



BYLAWS OF THE ATHLETIC TRAINERS OF MASSACHUSETTS INC

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Article I: Name

The name of the organization shall be the Athletic Trainers of Massachusetts, Incorporated (ATOM, Inc.)

Article II: Mission Statement

The ATOM, Inc is a non-profit organization committed to advancing, improving, and promoting the profession of athletic training. ATOM was founded to address the issues of mutual concern to athletic trainers within the Commonwealth.

Article III: Membership

3.1 Membership Classifications: Classifications shall be made according to the definitions, requirements and specifications established by the National Athletic Trainers Association (NATA) and Athletic Trainers of Massachusetts, Inc.

3.1.1 In addition to the NATA classifications, ATOM recognizes ATOM Honorary members, non-certified students and health professionals who may choose to solely join ATOM.

- a. ATOM Honorary members are individuals who have rendered outstanding services to the ATOM Inc., and/or to the profession of athletic training (sponsors, physicians, medical groups, etc). ATOM Honorary membership is eligible upon written nomination submitted by a Certified Professional, Certified Student or Certified Retired member to the Executive Council. ATOM Honorary membership shall be granted upon approval by a majority vote to the Executive Council.
- b. Non-Certified Student: Any full-time student with an interest in the profession of athletic training whose complete application is on file with this organization and whose annual dues have been received by the ATOM Treasurer.
- c. Health Professional: Any person who is engaged in a health care profession or is engaged in the education profession or otherwise and has contributed or desires to contribute to the practice, promotion or support of the stated purposes of this organization, and whose annual dues have been received by the ATOM Treasurer.

3.2 Membership Rights and Privileges: All members may take part in discussion or debate and, in general, have privileges of the floor during the annual business meetings or other officially convened ATOM meetings. However, only Certified Professionals, Certified Students, Certified Retired members shall be entitled to make a motion or vote.

3.2.1 Certified Professionals, Certified Students and Certified Retired members in good standing in this organization shall be eligible to cast one (1) vote upon all questions submitted to the membership for decision.

3.2.2 Only members of the Certified Professionals, Certified Students or Certified Retired classifications shall be entitled to hold an elected office or committee chair appointments in this organization.

3.3 Eligibility for Membership: Any person who is engaged in the profession of athletic training and who desires to contribute to the practice, promotion or support of the stated purposes of this organization shall be eligible for membership to the ATOM Inc.

3.3.1. The procedure by which eligibility for membership shall be affected is stated herein and so voted by the Executive Council.

3.4 Membership Standards

All members must comply with the NATA Code of Ethics and NATA's Standards, Eligibility Requirements, and Membership Sanctions and Procedures.

3.4.1 Conduct

Those who take part in any ATOM meeting or event, whether in-person or virtual, must treat each other with civility, courtesy and respect (both face-to-face and online). This means refraining from demeaning, discriminatory, or harassing behavior, materials, and speech. Failure to do so may result in removal from the event.

3.4.2 Non-Discrimination

ATOM does not discriminate on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation, gender identity or age. ATOM is committed to accessibility and non-discrimination in all aspects of its continuing education activities.

Article IV: Membership Dues

4.1 Any individual that joins the NATA with an address located within the Commonwealth of Massachusetts will automatically become a member of District 1 and ATOM, Inc upon payment of NATA membership dues.

4.1.1 Retired and Honorary Members: Consistent with the NATA membership classification dues structure, no dues shall be assessed to these classifications

4.2 For Non-certified students and Health Professionals who desire to sole membership to ATOM, Inc may do so in accordance with Article 3

4.2.1 Membership rates will be determined by the Executive Council on a yearly basis. Any changes to "health professional" rates will be provided justification (i.e.

legislative needs, budget, etc.). Rationale for proposed membership rate changes will be provided 8 weeks prior to proposed change.

4.2.1 Dues for non-certified students and health professionals will be collected by January 31st each year

Article V: Termination of Membership

5.1 Any individual's membership may be suspended by the NATA, BOC, State Licensing Board or ATOM Executive Council for:

- a. Failure to pay annual dues to either NATA or ATOM
- b. Revocation of the license to practice athletic training in the Commonwealth of Massachusetts or;
- c. Due to a violation of the NATA Code of Ethics or;
- d. Violation of the BOC Standards of Professional Practice

5.1.1 NATA members will have until January 31st to renew their annual membership. Notice of membership termination shall be forwarded, to the member and the Executive Council via email.

5.1.2 Reinstatement: Any member suspended for failure to pay their dues must apply for reinstatement through the NATA or ATOM Executive Council.

Article VI: Organizational Structure

6.1 Executive Council Structure: The governing body for this organization shall be the Executive Council. The Executive Council shall be composed of the President, President- Elect, Secretary, Treasurer, Membership Engagement Representative and Past-President.

6.1.1 The President shall serve as the chair for the Executive Council and shall be responsible for the conduct of any and all meetings.

6.1.2 No member of the Executive Council shall hold more than one (1) office at any given time.

6.1.3 Each member of the Executive Council shall be allowed one (1) vote when deciding issues before the council, except for the Past-President.

6.1.4 Executive Council positions may be held for no longer than two consecutive terms.

6.1.5 Upon term completion, any vacant position will be advertised as "vacant" until an election takes place.

6.2 Officer Terms: The officers of the ATOM, Inc shall be the President, President- Elect, Secretary, Treasurer, Membership Engagement Representative and Past President as outlined in Article 6.1.

6.2.1 Election of the officers of this organization shall be by a majority of votes cast by the membership as outlined in these bylaws.

6.2.2 The office of the President shall be a successive one, being filled by the President-Elect. A simple majority of votes cast shall determine the new President- Elect.

6.2.3 The term of office for the President shall be for two (2) years or until a successor is named, and be followed by a two (2) year term on the Executive Council as Past President.

6.2.4 The term of office for President-Elect shall be for two (2) years or until a successor is named.

6.2.5 The term of office for Secretary shall be for two (2) years or until a successor is named.

6.2.6 The term of office for Treasurer shall be for three (3) years or until a successor is named.

6.2.7 The term of office for Membership Engagement Representative shall be for two (2) years or until a successor is named.

Article VII: Duties of the Officers

7.1 Duties of the President include:

- a. To serve as official spokesperson for the organization and to act as the representative of the organization to other allied organizations and other organized bodies, or to appoint a representative to carry out this function.
- b. To serve as chair of the Executive Council at all meetings of the body.
- c. To appoint with the approval of the Executive Council, Committee Chairs to all standing committees and other special or ad hoc committees that may be formed.
- d. To maintain communication with the Executive Council in all matters pertinent to the coordination, management and supervision of the organization's affairs.
- e. To develop the agenda and preside over all meetings of the Executive Council.
- f. To develop the agenda and preside over all business meetings of the membership of the organization.
- g. To implement the mandates and policies of the organization as determined by the Executive Council.

- h. To transact all business for and on behalf of the organization subject to the provisions of the Constitution and Bylaws.
- i. To represent a tie-breaking vote on the Executive Council and ATOM business meetings
- j. To commit the organization to no financial obligation in excess of its available financial resources.
- k. To serve on the District One Executive Council.

7.2 Duties of the President-Elect include:

- a. To serve as a member of the Executive Council at all meetings of that body and to vote upon all issues presented to the Executive Council.
- b. To assume the duties of the President in their absence or for the remainder of the President's term in the event that the President becomes unable to fulfill the duties of that office.
- c. To serve as the coordinator for the annual conference in conjunction with the Continuing Education Committee.

7.3 Duties of the Past-President include:

- a. To serve as an officer (Ex Officio) on the Executive Council for two (2) years immediately following their term as President for the purpose of assisting in the transition of leadership of the organization.

7.4 Duties of the Secretary include:

- a. To serve as a member of the Executive Council at all meetings of that body and to vote upon all issues presented to the Executive Council.
- b. To record and report all minutes of the meetings of the Executive Council and of the organization to the membership and incorporation lawyer.
- c. To maintain a file of the records and official correspondence of the organization.
- d. To conduct, in conjunction with the President and Executive Council, the official correspondence of the organization including such matters as meeting notices, election results, newsletters, committee appointments, and all notices as required by the Bylaws or as requested by the Executive Council.
- e. To maintain, in cooperation with the Treasurer and District 1, a current and accurate contact list and official record of the organization membership.
- f. To maintain a record of committee chairs, committee members and members of the Executive Council.
- g. To provide the President with a detailed order of business including reports and announcements prior to each business meeting.
- h. To bring to each meeting a copy of the Constitution, Bylaws, standing rules, voting membership list, a list of committees

7.5 Duties of the Treasurer include:

- a. To serve as a member of the Executive Council at all meetings of that body and to vote upon all issues presented to the Executive Council.
- b. To submit and collect dues and other special assessments from the membership, and to notify members of delinquent payments.
- c. To keep and maintain a permanent and accurate record of all receipts and

- disbursements of the organization.
- d. To manage the receipt and disbursement of all monies to and from the organization and maintain a file of proper documentation to account for each transaction.
 - e. To submit the official books for a written annual audit by a Certified Public Accountant and at any time as requested by the Executive Council.
 - f. To provide the membership a written annual audit certifying the accuracy of the financial records maintained by the Treasurer.
 - g. To provide an annual financial report to the President and interim reports as requested by the Executive Council.
 - h. To manage the contracts and insurance policies for the state association in collaboration with the President for the Executive Council
 - i. To collaborate with investment group(s) regarding policies held by ATOM, Inc.

7.6 Duties of the Membership Engagement Representative include:

- a. To serve as a member of the Executive Council at all meetings of that body and to vote upon all issues presented to the Executive Council.
- b. To manage social media accounts held by ATOM Inc.
- c. To provide membership feedback from social media accounts to the Executive Council.
- d. Coordination and dissemination of public relations information to appropriate venues including the D1 and NATA Connection & Engagement Chairs, such as news stories, ATOM member activities, newspaper articles and other accomplishments.
- e. Assist Secretary in membership outreach

Article VIII: Election of Officers

8.1 An Election Committee shall receive nominations to ensure candidate's eligibility for office and carry out the procedures for election of officers.

8.1.1 In the event that there is no Election Committee, the Executive Council shall be considered the Election Committee.

8.2 Eligibility of a candidate for any office shall be contingent upon current membership in the ATOM, Inc in the Certified Professionals, Certified Student or Certified Retired classifications with a current NPI number.

8.3 The nomination period shall be from October 1 until November 1 of the election year. Nominations must be received by the Election Committee by November 1st at 5:00pm.

8.4 Self or second party nominations are acceptable.

8.5 The election period shall begin with the disbursement of electronic ballots on November 15th until December 1st of the election year. Ballots must be received by the Election Committee on or before December 1st.

8.6 A Special election shall be held and a new officer chosen if a Executive Council position becomes vacant. This special election will be called for by the Executive Board. Nominations will be asked of the membership by e-mail and/or through other appropriate means of electronic communication. The nomination period will be open for fifteen (15) days after which elections will take place as soon as feasible by online voting. The person elected shall serve in the respective office for the remainder of the term until the next

regularly scheduled election. In any event that an office is vacant, the newly elected official will take office immediately.

8.7 All election votes shall be conducted by ballot. Offices with only one (1) nomination shall be confirmed by affirmation at the next scheduled ATOM business meeting.

8.8 The Election Committee shall be responsible for the design and distribution of the ballot to the members eligible to vote, in accordance with Article 3.3. The ballot must include each candidate's name, nominated position, resume and bio sketch, answers to relevant leadership questions and instructions for completing the ballot.

8.8.1 The position of each candidate's name on the ballot shall be randomly determined.

8.9 Each candidate will be notified about the election results prior to the next scheduled ATOM business meeting. The election results announcement to the membership will be made via email and at the business meeting.

Article IX: Committees

9.1 All committees shall be created or dissolved by the President with approval of the Executive Council.

9.2. The Chair of each committee shall be appointed or removed by the President with the approval of the Executive Council.

9.3 The Chair of each committee shall be allowed to choose the members of the committee upon the approval of the President.

9.4 Committee chairs and members must hold a current ATOM membership.

9.5 The Chair of each committee shall submit a report, to the Secretary and/or President, five (5) days prior to all business meetings.

9.6 Committees shall include:

- a. Continuing Education
- b. DEIA
- c. Elections
- d. Early Professionals
- e. Governmental Affairs
- f. History and Archives
- g. Honors and Awards
- h. Reimbursement
- i. Third Party
- j. Secondary Schools

9.7 Special committees shall be established as needs arise in response to organizational concerns, with the nature and responsibilities to be specified at that time.

Article X: Meetings

10.1 The organization shall conduct all meetings in accordance with the standards outlined in Rober's Rules of Order.

10.2 All business conducted at the business meetings shall be passed by a majority vote of

those present, who are eligible to vote as outlined by these Bylaws in Article 3.3.

10.3 The organization shall conduct, at least two (2) semi-annual meetings according to the schedule as follows:

- a. A meeting shall be held in January of each year in conjunction with the meeting of the Eastern Athletic Trainers Association (EATA) Annual Symposium.
- b. A meeting shall be held in conjunction with the ATOM, Inc conference.
- c. Special meetings shall be called when necessary by the Executive Council.
- d. All meetings are to be called by the President with adequate notice (at least five business days) via email and social media to the membership.

10.4 Business agenda items shall be submitted for approval by the Executive Council. An agenda shall be provided to the membership.

10.5 The Executive Council shall have the power to change an agenda at any time.

10.6 The Executive Council shall have, by majority vote, the responsibility and exclusive authority to conduct business on behalf of ATOM, Inc and its membership.

Article XI: Saving Clause

11.1 In addition to the powers set forth in this constitution, the organization shall have all further power and authority to be reasonably implied from the objectives stated herein, without necessity for specific amendment to the constitution.

11.2 Failure of literal or complete compliance with the provision of the constitution and bylaws with respect to dates and times of notices, or the sending and receipt of 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.

Article XII: Quorum

12.1 At any scheduled meeting of the membership, a quorum for the transaction of business shall consist of a majority of eligible voters present. Any meeting may be adjourned by a majority of the votes properly cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

Article XIII: Action by Consent

13.1 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 Executive Council consent to the action in writing and the written consents are filed with the records of the meetings of the Executive Council. Such consents shall be treated for all purposes as a vote at a meeting.

Article XIV: Action at Meeting

14.1 When a quorum is present, the action of the members on any matter properly brought before such meeting, shall be decided by a majority of the eligible members present, except where a different vote is required by the law, the Articles of the organization or these Bylaws. In the event of a vacancy on the Executive Council, the remaining members, except as otherwise provided by law may exercise the powers of the full Executive Council until the vacancy is filled.

Article XV: Proxies

15. 1 Members entitled to vote, may in person, dated no more than five (5) days before the meeting names therein, which proxies shall be filed with the Secretary or another person responsible to record the proceedings of the meeting before being voted. Unless otherwise

specifically limited by their terms, such proxies shall be entitle the holders thereof to vote at any adjournment of such meeting.

Article XVI: Constitutional Amendments

16.1 These bylaws may be altered, amended or repealed by the affirmative vote of a majority of the membership at the membership business meeting or by electronic vote. Technical corrections to the bylaws and constitution, such as spelling and formatting, may be made by majority vote of the Executive Council. All proposed substantial constitutional amendments shall be submitted, in writing to the Secretary 14 days prior to the disbursement to the membership. The Secretary will distribute copies of the proposals to all voting members in at least 10 business days prior opening of voting.

16.1.1 Open discussion of amendment proposals will be addressed during virtual "Town Hall" style meetings, and/or during ATOM business meetings.

16.1.2 Voting on constitutional amendment changes may occur during ATOM business meetings or via electronic ballots. Electronic ballots will remain open for a minimum of 10 business days.

16.1.3 The ballot for voting on proposed amendment changes shall include:

- a. The proposed amendment
- b. The present/current text
- c. An impact statement (pro, con, rationale)
- d. The recommendation of the Executive Council
- e. Closing date of the ballot

16.1.4 Changes submitted and approved by the Executive Council, will be disseminated to members for approval by two-thirds of the eligible voting members present at a business meeting or by electronic ballot.

Article XVII: Finances

17.1 Financial Support: ATOM may accept financial support from outside agencies or entities to help fund professional projects within the ATOM Inc. consistent with limitations imposed by law and by the NATA.

17.2. Fiscal Year: The fiscal year shall be determined by resolution of the Executive Council.

17.3 Tax Preparation: One month after the close of the fiscal year, the Treasurer shall submit the Treasurer's books to the certified public accountant for tax preparation. A written report summarizing ATOM's financial status shall be made to the membership at each member meeting.

17.4 Deposits: The funds of ATOM Inc, shall be deposited in such depositories as the ATOM Executive Council selects.

17.5 Accountability: The ATOM President and Treasurer shall be accountable for proper dispensation of all receipts and expenses for the ATOM Inc.

17.6 The Treasurer and financial advisor shall meet at least yearly to review ATOM Inc investment portfolio

17.6.1. The financial advisor shall provide a report to the ATOM Executive Council biannually.