

**STANDING RULES, POLICIES AND PROCEDURES MANUAL
FOR THE
SOUTHWEST ATHLETIC TRAINERS' ASSOCIATION
(Version = July 2006)**

Introduction and Purpose

The purpose of the Standing Rules, Policies and Procedures Manual is to maintain a record of the organizational plan of the Southwest Athletic Trainers Association (SWATA). This manual will consist of the Constitution and Bylaws, Officer's Duties, Committee Purposes and Assignments, Membership Fees, Meeting Criteria, Calendar of Events, and a Record of Action Taken by Membership and Executive Board.

The contents of the manual are set by the executive board and unless otherwise noted can be changed with a majority vote of the executive board. This document can not be changed to conflict with the constitution. Any changes to the constitution must be made as amendments as described in the constitution. Each officer will receive a copy of this manual with the parliamentarian to maintain the official copy.

**MISSION STATEMENT
OF THE
SOUTHWEST ATHLETIC TRAINERS' ASSOCIATION
(7-7-98)**

The purpose of the Southwest Athletic Trainers' Association (SWATA) shall be to enhance the quality of health care for the physically active; to promote the highest possible standards of the athletic training profession; to promote a better working relationship among those who work toward the care and prevention of athletic injuries; and to promote the free exchange of ideas and information within the Association.

**THE CONSTITUTION AND BYLAWS
OF THE
SOUTHWEST ATHLETIC TRAINERS' ASSOCIATION**
(With Amendments as of 07-23-05)

ARTICLE I NAME

The name of the organization shall be the Southwest Athletic Trainers' Association (S.W.A.T.A.).

ARTICLE II PURPOSE

1. To promote the highest possible standards for Athletic Trainers.
2. To promote the advancement of the athletic training profession in all its phases, and to promote a better working relationship among those persons interested in the care and prevention of athletic injuries and in the education and well-being of all athletes.
3. To promote the free exchange of ideas within the association to further the ability of its members.

ARTICLE III MEMBERSHIP

1. The type of membership will be governed by the Constitution of the National Athletic Trainers' Association (N.A.T.A.).
2. New members must be sponsored by a certified member of the Southwest Athletic Trainers' Association in compliance with the N.A.T.A.
3. The student organization shall provide a means of membership that will be open to both high school and college students.
4. The Membership Committee shall be composed of the National Director, President, and District Secretary.

ARTICLE IV DUES

1. The dues of the organization shall be in accordance with the dues structure of the N.A.T.A. The amount of dues going to S.W.A.T.A. will follow the limits set forth in the organization's standing rules.
2. Dues will be collected by the national office.
3. Any dues paying member delinquent in payment of dues six (6) months after January 1 shall be declared suspended and his/her status shall change from certified to associate, when applicable, for a probationary period of two years and he/she must pay

all delinquent dues before reinstatement. Any class of membership who is delinquent in payment of dues six (6) months after January 1 shall be penalized by not being allowed to vote or hold office in the S.W.A.T.A. until reinstated by action of the membership committee.

ARTICLE V OFFICERS

1. There shall be a National Director, President, Vice President, Second Vice President, an Immediate Past-President, and one representative from each member state. These members shall compose the Executive Board and Nominating Committee for all elective offices. The positions of District Secretary, District Treasurer, Recording Secretary, and Parliamentarian shall be members of the Executive Board without voting privileges.
2. Nomination for each elective office shall be submitted in writing to the Immediate Past President no less than 3 months preceding the annual meeting. In the event that a vacancy occurs or no nominations are received before the deadline, the Executive Board will set a new deadline for accepting nominations for that position or bring forth a candidate(s) for election to that position.
3. The election of officers shall occur by a plurality vote of the eligible voting members (as per Article VI, Section 1) of the S.W.A.T.A. The National Director must be a certified member and his/her term is defined by the N.A.T.A. Constitution. All other officers will assume their duties at the first Executive Board meeting following the annual business meeting. These individuals must be either certified, associate, or retired members and must be eligible to vote as per Article VI , Sec. 1.
4. The Vice President and Second Vice President will advance to the next highest office each year, with only the election of a new Second Vice President.
5. The election of the office of National Director shall take place every three years starting in 1975.
The office of National Director shall have a term limit of two consecutive terms, with eligibility for reelection after sitting out one term.
6. The District Treasurer shall serve until he/she wishes to resign, leaves the district, or the Executive Board of the S.W.A.T.A. deems compulsory resignation necessary. The President shall appoint a replacement with board approval, in the event of vacancy of this office.
7. The Immediate Past-President will serve on the Executive Board and Nominating Committee for one year following his/her tenure as President. He/She will have the privileges of all other board members.
8. Should a vacancy other than advancement occur, the office shall be filled by a vote of the membership. In the event an appointed position becomes vacant, the President

shall appoint a replacement until the next annual meeting. In the event the President withdraws between annual meetings, the next officer in line shall be the chief executive officer until the next annual meeting.

9. The Nominating Committee, which is the Executive Board, will accept applications for all elective offices and submit a slate of nominees to the membership, and the officers shall be elected from this slate.
10. In the event that an officer performs duties not consistent with the organization, a member can present an application along with 100 signatures of current members supporting this removal to any member of the Executive Board and then to the members present at the regular business meeting. This must be voted on by the membership with two-thirds of the members present required to remove the individual from office.
11. Each member state will have a representative on the Executive Board. These positions will be for three years with a term limit of two consecutive terms, with eligibility for reelection after sitting out one term. The representatives will be voted on by the S.W.A.T.A. members of that respective state.

ARTICLE VI VOTING

1. Only the S.W.A.T.A. members classified as (1) certified, (2) retired, (3) associate and duly recognized as a legal practitioner of athletic training by their respective state if so required, or (4) associate and is actively engaged in the profession of athletic training, and are in good standing as determined by the Membership Committee shall have the right to vote, debate, and be recognized concerning business involving the S.W.A.T.A. All other members have the right to attend the business meeting on an observer basis.
2. The President will annually appoint a committee of members who have previously served as an officer in S.W.A.T.A. to be known as the Election Certification Committee. This committee will be appointed prior to any election and will serve for that election. Should a member of the committee become a candidate in an election or be unable to count votes, the President will replace him/her with any certified member for that election. This committee will count all secret ballots taken by the membership and certify the results to the President. In elections requiring a majority vote, this committee will count the votes immediately following the balloting and announce any candidates in the run-off election to the membership for another ballot if needed and certify the election of a candidate to the President. To preserve anonymity, Members shall submit their ballots to an independent third-party tabulator, who will assemble a report and deliver the ballots to the Election Certification Committee.
3. A quorum for voting or elections at the annual business meeting will consist of the members present or the number of eligible ballots that are submitted.

4. All voting for association matters will be conducted during the regular business meeting or by mail ballot.
5. The mail vote will consist of mailing, by first class mail, a ballot to the address of each voting member of the association listed on the current membership roster. The signed ballots must be postmarked for return to the given address by the date written on the ballot which will be no sooner than two (2) weeks from the time they were mailed.

ARTICLE VII MEETINGS

1. The site and date of the Annual Meeting are determined and approved by the S.W.A.T.A. Executive Board. The Executive Board will notify the Membership of the sites and dates no less than 3 years in advance of the Annual Meeting. In the event of a site cancellation within the 3 year period, the Executive Board will notify the Membership of the newly selected site as soon as possible.
2. A fee structure shall be set in the standing rules for those attending the annual meeting of the S.W.A.T.A.
3. The Executive Board shall meet during the annual clinic or at any time the President deems necessary. He/She shall set the time and place so that it is a minimal cost to the association.

ARTICLE VIII COMMITTEES & APPOINTMENTS

1. The President shall appoint all committees each year as he/she deems necessary.
2. The following standing committees shall be appointed by the President and be subject to review each year by the Executive Board:
 - Scholarship Committee
 - Student Athletic Trainers' Committee
 - Honors Awards Committee
 - Convention Committee
3. Such other committees, standing or special, shall be appointed by the President or the Executive Board when deemed necessary to carry out the work of the association.
4. The following appointments shall be made by the President and be subject to review each year by the Executive Board:
 - Convention Chair
 - Exhibit Manager
 - Parliamentarian
 - Recording Secretary
 - District Secretary
 - Communications Director

Program Coordinator

ARTICLE IX AMENDING THE CONSTITUTION

1. This Constitution shall become valid and binding upon the approval of the majority of the voting members attending the 1989 annual business meeting.
2. Proposed amendments to this constitution must be submitted to the President along with a list of 25 voting members in support of the amendment(s) no later than one month prior to the publication of the last regular newsletter, the date of which is set in the standing rules. Upon acceptance by the President, the proposed amendment(s) will be published in the last regular newsletter. All amendments will be voted on in the order they are received by the President. Upon approval of a majority of the voting members present at the annual business meeting, the proposal becomes a part of the S.W.A.T.A. Constitution.

ARTICLE X GOVERNED

1. The Southwest Athletic Trainers' Association Constitution shall be governed by and conform to the Constitution and Bylaws of the National Athletic Trainers' Association.
2. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the association in all cases to which they are applicable and in which they are not inconsistent with the S.W.A.T.A. Constitution on any special rule(s) of order the association may adopt.