North Carolina Athletic Trainers’ Association

Policies & Procedures

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Revised July 14, 2017

1. Executive Board
	1. Eligibility: As stated in the by-laws. In addition, a candidate must have served on the Board of Representatives or as a committee member within the immediately preceding 5 years.
	2. Election Procedures (Odd years – President and Secretary. Even years – Vice President, Treasurer)
		1. Nominations for Executive Board offices will be conducted by e-mail.
		2. Nominations will be sent to the Secretary/VP by August 1st
		3. Candidates will send biographical information for publication on the website and in the newsletter by August 15th.
		4. Voting will be conducted on September 30th. All licensed members will receive an electronic ballot one week prior to election date. Members will be allowed to cast only one vote for each officer election ending at midnight on September 30th
		5. Elected candidates will begin their term at the Spring Business Meeting the following year. Prior to that time they will serve in an “Elect role”.
	3. Removal from Office: An Officer may be removed by the Board of Directors under conditions set forth below. At an in-person meeting of the Board, the Officer whose removal is being considered will be given a full opportunity to discuss and respond. The Officer shall be removed if a four fifths (4/5) vote of Directors not personally involved in the matter determines that one or both of the following has occurred:

(i) Conflict of Interest. The Officer has entered into a relationship that creates a significant conflict of interest with the goals of the NCATA or the rights and obligations of the Office.

(ii) Incompetence. The Officer is no longer able to fulfill the obligations of Office competently.

1. Board of Representatives and Committee Chair Appointments
	1. The President will annually solicit the members for interest in serving on the Board of Representatives or as committee chairs.
	2. The President shall make appointments with the approval of the Executive Board.
	3. There will be staggered appointments, with a term of 2 years. One of each 2 work setting representatives will be up for appointment/re-appointment annually. This is in the By-Laws.
	4. The Board of Representatives will consist of 7 members representing the various work settings of athletic trainers. (At least 51% of the member’s time must be spent in the designated work setting for the purposes of classification).
		1. Secondary School (One public school, one private school)
		2. College & University (One educator and one primarily clinically active)
		3. Clinical & Emerging Practice (various settings)
		4. Professional Sports
	5. Committee Chairs will be appointed by the President with the concurrence of the Executive Board. Committee Chairs serve at the pleasure of the President and may be replaced as needed.
	6. Removal from Office: An Officer/Committee Chair may be removed by the Board of Directors under conditions set forth below. At an in-person meeting of the Board, the Officer whose removal is being considered will be given a full opportunity to discuss and respond. The Officer shall be removed if a four fifths (4/5) vote of Directors not personally involved in the matter determines that one or both of the following has occurred:

(i) Conflict of Interest. The Officer has entered into a relationship that creates a significant conflict of interest with the goals of the NCATA or the rights and obligations of the Office.

(ii) Incompetence. The Officer is no longer able to fulfill the obligations of Office competently.

1. NCATA Home Address will be that of the current NCATA Treasurer.
2. Meeting Times for the Board
	1. The Board shall meet at least 3 times per year (in person or virtually).
	2. To conduct business, a majority of the Board must be present to form a quorum.
	3. All meetings are open to the membership; however the Board may enter into executive session with the assent of at least 50% of the Board of Directors.
	4. The President may call for additional meetings of conference calls as needed.
3. Publication of the NCATA Newsletter
	1. The NCATA Newsletter will be published up to four times per year. Material shall be submitted to the editor for publication by the 10th of the preceding month. Ads for the newsletter may be sold at the following prices:
		1. 1 issue
			1. Full Page $100
			2. Half Page $75
			3. Quarter Page $60
		2. 4 issues
			1. Full Page $320
			2. Half Page $280
			3. Quarter Page $200
4. Application for Membership and Payment of Dues
	1. Members of the National Athletic Trainers’ Association are billed for their NCATA dues in their annual invoices and the NCATA encourages all athletic trainers in the state to be members of the NATA.
	2. Any athletic trainer, physician, physical therapist, athletic training student or other interested individual may make application to the NCATA for membership by downloading a membership application and sending the application with payment to the NCATA Treasurer. The Dues for membership will be $50.00. The treasurer will forward the application to the NCATA Secretary after the dues have been deposited.
	3. Annual Membership expires December 31st.
5. Reimbursement for Expenses
	1. The NCATA will reimburse members of the Board of Directors, Board of Representatives and committee chairs according to state government reimbursement policy at the state based rate per mile up to $ $100.00 for travel to board meetings.
	2. Purchasing items of over $500 needs to be approved by the Executive Board.
6. Educational and Membership Meetings
	1. Spring Symposium and Awards Banquet
		1. The NCATA will host a spring clinical symposium and awards banquet.
		2. Locations will be held in various cities across the state as determined by the Board of Directors based on recommendations from the site selection and finance committees.
		3. Pioneers, Board Members, Meeting Registration Director, and all Hall of Fame members will receive a $30.00 discount for the Spring Symposium.
7. Honors and Awards (All award nominations are due by December 1)
	1. North Carolina Athletic Trainer of the Year
		1. Eligibility Criteria
			1. Must be a regular member of the NCATA for a minimum of 5 years.
			2. Must be NCBATE licensed.
			3. May be nominated by any member of the NCATA
			4. No self-nominations.
			5. Nominations will be made to the Honors and Awards Committee Chair
			6. Award winners will be announced at the Annual Meeting.
		2. Not eligible for nomination: Recipients of the awards in the preceding four years.
		3. The Board of Directors has the right to identify and nominate worthy individuals for consideration.
		4. Selection will be made by the Honors & Awards Committee.
		5. Categories: There will be four categories of the NCATA ATOY Award
			1. Elton G. Hawley Secondary School Athletic Trainer of the Year Award-School employed
			2. Elton G. Hawley Secondary School Athletic Trainer of the Year Award- Outreach (At least 51% of a nominee’s working hours must be at the secondary school setting)
			3. College/University (Clinical & Educator)
			4. Clinical & Emerging Practice
		6. The sponsor member shall submit a letter of recommendation for the nominee along with a resume or CV. The sponsor may also choose to submit additional letters of support.
	2. Sports Medicine Person of the Year
		1. Eligibility
			1. Open to any individual who has made major contributions to the practice of athletic training in North Carolina.
			2. Not limited to NATA/NCATA membership, BOC Certification or NCBATE licensure.
			3. May be nominated by any regular member of the NCATA.
			4. No self-Nomination.
			5. Nominations in the form of a written letter stating the reasons for the nomination shall be sent to the Honors and Awards Committee Chair.
			6. May not be nominated for an ATOY award in the same year.
			7. Award winner will be announced at the Annual Meeting.
		2. Selection will be made by the Honors & Awards Committee.
	3. John Miller Corporate Service Award
		1. Eligibility
			1. Open to businesses, medical practices and organizations that have supported healthcare services above and beyond the expected, in support of athletic trainers and the athletes we serve.
			2. Nominations must be in the form of a written letter sent to the Honors and Awards Committee.
		2. Selection will be made by the Honors & Awards Committee.
	4. Past Presidents Award
		1. Presented to the Immediate Past President of the NCATA at the conclusion of the one-year advisory role following his/her presidency.
		2. Presented at the Annual Meeting
	5. Bill Griffin Most Distinguished Athletic Trainer Award
		1. Eligibility Criteria
			1. Must be a regular member of the NCATA for a minimum of 10 years.
			2. Must be NCBATE licensed.
			3. May be nominated by any member of the Board
			4. Candidate must have performed exemplary service to the association, advancing the cause and mission of the NCATA.
			5. No self-nominations.
			6. Nominations will be made to the Honors and Awards Committee Chair
			7. Award winners will be announced at the Annual Meeting.
		2. Selection will be made by the Honors & Awards Committee/Executive Board of Directors
	6. College/University Scholarships
		1. The NCATA offers college scholarships (a maximum of three as determined by the Board) for students currently enrolled in an accredited, entry-level athletic training education program in North Carolina.
		2. Eligibility
			1. Be a current member in good standing of the NATA and NCATA.
			2. Be enrolled (accepted) in an accredited entry-level ATEP in North Carolina.
			3. Minimum overall GPA of 2.5 and a 3.0 in athletic training education courses.
			4. Provide 3 letters of recommendation from the following.
				1. ATEP Program Director
				2. LAT professor or Approved Clinical Instructor
				3. One letter from any of the following:

Physician

Athletic Director

Coach

Approved Clinical Instructor

* + - 1. Provide a copy of their college/university transcript with AT classes highlighted.
			2. Provide a copy of their current NATA membership card.
			3. Provide a typed, one page essay (10 pt font, 1 inch margins) that addresses their athletic training goals and aspirations and how they plan on achieving them.
		1. Application
			1. Available at [www.ncathletictrainer.org](http://www.ncathletictrainer.org)
			2. Applications must be postmarked by December 1
			3. All supporting documentation must be included in the application packet.
			4. Letters of application must be in individually sealed envelopes with a signature across the sealed flap.
			5. Sent the completed application and required documentation to the Honors and Awards Committee.
		2. The number of scholarships available will be determined by the Board, based on the recommendations of the Honors and Awards Committee. Up to three (3) scholarships will be awarded annually. In NATA iLead years there will be only a maximum of 2 scholarships awarded with funding for the iLead representative provided.
			1. NCATA Presidential Scholarship for Leadership
				1. This scholarship is dedicated to the student who not only excels in their athletic training education, but also takes an active part in the leadership roles of their program, institution and community.
				2. This Award shall be presented by a Past-President of the NCATA
			2. NCATA Hall of Fame Scholarship for Academic Excellence
				1. This scholarship is dedicated to the student who excels in their athletic training education and also takes an active part in their community through which their service has improved the lives and experiences of those who they work with.
				2. This Award shall be presented by a member of the NCATA HOF.
			3. NCATA Pioneer Scholarship for Service
				1. This scholarship is dedicated to the student who not only excels in their athletic training education, but also takes initiative and goes beyond the expectations of their peers.
				2. This Award shall be presented by a Pioneer or Board member.
		3. Selection will be made by the Honors and Awards Committee and they will determine which scholarship an applicant receives based on a review of their application, transcript and letters of recommendation.
	1. Hall of Fame Award
		1. Eligibility
			1. Nominee must be a current or retired BOC Certified Member of the NCATA.
			2. Nominee must hold a current NCBATE License (unless retired)
			3. Nominee must have been certified for a minimum of 20 years and a member of the NCATA for a minimum of 15 years (does not have to be consecutive years).
			4. Nominee must have provided service to the NCATA.
			5. Sponsoring member must be a regular member of the NCATA.
			6. The sponsoring member should complete the nomination form.
			7. The application packet should be returned in one mailing to the Honors and Awards Committee.
			8. The Board of Directors has the right to identify and nominate worthy individuals for consideration who may not meet the above criteria.
		2. Selection
			1. Application packet including all letters of recommendation are due by January 1st. Application packets are active for two consecutive Hall of Fame award cycles in the event the nominee is not inducted into the Hall of Fame.
			2. The previous two past presidents will score the applications and send to the Board the nomination form, the application packet and a summary of the HOF Score Sheet.
			3. The NCATA Board of Directors will vote on induction into the NCATA Hall of Fame.
			4. To be inducted, candidates must receive a 75% vote of the BOD and BOR.
			5. Inductees will be recognized at the Spring Meeting
			6. The award is limited to two inductees per year. Additional candidates may be inducted at the discretion of the BOD and BOR.
1. Sponsorship – The NCATA has a program in place to secure sponsors of the organization and our annual meeting (s). For the Bronze, Silver, Gold and Platinum Sponsors gifts-in-kind (supplies) for use during our clinical meetings may be presented and may equal up to ½ of the annual sponsorship payment.
	1. **Exhibitor:** Fee: 250.00 for Annual Spring Awards Meeting & Symposium
		1. Booth at NCATA Annual Spring Awards Meeting & Symposium
		2. List of exhibitors and contact information included in annual meeting proceedings manual.
		3. Recognition of all exhibitors at the Opening Remarks and the Business Meeting and Luncheon by the President of the Association. \
		4. Contact information for all attendees of the NCATA Annual Spring Awards Meeting & Symposium (Excel)
		5. 1 ticket to the awards luncheon
		6. Tables will include signage thanking all vendors at the conference.
	2. **Bronze Medal Sponsor** Minimum Dollar Amount: $500.00
		1. Sponsor Benefits:
			1. All benefits provided to the Exhibitor level participant.
			2. Inclusion in signage recognizing the Bronze Medal Sponsors in the meeting room at the NCATA Annual Spring Awards Meeting & Symposium .
			3. Recognition in each NCATA electronic newsletter (4 annually) issued during the sponsorship agreement.
			4. Recognition with a link from the NCATA sponsorships web site.
			5. Recognition at NCATA meetings with scrolling slide show during breaks between sessions at the NCATA meeting.
			6. Opportunity for 5 minute product/corporate spotlight between speakers during spring or summer meeting.
	3. **Silver Medal Sponsor** Minimum Dollar Amount: $750.00
		1. Sponsor Benefits:
			1. All benefits provided to the Exhibitor level participant.
			2. Inclusion in signage, with logo, recognizing the Silver Medal Sponsors in the meeting room at the NCATA Annual Spring Awards Meeting & Symposium .
			3. Recognition (with logo and link) in each NCATA electronic newsletter (4 annually) issued during the sponsorship agreement.
			4. Recognition, with logo and link, on the NCATA sponsorship web site.
			5. Inclusion of ½ page sponsor provided flyer and/or promotional items in proceedings manual at the NCATA Annual Spring Awards Meeting & Symposium.
			6. Recognition at NCATA meeting with scrolling slide show during breaks between sessions at NCATA meeting.
	4. **Gold Medal Sponsor:** Minimum Dollar Amount: $1000.00
		1. Sponsor Benefits:
			1. All benefits provided to the Exhibitor level participant.
			2. Inclusion in signage, with logo, recognizing the Gold Medal Sponsors in the meeting room at the NCATA Annual Spring Awards Meeting & Symposium.
			3. Recognition (with logo and link) in each NCATA electronic newsletter (4 annually) issued during the sponsorship agreement.
			4. Top of the page recognition, with logo and link, on the NCATA sponsorship web site.
			5. Inclusion of 1 full-page sponsor provided flyer and/or promotional items in proceedings manual at the NCATA Annual Spring Awards Meeting & Symposium.
			6. Recognition at NCATA meetings with an individual slide show during breaks at NCATA meeting.
			7. Sponsor provided banner to be displayed during awards luncheon.
	5. **Platinum Sponsor:** Minimum Dollar Amount: $1500.00
		1. Sponsor Benefits
			1. All benefits provided to the Exhibitor level participant.
			2. Recognition (with logo and link) as a Platinum Sponsor of the NCATA on the Association homepage.
			3. Opportunity to choose a named sponsorship to one of the following:
				1. Athletic Trainer of the Year Award – High School
				2. Athletic Trainer of the Year Award – College
				3. Athletic Trainer of the Year Award – Clinical/Industrial
				4. Athletic Training Educator of the Year Award
				5. Sports Medicine Person of the Year Award
			4. Recognition as a platinum level sponsor on the NCATA traveling display board.
			5. Individual signage (with logo) recognizing sponsor as a Platinum Sponsor in the meeting room at the NCATA Annual Spring Awards Meeting & Symposium.
			6. Recognition (with logo and link) in each NCATA electronic newsletter (4 annually) issued during the sponsorship agreement.
			7. Inclusion of 2 page sponsors provided flyer and/or promotional items in proceedings manual at the NCATA Annual Spring Awards Meeting & Symposium. .
			8. Recognition at NCATA meeting with an individual slide show during breaks at NCATA meeting.
			9. Sponsor provided banner to be displayed during awards luncheon.
2. MAATA Student Senate Representatives
	1. The President and Executive Board will appoint North Carolina Student Senators to serve on the MAATA Student Senate in accordance with MAATA Policies and Procedures.
3. Committees
	1. Standing Committees
		1. Finance
		2. Secondary School
		3. College/University
		4. CEPAT
		5. Honors & Awards
		6. Governmental Affairs
		7. Political Action Committee
		8. Ethnic Diversity
		9. Young Professionals
		10. Student Committee
		11. Public Relations
			1. Newsletter
			2. Website
		12. Program Development Committee
			1. Registration & Logistics
			2. Local/Host
			3. Site-Selection
			4. Program Planning -- Spring Symposium
	2. Committee Organization
		1. The finance committee will be chaired by the NCATA Treasurer, at least one past-president and the current chair of the Registration & Logistics sub-committee.
		2. Work Place Committees will have co-chairs. One co-chair will be a Board of Representatives member that works in that work setting. The other co-chair will be an at-large NCATA member that works in the work setting. Every effort will be made to solicit members from the 5 geographic districts representing the coast, the capital region, the piedmont, the I-77 Corridor and the mountains. The committee chairs should seek diversity in all applicable areas.
		3. The Honors & Awards Committee shall have an At-Large NCATA member as the chair. The Board of Representatives that are not serving as co-chairs of other committees will be members of the Honors & Awards Committee. Additional NCATA members shall be committee members and appropriate sub-committees will be established. The committee chair should solicit members of geographic diversity.
		4. The Governmental Affairs Committee will be co-chaired by a member of the Executive Board of Directors and an at-large member of the NCATA. Every effort will be made to solicit members from the 5 geographic districts representing the coast, the capital region, the piedmont, the I-77 Corridor and the mountains.
		5. The Political Action Committee will have a Chair and a Treasurer appointed by the NCATA Board of Directors. The board will make every effort to solicit members from the 5 geographic districts representing the coast, the capital region, the piedmont, the I-77 Corridor and the mountains. The committee chairs should seek diversity in all applicable areas.
		6. The Ethnic Diversity Committee will have co-chairs. One chair shall be a member of the Board of Directors and the other chair shall be an at-large NCATA members. Every effort will be made to solicit members from the 5 geographic districts representing the coast, the capital region, the piedmont, the I-77 Corridor and the mountains.
		7. The Young Professionals Committee shall be chaired by the NC Representative to the MAATA YPC. Every effort will be made to solicit members from the 5 geographic districts representing the coast, the capital region, the piedmont, the I-77 Corridor and the mountains.
		8. The Student Committee shall be co-chaired by the NC Members of the MAATA Student Senate. There shall be a faculty adviser appointed to mentor these students. Student members will come from 5 geographic districts representing the coast, the capital region, the piedmont, the I-77 Corridor and the mountains and shall be students in an CAATE accredited ATEP.
		9. The Public Relations Committee shall be co-chaired by a member of the Board of Directors and an at-large member of the NCATA. Every effort will be made to solicit members from the 5 geographic districts representing the coast, the capital region, the piedmont, the I-77 Corridor and the mountains. Sub-committees shall be formed that will be responsible for the newsletter and the website.
		10. The Educational Planning Committee will be chaired by an at-large member of the NCATA. Sub-committees will be formed that will accomplish the major functions of meeting planning including: site-selection, registration and logistics, program planning and a host committee. The work setting members of the Board of Representatives will be committee members to ensure content of interest to all of our members regardless of where they work.
4. The NCATA shall use the NATA Code of Ethics.
5. The NCATA Record and Retention Policy

On January 12, 2014 the NCATA Board of Directors adopted the document retention policy that established general rules for retaining and disregarding important business documents for the North Carolina Athletic Trainers Association.

* 1. The NCATA Document Retention Policy must be signed annually by all board members which affirms that he/she:
		1. Has received a copy of this Document Retention Policy;
		2. Has read and understands the policy; and
		3. Has agreed to comply with the policy.
1. The NCATA Conflict of Interest Policy

On January 12, 2014 the NCATA Board of Directors adopted the conflict of interest policy that is designed to protect the interest of North Carolina Athletic Trainers Association when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and tax-exempt organizations.

* 1. The NCATA Conflict of Interest Policy must be signed annually by all board members who affirms that he/she:
		1. Has received a copy of the Policy
		2. Has read and understand the Policy
		3. Agrees to comply with the Policy
		4. Understands that the Organization is a business league under Section 501(c)(6) of the Internal Revenue Code of 1986, as amended (the “Code”), and as such the Organization is an organization exempt from taxation under Section 501(a) of the Code.
		5. Understands that in order to maintain its federal tax exemption the Organization must engage primarily in activities which accomplish one or more of its tax-exempt purposes.