

CONSTITUTION AND BY-LAWS

CALIFORNIA COMMUNITY COLLEGE ATHLETIC TRAINERS' ASSOCIATION

CONSTITUTION

ARTICLE I

NAME

The name of the organization shall be The California Community College Athletic Trainers' Association (CCCATA). It shall be an affiliate organization of the California Community College Athletic Association (CCCAA).

ARTICLE II

PURPOSE AND OBJECTIVES

The objectives of the California Community College Athletic Trainers Association are:

- to maintain and improve the prevention and care of athletic injuries sustained by California Community College student-athletes.
- to establish minimum standards of medical care for CCCAA sanctioned sports.
- to maintain and improve high standards of athletic trainer competency and integrity as established by the National Athletic Trainers' Association and the California Athletic Trainers' Association
- to cultivate and develop the highest professional potential of its members by encouraging the constant pursuit of excellence through a concerted effort of the total membership.
- to enhance the communication between Community College Athletic Trainers throughout the state and nationally.
- to educate The CCCAA, school administrators, coaches, athletes, and the community to the roles and functions of California Community College Athletic Trainers.
- to present recommendations concerning the health and safety of California Community College student-athletes to the CCCAA.
- to enhance the communication between California Community College Athletic Trainers and the CCCAA in the achievement of these object

ARTICLE III

MEMBERSHIP

Active Member:

Any individual who is currently working within the California Community College System and meets the definition of Athletic Medical Coverage Personnel found in the CCCAA Constitution Section 9.2.2 and is current on their dues per By-Law B.

Associate Member:

Any individual who supports the purpose and objectives of the California Community College Athletic Trainers' Association and is current on their dues per By-Law B.

ARTICLE IV

EXECUTIVE BOARD

Section 1: Composition:

The Executive Board will consist of the President, the two Vice Presidents (one representing the north and one representing the south), the Secretary, and the Treasurer.

Section 2: Terms.

Each term will be three years. The term of president is not renewable and the terms of the vice-presidents are renewable once. The secretary and treasurer may be renewed twice, unless no member presents themselves for nomination, in which case they may be reappointed by a majority vote of the President and Vice Presidents.

Section 3: Election Process

A. The President shall alternate between the Northern section and the Southern section of the State. The vice president from the alternate section will assume the roll of president when the president's term is up. It is strongly recommended that the vice president have completed at least one term before becoming president.

B. The Vice Presidents, Secretary and Treasurer shall be voted by the Governing Assembly (vice presidents by the appropriate region and the executive board).

ARTICLE V

REPRESENTATIVE COUNCIL

Section 1: Composition:

The Representative Council will consist of one Conference Representative from each of the Athletic Conferences in the State of California, as designated by the CCCAA and the Post-Conference Representative. If a conference has more than 10 schools, the executive board may vote a second representative for that conference.

Alternate Representative: An Alternate Representative from each Conference in the State will be chosen and shall assume the responsibilities of that Representative in their absence.

Section 2: Terms

The terms for representative council members shall be 3 years and may be renewed once. The alternates shall be renewable once, unless no member presents themselves for nomination, in which case they may be reappointed by a majority vote of the conference and reaffirmed by the executive board.

Section 3: How Elected

The members of each Conference shall choose their Representative and Alternate Representative.

ARTICLE VI

GOVERNING ASSEMBLY

Section 1: Composition

The Governing Assembly shall be made up of the executive board and representative council.

ARTICLE VII

MEETINGS OF THE ASSOCIATION

Section 1: General Membership Meetings

A General membership Meeting of the CCCATA membership shall be held in conjunction with the annual Far West Athletic Trainers' Association Conference and Symposium.

Section 2: Governing Assembly Meetings

Meetings of the Governing Assembly will be held in conjunction with the CCCAA meetings in the fall and the spring.

Section 3: Executive Board Meetings

The Executive Board may meet as needed, to address the needs of association.

ARTICLE VIII

QUORUM

Section 1: Quorum

A quorum for the meetings of the Executive Board and the Governing Assembly shall be a majority of members. If a quorum is not present, proxy votes may be counted towards the quorum for the particular issues that proxy votes are presented appropriately per Bylaw I

ARTICLE IX

LEGISLATION

Section 1: Sponsoring CCCAA legislation

A two-thirds (66%) vote of the Governing Assembly shall be required to sponsor CCCAA legislation.

Section 2: Proposed CCCAA legislation

A majority vote of the Governing Assembly shall be required to recommend approval or denial of any CCCAA legislation proposed by others.

ARTICLE X

AMMENDMENTS TO THE CCCATA CONSTITUTION AND BY-LAWS

Section 1: CCCATA Constitution

A two-thirds (66%) vote of the Governing Assembly shall be required to amend the CCCATA constitution

Section 2: CCCATA By-Laws

A majority vote of the Governing Assembly shall be required to amend the CCCATA bylaws.

BY-LAWS

BY-LAW A

MEMBERSHIP

Section 1: Membership Categories

a) Active Members are any individuals who currently work within the California Community College System and meet the definition of Athletic Medical Coverage Personnel found in the CCCAA Constitution Section 9.2.2.

b) Associate Members are any individuals who support the purpose and objectives of the California Community College Athletic Trainers' Association.

Section 2: Becoming a Member

Membership applications will be available online and shall be completed and sent to the treasurer along with the required dues.

Section 3: Membership Renewal

The treasurer shall send membership renewals to members by December 1st and renewals will be due by January 1st.

Section 4: Membership Suspension

If membership renewal isn't received by March 1st the membership will be considered suspended.

BY-LAW B

DUES

Section 1: Dues Amount

Annual dues are \$25

Section 2: Dues Payment

Annual dues are payable by January 1st

Section 3: Changes to Dues

The annual dues amount shall be determined by the Governing Assembly at the fall meeting.

BY-LAW C

EXECUTIVE BOARD

Section 1: Duties of the Executive Board

A. President

1. Chair all CCCATA Meetings.
- 2.. Ensure Representation of the CCCATA to the CCCAA including the Management Council and other committees and task forces that the CCCATA is asked to participate in.
3. Appoint committees and perform such duties as they pertain to the office.
4. Call and chair special meetings of the Executive Board and Governing Assembly.
5. Make all necessary arrangements for Executive Board, Governing Assembly and general membership meetings.
6. Make requests to all members of the CCCATA, through the Executive Board and/or conference representatives, for items of discussion at all meetings.
7. Act as liaison to other professional organizations.

B. Vice Presidents

1. Shall preside at meetings, in their respective section, in the absence of the President.
2. Assist the President in any manner the President requests.
3. Work closely with the Conference Representatives to ensure an ongoing flow of communication.
4. Serve on the Executive Board and Governing Assembly.
5. Maintain a mailing list of, and communicate with, all Conference Representatives and Alternates.

C. Secretary

1. Keeps records of all meetings of all Executive Board, Governing Assembly and General Membership meetings.
2. Record all motions and keep all minutes of the meetings.
3. Send a copy of the minutes to all Conference Representatives within two weeks of the meeting.

4. Provide to the Executive Board a list of-attending conference representatives and their respective conference.
5. Serve on the Executive Board and Governing Assembly.
6. Coordinate officer elections.

D. Treasurer

1. Keep all records of financial transactions.
2. Maintain and distribute funds of the Association.
3. Serve on the Executive Board of Directors.
4. Collect dues.
5. Maintain and distribute to the Board of Directors a current Membership Directory.
6. Provide a quarterly financial statement to the Board of Directors and an annual financial report at the General Meeting.
7. Send renewal forms, membership forms, membership certificates and other materials as directed by the board to all community college athletic trainers and/or members-

BY-LAW D

REPRESENTATIVE COUNCIL

Section 1: Duties of the Conference Representatives:

- A. Disseminate to the athletic trainers in their conference, any information that may affect community college athletic trainers.
- B. Attend their general conference meetings, and represent the interests of the athletic trainers in any matters of interest and concern to them.
- C. Collect all nominations from their conference for:
 - conference reps and alternates
 - executive officers

A final vote must be counted by the conference representatives and forwarded to the Executive Board, via their respective vice president.
- D. Hold, at minimum, 1 meeting a year with the athletic trainers in their conference. At this meeting there must be a majority in attendance, to discuss any legislation, current concerns, or problems.
- E. Provide meeting minutes and other documentation to the Executive Board in regards to meetings and votes taken by their conference.
- F. Serve on the Governing Assembly and attend a minimum of one Governing Assembly meeting each year. Attendance at all Governing Assembly and General Membership Meetings is highly recommended

Section 2: Duties of the Post-Conference Competition Representative:

- A. Assist in recruiting members to serve as post-conference sport representatives.
- B. Provide information to sport representatives regarding event dates, event supervisors, etc.
- C. Provide contact information for the sport representatives to the CCCAA Director of Championships.
- D. In coordination with the sport representatives, ensure that all post-conference competitions are staffed post-conference by athletic trainers.
- E. Ensure that site managers for post-conference events have been contacted
- F. Field all complaints with regards to medical care at post-conference competitions
- G. Serve as the liaison to the Executive Board on issues regarding post-conference issues.
- H. Serve as the CCCATA liaison to the CCCAA Post-Conference Competition Committee and Director of Championships
- I. Serve on the Governing Assembly and attend meetings, with a minimum of one Governing Assembly meeting each year. Attendance at all Governing Assembly and the General Membership Meetings is highly recommended.

BY-LAW E

COMMITTEES AND TASK FORCES

The President, with the consent of the board, may constitute task forces and committees to assist in doing the work of the association. If temporary, it shall be called a task force, and the president, with the consent of the board may fill positions on the task force. If perceived as a permanent group, it shall be called a committee and shall require a formal vote of the Governing Assembly to approve members. Members for task forces and committees shall be active members of the association.

BY-LAW F

FINANCES

Section 1: Association Expenses

Records must be kept of all expenditures and the authorizations/authorizing votes

- A. Expenses in the amount of \$1 - \$150 may be authorized by the President, although he/she must notify the other members of the Executive Board. It is expected that there be prior consultation with other Executive Board members when possible.
- B. Expenses from \$151 - \$300 must be authorized by a majority vote of the Executive Board.

- C Expenses from in an amount of \$301 or greater requires authorization of the Governing Assembly.

Section 2: Governing Assembly Reimbursement

It is expected that all members of the-Governing Assembly shall attempt to have their institutions pay for their attendance at CCCATA meetings. If members aren't completely reimbursed, they shall be eligible for an annual reimbursement for attending the Fall or Spring CCCAA meetings or the Annual FWATA meeting.

- A. Expenses to attend meetings from \$0 - 150 annually will be reimbursed upon presentation of appropriate documentation to the Treasurer.
- B. Expenses from \$151-\$300 may be reimbursed with a majority vote of the Executive Board.
- C. Expenses greater than \$300 may be reimbursed with a majority vote of the Governing Assembly.
- D. The cost of registration for the spring COA/CCCAA at the early registration rate, shall be reimbursed in addition to travel costs as noted above

BY-LAW G

ELECTIONS

Section 1: Qualifications

Any active member of the CCCATA will be eligible to run for leadership positions.

The officers of the executive board may NOT concurrently be a conference representative.

Section 2: Terms of Office:

Terms shall be 3 years and will start on June 1st. Anyone that is currently holding office and eligible to run, must state their intentions to continue to run as an incumbent or decline the nomination.

Section 3: General Elections Procedures

Nominations for elected positions shall be made to the secretary by February 1st. Individuals may nominate themselves.

Position Statements shall be made available to the appropriate electorate via mail or email by March 1st.

Elections for Executive Board Officers shall take place at the spring CCCAA meeting. If a representative is unable to attend, they may send their vote with their Vice-President. They must provide their vote to their Vice-President with their written vote, either via mail or email, prior to

the meeting.

Elections for the Conference Representatives shall take place during the spring semester, and results reported to the President and Secretary by May 15th.

Section 4: Specific Election Procedures By Position

A. Election of the President

The President shall alternate between the Northern section and the Southern section of the State. The vice president from the alternate section will assume the roll of president when the president's term is up. It is strongly recommended that the vice president have completed at least one term before becoming President. The president shall serve one term. If for any reason the president cannot fulfill their term, the vice president with the highest seniority may step in to fulfill the president's term. This will not affect the status of that VPs rotation for the office of president. If this option is unavailable due to a decline by that Vice President or if the seniority of the vice presidents are equal, than a majority vote of the Governing Assembly will decide who will fulfill the term.

B: Election of the Vice-Presidents

There shall be one Vice-President representing the conferences in the southern part of the state and one representing the conferences of the northern parts of the state. The Vice President may serve a period of two (2) consecutive terms and will than either move into the office of president or will be replaced. The appropriate region of the Representative Council and the Executive Board will vote for their Vice-President. An individual who is running for a vice president position may not vote for themselves. It is strongly recommended that these officers have completed at least one term as conference representative

C: Election of the Secretary and Treasurer

The Governing Assembly will vote for the offices of Secretary and Treasurer for their initial election and two renewals. An individual who is running for the secretary or treasurer position may not vote for themselves. If no other candidates come forward there shall be no limit to the number of terms that the secretary and treasurer may hold these offices, but they must be voted on for each additional term by the Executive Board (excluding the officer requesting an extension). It is strongly recommended that these officers have completed at least one term as conference representative

D: Election of the Conference Representatives and Alternates:

The conference representatives and alternates may serve a maximum of two consecutive terms. After sitting out one term they may be nominated again to represent their conference. They shall be voted on by the CCCATA members in their conference.

E: Terms and Renewals

While term limits of 1-2 terms has been established for most positions, renewal is not automatic. Officer/representative must receive majority vote to be renewed and any qualified member may run against the incumbent.

F. Incomplete Terms

Unless otherwise noted, if any officer is unable to complete their term, a special election will be held as soon as possible to fill the vacancy. Nominations will be accepted for a month and if more than one person is nominated, position statements must be available to the appropriate constituency for an additional month prior to the election. If this is not practical (e.g. the position is vacated close to the end of the term), the executive board may appoint a replacement. In either situation the replacement may finish the incomplete term without penalty and it will not count against the number of renewals that would otherwise be available to them.

BY-LAW H

PARLIMENTARY AUTHORITY

Section 1: Robert's Rules of Order

The meetings shall follow Robert's Rules of Order

Section 2: Parliamentary Enforcement

The senior Vice-President shall be in charge of ensuring parliamentary procedures are followed.

BY-LAW I

MEETINGS AND VOTING

Section 1: Governing Assembly Meetings

All meetings of the Governing Assembly shall be open to the general membership although only the Governing Assembly members (or alternate) will be allowed to vote.

Section 2: Voting

Unless otherwise noted, each member of the Governing Assembly shall receive one vote on Assembly issues. The President will only vote in case of a tie.

Voting will take place at the Fall and Spring CCCATA meetings held at the CCCAA Conventions. If a representative is unable to attend, they may send their vote with their Vice-

President. They must provide their vote to their Vice-President with their written vote, either in hardcopy via mail or electronically via email, prior to the meeting. Documentation must be provided at the meeting for the vote to be accepted

The president may call for elections on special issues during the course of the year. These votes will be conducted via email or conference call.

BY-LAW K

AWARDS

Section 1: Athletic Trainer of the Year award:

Each year the membership may put forth a nominee for the CCCATA Athletic Trainer of the Year to be recognized at the spring convention of the CCCAA. This person will be determined by the following procedures:

- A. Nominations may be made by any active member other than the members of the executive board.
- B. A call for applications will be made in January, with close of nominations in sufficient time for the executive board to vote on the nominations to meet the CCCAA deadline.
- C. The call for nominations shall be open for at least a month.
- D. All nominees must be submitted on the appropriate application form with all criteria having been met.
- E. The final vote will be made by the executive board, based on the information on the application, and the number of nominations made. The president will vote only if there is a tie.

Section 4: FWATA All-District Team:

Each year the FWATA may announce an all-district team made up from all the different settings. The criteria for this will be posted on the FWATA website. If FWATA announces this award, the same procedures used for the Athletic Trainer of The Year will be followed to determine the community college athletic trainer of the year.