

West Texas Sports Medicine Society (WTSMS)

Constitution and Bylaws

Article I

Name

The name of the organization shall be the West Texas Sports Medicine Society

Article II

Purpose

2.1 Purpose and Mission Statement

The West Texas Sports Medicine Society is a social, non-profit organization dedicated to improving the communication, continuing education, and professionalism of the West Texas athletic training community, and to cultivate an atmosphere of idea sharing and fellowship among professionals.

2.2 Objectives, Goals, and Events

- A) Student athletic training aid workshop and other educational events
- B) Member communications
- C) Various social events
- D) Public service, cooperation with charities and support of the West Texas athletic community
- E) Student scholarships
- F) Plaques, trophies, and/or other methods of recognition, honors, and awards
- G) Communicate employment opportunities and information

Article III

Membership

3.1 Classes of Membership

- A) Professional
- B) Student
- C) Retired
- D) Associate
- E) Corporate

3.2 Membership Qualifications

- A) Professional: any Texas Licensed Athletic Trainer in good standing with the Texas Department of Licensing and Regulation (TDLR).
- B) Student: a non-licensed or non-certified athletic training student that is currently enrolled in a high school, junior college, undergraduate, or graduate Athletic Training program
- C) Retired: retired members
- D) Associate: any allied health care professional interested in the advancement of athletic training (i.e. Physician Assistants, Physical Therapists, Occupational Therapists, physicians, etc.)
- E) Corporate: any person or company who is interested in the advancement of athletic training.

3.3 Membership Application and Dues

- A) Dues will be paid upon application for membership and annually thereafter upon renewal of membership
- B) Membership dues will be determined by the board annually

3.4 Membership Standards

- A) All Professional Members must maintain active Texas Athletic Training Licensure and be in good standing
- B) All Student Members must be enrolled at a high school, junior college, college, or university, be involved in the school's Athletic Training Program, and must have a sponsoring Athletic Trainer or coach from the school they currently attend.

3.5 Voting Membership

Voting privileges are granted to Professional Members only

3.6 Termination of Membership

- A) Any member may terminate membership at any time by written notice to a Board member. There will be no rebate of dues paid.
- B) Any member delinquent in paying dues for three months after the due date shall have their membership suspended and will not be allowed to vote, hold office within the organization, or allowed member services.
- C) Membership may be suspended or terminated for violation of this Constitution and Bylaws, or failure to uphold professional conduct as stated by the NATA Code of Ethics and the TDLR Athletic Trainers Standards of Conduct.

Article IV

Officers of the Board/ Board of Directors

4.1 Definition of Officers

- A) Officers of the Board are to be practicing professional members, in good standing with WTSMS and the Texas Department of Licensing and Regulations
- B) The board will consist of a President, Vice-President, Secretary, Treasurer, and Regional Representatives

4.2 Duties of Officers

- A) President: will oversee all aspects of the organization; preside at all board meetings and general meetings at which he/she is in attendance
- B) Vice-President: will assist the President in all aspects of the organization and perform the duties of the President in his/her absence. He/she will oversee all amendments that may be presented to the board and will oversee all committees.
- C) Secretary: will keep minutes of both general and board meetings. In addition, will provide agendas for each meeting and oversee attendance at meetings.
- D) Treasurer: will be responsible for maintaining WTSMS financial records. This may include disposition of membership dues, donations/sponsorships, and payment of bills. He/she must submit a bi-annual report summarizing the organization's financial status.
- E) Regional Representatives: are elected according to geographical region of WTSMS. The Regional Representatives serve to enhance communications between Members and the Officers of the Board and assist and advise the Board in the operations of WTSMS.
- F) Past President: once the President has served his/her term, they will serve in an advisory capacity to the new President. This position does not have voting rights.

4.3 Election of Officers

- A) Nominations shall be by professional members in good standing with the organization by correspondence in November
- B) The officers of the board are elected by majority vote of eligible voting members.
- C) All elections are conducted electronically to those members who have voting rights.
- D) Election results will be reported to the membership within seven days from the date of the ballot tally. The president will be responsible for notification of the membership.
- E) In the event a candidate does not receive a majority vote, members will be notified with a runoff ballot and have fourteen days to return the ballot.
- F) Elections will be in January and officers of the board will take office in June of that same year. There shall be a transition period of two months prior to a change of officers of the board.

4.4 Terms of Office

- A) The term of office shall be two years. Board positions will be limited to two consecutive terms, with eligibility for re-election after sitting out for one term of the office held.

- B) No individual may serve in more than one WTSMS office at a time.
- C) The offices of President and Secretary shall be elected in the same year. Elections for these offices will be held on even years.
- D) The offices of Vice-President, Treasurer, and Regional Representatives shall be elected in the same year. Elections for these offices will be held on odd years.
- E) In the first year of the WTSMS, the President and Secretary shall hold office for three years. Upon completion of the term, the years of each term shall be two as stated in Section 4.4A of Article IV. All other board members will adhere to the two year term as stated in Section 4.4A of Article IV.

4.5 Resignation, Removal, ad Replacement of Officers of the Board

- A) Resignations: Any board member may resign at any time by written notice.
- B) Removal: Automatic removal from office is warranted if the officer in question voluntarily or involuntarily inactivated his/her Texas Athletic Training Licensure. Removal may be deemed necessary in the following conditions:
 - 1) Conflict of interest by entering a relationship that is in significant conflict with the goals of the WTSMS, the profession of athletic training, or the rights and obligations of the respective office
 - 2) The board member is no longer able to completely fulfill the obligations of the position
- C) Replacement: If an office becomes vacant during the year, the board can appoint a member to that position. If the President's office becomes vacant the Vice-President shall preside over the duties of the president and become President.

Article V

Meetings

5.1 General Business Meeting

General Business Meeting of the membership shall be set by the President and approved by the Board

5.2 Executive Business Meetings

- A) Executive Business Meetings shall consist of Officers of the Board and any member who wishes to attend.
- B) Executive Sessions may be called at Executive Business Meetings. These Sessions are ordered by Presidential Directive and are only attended by Board members and those necessary as determined by the President.
- C) A quorum of five board members must be in attendance in order to conduct official business.

5.3 Notice of Meetings

Members will be notified of meetings by newsletter, fax, email, or telephone.

Article VI

Committees

6.1. Committees shall be established by a consensus of the Officers of the Board

6.2 Committee chairs and members shall elected by the Officers of the Board

- A) Term of service for committee members shall be two years
- B) Committee members may be appointed for two consecutive terms
- C) Committee chairs shall be subject to annual review by the Officers of the Board, and may resign at any time.

Article VII

Financial Business

7.1 Execution of Contracts

The Officers of the Board may authorize any Member in the name of WTSMS to enter into contracts, and any such authority may be general or specific

7.2 Checks, Drafts, Deposits, etc.

- A) All checks, drafts, or other orders for money issued in the name of WTSMS shall be signed by the treasurer. Amounts over \$100.00 shall be co-signed by the President.
- B) Deposits shall be made in such depositories as the elected officers select.
- C) The principal office of WTSMS shall be a Post Office Box selected by the elected officers.

7.3 Gifts

- A) Officers of the Board may accept gifts on behalf of WTSMS, except those gifts made with limitations or conditions imposed by the donor, which must then be presented in Executive Business Meeting for review.
- B) Any gifts or donation items that have inherent more tray value (as opposed to honorary or sentimental value) must be disclosed on the annual financial report of the Treasurer.

7.4 Fiscal year

- A) The fiscal year of WTSMS shall run from January 1 to December 31.
- B) Auditing of the books shall occur annually and is the responsibility of the Treasurer, who may determine the need for auditing service of an outside firm, subject to review and approval of the Officers of the Board.
- C) The Treasurer shall make an annual financial report available to the Membership.

Article VIII

Amending the Constitution and Bylaws

8.1 Approval of Constitution and Bylaws

This constitution and bylaws shall be valid upon approval by the board.

8.2 Substantive Changes to the Constitution and Bylaws

- A) This Constitution and Bylaws may be altered, amended supplemented, or repealed after any such changes are submitted to the President with a signature list of 10% of the membership in support of the changes.
- B) Upon acceptance by the President, the membership will be notified of the proposed changes via letter, fax, email, or telephone.
- C) Opportunity for discussion of the proposed change(s) will be given to the membership at the next Business Meeting.
- D) Upon approval of the majority (51%) of the voting membership, the change(s) become part of the WTSMS Constitution and Bylaws
- E) Grammatical corrections to this Constitution and Bylaws may be made by unanimous consent of the Officers of the Board and will be effective immediately