

# Colorado Athletic Trainers' Association, Inc.

## Policy and Procedure Manual

### 6<sup>th</sup> Edition (2019)

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**SECTION I: NAME AND GEOGRAPHIC AREA**

A. NAME OF THE ASSOCIATION

1. The Colorado Athletic Trainers' Association may be referred to as the CATA, the Association, or the Corporation within these policies and procedures.
2. The Executive Board of the Association may be referred to as the Board within these policies and procedures.
3. The National Athletic Trainers' Association, Inc. may be referred to as the NATA within these policies and procedures.
4. The Rocky Mountain Athletic Trainers Association, Inc. may be referred to as the RMATA within these policies and procedures.

B. GEOGRAPHIC AREA

1. The area represented by this Association is the State of Colorado.

**SECTION II: PRINCIPAL OFFICE**

A. CHANGE OF THE PRINCIPAL OFFICE

1. The principal office may be changed by a majority vote of the Board.

B. LOCATION OF THE PRINCIPAL OFFICE

1. The location of the principal office shall be address of the president.
2. The address of the statutory agent of the Association shall be listed as the principal office of the Association.
3. The president shall serve as the statutory agent for the Association.
4. The Association may conduct business from the addresses of the President, Secretary, or Treasurer.
5. Members authorized by the Board to conduct the business of the Association may use their own address.
6. The use of any address of, or any stationary from, this Association for mailings or any other communication shall be in strict conformity with the acts of the Board

### **SECTION III: LOGO**

#### **A. DESCRIPTION OF THE LOGO**

1. The logo shall be as drawn below.
2. If the logo of the Association is in color, the following color pattern should be used:
  - a. The letters CATA shall be in blue.
  - b. The left portion of the mountain and athlete shall be blue.
  - c. The right portion of the mountain and athlete shall be red.
  - d. Below the CATA letters and picture are the words Colorado Athletic Trainers' Association.
  - e. The words "Colorado" and "Association" shall be in blue.
  - f. The words "Athletic Trainers'" shall be in red.

#### **B. USE OF THE LOGO**

1. The logo of the Association, or any part thereof, shall be used only with the permission of the Board.
2. All Board members, committees, and the newsletter editor / web master are granted permission to use the logo of the Association for Association related activities.



## **SECTION IV: MEMBERSHIP**

### **A. MEMBERSHIP CLASSIFICATIONS**

1. The membership classifications and qualifications of the Association shall be the same as those for the NATA.
2. Certified members shall be those athletic trainers who are certified members of the NATA, in good standing, and who reside, or are employed in the area of the Association.
3. Retired Certified members shall be those athletic trainers who are retired members of the NATA, and reside in the area of the Association.
4. Associate members shall be those persons who are Associate members of the NATA, who reside within the area of the Association.
5. Student members shall be non-certified student members of the NATA, enrolled in a junior college, college, or university within the area of the Association.
6. Honorary Members shall be selected by the Board, in keeping with these policies and procedures.
7. Any member granted inactive status in the NATA shall retain similar membership rights in the CATA.

### **B. APPLICATION FOR MEMBERSHIP**

1. Application for membership shall consist of either application to the NATA, with dues paid for CATA membership, or an application with dues submitted, and sent to the Secretary of the Association.
2. The Board retains the right to deny any person membership.

### **C. GENERAL MEMBERSHIP POLICIES**

1. The Colorado Athletic Trainers' Association admits all qualified persons regardless of race, religion, sex, national origin, sexual orientation, or disability to all rights and privileges of membership and to any programs and activities of the Association.
2. Members shall have access to the mailing list of, and mailing labels for, the Association for purposes related to issues affecting the Association. No member shall release a list of names of members, their addresses, or places of employment to any outside organization without specific consent of the Board. The Board may charge a fee for providing mailing labels. The mailing list, and mailing labels, shall be made available to non-profit organizations and researchers as long as the activity will be to the benefit of the athletic training profession. In the case of research, the study must have been approved by the institutions review board. Labels requested for private research must meet Association criteria.
3. The following actions are deemed unacceptable for any member who may be acting in the name of the Association. Violations of these limitations will subject the violator to disciplinary action.
  - a. Any illegal activity that may affect the Association or bring disrepute upon the profession of athletic training.
  - b. Spending of Association funds for purposes other than the benefit of the Association, or in a manner which deviates from the Board approved budget or fiscal policies.
  - c. Any conduct that would place the Association in fiscal jeopardy.
  - d. Practices that constitute, or may cause or allow, unethical or imprudent behavior.
  - e. Failure to follow the By-Laws and policies and procedures of the Association.
  - f. Actions in the name of the Association when there is no authority to take such actions.
4. A member may be disciplined by majority vote of the Board for any violation of these policies and procedures. The discipline may consist of reprimand, censure, suspension, or termination of membership.

## **SECTION V: IMPOSITION OF DISCIPLINARY MEASURES**

### **A. REPRIMAND**

1. A reprimand shall be a written statement from the Board outlining the member's actions justifying the reprimand and the reasons the Board felt the reprimand was necessary.
2. The reprimand shall be entered into the minutes of the Association at the annual business meeting, but shall not affect the member's rights or privileges.

### **B. CENSURE**

1. Censure shall be a written statement from the Board outlining the member's actions justifying the censure and the reasons the Board felt the censure was necessary.
2. The censure shall be entered into the minutes of the Association at the annual business meeting, and shall result in suspension of the voting privileges of the censured member for a fixed period of time not to exceed one year.

### **C. SUSPENSION AND TERMINATION**

1. Suspension shall result in suspension of all of the member's rights and privileges for a fixed period of time to be determined by the Board or until the circumstances leading to suspension are eliminated.
2. Termination shall result in a revocation of all rights and privileges of membership, reinstatement of which shall require reapplication for membership.
3. Suspension or termination due to nonpayment of dues, or due to suspension or termination of membership by the NATA shall occur automatically. Written notice thereof shall be given to the member.

### **D. PROCEDURES FOR IMPOSITION OF DISCIPLINE**

1. Any member of the Association, upon becoming aware of conduct by a member which is in violation of these policies and procedures, shall submit a written report to the Board setting forth in specific detail the offensive conduct, including the time(s) and place(s) of such conduct and the names, addresses and telephone numbers of any other person with knowledge of the conduct.
2. Upon receipt of such a report, the Board shall appoint a committee of three certified members of the Association to investigate the allegations. Within 30 days, this investigative committee shall submit to the Board a written report of its findings together with a recommendation as to whether disciplinary proceedings should be initiated and, if so, what the discipline should be. If the circumstances warrant, the Board may authorize an extension of the investigation period beyond 30 days.
3. At the next regularly scheduled meeting of the Board, or at a special meeting called for that purpose, the Board shall review the report of the investigative committee and determine whether to initiate disciplinary proceedings and, if so, what the discipline should be.
4. If the Board decides to initiate disciplinary proceedings the Secretary shall, within seven days of that decision, give written notice of the decision to the accused member with the advice of legal counsel.
  - a. This notice shall include:
    1. A complete copy of the investigative report.
    2. The Board's determination of what the discipline should be.
    3. A copy of Sections V, VI, IX (E) & XIV(C) of these policies and procedures.
    4. The date of the Board meeting during which the disciplinary hearing will be conducted.

### **E. DISCIPLINARY HEARINGS**

1. Disciplinary hearings shall be conducted during regularly scheduled meetings of the Board, or during special meetings called for that purpose.
2. In the scheduling and conduct of disciplinary hearings the Board shall undertake all reasonable means to protect the rights of the accused member. This shall include a balancing of the right to a speedy resolution of the disciplinary matter and the right to adequate notice of the hearing and the right to an opportunity to prepare an adequate defense. The Board shall also consider the timing of the hearing in relationship to the next meeting of the membership so that, in the event of a Board decision adverse to

- the accused member, there will not be an unreasonably short or lengthy period between the time of the Board's decision and the accused member's next opportunity to appeal the decision to the membership.
3. Disciplinary hearings shall be conducted in accordance with the provisions of Section IX (E) of these policies and procedures.
  4. In the event of a decision of the Board to impose the discipline of censure, suspension or termination, the Board shall also rule whether the disciplinary measures shall be effective immediately or shall be suspended pending the outcome of any appeal.

F. APPEALS OF DISCIPLINARY RULINGS

1. In the event of a disciplinary ruling by the Board, which is adverse to the accused member, the member shall have a right to appeal the ruling to the membership of the Association.
2. Notice of appeal shall be given in writing to the Secretary within 30 days following the Board's disciplinary ruling.
3. The appeal hearing shall be conducted at the next regularly scheduled meeting of the Association and in accordance with the provisions of Section XIV(C) of these policies and procedures. In the event the next regularly scheduled meeting of the Association is less than 30 days following the Board's disciplinary ruling, the accused member shall be entitled to choose whether the appeal hearing will be conducted at that meeting or shall be delayed until the following regularly scheduled meeting.
4. In the event that the membership of the Association votes to uphold a disciplinary ruling of termination of membership, it may also rule that the accused member be barred from future membership in the Association.

G. SUSPENSION OR TERMINATION OF BOARD MEMBERS

1. The suspension or termination of the Association membership of a member of the Executive Board shall also result in suspension or termination from the Executive Board.

## **SECTION VI: DUES**

### **A. AMOUNT OF DUES**

1. Dues shall be set by a majority vote of the Board.
2. Retired Certified and Honorary members shall pay no dues.

### **B. PAYMENT OF DUES**

1. CATA dues will be collected in conjunction with RMATA dues.
2. The Board may, by majority vote, waive any dues or fees for any member.



**SECTION VII: VOTING PRIVILEGES**

A. VOTING MEMBERS

1. Certified and Retired Certified members shall each be entitled to one vote in matters before the membership.
2. Only voting members may make motions before the membership.
3. Only voting members may propose amendments to the By-Laws of the Association.
4. Voting members shall have the right, by majority vote, to decide issues involving a merger, consolidation, or voluntary dissolution of the Corporation upon recommendation of the Board.
5. Voting members may request to examine and make copies of the records of the Association. Such a request shall be in writing to the Secretary and shall clearly specify the records to be examined. The Secretary shall make arrangements for the examination of the records within fifteen (15) days of the request. Copies shall be made at the member's expense.

B. NON-VOTING MEMBERS

1. No member other than Certified or Certified Retired shall be entitled to vote in matters before the membership.
2. Non-voting members may participate in debate in matters before the membership.

C. NON-MEMBERS

1. Persons who do not hold membership, but who are in attendance at meetings shall have no vote.
2. Non-members may participate in debate in matters before the membership with the permission of the President.

## **SECTION VIII: EXECUTIVE BOARD**

### **A. QUALIFICATIONS OF EXECUTIVE BOARD MEMBERS**

1. The qualifications for President, Vice-President, Secretary, and At-Large members shall be as stated in the By-Laws of the Association.

### **B. RESPONSIBILITIES OF THE EXECUTIVE BOARD MEMBERS**

1. Board members shall uphold the By-Laws, and policies and procedures of the Association. Board members are expected to make every effort to fulfill their duties to the Association.
2. The mission of the Executive Board of the Colorado Athletic Trainers Association is the advancement of the profession of athletic training in the State of Colorado. In pursuit of this mission, the Board shall:
  - a. Provide a vision for the future of athletic training in the State of Colorado.
  - b. Provide for the enhancement of the image of athletic training in the State of Colorado.
  - c. Provide for the growth of the members of the athletic training profession, both present and future.
  - d. Provide for the diversity of the Association while building unity as a profession.
  - e. Provide for the establishment of high quality programs to benefit the members of the Association.
  - f. Provide for proactive governance of the Association.
3. The job of the Board is to make certain contributions that are unique to its role and are necessary for the proper governance of the Association. With this given, the Board shall:
  - a. Write policies and procedures that concern
    1. Program results.
    2. Administrative constraints.
    3. Governance processes.
  - b. Assure the quality performance of the various structures of the Association.
  - c. Provide the various structures of the Association with the support needed to complete their assigned tasks.
  - d. Inform the membership of the actions of the Board and Association
  - e. Assure the Association is operated in a fiscally responsible manner.
  - f. Assure that the Board and members abide by the By-Laws, and policies and procedures of the Association.
4. The Board shall develop a comprehensive long range plan for the Association. This plan shall include, at a minimum, the following areas:
  - a. Growth of the Association.
  - b. Financial status.
  - c. Long range goals for:
    1. Continuing Education
    2. Governmental Action
    3. Promotion of the Profession
5. Time lines shall be established for each portion of the plan. Actions of the Board and the various structures of the Association shall reflect the contents of the long range plan. The long range plan shall be evaluated annually for progress toward fulfillment of the goals of the plan.
6. Board members have a responsibility to attend all Board meetings.

### **C. ESTABLISHMENT OF POLICIES AND PROCEDURES**

1. All policies and procedures for the Association shall be established by the Executive Board.
2. A majority vote of the Board is required to adopt, amend, or delete policies and procedures.
3. The Board may adopt position statements, with the advice of legal counsel, that relate to the athletic training profession or the business of the Association. Research regarding the topic of the position statement shall be presented to the Board before the position statement is considered for a vote by the Board. All such position statements must be made known to the general membership. Members acting for the Association shall adhere to the principles of those position statements while conducting the business of the Association.
4. The Board shall, at times determined by the President, review the By-Laws, and policies and procedures to assure that the Association is in compliance.

5. The Secretary shall update these policies and procedures as approved by the Board. If not specifically stated in the approved motion, the Secretary shall place the item in the policy and procedures in the area that appears to be best suited for the item and make editorial changes to numbering to fit the new item. The Board shall be provided with updates to the policies and procedures whenever made and Board members should review the placement of items.
6. New members of the Board shall receive a governance manual, to include the By-Laws, policies and procedures of the Association, and other items as deemed appropriate by the President. The governance manual will be reviewed in accordance with directives from the President

**D. MEETINGS OF THE BOARD**

1. Meetings of the Board shall be called in a manner consistent with the By-Laws of the Association.
2. The requirement of notification of meetings of the Board may be fulfilled by publication in the Association newsletter.
3. The President of the Association shall submit an agenda to all members of the Board seven (7) days prior to all regularly scheduled meetings of the Board.
4. Meetings of the Board shall be conducted in a manner consistent with "Robert's Rules of Order."
5. Meetings of the Board shall be open to the public except as provided in these policies and procedures. If there is not enough space to reasonably accommodate the number of people wishing to attend the President shall determine who will be allowed to attend, with precedence given to certified members and those with an interest in the matters before the Board.
6. Persons wishing to propose items for Board action shall submit their proposal(s), in motion form with justification for the action, to the President of the Association no later than three (3) weeks prior the annual or semi-annual meeting of the Board. The President shall provide any of these items included on the agenda to the Board with the meeting agenda. This in no way should be interpreted as to preclude a Board member from making proper motions at the Board meeting.
7. The Secretary shall keep the official minutes of Board meetings. A copy of the minutes shall be distributed to all members of the Board and such other persons as the President may direct. A summary of the actions taken by the Board shall be distributed to the membership of the Association. Upon request of any member of the Association, the Secretary shall transmit to such member, a copy of the official minutes of any Board meeting.
8. Publication in the Association newsletter shall meet the requirement of distributing the summary of Board action to the membership.

**E. HEARINGS BEFORE THE BOARD**

1. Disciplinary hearings before the Board shall be conducted in a fair and impartial manner.
2. Judicial rules of evidence and procedure shall not apply in hearings conducted before the Board.
3. Hearings before the Board shall be conducted in an orderly but informal manner. Board members shall be free to ask pertinent questions of any of the parties involved or of any witness.
4. The parties shall provide the Secretary, or another member chosen by the Board, and the opposing party a list of evidence and witnesses to be presented at the hearing at least thirty (30) days prior to the hearing.
5. The President shall preside over the hearing unless the President is a party in the hearing, whereupon the Board shall appoint one of its members to preside.
6. No member on the Board shall sit on the Board at the hearing if there is a conflict of interest involving the topic of the hearing. The Board may, by majority vote, exclude a member or members of the Board from the hearing. It is the responsibility of a Board member to inform the President and Secretary of a possible conflict of interest.
7. The Board, by majority vote, may appoint an individual or individuals to represent the interests of the Association.
8. The accused member may, at no cost to the Association, have an individual or individuals represent the interests of the member.
9. The procedural order for the hearing shall be as follows:
  - a. Each party shall present a brief opening statement indicating its position in the matter, with the statement of the Association presented first.
  - b. The Association shall then present evidence in support of the allegations of misconduct.

- c. The accused member shall then present evidence in defense against the allegations of misconduct.
  - d. The Association shall be given an opportunity to rebut evidence presented by the accused member, so long as it is not a repetition of the original evidence presented by the Association.
  - e. During the presentation of evidence, each party shall have an opportunity to cross examine witnesses presented by the opposing party as to any matter which is relevant to the proceeding. Following cross examination the party that initially presented the witness shall be entitled to redirect examination, but only as to matters raised during cross examination which were not addressed during direct examination.
  - f. Any exhibits presented during the hearing shall be numbered in chronological order and made a part of the permanent record of the hearing.
  - g. Upon completion of the presentation evidence, each the parties shall be entitled to present a brief closing argument in support of their position, with the Association presenting first.
  - h. The hearing shall be recorded on audio tape and the tape shall become a part of the permanent record of the hearing. In addition, the Secretary, or other person designated by the person presiding over the hearing, shall maintain a written summary of the testimony and exhibits presented which shall also become a part of the permanent record of the hearing.
  - i. Either party may request a typed transcript of the audio tape recording of the hearing, which shall be prepared by a qualified stenographer at the expense of the requesting party. A copy shall be provided to the opposing party for the cost of photocopying at a commercial provider of photocopy services.
  - j. In addition to the audio recording, either party may, at its own expense, arrange for the attendance at the hearing of a qualified court stenographer to prepare a verbatim stenographic record of the proceedings. A written transcript of this record shall be prepared at the request of either party, the cost to be borne by the requesting party. In that event, the opposing party shall, at its own expense, be entitled to obtain a copy of the transcript from the court stenographer at such cost as is imposed by the stenographer.
10. After the hearing is completed, the Board shall adjourn into Executive Session to deliberate and decide the issue.
  11. A majority vote of the Board is necessary to render a decision.
  12. Upon reaching a decision the Board shall immediately reconvene the hearing to announce the decision. In the event the accused member is not present or represented at that time, the Secretary shall immediately attempt to contact the accused member in person or by telephone to advise the member of the decision. Additionally, the Secretary shall inform the accused member of the decision in writing no later than ten (10) days after the hearing is concluded. The Secretary shall also enter the written notice of the decision into the permanent record of the hearing, and into the minutes of the Board meeting during which the hearing is conducted.
  13. The Board shall retain legal counsel to assure that these procedures for a hearing are complied with

F. EXECUTIVE SESSIONS

1. The Board may, at any time during a meeting, adjourn into executive session.
2. A majority vote of the Board is required to convene an executive session.
3. No decisions shall be made, nor motions presented, during an executive session except as provided by these policies and procedures.
4. Any person, except voting members of the Board, may be excluded from the executive session
5. The minutes of an executive session shall not be published, except by majority vote of the Board.
6. A summary of the proceedings shall be placed into the minutes with any confidential items excluded as determined by a majority vote of the Board.

G. VACANCIES ON THE BOARD

1. If at any time the President cannot continue the duties of the President, the Vice President shall succeed the President.
2. If for any reason a vacancy shall occur on the Executive Board (other than the President), the Board shall appoint a qualified replacement to fill the vacated position until such time as a replacement is selected by the membership through the designated electoral process.

## **SECTION IX: OFFICERS**

### A. NOMINATION OF OFFICERS

1. Nominations of candidates for officers of the Board shall be made in accordance with the By-laws of the Association.
2. Not less than thirty (30) days before nominations are scheduled to open, the Secretary (should the Secretary be nominated, the President will assume the duties of the Secretary), in consultation with the Election chair, shall give written notice to the membership that nominations for the ensuing election will open and advising them of the nomination procedures outlined in the Bylaws.
3. The right to nominate members for the Board shall be that of voting members only.
4. Candidates shall have ten (10) calendar days after the close of nominations to accept or decline the nomination.
5. The Secretary of the Association shall verify that all candidates are qualified to serve as officers on the Board. The President shall assume all election duties should the Secretary be nominated.
6. Any non-qualified person nominated shall be informed, in writing, of the disqualification by the Secretary. The Secretary shall also notify, in writing, the member nominating the non-qualified candidate.

### B. ELECTION OF OFFICERS

1. The election shall follow the policies and procedures set forth in Section XIV.
2. The Secretary shall notify all candidates and the President of the result of the election not more than five (5) days after the results are verified by the Election Committee.
3. If no candidate receives a majority of the vote, a run-off election shall be held between the two candidates with the highest vote totals.
4. The run-off election shall follow the same policies and procedures as a regular election.
5. If only one candidate has accepted nomination for an office, the Board may declare that person as the election winner without the use of a vote.

## **SECTION X: POWERS AND DUTIES OF OFFICERS**

### **A. DUTIES OF THE PRESIDENT**

1. The primary duties of the President are as set forth in the By-laws of the Association. In addition, the President shall perform the duties set forth below.
  - a. Represent the Association in dealings with other organizations.
  - b. Appoint committee chairs and advisory members of the Board with the consent of the Board
  - c. Provide for the implementation of the By-Laws, and policies and procedures of the Association.
  - d. Oversee the functions of the members of the Board.
  - e. Oversee the financial transactions of the Association.
  - f. Appoint members to fill vacant positions on the Board with the approval of the Board.

### **B. DUTIES OF THE VICE-PRESIDENT**

1. The primary duties of the vice president are as set forth in the By-laws of the Association. In addition, the vice president shall perform the duties set forth below.
  - a. Perform the duties of the President in the absence of the President.

### **C. DUTIES OF THE SECRETARY**

1. The primary duties of the Secretary are as set forth in the By-laws of the Association.

### **D. DUTIES OF THE AT-LARGE MEMBERS**

1. The primary duties of the At-Large members are as set forth in the By-laws of the Association

### **E. ADVISORY MEMBERS**

1. Advisory members of the Board shall be appointed by the President with the approval of the Board.
2. Advisory members shall serve a term of one (1) year with no limit on reappointment.
3. Advisory members shall have no vote on matters before the Board.
4. Advisory members shall have such duties as assigned by the President in conjunction with their appointment.
5. The Treasurer shall be an advisory member of the Board and shall:
  - a. Deposit funds into Association accounts in keeping with these policies and procedures and directives from the President and Secretary.
  - b. Write checks for the Association in keeping with the budget, these policies and procedures, and directives from the President and Secretary.
  - c. Keep current financial records of Association income, spending, and accounts.
  - d. Have contact with the financial advisor of the Association in the financial matters concerning the Association.
  - e. Advise the President and Board on the financial status of the Association.

### **F. STATUTORY AGENT**

1. The Association shall have a statutory agent meeting the requirements of the laws of the State of Colorado.
2. The statutory agent shall be the President of the Association.
3. The statutory agent shall assure that all papers necessary for the maintenance of incorporated status are filed with the proper agencies.

### **G. CONSULTANTS**

1. The Board may have paid consultants to advise the Board.
2. The Board shall review the performance of paid consultants every three (3) years. After such a review the Board shall vote on the issue of re-approval of the paid consultant.
3. The Board shall, when deemed prudent, employ a consultant on business matters. This consultant shall advise the Board as requested on general business matters pertaining to the operation of the Association. Specific duties of the Business Consultant shall include, but not be limited to:
  - a. Advice on matters pertaining to incorporation.
  - b. Advice on matters pertaining to the By-Laws.
  - c. Advice on matters dealing with outside organizations.

4. The Board shall, when deemed prudent, employ a consultant on financial matters. This consultant shall advise the Board as requested on general financial matters related to the operation of the Association. Specific duties of the Financial Consultant shall include, but not be limited to:
  - a. Advice on the selection of Accountants to review Association finances.
  - b. Advice on investing Association funds.
  - c. Advice on financial record keeping of the Association.
  - d. Advice on the tax status of the Association.
  - e. Complete any tax forms necessary for the Association.
5. The Board shall, when deemed prudent, employ legal counsel to advise and represent the Association in legal matters

H. LIAISONS

1. The Board shall, when deemed prudent, appoint liaisons to other professional organizations. These liaisons shall represent the position of the Association to the specified professional Association in matters concerning the Association.
2. The Board may accept liaisons from other professional Associations. The Board may issue position statements, following the guidelines in these policies and procedures, to the liaison.

## **SECTION XI: STANDING COMMITTEES**

### **A. FORMATION OF COMMITTEES**

1. Standing committees shall be created by a majority vote of the Board.
2. The purpose and objectives of the committee shall be placed in these policies and procedures.
3. Any proposal for a new standing committee shall include the following:
  - a. Suggested membership structure
  - b. Purpose and objectives of the committee

### **B. COMMITTEE RESPONSIBILITIES**

1. All committee chairs shall submit a written report of committee activities to the President no later than thirty (30) days before a regularly scheduled meeting of the Board.
2. Committees shall give, when requested, an oral report of committee activities at regularly scheduled meetings of the membership.
3. The Board shall provide the committees with adequate resources, both financial and other, to facilitate the fulfillment of the goals of the committee.
4. The Board shall be concerned only with the outcome of the committee's work, so far as it is completed in a prudent manner that conforms to the policies and procedures of the Association.
5. The committees shall strive to accomplish the goals of the committee. The committees shall provide for high quality outcomes from the programs of the committee. The Board desires the committees to be proactive and innovative in their approach to solving problems and reaching their goals.
6. Each committee member holds responsibility for the proper functioning of the committee.
7. The committee chair shall coordinate the activities of the committee to fulfill the goals of the committee.
8. The committee chair is expected to attend all regular meetings of the Association. If attendance is not possible, the chair shall select an informed committee member to represent the committee.
9. Committee members shall be responsible to attend all announced meetings of the committee. Committee members who fail to attend two (2) consecutive meetings shall have resigned from that committee.
10. No committee chair or member may enter into any contracts, financial agreements, or spend funds without prior approval from the Board of Directors

### **C. APPOINTMENT OF MEMBERS TO COMMITTEES**

1. The numbers and composition of each committee depends on the committee and its purpose. Some committees are comprised of one individual; other committees consist of a number of individuals deemed workable by the Board. The committee structure shall be consistent with requirements stated in CATA governing documents.
2. Committee membership shall take the following form unless specifically stated otherwise in the policies and procedures of the Association.
3. When committee chair or member openings occur the Association will inform the membership of the opening in the next newsletter or next membership meeting. Each applicant will submit a letter of interest and resume to the President.
4. At the next regularly scheduled meeting of the Board applicants for open positions will be discussed at that time the chairperson and or member of each committee shall be appointed by the President with the consent of the Board.
5. The vice president shall be an ex officio member of each committee.
6. The term of office of committee members shall be three (3) years. Committee chairs shall be appointed for four (4) year terms. The Board may reappoint members to one additional term.
7. If a committee member or chairperson wishes to resign prior to their end of term of office, a letter of resignation must be submitted to the president.
8. Committee chairpersons shall submit a list of committee members, noting any vacancies or expiration of terms, to the President no less than thirty (30) days prior to the annual meeting of the Board.
9. The Board shall vote on committee membership at a meeting of the Board.
10. The Board, at any time, may vote to approve or remove any committee member.



11. The President may appoint a Board member to be a liaison with a committee or other structure within the Association.

D. STANDING COMMITTEES

1. Communications Committee

- a. The purpose, objectives, and functions of the Communications Committee shall be:

1. Maintaining the organization website that shall include, but not be limited to, the following:
  - a. Contact information for the board members and committees
  - b. Important Association documents.
  - c. Information provided by the board members and committees.
  - d. Items of interest to the members of Association related to the profession of athletic training.
  - e. Links to the other athletic training Associations.
2. Communicating necessary information with the membership through newsletters and e-blasts, that shall include, but not be limited to, the following:
  - a. Summaries of the proceedings of previous meetings
  - b. Notification of Board and Membership meetings.
  - c. Information provided by Board members.
  - d. Items of interest to the members of the Association related to the profession of athletic training.
  - e. The newsletter may, with approval of the Board, accept sponsorship from one or more outside organizations.
3. Coordinate social media sites of the CATA

2. Corporate Sponsor and Professional Association Liaison Committee

- a. The purpose, objectives and functions of the Corporate Sponsor Committee shall be;

1. The Corporate Sponsor Committee will develop (with the Board of Directors) a pricing policy and packages for corporate sponsorships for the Association. The pricing will be based on corporate sponsorships of similar organizations.
2. The Corporate Sponsor Committee will solicit sports medicine organizations and sports medicine distributors for corporate sponsorship.
3. The Corporate Sponsor Committee will collect all advertisement materials (as per the sponsorship package) and be responsible for forwarding them along to the webmaster/newsletter editor.
4. The Corporate Sponsor Committee will collect all funds from the sponsorship agreements and forward them along to the treasurer.
5. The Corporate Sponsor Committee will accept no sponsorship agreement prior to approval by the Board of Directors.
6. The Corporate Sponsor Committee will submit periodic progress reports to the treasurer to be reviewed during CATA Board of Directors meetings.

3. Education Committee

- a. Education Committee shall consist of as many appointed members as the Board of Directors sees fit; with the Vice President serving as chair.

- b. The purpose, objectives and functions of the Education Committee shall be:

1. To provide educational opportunities to all CATA members across the state throughout the year.
2. The CATA will use their provider number for C.E.U's at the events with the Vice President's approval.
3. The committee will recruit qualified health care providers to speak and participate in the events such as ATC, MD, PT, OT, RN, RD, etc.
4. The committee will inform CATA membership in a timely manner of all events either on the website or with mailings.
5. A budget will be set by the BOD and the finance committee. The finance committee will follow all budgetary guidelines to host the events. Every effort will be made to keep costs reasonable for CATA members.

6. The committee will work in conjunction with the corporate sponsor committee to include vendors at the events.
  7. Any announcements, concerns, updates, awards, ballot information, etc. will be announced at all events hosted by the committee.
  8. All final decisions made by the committee will have to be approved by the CATA BOD.
4. Election Committee
    - a. The Election Committee shall be composed of up to three members appointed by the President with the consent of the Board.
    - b. The purpose and objectives of the Election Committee shall be:
    - c. Conduct elections of officers in accordance with the By-Laws, policies and procedures of the Association.
    - d. Conduct all mail or electronic votes in accordance with the By-Laws, policies and procedures of the Association.
    - e. Tabulate results of all written ballot votes at meetings of the membership
    - f. Tabulate results of all electronic votes according to electronic voting process.
    - g. Advise the President and Board on matters concerning elections.
  5. Finance Committee
    - a. The Finance Committee shall be composed of the Secretary, Treasurer, and a minimum of two members who are serving, or have served, on the Board of Directors.
    - b. The purpose and objectives of the Finance Committee shall be:
      1. Oversee the financial conduct of the Association.
      2. Present a budget proposal to the Board at the annual meeting of the Board.
      3. Advise the President and Board on financial matters.
      4. Submit to the membership, at the annual meeting, a financial report as approved by the Board
      5. Have contact with the financial advisor of the Association.
  6. Governmental Affairs Committee
    - a. The purpose, objectives, and functions of the Governmental Affairs Committee shall be:
      1. Maintaining the CATA presence with the Colorado Legislature and increasing the awareness and understanding of certified athletic trainers, and the value which they possess within the legislature.
      2. Will be responsible for the conducting an annual “Hill day” at the capitol.
      3. The Governmental Affairs Committee chair, along with the President, will communicate with the lobbyist regarding the monitoring of possible bills of interest and taking action when necessary.
      4. The Governmental Affairs Committee chair will work in conjunction with the district and national office, acting as a state representative to this committee.
      5. The Governmental Affairs Committee will submit periodic progress reports to their appointed member at large to be reviewed during the Board of Directors meetings.
  7. Honors and Awards Committee
    - a. The purpose, objectives, and functions of the Scholarship & Awards Committee shall be:
    - b. Recommend criteria to the Board for scholarships and awards presented by the Association.
    - c. Recommend scholarship and award recipients to the Board.
    - d. Advise the President and Board on matters pertaining to scholarships.
    - e. Procure, within Board guidelines, plaques and other awards to be given by the Association.
    - f. Ensure that all engraved or printed awards are affixed with the proper seal of the Association
    - g. Advise the President and Board on matters pertaining to awards.
    - h. Present awards to recipients at the annual meeting of the Association.
    - i. The scholarship procedure will be as follows:
      1. The Scholarship & Awards Committee chair shall secure copies of the submitted applications and distribute them to the Scholarship Committee members.
      2. Scholarship & Awards Committee members shall evaluate the scholarship applications for each scholarship category and rank them from best to worst.
      3. Scholarship & Awards Committee members shall refrain from ranking applicants from their own educational programs or that they are related to by blood or marriage.

4. Scholarship & Awards Committee members shall return the ranking and applications to the Scholarship Committee chair.
  5. The Scholarship & Awards Committee chair shall average the rankings to determine the scholarship winner in each category.
  6. The Scholarship & Awards Committee chair shall inform the Board of Directors of the rankings.
  7. The Board of Directors will then convey their vote to the Scholarship & Awards Committee chairperson who will then tally the votes and notify the President.
  8. The Scholarship & Awards Committee chair shall inform the scholarship applicants of the scholarship winners.
8. Public Relations Committee
    - a. The purpose, objectives, and functions of the Public Relations Committee shall be:
    - b. Increasing the public's awareness and understanding of certified athletic trainers, and the value which they possess in various work environments.
    - c. The Public Relations Committee will work in conjunction with the District and National office, in the promotion of athletic training.
    - d. The Public Relations Committee will, no less than once a year, poll the membership to learn what members are currently doing to promote the profession of athletic training.
    - e. The Public Relations Committee will provide assistance (planning, promotional materials, etc.) to any member who would like to promote the profession of athletic training.
    - f. The Public Relations Committee will seek other professional organizations, similar to the CATA and make contact with the appropriate leaders of those groups.
    - g. The Public Relations Committee will provide any information regarding the profession of athletic training or about CATA, to any requesting organization.
    - h. The Public Relations Committee will provide information about CATA meetings, symposiums and upcoming events to the leaders of other professional organizations, including the CHSAA.
      1. The CHSAA liaison will serve as an intermediary between CHSAA and
      2. The CHSAA liaison will serve on any sports medicine committees created and maintained by CHSAA.
    - i. The Public Relations Committee will submit periodic progress reports to the appointed member at large to be reviewed during Board of Directors meetings.
  9. Secondary Schools Committee:
    - a. The purpose, objectives, and functions of the Governmental Affairs Committee shall be:
      1. To address those employment issues impacting athletic trainers employed in secondary school settings.
      2. To address those employment issues related to existing and emerging employment markets through a coordinated effort with internal and external entities.
  10. High School Student Athletic Training Aides Sub-Committee
    - a. The high school athletic training aides committee is a subcommittee of the education committee.
    - b. The purpose, objectives, and functions of the High School Student Athletic Training Aides Committee shall be:
      1. Coordinating and scheduling the annual high school a student athletic training aide symposium.
      2. Recruiting ATC's to speak at the symposium.
      3. Arrange the location of the symposium (when it is not held in conjunction with the state and district meetings).
      4. The High School Student Athletic Training Aides Committee will be responsible for marketing the symposium to area high schools on the CATA website and through brochure mailings to each high school.
      5. Compiling all speaker presentations and general athletic training information in a notebook or CD that students can take home with them.
      6. Conducting a fun-filled, educational day for high school students interested in sports medicine.

- E. STATE REPRESENTATIVES TO DISTRICT OR NATIONAL COMMITTEES
1. Periodically the CATA will be asked to appoint a State Representative on either District or National Committees. When the Board of Directors is informed of this need the same policy for appointing a committee head will be followed.
  2. The State Representatives will serve as "Information Conduits". They will receive any information or news from the District or National Committee and distribute it through the proper channels of the CATA. They also will gather any information or news from the state Association and distribute it through the proper channels of the District or National Committee.
  3. When the District or National Committee has a "special project" or need the acting State Representative from that Committee will serve as the lead on the project.
  4. Each State Representative will submit periodic progress reports to the appointed member at large to be reviewed during the Board of Directors meetings.
  5. Currently, the CATA has the option of sponsoring the following State Representatives:
  6. Committee on Revenue
  7. Public Relations Committee
  8. Secondary Schools Athletic Training Committee
  9. Clinical Industrial Corporate Committee
  10. Governmental Affairs Committee
  11. College and University Committee
- F. TASK FORCES
1. The President may, with the consent of the Board, appoint task forces to examine issues related to the Association.
  2. Task forces shall be created with a specific purpose and time line for achievement of that purpose.
  3. At the conclusion of the time allotted to achieve the purpose of the task force, the task force shall be disbanded unless extended for a stated period of time by the Board.

## **SECTION XII: REMOVAL FROM OFFICE**

### **A. NOTIFICATION OF ALLEGATIONS**

1. Any member of the Association may notify a voting member of the Board of allegations that may warrant impeachment.
2. Any member with knowledge of an impeachable offense committed by a Board member shall have a duty to report it in writing to a member of the Board. Such report shall set forth in specific detail the nature of the offense, the time(s) and place(s) it occurred, and the names, addresses and telephone numbers of any other persons with knowledge or information pertaining to the offense. The Board member receiving the report shall forward it to the President, within ten (10) days.
3. Upon receipt of a written report of an impeachable offense the President shall immediately appoint a committee of three certified members of the Association to investigate the allegation. Within thirty (30) days the committee shall submit to the President a written report of its findings together with a recommendation whether impeachment proceedings should be initiated. If the circumstances justify it the President may extend the investigation period beyond thirty (30) days.
4. Any member knowingly making false accusations shall be subject to disciplinary actions, including suspension or termination of membership.
5. If the allegations involve the President, the Secretary shall act as the President in all matters pertaining to the impeachment process.
6. Within ten (10) days after receiving the initial report of an impeachable offense, the President shall notify the accused member in writing of the allegations, and shall transmit a copy of the report to all other Board members.
7. Within ten (10) days after receiving the report of the investigative committee the President shall make a determination based thereon whether impeachment proceedings should be initiated, and shall transmit written notice of such determination together with a copy of the investigative report to the accused member and all other members of the Board.
8. If the President determines that impeachment proceedings should be initiated, the notice of such determination shall include notification that a hearing on the allegations shall be conducted during the next regularly scheduled meeting of the Board and shall include the date(s) of that meeting, provided that the accused member has at least thirty (30) days' notice of such hearing.
9. If the President determines that impeachment proceedings should not be initiated, any member of the Board who disagrees with the determination may, within ten (10) days of receiving notice thereof, call for a special meeting of the Board to discuss the matter and determine whether the President's decision should be overruled by the Board. The President shall then proceed to schedule and give notice of the requested special meeting of the Board, to be held at the earliest reasonable date in compliance with the provisions of the By-laws of the Association.
10. The Board shall seek the advice of legal counsel in all matters relating to the removal from office.

### **B. HEARING BEFORE THE BOARD**

1. If an impeachment hearing is to be conducted, the membership shall be notified of the allegations, the date and time of the hearing, and the fact that they are entitled to attend.
2. The hearing shall be held as prescribed in these policies and procedures.
3. At the conclusion of the hearing the Board shall retire into Executive Session from which the accused member shall be excluded, and deliberate its decision.
4. If the Board decides, by majority vote, that evidence exists to warrant a hearing before the membership, it shall draw up articles of impeachment.
5. The articles of impeachment shall include specific charges against the Board member. These shall be mailed to every voting member of the Association, by the Secretary or Board designee, sixty (60) days prior to the next regularly scheduled meeting of the membership.
6. If articles of impeachment are drawn, the Board member accused shall be suspended from the Board pending the outcome of the impeachment hearing.

C. HEARING BEFORE THE MEMBERSHIP

1. The impeachment hearing shall be held at the next regularly scheduled meeting of the membership, provided that sufficient time exists for the proper notification of the membership.
2. The President shall preside over the impeachment hearing.
3. The hearing shall be held as prescribed in these policies and procedures.
4. Upon conclusion of the presentation of evidence, the membership shall vote, by secret ballot, on all charges in the articles of impeachment individually.
5. If, by two-thirds (2/3) majority vote, the accused Board member is found guilty on any charge, the member shall be removed from office. The ballot may also include the question whether the member shall be permanently precluded from holding office in the Association, which shall also require a two-thirds (2/3) majority vote.
6. If a two-thirds (2/3) majority does not vote to find the Board member guilty, the Board member shall resume office with no penalties or other stipulations.
7. The decision of the membership shall in no way effect the Association membership status of the accused Board member.

## **SECTION XIII MEETINGS OF THE MEMBERSHIP**

### **A. MEMBERSHIP MEETINGS**

1. Meetings of the membership shall be called in a manner consistent with the By-Laws of the Association.
2. The annual meeting of the membership shall be held in or about the month of May, or at another date as determined by the Board.
3. The President of the Association shall submit an agenda to all members of the Board seven (7) days prior to all regularly scheduled meetings of the membership.
4. Meetings of the membership shall be conducted in a manner consistent with "Robert's Rules of Order."
5. Meetings of the membership shall be open to the public. If there is not enough space to reasonably accommodate the number of people wishing to attend the President shall determine who will be allowed to attend, with precedence given to certified members and those with an interest in the matter before the membership. If all voting members who wish to attend cannot be accommodated no vote of the membership shall be taken on any matter.
6. The Secretary shall keep the official minutes of membership meetings and distribute a summary of them to the membership of the Association.
7. Publication of a summary of the minutes of the membership meeting in the Association newsletter shall meet the requirement of distributing the summary to the membership.

### **B. VOTING**

1. A quorum for voting on items at a meeting of the membership shall be twenty (20) percent of the certified members in good standing.
2. Voice votes shall be conducted following "Robert's Rules of Order."
3. Written votes shall be on ballots listing the issue of the vote.
4. The Election Committee shall verify the voting status of all members receiving and casting a ballot.
5. The Election Committee shall tally the votes and report the results to the President.
6. Members may vote by written proxy provided that the issue and vote is clearly stated on the proxy. Such a proxy shall be signed by the member and list the member's NATA membership number and certification number.
7. Proxy votes shall be presented to the Chair of the Election Committee when the vote is called for. Proxy votes shall be specific as to the issue involved and the meeting at which the vote is taking place.
8. After verification by the Board, ballots and any tally sheets shall be kept sealed until two (2) years after the election and then the Secretary shall destroy the ballots and tally sheets.

### **C. HEARINGS BEFORE THE MEMBERSHIP**

1. Hearings before the membership shall be conducted in a fair and impartial manner.
2. Judicial rules of evidence and procedure shall not apply in hearings conducted before the membership.
3. Members not directly involved with the hearing may not ask questions of the parties involved in the hearing.
4. The parties shall provide the Secretary, or another member chosen by the Board, and the opposing party a list of evidence and witnesses to be presented thirty (30) days prior to the hearing.
5. The President shall preside over the hearing unless the President is a party in the hearing, whereupon the Board shall appoint one of its members to preside.
6. The Board, by majority vote, may appoint an individual or individuals to represent the interests of the Association.
7. The member requesting the hearing may, at no cost to the Association, have an individual or individuals represent the interests of the member.
8. The procedures for hearings before the membership shall be identical to those for hearings before the Board as set forth in Section IX (E).
9. At the conclusion of the hearing the membership shall vote, by secret ballot.
10. Proxy votes shall not be valid in hearings before the membership.

## **SECTION XIV: BALLOT BY MAIL OR ELECTRONIC METHOD**

- A. ALLOWABLE MAIL OR ELECTRONIC VOTES
  1. The Board shall have the power to submit any question, except when other specific methods are provided by the By-Laws to a mail or electronic vote.
  2. All mail votes shall be completed in accordance to these policies and procedures and directions from the Board.
  
- B. BALLOTS
  1. Ballots shall list the candidates or issues being voted upon.
  2. If voting is conducted by mail, there shall be a return envelope, with postage included, and sent with the ballot.
  
- C. VOTING
  1. By mail:
    - a. Members shall write their certification and membership number across the seal of the return envelope.
    - b. Ballots returned to the Chair of the Election Committee within thirty (30) days of their mailing shall be valid.
    - c. Ballots not meeting the specifications in these procedures, or ones marked improperly, shall not be counted.
    - d. There shall be record kept of late and invalid ballots.
    - e. In the presence of another Election Committee member, a member of the Election Committee shall confirm certification, verify that the member is in good standing, verify the presence of one ballot in each envelope, and separate the ballot from the envelope without reading the ballot.
    - f. A second member of the election committee shall count and record the ballots.
    - g. A third person of the Election Committee shall confirm the count and recording of ballots.
  2. By electronic methods
    - a. The chair of the elections committee shall continue to investigate the most secure and effective electronic voting methods.
    - b. Members shall be distributed an individualized link to access the election. This link will be anonymous, but will allow the determination of whether or not a vote was cast, but not what the selection was for.
    - c. The link will remain active during the entire duration of the voting window.
    - d. A reminder of the electronic voting window will be sent to the membership at the beginning of the election timeframe, midway through and just prior to the closing date of the election window.
    - e. If there are technical problems with the electronic voting process, any member may contact the elections committee chair at [elections@coata.org](mailto:elections@coata.org).
  3. The tabulated vote and ballots shall be returned to the Secretary within ten (10) days of the election deadline.
  4. After verification by the Board, electronic votes, ballots and any tally sheets shall be kept sealed until two (2) years after the election and then the Secretary shall destroy the ballots and tally sheets.
  5. The Chair of the Election Committee shall inform the President of the results.
  6. The elections chair will notify the membership of the election results in the next newsletter or business meeting, whichever comes first.
  7. The elections chair will notify the non-winning election candidates, and thank them for their willingness to serve, prior to the notification of the membership.
  8. The policies and procedures governing the arbitration of grievances shall apply to any contested election.



## **SECTION XV: ARBITRATION OF GRIEVANCES**

### **A. STEPS OF ARBITRATION**

1. To file a grievance, a member must submit the grievance, with an explanation, in writing to the President.
2. A hearing before the Board shall be held at the next regularly scheduled Board meeting provided it is at least thirty (30) days after the filing of the grievance.
  - a. The hearing before the Board shall follow the policies and procedures for hearings before the Board.
  - b. The member filing the grievance may appeal the decision of the Board by requesting Arbitration, in writing to the President, no later than thirty (30) days after the Board's decision.
  - c. If the Board and the member can agree on a single arbitrator, that individual shall conduct the arbitration hearing.
  - d. Each party shall have equal voice in the selection of the arbitrator
  - e. The arbitrator need not hold membership in the CATA or NATA.
3. If the Board and the member cannot agree on a single arbitrator then, within thirty (30) days after the appeal is filed, they shall each select an arbitrator and notify the other party in writing of the name, address and telephone number of the individual they have selected.
4. The two selected arbitrators shall choose a third arbitrator within thirty (30) days of their selection and that person shall act as the chair of the arbitration board.
5. The arbitrator(s) shall adopt procedures for the arbitration and submit those procedures to the parties not less than thirty days prior to the arbitration hearing.

### **B. ARBITRATION HEARING**

1. The arbitration hearing shall be held in conjunction with, but not be a part of, the next regularly scheduled meeting of the membership, provided it is at least thirty (30) days after the selection of the third arbitrator.
2. The arbitration hearing shall be conducted in the same manner as hearings before the Board, with the exceptions that follow.
  - a. The chair of the arbitration board shall preside at the arbitration hearing.
  - b. At the conclusion of the hearing the arbitrator(s) shall meet in private to deliberate the decision. In the event of a panel of three, the decision of a majority of the arbitrators shall be prevail.
  - c. At the conclusion of the deliberation the arbitrator(s) shall advise the parties of the decision. Written notice of the decision shall also be given to the parties within ten (10) days
  - d. The decision of the arbitrator(s) shall be binding upon the parties.

### **C. COSTS OF ARBITRATION**

1. Unless both parties agree, the arbitrator(s) shall not be compensated for services rendered, but in any event shall be reimbursed for expenses.
2. The arbitrator(s) shall keep written records of the expenses incurred in conjunction with the arbitration, to be presented to the parties at the end of the arbitration process; unless a set amount is agreed to before arbitration begins. Reimbursable expenses shall be travel, lodging and meals which are reasonably necessary in conjunction with attendance at the arbitration hearing, together with long distance telephone charges in conjunction with setting up the arbitration proceedings.
3. The member requesting arbitration may be required by the Board to post a bond to cover the estimated cost of the arbitration.
4. The cost of arbitration shall be paid by the non-prevailing party.

**SECTION XVI: AMENDMENT OF THE BY-LAWS**

- A. Amendments to the By-Laws shall be proposed and ratified in accordance to the provisions in the By-Laws of the Association.
  - 1. Any proposed change to the by-laws shall be set forth in writing, indicating the exact terminology of the change, and the reasons for the change, and submitted to the President and Secretary not less than ninety (90) days prior to the scheduled meeting of the CATA.
  - 2. Any voting member may propose an amendment to the By-Laws.
  - 3. The President shall include the proposed change on the agenda of the scheduled meeting.
  - 4. The Secretary shall distribute copies of the proposed change and the reasons for the change to the members of the CATA.
  - 5. In addition to the distribution of copies of the proposed change to the membership, change and reasons shall be read to the members in attendance at the meeting of the CATA during which the change is to be considered.
  
- B. Any proposed amendment submitted less than ninety (90) days prior to a regularly scheduled meeting of the membership shall be presented at the next regularly scheduled meeting of the membership.
  
- C. Any change in the By-Laws shall require a 2/3 vote majority of the voting members in attendance at the meeting of the CATA during which the change is considered.
  
- D. If a quorum is not attained at the meeting, the amendment is to be voted upon, then a mail of electronic vote of the voting membership shall be conducted, with a 2/3 majority vote of those returning valid ballots shall be required to adopt such an amendment.

## **SECTION XVII: FINANCES**

### **A. FINANCIAL GUIDELINES**

1. The Board shall make every effort to ensure that the finances of the Association are managed in a prudent manner in keeping with the By-Laws, and policies and procedures of the Association. It shall be the responsibility of the Board to ensure that the Association remains financially stable.
2. All accounts of the Association shall be placed in a financial institution insured by the United States Government.
3. All investments made by the Association shall be approved by the Board. The Board shall consider the security of the Association above all other factors when investigating investment opportunities.
4. The President and Secretary are alone authorized to execute contracts, with the advice of legal counsel and/or financial advisors, for the Association that meet the stated purposes of the Association in keeping with the budget, these policies and procedures, and Board actions.
5. The President, Secretary, and Treasurer are alone authorized, upon their signature, to allow the transaction of Association funds that meet the stated purposes of the Association in keeping with budget, these policies and procedures, and Board Actions.
6. The Board shall not allow:
  - a. Loans of Association funds or assets without adequate security and a reasonable rate of interest.
  - b. Loans may not be made to members of the Board, their families, or to entities in which Board members or their families have a financial interest in.
  - c. Excessive compensation for services rendered.
7. Board members shall receive no compensation for service to the Association
8. Board members may be reimbursed for expenses incurred as a result of service on the Board.
  - a. Preferential treatment in the delivery of Association services.
  - b. The purchase of any property by the Association for more than fair market value.
  - c. The sale of any Association property for less than fair market value.
  - d. Any transaction that is a substantial diversion of Association funds or assets not keeping with the stated purposes of this Association.
9. No dividends, or any other means of dispersing excess funds or assets of the Association to the general membership or any class of membership, shall be allowed.
  - a. The Association may pay a member a reasonable sum for expenses incurred in conjunction with services rendered in keeping with these policies and procedures and the stated purposes of the Association.
  - b. The Association may provide to members, or a classification of members, educational materials or other items that aid in the fulfillment of the stated purposes of this Association.
10. No financial transaction shall be completed that is not related to the stated purposes of this Association.
11. Board members have a fiduciary responsibility to avoid conflict of interest. Conflict of interest shall be defined as a Board member or a member of a Board members family having a financial interest in the business before the Board. Any other member of the Association who is given permission to spend Association funds is also bound by these requirements. If a conflict of interest arises:
  - a. The member shall immediately, upon the recognition of a potential conflict of interest, disclose the nature of the conflict of interest to the President and Secretary, in writing if time allows. The President shall inform the Board of the conflict of interest.
  - b. The President, or Secretary if the conflict of interest involves the President, may confer with the Board as to the extent of the financial interest of the member. The Board may, without the participation of the member with the potential conflict of interest, decide by majority vote that the financial interest of the member is insignificant if all of the following are present:
    1. The conflict of interest does not involve the employer of the member or member's family.
    2. The conflict of interest does not involve an entity in which the member or member's family has a substantial interest.
  - c. The outcome of the Board's action on the item will not benefit the member.

1. A member with conflict of interest, unless specifically allowed by the Board in keeping with these policies and procedures, shall not participate in discussion, debate, voting, implementation of any approved plan, or in any other manner in dealing with the issue in which the conflict exists.

d. Income

1. All income received by the Association, except dues from members in good standing and fees related to the annual clinical symposium, must be approved by the Board.
2. The Board shall reserve the right to refuse the dues payment or fees related to the annual clinical symposium from any individual or entity.
3. All income shall be submitted to the Treasurer of the Association.
4. The Treasurer shall keep a record of all income.
5. The Treasurer shall submit a quarterly report listing the income of the Association to the President and Finance Committee, detailing any surpluses or shortages from the budget projection.
6. All assets and liabilities of the Association shall be under the direct control of the Board.

e. Spending

1. All spending of Association funds must be approved by the Board.
2. The Association shall not be responsible for any debts, agreements, or other liabilities made in the name of the Association without prior approval of the Board.
3. All members who are approved to spend Association funds shall make fiscally responsible decisions in spending those funds.
4. The Treasurer shall submit a quarterly report listing the spending of the Association to the President and Finance Committee, detailing any surpluses or shortages from the projected budget.
5. Association funds may, with the consent of the Board, be used to pay directly, or reimburse members for, expenses for travel, lodging, meals and entertainment incurred while engaged in Association business, within limitations established by the Board.
6. The Board may acquire an Association credit card to be used under the following limitations:
  - a. Charges are made for budgeted items only.
  - b. Receipts are submitted to the Treasurer within fourteen (14) days of using the credit card.
  - c. Other than the President and Secretary, members must receive permission from the President or Secretary before using any Association credit card.
  - d. Members using an Association credit card for non-approved uses shall be liable for all such charges and related fees.

B. INVESTMENTS

1. The Finance Committee shall oversee the investment of Association funds.
2. The Finance Committee shall present the Board with quarterly report detailing investment activity.
3. The Finance Committee shall present a report to the membership, at the annual and semi-annual meetings of the membership. Such report shall also be published in the newsletter and on the Association web site.
4. To implement these policies, the Finance Committee may:
  - a. Use the services of a banking institution.
  - b. Use, with Board approval, the services of a paid financial advisor licensed under a government entity.
  - c. Appoint, with approval of the Board, one committee member to oversee the investments of the Association.
    1. Said member shall be the point of contact for the banking institution or financial advisor for Association investments.
    2. Said member shall be empowered to make investment decisions individually when market conditions warrant after consultation with a financial advisor or financial institution.

3. All such actions should be reported to other Finance Committee members.
  5. When investing Association funds, the Finance Committee shall:
    - a. Pursue the financial goals of the Association as stated by the Board.
    - b. Follow directives of the President and Board.
    - c. Purchase high quality investments balancing the highest possible return with the lowest possible risk.
    - d. Maintain a minimum of three months normal operating expenses in highly liquid forms (cash and cash equivalents), such as money market funds, short term (30 days or less) time deposits and demand deposits in the Association banking institution.
    - e. Funds received for the annual clinical symposium shall be held in liquid form as stated above until such time that the expenses of the symposium have been substantially paid.
    - f. Diversify long term investments by:
      1. Investing in equities, bonds, and cash equivalents as market conditions warrant.
      2. Equities
        - a. Investment in equities shall aim toward long term growth with dividend potential.
        - b. No more than 65 percent of long term funds shall be invested in equities.
      3. Bonds
        - a. Investment in bonds shall aim toward the production of income.
        - b. Only highly rated bonds (Moody's AA or S&P AA or above) shall be purchased.
        - c. When different bonds are purchased the maturity dates should be varied.
        - d. No more than 65 percent of long term funds shall be invested in bonds.
      4. Cash Equivalents
        - a. Funds may be invested in cash equivalents as market conditions warrant.
        - b. Funds in cash equivalents should be invested in higher return
        - c. Funds in cash equivalents should be made when market conditions are favorable to do so.
      5. Balancing fund diversification as necessary over time.
  6. The Finance Committee shall not invest Association funds in:
    - a. Equities or bonds from corporations that have a substantial interest in alcohol and/or tobacco production.
    - b. Equities or bonds from corporations that present a conflict of interest.
  7. The Treasurer shall submit an end of year report to the Finance Committee, listing income and expenditures of the Association, including a comparison with the amounts budgeted in each category.
  8. The Finance Committee shall present the Board an end of year financial report at the annual meeting of the Board. Upon approval of the Board the financial report shall be presented at the membership meeting.
  9. The end of year financial report shall be printed in the newsletter of the Association or provided in some other written manner to all members of the Association.
  10. The Treasurer shall report on the current financial status of the Association at the annual meeting of the membership. Such a report shall be made available, in writing, to all members requesting the report.
  11. The finances of the Association shall be reviewed annually by an accountant chosen by the Board.
- C. ASSOCIATION PROPERTY
1. All items purchased by the Association, with the exception of gifts, awards, and non-durable goods, shall remain the property of the Association until such time as the Board, by majority vote, relinquishes ownership of the property.
  2. Records on all property valued at over \$50 at the time of purchase, with the exception of items meant to be consumed within a year, shall be kept by the Secretary and a list of such property delivered to the Board at the annual meeting of the Board. Included in these records shall be the model number, serial number, description of the property, location of the property, and current condition of the property.
  3. Members possessing Association property shall treat the property with care normal and prudent for the item. All manufacturers' recommendations for care and maintenance shall be followed, with any expense paid by the Association with the prior approval of the Board.

## **SECTION XVIII: ANNUAL CLINICAL SYMPOSIUM**

### **A. SYMPOSIUM LOGISTICS**

1. A clinical symposium sponsored by the Association shall be held in conjunction with the annual meeting.
2. The annual clinical symposium sponsored by the Association shall be organized and conducted following a manual approved by the Board and these policies and procedures.
3. Contracts with hotels shall be made by the Secretary after legal review and approval of site selection by the Board.
4. The Association shall not provide complimentary alcohol at Association events

### **B. SYMPOSIUM PROGRAM**

1. The program topics shall be selected by the Education Committee with the approval of the Board.
2. No presenter shall, through the use of the program, attempt to market any one product or service.
3. No speaker or organization shall solicit donations nor offer items for sale during clinical sessions, excepting exhibitors in the exhibit hall.
4. Speaker gifts may be provided within the limitations of the budget.
5. Speakers shall receive complimentary registration for the symposium.
6. Speaker expenses may be paid by the Association, within the confines of the budget of the Association.
7. Requests from outside organizations to speak at the annual clinical symposium shall be denied unless the Education Committee deems the topic to be of value to the Association and chooses to include it in the program. This does not include speakers arranged through sponsorship agreements.
8. No more than 2 C.E.U.'s should come from presentations from outside organizations that deal with topics not considered to be part of the theme of the symposium, as determined by the Convention Program Committee.
9. The Association shall not aid organizations other than the RMATA or NATA associated organizations in any planning or staging of symposiums in conjunction with the annual clinical symposium.
10. The Association will bear no costs for speakers from outside organizations who request to speak at the annual clinical symposium

### **C. SYMPOSIUM FEES**

1. Registration categories and fees for the clinical symposium shall be set by the Board.
2. Other fees for services provided during, or related to, the clinical symposium may be levied at the discretion of the Board.
3. Retired and Honorary members shall pay no fees or charges to attend the clinical symposium.
4. Registrants whose checks for symposium related fees that are returned for nonsufficient funds shall be charged an additional fee to be determined by the Board

### **D. EXHIBITORS**

1. No exhibits shall be accepted that conflict with the stated purpose and objectives of the Association. These would include, but not be limited to, exhibits that promote the use of:
  - a. alcohol
  - b. tobacco
  - c. unfounded medical practices
2. Exhibitors who have not paid, by the time the clinical symposium begins, all fees associated with the clinical symposium shall not be allowed to exhibit at the meeting.
3. The Association shall provide for general security of the exhibit area at all times from set-up to tear-down of exhibits.
4. Exhibitors are responsible for the security of their booth during the time when exhibits are open to the membership.
5. Unmanned exhibits must meet the following conditions:
  - a. All items in the booth are free to the membership and are not expected to be returned to the vendor.
  - b. The Association receives the booth fee.
  - c. The Association is not expected to attend to or supervise the booth.

6. A single booth space may be provided at no charge to exhibitors with sponsorship agreements with the CATA, RMATA or NATA.
7. When a meal is provided to the membership as part of the cost of registration exhibitors shall receive two meals per booth space.
8. Exhibitors who wish to sell goods and/or services from their exhibit space shall be in compliance with state and local sales regulations to conducting any sales.

E. CONTINUING EDUCATION UNITS

1. The Secretary shall secure continuing education credit for the clinical symposium with the National Athletic Trainers' Association Board of Certification.
2. Only those registering as certified athletic trainers or certified graduate students shall be eligible to receive the continuing education certificate for the clinical symposium

**SECTION XIX: CORPORATE SPONSORSHIP**

- A. ACCEPTANCE OF CORPORATE SPONSORS
  1. The Association reserves the right to enter, with the advice of legal counsel, into sponsorship agreements with other organizations.
  2. Sponsorship agreements must be approved by the Board after discussion at a meeting of the membership.
  
- B. LIMITATIONS
  1. No sponsorship agreement shall be made in conflict with the purpose and objectives of the Association.
  2. The Association shall not accept sponsorship in conflict with the any NATA or RMATA sponsorship programs.



**SECTION XX: POSITION STATEMENTS**

**NUMBER ONE: AIDS/HIV AND THE ATHLETIC TRAINER**

WHEREAS, a prime interest of the members of the Colorado Athletic Trainers' Association is to prevent or reduce the incidence of injury and/or illness by competitive athletes, and WHEREAS, blood and related body fluids have been shown to be effective modes of HIV/HBV transmission, and WHEREAS, it is in the best interest of the athletic trainer to assume that all blood and related body fluids are contaminated. BE IT RESOLVED, that the Colorado Athletic Trainers' Association supports following the CDC's universal precautions for dealing with Blood Borne Pathogens.

**SECTION XXI: REIMBURSEMENT OF MEETING AND SYMPOSIUM EXPENSES**

- A. The CATA will reimburse one board member the expenses incurred to represent the Association at the Rocky Mountain Athletic Trainers Association (RMATA) and National Athletic Trainers Association (NATA) annual meetings
  - 1. RMATA Annual Meeting
    - a. The purchase of ONE round-trip coach fair advance purchase airline ticket. – Or – if driving, the current reimbursement rate consistent with IRS mileage rate per mile.
    - b. Per RMATA Policy and Procedures, registration, meals, and lodging will be paid by the RMATA for the CATA representative.
  - 2. NATA Annual Meeting
    - a. The purchase of ONE round-trip coach fair advance purchase airline ticket. – Or – if driving, the current reimbursement rate consistent with IRS mileage rate per mile.
    - b. Advance certified-member registration. No late fees or additional, special course fees will be paid.
    - c. Up to 3 nights lodging. No special services, movies, long-distance phone charges, laundry, etc. will be reimbursed.
    - d. Reimbursement per diem for meals will be set at the current reimbursement rate consistent with IRS mileage rate for the host city, up to 3 days.
  
- B. The CATA board member will make every effort to purchase the least expensive airline ticket and hotel room when making his/her travel arrangements. He/she will use every asset available (internet travel sites, travel agents, coupons, etc.) to decrease travel costs.
  
- C. Prior to each annual meeting the CATA board member will contact the state reps on district and national committees to learn when each groups meeting will be held. If the state rep is not able to attend the meeting AND the CATA board member has no other conflicts he/she will arrange to attend the meeting as the Association representative. While at the annual meetings the CATA board member will attend as many business and committee meetings that are appropriate for the Association.