

**LANCASTER-LEBANON**  
**ATHLETIC TRAINERS'**  
**ASSOCIATION**

**ASSOCIATION BYLAWS**

**ARTICLE 1**  
**NAME**

The name of this association shall be The Lancaster-Lebanon Athletic Trainers' Association.

**ARTICLE 2**  
**PURPOSE**

The purpose for which this society is organized:

1. The improvement of the health care of physically active individuals within Lancaster and Lebanon Counties.
2. The advancement, encouragement, and improvement of the athletic training profession in all of its phases.

**ARTICLE 3**  
**MEMBERSHIP**

**3.1 CLASSES OF MEMBERS:** LLATA shall have the following classes of members:

- A. Certified
- B. Advisory
- C. Student

**3.2 MEMBERSHIP QUALIFICATIONS:**

**CERTIFIED** – Certified membership shall be open to any athletic trainer (AT) possessing current Board of Certification, Inc. and Commonwealth of Pennsylvania certifications. Certified members shall pay such dues as shall be determined from time to time by the board.

**ADVISORY** – Advisory members are medical practitioners duly licensed in their respective field, who work in conjunction with ATs. Such members are appointed by the president, with the consensus of the board, to act as consultants to the association.

**STUDENT** – Student membership is open to any college student who is assisting an AT.

### **3.3 MEMBERSHIP RIGHTS AND PRIVILEGES**

**A. CERTIFIED MEMBERS.** Each certified member shall have the right to one (1) vote on any matter coming before the members and the right to attend all meetings of the association. Only certified members shall be eligible to serve as officers. Certified members shall have the right to exercise other such privileges as may be prescribed from time to time by the board and set forth in these bylaws.

**B. ADVISORY AND STUDENT MEMBERS.** Advisory and student members shall have the right to attend all meetings of the association but shall have no voting rights and shall not be eligible to serve as officers. Advisory and student members may serve on task forces and committees and as liaisons. Such members shall have other rights and privileges as may be prescribed from time to time by the board and set forth in these bylaws.

### **3.4 MEMBERSHIP DUES**

**AMOUNT-** A qualified applicant shall become a member upon payment of the annual dues prescribed for such member's class by the board.

**PAYMENT** – Dues shall be paid upon the acceptance of an individual's application for membership. Thereafter, dues shall be paid annually in advance for the coming fiscal year (July 1-June 30) and will be billed in accordance to guidelines established by the board.

## **ARTICLE 4 MEMBERS MEETINGS**

**4.1 TIME, LOCATION, NOTIFICATION** – LLATA shall hold a minimum of three (3) meetings each year. Three (3) meetings will be scheduled for the week preceding each sports season. One (1) meeting may be scheduled for the week following the end of the regular spring sports season. Members will be notified via email as to location and time, determined at the discretion of the board.

**4.2 PURPOSES** – The members meetings shall be held for the purpose of addressing and reporting any and all information the board may determine is important to the members. Members may also bring concerns to the attention of the board at these meetings.

## **ARTICLE 5 EXECUTIVE BOARD**

**5.1 EXECUTIVE BOARD:** The executive board (called the board) shall manage and supervise the affairs of the association. It shall consist of the following elected members: president, president-elect, immediate past-president, secretary, and treasurer.

## **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. The president, in conjunction with the board, shall be responsible for setting the dates and locations of all meetings of the association. The president shall have general charge of the business of LLATA and shall carry out its policies under the direction of the board. The president shall make an annual report to the membership at the end of each school year. Length of term shall be two (2) years.

**6.2 IMMEDIATE PAST-PRESIDENT:** Shall be elevated to this position from President and will serve in this capacity during the first presidential term. The duties shall be designated by the President as well as perform the duties normally associated with this position. Length of term shall be one (1) year.

**6.3 PRESIDENT-ELECT:** The president-elect shall assume this position by being elected in accordance with these bylaws. The president-elect shall serve as president pro tempore in the absence of the president and perform all other such duties normally associated with this position. They shall be elected prior to the start of the current presidents second term. Length of term shall be one (1) year.

**6.4 SECRETARY:** The secretary shall assume this position by being elected in accordance with these bylaws. The secretary shall supervise the keeping of the general records of LLATA, including minutes of meetings of the executive board and membership. The secretary shall be responsible for disseminating this information to all of the membership in a timely fashion. The secretary shall submit reports to the board regarding all such business 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. Length of term shall be two (2) years.

**6.5 TREASURER:** The treasurer shall assume this position by being elected in accordance with these bylaws. The treasurer shall supervise all financial activities of LLATA 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. Length of term shall be two (2) years.

## **ARTICLE 7 ELECTIONS**

**7.1 NOMINATION PROCEDURES.** All eligible LLATA members in accordance with these bylaws may hold an elected office. Any voting member of the association may submit, in writing, via electronic or regular mail, the name of a person for consideration to the executive board. All nominations are due one (1) week before the first day of the election. No nominations will be accepted after this date. The nominees shall then be invited by the executive board to agree to the nomination by submitting a letter of acceptance. No member may be a nominee for more than one (1) elected office.

**7.2 ELECTION PROCEDURES.** The president-elect shall coordinate the election in conjunction with the webmaster. A designee of the executive board (~~i.e. secretary~~) shall compile a ballot for election.

1. The election shall be conducted prior to the last meeting in May.
2. The winner shall be determined by a simple majority of the ballots cast.
3. If only one candidate is nominated, a vote of affirmation shall be held.
4. If no candidate is nominated, the president, with the approval of the board, shall appoint an individual.
5. The President-Elect is elected every two years, but only serves one year during the Presidents second term.
6. The Secretary is elected every two years on even numbered years.
7. The Treasurer is elected every two years on odd numbered years.

**7.3 REMOVAL FROM OFFICE.** Any officer may be removed from office if found guilty of unethical conduct or actions contrary to or in violation of these bylaws. This also covers violations contrary to the bylaws of the Pennsylvania Athletic Trainers' Society (PATS) and the National Athletic Trainers' Association (NATA). Upon notification of a possible violation, the executive board or its designee will investigate the allegation, and if substantiated, will make recommendations or approval of removal. 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) calendar days, the senior elected position on the board shall notify the LLATA membership of removal of any officer and shall institute proper procedures for filling the vacancy.

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

- D. Upon removal of any other elected officer 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**

**COMMITTEES OF THE BOARD.** Committees of the association may be established at any time by the board. The authority, responsibility, and organization of each board committee shall be set forth by the board.

## **ARTICLE 9 LIAISONS**

**LIAISONS OF THE BOARD.** Liaisons of the association may be established at any time. The authority, responsibilities, and organization of each shall be set forth by the board.

## **ARTICLE 10 CHECKS, BANK ACCOUNTS, ETC.**

**CHECKS.** All checks, drafts, or other orders for the payment of money issued in the name of LLATA shall be signed by such officer or officers, agent or agents of LLATA and in such manner as shall be determined from time to time by resolution of the board.

**DEPOSITS.** The funds of LLATA shall be deposited in such depositories as the board shall select.

**GIFTS.** The board, agent, or member of LLATA may accept, on behalf of LLATA, 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 of the board.

## **ARTICLE 11 AMENDMENTS**

**11.1 SUBSTANTIVE CHANGES.** These bylaws may be altered, amended, supplemented, or repealed after any such changes, approved by the board, are submitted to the general membership. Any changes must be approved by a simple majority of the total certified membership.

**11.2 TECHNICAL CHANGES.** Technical corrections to the bylaws may be made by a unanimous vote of the board, including the vote of the president. If the bylaws are altered, amended, or supplemented in this manner, the changes shall not become effective until thirty (30) days after the membership has been advised of the changes.