

**ATHLETIC TRAINING STUDENT ASSOCIATION (ATSA)**  
**BY-LAWS**  
**OF THE ATHLETIC TRAINING STUDENT ASSOCIATION**  
**OF PACIFIC UNIVERSITY,**  
**ATHLETIC TRAINING PROGRAM**

**ARTICLE I. NAME**

This organization shall be known by the name Athletic Training Student Association (ATSA), and shall be the affiliation of Pacific University Athletic Training Program (PUATP).

**ARTICLE II. OBJECTIVES**

The objectives of the ATSA shall be:

- A. To unite and affiliate into one organization all Pacific University athletic training students for the establishment of a stable form of student self-government.
- B. To serve as liaison between students and faculty of Pacific University, athletic training alumni, administration and the general public.
- C. To voice concerns of athletic training students and faithfully pursues the resolution of those concerns.
- D. To attain high ethical standards and promote a positive attitude towards the profession of athletic training and Pacific University.
- E. To promote athletic training knowledge for the benefit of the students, the academic community, and the public.

**ARTICLE III. CLASS OFFICERS**

**Section 1. Class Officers**

Each class from year to year of the professional curriculum shall be responsible for electing the following class officers:

- A. President
- B. Treasurer
- C. Social Coordinators (1)

**ARTICLE IV. EXECUTIVE BOARD OFFICERS AND EMPOWERMENT**

**Section 1. Executive Board Officers**

- A. President
- B. Vice-President
- C. Treasurer
- D. Social Coordinator
- E. Professional Programs Council Representative
- F. At-large Members

**Section 2. Empowerment**

- A. Executive power of the ATSA shall be vested in an Executive Board composed of all Class Presidents, Treasurers, Social Coordinators, and the Professional Programs Council Representative.

- B. All Executive Board members will vote on motions before the Executive Board, with the exception of the ATSA President who will vote only in the case of a tie.

## **ARTICLE V. DUTIES OF CLASS OFFICERS**

### **Section 1. Duties of Class Officers**

#### **A. President**

The Class President shall have those powers usually vested upon the office of president. He/she shall be spokesperson of the class, preside at all class officer meetings, attend all ATSA and Executive Committee meetings. And shall oversee the other class officers, be responsible for any other duties authorized by a majority vote of the class, keep minutes of all class and class officer meetings, and perform all other duties customarily assigned to the secretary. Liaison to the Director of the Athletic Training program.

#### **B. Treasurer**

The Class Treasurer shall be responsible for all financial transactions of the class and perform all other duties customarily assigned to the Treasurer. And shall assume the powers and duties of the class president in his/her absence or vacancy of this office by attending all class officer meetings and presiding over this group when the class president cannot be present.

#### **C. Social Coordinator**

The Class Social Coordinator shall organize class social functions. Social functions shall be coordinated with the class treasurer (as necessary for financial need) and with the ATSA Executive Board. The Social Coordinator shall be the Class Rep/contact once the class has graduated. The Social Coordinator may identify another class member if they are unable to remain as the class representative and contact.

## **ARTICLE VI. DUTIES OF EXECUTIVE BOARD OFFICERS**

### **Section 1. Duties of Executive Board Officers**

#### **A. President**

The President of ATSA shall preside at general meetings and Executive Board meetings. The President shall set and distribute an agenda at least one day prior to all Executive Board meetings. The President shall act as official spokesperson for ATSA and shall present student concerns to the Director of PUATP and as appropriate, the Provost and/or President of Pacific University. The President shall assist the Treasurer in the preparation of the annual budget proposal for the ATSA. The President shall insure that financial records are maintained by the Treasurer. The President shall be responsible for orienting the new President to the ATSA files upon his/her retirement of office.

#### **B. Vice-President**

The Vice-President shall preside at Executive Board meetings when the President is absent. In the event the President's position is vacated, the Vice-President shall assume the office and the duties of President as described in Article VI, Section 1. The Vice-President shall oversee and coordinate the activities of all ATSA committees, and all student committee members. The Vice-President shall oversee all ATSA Fundraising Activities. The Vice-President shall be responsible for orienting the new Vice-President to the ATSA files upon retirement of office.

#### **C. Treasurer**

The Treasurer shall assist the President in preparing the annual budget, and present the budget to the ATSA. For an estimated example see Appendix E. The Treasurer shall oversee and properly record spending of approved funds. The Treasurer shall keep accurate accounts of all other monies taken in and paid out by ATSA (in accordance with Pacific University policies) and

fulfill economic commitments duly authorized by the Executive Board. The Treasurer shall submit a current financial statement at each general meeting, and shall insure that all statements and complete financial records are properly maintained on file.

**D. Social Coordinator**

The Social Coordinator organizes ATSA social functions. He or she should become familiar with university held events concerning student entertainment (e.g. Outback). The Social Coordinator shall preside over the Social Committee (Article XV, Section 1, Part B1).

**E. Professional Student Senate (PSS) Representative**

The PSS Representative will serve as the liaison between the Professional Programs and the ATSA/PUSAT on behalf of the ATSA members. The PSS Representative will be elected from the 1<sup>st</sup> year class during the last month of the spring semester following the same process set forth in the By-laws under Article VII, Section 3 and 4. The PSS Representative will serve during their second year of school.

**F. At-Large Members**

All Class Officers will be voting members of the Executive Board and assist with fulfilling the duties of the Executive Board as delegated.

## **ARTICLE VII. ELECTION PROCEDURES FOR CLASS OFFICERS**

### **Section 1. Second Year Class Elections**

Within the last fifteen days of April each class is responsible for electing the class officers described in Article III, Section 1 of these by-laws. The selection committee made up of the current class president and treasurer, of their respective classes, shall oversee the election of these officers. The nomination and election process will follow the guidelines in Article VII, Section 3 and 4 of these by-laws.

### **Section 2. First Year Class Elections**

The ATSA Executive Board will be responsible for the following:

A. Informing the First-year class of the officers to be elected and their duties as described in Article III and V of these by-laws.

B. Elections will be conducted no later than September 30 for that academic year following procedures described in Article VII, Sections 3 and 4 of these by-laws.

### **Section 3. Nominations**

Officer nominations will be accepted by the election committee (see Article VII, Section 1 & 2) for a period of two days prior to the election. Valid nominations must be filled out on the provided nomination slips (See Appendix B) and include the signature of the accepting nominee and the student I.D. number of the nominating class member. (Note: No class member can accept a nomination with a signature on the nomination slip for more than one Class Office. If this is seen on the nomination slip(s) the student will not be placed on the ballot for any offices – the nomination will come from the floor). On the day of elections a ballot listing the nominees for each class office will be distributed to the respective class members. At this time the election committee will request nominations from the floor. Any floor nominations will be honored and considered as if they were on the printed ballot.

### **Section 4. Elections**

The officers shall be elected by closed ballot by a simple majority with a quorum of class members present. The election committee will distribute and collect the ballots and count the votes. The nominee receiving the greatest number of votes will be elected to the office. In the

event of a tie, a run-off election of these candidates will be held using the same guidelines, during the same meeting. The results will be announced at the following class period.

### **Section 5. Terms of Office**

Second year class officers shall be elected for the term of one year and shall commence on the first day of fall classes. First year class officers will assume their duties immediately upon election and will remain in office until the following academic year. The retiring officer and the newly elected officer for each elected position are required to attend the next Executive Board Meeting to ease the transition period.

## **ARTICLE VIII. APPOINTMENT PROCEDURE FOR EXECUTIVE BOARD OFFICERS**

### **Section 1. Appointment of Executive Board Officers**

- A. President - The Second year class president shall be the Executive Board President.
- B. Treasurer - The Second year class treasurer shall be the Executive Board Treasure.
- C. Social Coordinator - The Second year class social coordinator shall be the Executive Board Social Coordinator.
- D. Professional Student Senate Representative – will serve as liaison between the Professional Programs and the PUATP.
- E. At-large Members – All class officers not mentioned above shall be Executive Board At-large Members.

### **Section 2. Attendance**

All officers are required to attend Executive Board meetings and all ATSA functions.

### **Section 3. Eligibility**

Any members shall be eligible to run for any Class Office, as listed in the by-laws Article III, Section 1. Executive Board Officer positions are filled by Class Officers and therefore can be obtained by any elected class member.

### **Section 4. Officer Voting Privileges**

The right to vote on all matters before the ATSA Executive Board is granted to all ATSA Officers upon their election. Loss of these privileges will begin following the third absence from any scheduled ATSA meetings. Absences due to professor-scheduled academic events may be exempted once per semester, and the absence due to clinical affiliations is exempt while ATSA members are on out-of-town clinicals. No less than two consecutive meetings must be attended in order to regain voting privileges. Privilege will be returned at the meeting immediately after this requirement has been met. After the first loss of vote due to absence has occurred, each additional absence will result in the same loss of privilege and the same requirements exist to regain a vote. During this time, officers are still required to fulfill their duties. The ATSA Vice-president shall be responsible for notifying the ATSA President and officers in question whenever there is a change in voting status.

## **ARTICLE IX. RESIGNATION AND REMOVALS OF CLASS OFFICERS**

### **Section 1. Resignation Procedure**

Any class officer may resign from office provided he/she submits a written resignation to the class president or in the event of the class president resigning, to the class treasurer. The class president shall announce the resignation at the next class meeting. In the event of a presidential resignation, the treasurer will assume the office of president until the election process can take nominations from the class. Any other offices vacated will have a subsequent appointment. Replacement officers will be voted by the class at the earliest convenience (as stated under Article VII, Sections 3 and 4 of these by-laws). These officers will serve the remainder of the term of office started by the resigning officer.

### **Section 2. Removal Procedure**

The class may remove from office any class officer by a 2/3 majority vote of a quorum of the class by ballot vote.

## **ARTICLE X. RESIGNATION AND REPLACEMENT OF EXECUTIVE BOARD OFFICERS**

### **Section 1. Resignation and replacement of Executive Board Officers**

In the event that any office is vacated by resignation or by the officer being declared ineligible to serve, the Class President, for the respective class, shall take nominations under Article VII, Section 3. In the event that the Presidents office is vacated the Class Treasurer will preside as Class President until nominations can be taken under Article VII, Section 3. The newly elected officer will then fill the role on the Executive Board.

## **ARTICLE XI. ATSA STUDENT MEMBERSHIP**

### **Section 1. Membership**

ATSA Membership shall consist of all students who are currently enrolled in PUATP for academic credit.

### **Section 2. Voting Privileges**

The right to vote in all general ATSA meetings and elections is granted exclusively to members (Article XI, Section 1).

### **Section 3. Discipline**

All ATSA members shall uphold the Pacific University Student Code of Conduct, Professional & Academic Standards of the Athletic Training Program, and the Athletic Training Code of Ethics. Questions or disputes concerning the conduct of any officer shall be referred by the ATSA Executive Board to the Student Judicial Council.

## **ARTICLE XII. ATSA MEETINGS**

### **Section 1. ATSA General Assemblies**

General Assemblies shall be held no less than once every fall and spring semesters during the academic year, and shall have an agenda established by the President. The Fall assembly shall be held within the first two months of school during the time when all classes are present at Pacific University, while the Spring assembly shall be held immediately after the ATSA elections.

### **Section 2. Executive Board Meetings**

The Executive Board shall meet regularly at a time and place determined by the Executive Board. The Executive Board meetings shall be open to active ATSA members, and invited guests such as PUATP faculty and administration.

### **Section 3. Conduct of Meetings**

All meetings shall be conducted according to Robert's Rules of Order (see Appendix C), when not superseded by this constitution or its by-laws.

### **Section 4. Order of Business**

All meetings shall be conducted according to the following format:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Report of the Treasurer
- E. Officer Reports
- F. Committee Reports
- G. Communications
- H. Old Business
- I. New Business
- J. Adjournment

## **ARTICLE XIII. AMENDMENTS**

The constitution and by-laws of the ATSA may be amended by a majority quorum vote cast by Executive Board membership. Proposed amendments may be submitted in writing to the Executive Board. A minimum of 30 days shall be allowed between the submission of the proposed amendments and the voting. The proposal shall be posted for a minimum of ten days prior to voting. Ballots shall be distributed to all ATSA members (Article XI, Section 1). For ballot to be valid, the voter's test identification number must be placed at the top of the ballot. A minimum of one day is allowed for ballots to be cast and placed in a ballot box. Absentee ballots may be turned into any of the ATSA Executive Board Members.

## **ARTICLE XIV. QUORUM**

### **Section 1. Executive Board Meetings**

An Executive Board quorum shall be declared by the President when all voting members are present.

### **Section 2. Class Meetings**

All class officer members shall constitute a quorum for doing class business at a duly announced general class meeting.

## **ARTICLE XV. COMMITTEES**

### **Section 1. Standing Committees**

- A. Establishing Standing Committees
  1. By a simple majority the Executive Board shall establish standing committees to deal with ATSA concerns of a continuing nature.
  2. Committees will be formed of volunteers from the membership at large at the beginning of the academic year. Each standing Committee will have a chairperson.
  3. Committee Chairperson

- a. An active chairperson or Co-chairs shall be elected by majority vote of the Executive Board at an Executive Board Meeting.
- b. The Chairperson of each standing committee shall act as a liaison between the her/his respective committee and the Executive Board.
- c. The Chairpersons of each standing committee shall submit copies of their end of the year report to the Executive Board prior to the end of spring semester.
- d. Every committee shall submit monthly committee reports to the Executive Board.
- e. All committee chairs will be responsible for drafting the committee budget and submitting it to the treasurer, at the time appointed.

#### B. Standing Committees

##### 1. Social Committee

The Social Committee is comprised of the Social Coordinators from each class and is overseen by the Executive Committee Social Coordinator (Article VI, Section 1). The committee is responsible for, but not limited to planning a Graduation party. Co-Chairs: Social Coordinators

### **Section 2. Ad Hoc Committees**

The Executive Board shall establish ad hoc committees to deal with ATSA concerns which are of temporary nature.

### **Section 3. Discharging Committees**

Standing committees may be discharged by majority vote of the Executive Board if and when it is determined the committee no longer serves a useful purpose. Ad hoc committees shall be discharged by the majority vote of the executive board upon completion or resolution of their assigned task.

## **ARTICLE XVI. FINANCES**

### **Section 1. Funding**

Activities shall be financed by the following source:

ATSA Funding: 60% of the Pacific University Student Activity Fee paid by PUATP students, is disbursed through the PU business office. This designated percentage and amount of fee is subject to change. Additional ATSA fundraising activities may be authorized by the Executive Board. See Article VI, Section 1, Part B.

### **Section 2. Allocation of Funds**

Funds will be distributed according to the number of students enrolled in each class. There will be a portion of the Pacific University Student Activity fee placed in the ATSA for disbursement to each class for any social activities that are planned. This amount will be in accordance with the Athletic Training Account regulations. See Article XVI, Section 3 of these By-laws for further fund disbursements. The Treasurer of each class will keep a Record of transactions; see Article V, Section 1, Part B.

### **Section 3. ATSA Funded Organizations and Events**

- A. An estimated budget will be submitted to the Treasurer prior to the beginning of the academic year from each class and ATSA funded event, before any ATSA funds are budgeted for that class or event.
- B. Prior to receiving reimbursement, groups must provide ATSA with an itemized list of expenditures using the Expense Reimbursement Form. Each Treasurer is responsible for submitting receipts. Receipts must accompany the form in order to receive reimbursement. See Appendix A.

C. Reimbursement checks can be requested in advance and require approval from the Treasurer and the President. Itemized receipts must be turned into the Treasurer and any monies received but not spent must be returned to the respective ATSA general fund within two weeks following receipt of the check.

**Section 4. Mandated Allocations**

A. All remaining funds from each Second year class will be allocated to the Student Club Fund. Any questions will be directed towards the ATSA Executive Board.

**Section 5. Mandated Allocations - Unused Funds**

A. Any mandated funds not used for allocation shall be returned to the appropriate ATSA or class fund at the end of the academic year.

B. The remaining funds in the First year class accounts at the end of the academic year will roll over to the same classes fund for the following year.

**ARTICLE XVII. FINANCIAL AUDITS OF COMMITTEES AND CLASSES**

The financial records of all committees and classes may be audited by the ATSA Treasurer. The ATSA Treasurer shall give at least one week notice of such an audit.

**ARTICLE XVIII. FISCAL YEAR**

The fiscal year of ATSA shall coincide with that of the Pacific University Athletic Training Program, beginning July 1 of a given year and ending June 30 of the following year.



**APPENDIX A**

Expense Disbursement Form

PACIFIC UNIVERSITY  
CAMPUS CHECK REQUEST

1099 – TAX ID/SSN: \_\_\_\_\_ VOUCHER # \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE REQUIRED: \_\_\_\_\_

\_\_\_\_\_  
YOUR REF \_\_\_\_\_

\_\_\_\_\_  
ATTACHMENTS TO MAIL \_\_\_\_\_

INVOICE #: \_\_\_\_\_ MAIL TO ADDRESS \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_ HOLD FOR PICK UP \_\_\_\_\_

\_\_\_\_\_  
HOLD NAME \_\_\_\_\_

<u>DISTRIBUTION ON FUNDS</u>		
ACCOUNT NUMBER	AMOUNT	DATATEL DEPT COMMENTS (optional)
(use format x-xxx-xxxxx-xxxx)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____

BUDGET AUTHORITY SIGNATURE: \_\_\_\_\_ EXT \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

FOR BUSINESS OFFICE USE

**APPENDIX B**

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Class Officer Nomination Slip

Year of class (circle one)	1 <sup>st</sup>	2 <sup>nd</sup>	
Class Office nominated for (circle one) Coordinator	President	Treasure	Social

Nominee Printed Name \_\_\_\_\_

Nominee Signature of acceptance \_\_\_\_\_

Nominator's Student I.D. Number \_\_\_\_\_

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Class Officer Ballot

President: (check one)	Treasurer: (check one)	Social Coordinator: (check two)
A. Student U _____	A. Student W _____	A. Student Y _____
B. Student V _____	B. Student X _____	B. Student Z _____
C. Write-in _____	C. Write-in _____	C. Write-in _____

APPENDIX C

Robert's Rules of Order

*These are to be added at the convenience of the Executive Board for clarification of how a meeting is to be run by the Elected Class Officers.*

## APPENDIX D

Estimated Example of Class Expenditures

1<sup>st</sup> Years – 15 students → \$300 / year (60% of Pacific University Activity Fee)

\$200.00	Class Trip (not required)
\$100.00	Miscellaneous Expenses (flowers, treats)

2<sup>nd</sup> Years – 15 students → \$300 / year (60% of Pacific University Activity Fee)

\$500.00	Graduation Party/Potluck
\$200.00	Miscellaneous Expenses (flowers, treats, rent Park for the 1 <sup>st</sup> years)

Each class of 15 students will receive the 60% reimbursement from the Pacific University Student Activity Fee for each semester. See Article XVI, Section 1.

***\*Note: These numbers are just estimated for reference\****