APPENDIX B
CONSTITUTION AND BY-LAWS
OF THE
ATHLETIC TRAINING STUDENT CLUB

Article I Name

This organization will be known as the Athletic Trainers Club of California University of Pennsylvania. This club will be affiliated with the Department of Health Science & Sport Studies and the Athletic Training Education Program.

Article II Purpose

The objects of this club will be:

Section I. To promote excellence in the field of Athletic Training through education and practical applications.
Section II. To encourage interactions between student athletic trainers and the general student body.
Section III. To assist students in better accessing the job market through external organizations.

Article III Membership

Section I. The membership of the Athletic Trainers Club will be open to all students enrolled at California University of Pennsylvania.
Section II. Membership will not be based on race, sex, creed or physical disability.
Section III. This organization will require no membership dues.

Amendment to Article III

The Athletic Training Club assists eligible senior club members in paying for a portion of their Board of Certification exam fee. To qualify for reimbursement, graduating seniors must meet the following membership requirements:

Active Members (75% of meetings, 50% of club activities)
E-Board member
or $200 – 100% of maximum reimbursement
Active member in good standing for 2 years from Athletic Training Club

Partially Active Members (50-75% of meetings, less than 50% of club activities)
Active participation for 1 academic year (must be active during senior year)
or $100 – 50% of maximum reimbursement
Partial participation for 2 years from Athletic Training Club
Non-Active Members (Less than 50% of meetings, less than 50% of club activities)

Active participation for
less than 1 year (2 semesters)

or $0

Partial participation for 1 year

Reimbursement from the club for the Board of Certification exam will be available to eligible members for up to one year from the date of graduation. After one year, eligibility to receive money from the club will be forfeited. In order to receive the reimbursement, a receipt from BOC registration must be submitted to the treasurer.

Amendment to Article IV, Section I

The position of secretary/treasurer will be split into two separate positions. The secretary will be responsible for the duties as stated in Article IV, Section I (1); the treasurer will be responsible for the duties as stated in Article IV, Section I (2). The two separate positions will more evenly disperse the workload among the executive board members.

Article IV Officers

Section I.

The elected officers of the Athletic Trainers Club will consist of a President, Vice-President, Secretary/Treasurer and four Representatives. All officers are to be elected annually at the fourth meeting of the school year. A majority of all votes cast will be necessary for a selection. In the election of officers a majority of the members polled will be requisite for a choice. If on the first ballot no candidate received a majority of the votes cast the person having the lowest number of votes is to be dropped from the list and a new ballot be taken immediately and proceeding in a like manner until an election is reached. All officers will take office at the fifth meeting.

A. President

The duty of the President is to preside at all meetings unless unavoidable absence; to preserve order; to enforce provisions of the constitution and other rules and regulations as may be adopted for the conduct of the meeting and have general supervision, control and authority.

B. Vice-President

In the absence of the President, the Vice-President shall preside. In the event that neither the President nor the Vice-President is present, the presiding officer will be the Secretary/Treasurer.

C. Secretary/Treasurer

The duties of the secretary/treasurer are:
(1) To keep a full and correct list of officers and members with their addresses and accurate minutes of the preceding meeting which will be recorded in a book used for that purpose. He/she will keep all official papers and notify all applicant upon election of office.

(2) To pay all orders drawn on him/her properly attested by the President, keeping an accurate account of all money received and paid out by him/her and will present a monthly statement of funds on hand and have the accounts in readiness for settlement at the expiration of the term of office deliver to the successor all money, papers, books, vouchers and other property in his/her possession.

Amendment II of Article IV; Section I

The minutes of each meeting are sent to all club members as well as the faculty of the undergraduate athletic training program via email.

D. Representatives

The duties of the representatives are to:

(1) Present suggestions, or complaints from their class to the President at anytime.

(2) Information pertaining to the organization is to be distributed by the representatives, and will also collect forms when warranted.

Amendment III of Article IV; Section I

The use of representatives and the formation of committees will be utilized as needed.

Article V. Elections

Section I. Nominations of officers will be made at the third meeting with the election of officers to be held at the fourth meeting and these officers will enter upon their duties on the fifth meeting. No member shall be voted for who is not nominated. All candidates nominated to more than one office will decline all but one nomination prior to the printing of the ballots. A member that is nominated from the floor will be present, to accept the nomination, or if not present will have a letter of acceptance for one office only.

Amendment I of Article V; Section I

The nomination of officers for the following academic year (Pres, VP, Sec/Treas – elects) will be held at the first meeting in November or the first meeting of the spring semester in the case of a December graduation of an officer.

Section II. Election and Term of Office

The officers of the club will be elected annually at the fourth meeting. If the elections can not take place at that time, elections will be held as soon after as convenient. Vacancies may be filled or new offices created and filled at any meeting. The President, Vice-President and Secretary/Treasurer must be a junior or senior. The representatives will be one from each class.

Amendment I of Article V; Section II

Under Section II of Article V, the office of Vice-President, and Secretary/Treasurer are encouraged to be sophomores in hopes of
building a strong leadership allowing additional time to run for office positions.

**Amendment II of Article V; Section II**
The President-elect, VP-elect, and Secretary/Treasurer-elect are elected annually at the last meeting of November or the last meeting of the fall semester. The elections will be held at the second meeting of the spring semester in the case of a December graduation of an officer.

**Section III.** All elections will be by ballot, written or printed, and will be conducted by two tellers and a judge to be appointed by the President at the meeting at which nominations are made.

**Section IV.** Whenever a vacancy will occur in any elective office whether by resignation, or otherwise, the same will be filled at the next succeeding stated meeting.

**Article VI.  Meetings**

**Section I.** There will be nine meetings during the school year. A club member must attend four of the nine to be considered an active member of the club. Additional meetings will be called by the President if needed.

**Section II.** All meetings of the members of the club shall be governed by the Parliamentary Rule and usages contained in the then current “Robert’s Rules of Order.”

**Section III.  Quorum**
At all meetings of members there shall be present at least fifteen members in order to constitute a quorum for the purpose of transaction of business; but less than a quorum may adjourn such meetings without notice until a quorum is present.

**Section IV.  Voting**
Each member who is present at the meeting will be entitled to one vote. Members will not be entitled to vote by proxy at any meeting.

**Article VII Advisor**

**Section I.** The advisors of the Athletic Trainers’ Club will be a member of faculty Department of Health Science and Sport Studies.

**Section II.** The advisor will support the organization by contributing to the development of students.

**Section III.** The advisor will work with the organization, but not direct the program. The advisor may offer suggestions, considerations or ideas for the groups discussion.

**Section IV.** The advisor should be aware of the general finances of the organization.

**Section V.** Monitor the group’s functions and encourage the members to assume appropriate responsibility for the group’s activities.
Article VIII. Amendments

This document may be amended at any time as long as the following regulations are followed:

1) The proposed amendment must be posted at least ten days before the first reading.
2) The proposed amendment must be read at two meetings providing there are at least ten days in between meetings.
3) The proposed amendment must receive three-fourths (3/4) vote of the members present at the second of the two meetings provided that there are at least fifteen members present.
4) If the proposed fails to pass the necessary vote, the amendment may be proposed following the same procedure as a new amendment.

Amendment I of Article VIII

A proposed amendment can be posted via email to all members of the club and the faculty of the undergraduate athletic training program at least days prior to the meeting in which it will be read and discussed.