) & years of service
4. Past Honors & Awards
  - a. Name and description of honors/awards presented by WyoATA
  - b. Recipients of honors &/or awards and year given.
5. State Symposiums
  - a. Date of past symposium(s)
  - b. Location of past symposium(s)
  - c. Attendance number at past symposium(s)

b. Composition

- i. Designated liaison from the WyoATA board: Secretary
- ii. One (1) representative as appointed by the board: must be a certified & voting member of WyoATA.

4. Governmental Affairs Committee (GAC)

a. Function

- i. Reviews the GAC manual yearly and recommends any changes to the Board.
- ii. Identify, develop, and implement state-based legislative strategies beneficial to the athletic training profession and its patients.
- iii. Keep the membership informed of the Legislation issues in Wyoming.
- iv. Keep in contact with RMATA's GAC representative and update the NATA GAC State Report when called upon to do so.
- v. Apply for NATA and RMATA legislative grants.

b. Composition

- i. Designated liaison from the WyoATA board: Treasurer
  - i. One (1) representative as appointed by the board: must be a certified & voting member of WyoATA
    1. Recommendation is an individual off of the Wyoming Athletic Training Licensure Board.

5. Public Relations

a. Function

- i. Reviews the PR manual yearly and recommends any changes to the Board.
- ii. Will serve as the RMATA PR representative for WyoATA
- iii. Ascertain available public relation resources
- iv. Implementing meaningful, viable public relations activities within and outside of the Association.
- v. Submitting items to national, regional, and state athletic training publications.

- vi. Ensure positive, informed and ethical presentation relative to WyoATA
  - vii. Advising the President and Board on matters pertaining to public relations.
  - viii. Internet activities to include but not limited to:
    - 1. Social media maintenance and publishing news that shall include, but not be limited to, the following:
      - a. Communicating with and educating our members about athletic training issues
      - b. Encourage social and professional networking among the membership
      - c. Market WyoATA events
      - d. Serve as a call to action
      - e. Link to news articles or link them to a new WyoATA program
    - 2. Website maintenance and publishing news that shall include, but not be limited to, the following:
      - a. Contact information for Board members and committees
      - b. Import Association documents
      - c. Summaries of the proceedings of previous meetings
      - d. Notification of Board and Membership meetings
      - e. Information provided by Board members and committees
      - f. Items of interest to the members of the Association related to the profession of athletic training
      - g. Links to other relative athletic training sites and associations pending WyoATA Board approval
      - h. Keep updated web passwords in conjunction with WyoATA Secretary
- b. Composition
- i. Designated liaison from the WyoATA board: Secretary
  - ii. One (1) representative as appointed by the board: must be a certified & voting member of WyoATA.

Article VIII. MEMBERSHIP PROVISIONS AND DUES

A. Membership Classes:

- 1. Certified
  - a. Qualifications for membership: Must be a BOC Certified Athletic Trainer (ATC);
  - b. Dues: \$30.00;
  - c. Certified Members only are entitled to vote on WyoATA affairs and to hold WyoATA office;
  - d. Provisions for maintaining Certification: as set forth by the BOC
- 2. Non-Certified

- a. Qualifications for membership: This membership is open to individuals who are not Certified Athletic Trainers, but whose interest is related to Athletic Training in general;
  - b. Dues: \$30.00;
  - c. Non-certified members are not entitled to vote on WyoATA affairs or to hold WyoATA office;
3. Student
- a. Qualifications for membership: This membership class is open to all interested students that are enrolled at high school level or above and not yet certified;
  - b. Dues: \$20.00;
  - c. Student members are not entitled to vote on WyoATA affairs or hold WyoATA office;
4. Retired
- a. Qualifications for membership: Retired from active membership in the NATA/BOC;
  - b. No Dues;
  - c. Retired members are not entitled to vote on WyoATA affairs or hold WyoATA office.

B. Approval of Application for Membership

- 1. Membership in the WyoATA must come through the Treasurer and is subject to the Secretary's approval with final approval by the Executive Committee. In case of doubt regarding an applicant's qualifications for membership, the Executive Committee shall be consulted.

C. Dues

- 1. Dues shall be set forth by the WyoATA;
- 2. Dates concerning Dues;
  - a. Dues become payable on January 1, for the calendar year. If dues are not paid by February 15, the member becomes delinquent;
  - b. If dues are not paid by March 1, the member is suspended and must apply for reinstatement. A fee of \$20.00 (payable to WyoATA) is charged for reinstatement.

3. Reinstatement Following non-payment of Dues:

- a. The Secretary should consider the circumstances of non-payment of dues and make a judgment as to the reinstatement of a suspended member to the previous class of membership later in the year. However, if a member is suspended for non-payment of dues for a full year (the calendar year for which dues are first not paid) or more, he/she must apply for membership as a new member and meet the current qualifications for membership in the class of membership for which he/she is applying;
- b. The time for which suspension is in effect, a year or more, shall not count as time qualifying a person for certain classes of membership or as time engaged in the profession.

D. Suspension of Membership

1. Membership may be suspended for any one of the following reasons.
  - a. Non-Payment for dues;
  - b. NATA ethics violations;
  - c. Not being in good standing with Wyoming State Athletic Training Licensure.
2. Charges may be brought before the Executive Committee by any voting member. The Executive Committee will evaluate the charges in accordance with Executive Committee policy. In the event of suspension, the affected individual may appeal to the Executive Committee.
3. Suspension from the NATA results in automatic suspension from the WyoATA.

Article IX. BALLOTS:

- A. All ballots will be counted by the current Secretary. The tabulation will be confirmed by two non-officer WyoATA members;
- B. Written receipt of all tabulations will be kept on file by the Secretary.

Article X. MISCELLANEOUS POLICIES:

A. E-Mail Voting Procedure:

1. Those eligible to vote include the executive committee.
2. Any Board of Directors member may make a motion.
3. The President, or appointed chair, facilitates these proceedings.
4. Each new main motion must be made in a separate e-mail message, with no other threads included.

- a. Discussion can precede or follow a motion. All discussion or debate must follow the same e-mail thread, other e-mails should not follow this thread.
  - b. The chair will assign a subject and a number to the motion, and include it in the subject line of the e-mail.
    - i. The form of the subsequent e-mail subject lines will be, Header: Motion number.
      1. Example subject line: Voting Policy: Motion 1
    - ii. Amendments to the motion will be identified with a letter designation.
      1. Example amendment: Voting Policy: Motion 1a
  - c. The first line of the message shall include the formal motion.
  - d. Each sender of an e-mail message will include his/her name at the end of a message.
5. Members shall “Reply ALL”.
  6. A “second” of a motion should be sent within 72 hours.
  7. The President, or appointed chair, shall put the question to a vote, once a second to the motion has been made, by restating the pending question and request the members to vote.
    - a. The word “vote” shall be included in the subject line of the e-mail.
      - i. Example: Voting Policy: Motion 1a Vote
    - b. The time frame of voting will be designated by the President, or appointed chair.
  8. Members shall respond “I vote yes” or “I vote no”.
  9. The secretary shall compile and maintain the complete thread of the motion and its outcome, including all amendments and secondary motions.
    - a. The secretary shall prepare minutes of the vote/action and upload the formal minutes to the WyoATA cloud storage system.
      - i. The formal minutes will include the wording of the motion, dates of discussion, dates of the voting period, and voting results.
      - ii. These minutes can be approved at the next regular meeting.
  10. Any member shall have the right to a copy of the message thread of a motion.