

**POLICY, PROCEDURES, & GOVERNANCE MANUAL OF THE  
ARIZONA ATHLETIC TRAINERS' ASSOCIATION, INC.**

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Article I. ASSOCIATION POLICY & PROCEDURES

**MISSION**

The mission of the Arizona Athletic Trainer's Association is to promote and enhance athletic training as an allied health profession in its efforts and ability to service the overall health care needs of the athletic population in cooperation with other organizations and health care professions.

**PURPOSE AND OBJECTIVES**

The purpose and objectives of the association shall be as outlined in the Constitution and Bylaws of the Association.

**Section 1** Establishment of Policies and Procedures.

- 1.1 *All policies and procedures for conducting the business of the Board and the Arizona Athletic Trainers Association (AzATA or the Association) shall be established by the Board of Directors (Board).*
- 1.2 *A majority vote of the Board is required to adopt, amend, or delete policies and procedures.*

**Section 2** Association Membership

- 2.1 *Classification of memberships*  
*Shall be as outlined in the Constitution and Bylaws of the association.*
- 2.2 *Application for Membership*
  - 2.2.A. Association members who become members by way of NATA membership or RMATA-only membership need not submit an application.
  - 2.2.B. Those who desire AzATA-only membership must submit an online application as provided on the AzATA website. Qualification for such membership status shall be determined by the Secretary where upon such member(s) shall be added to the membership list of the association.
- 2.3 *Dues*
  - 2.3.A. Dues shall be set by a majority vote of the Board.
  - 2.3.B. Dues for certified members shall be sixty-five (\$65) dollars per year for AzATA-only members and thirty (\$30) dollars per year for NATA/RMATA-only members.
  - 2.3.C. Honorary, retired certified, and NATA career starter members shall not pay dues.
  - 2.3.D. Dues shall be paid by January 1 of each year.
  - 2.3.E. The Treasurer shall receive from District 7 disbursement of the dues collected through the NATA's dues.
  - 2.3.F. Those individuals who are AzATA-only members shall pay their dues directly to the Treasurer.
  - 2.3.G. Changing of classifications requires contacting the primary association of which one is a member (NATA, RMATA, AzATA).
  - 2.3.H. The schedule for prorating dues for new AzATA-only members shall be as follows:
    - 2.3.H(1) January 1 – May 31: 100%
    - 2.3.H(2) June 1 – October 31: 50%

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- 2.3.H(3) All new member applications received on or after November 1<sup>st</sup> will apply to the following calendar year at 100%
- 2.3.I. The Board may, by majority vote, waive any dues or fees for any member.
- 2.4 *Suspension and Termination of Membership*
- 2.4.A. Suspension of membership shall have the effect of temporarily revoking membership rights and privileges.
- 2.4.B. Termination of membership shall have the effect of ending all membership rights and privileges.
- 2.4.C. Grounds for suspension of membership for those individuals who are members of the AzATA-only shall include:
- 2.4.C(1) Failure to pay dues within ninety (90) days of January 1st.
- 2.4.C(2) Acts contrary to the purposes and objectives of the Association.
- 2.4.D. Grounds for termination of membership shall include:
- 2.4.D(1) Failure to pay dues within one-hundred-fifty (150) days of January 1.
- 2.4.D(2) Failure to meet the qualifications for membership in the Association.
- 2.4.D(3) Acts contrary to the purposes and objectives of the Association.
- 2.4.E. Suspension or termination due to 2.4.C.(1) and 2.4.D.(1) shall occur automatically. All other decisions to suspend or terminate membership must be made by a majority vote of the Board.
- 2.4.F. Any member suspended or terminated due to reasons other than non-payment shall be notified, in writing, by the Secretary.
- 2.4.G. Any member being suspended or terminated may request, in writing to the President within ten (10) days of the notification of suspension or termination, a hearing in front of the Board to dispute the suspension or termination.
- 2.4.H. The hearing before the Board shall be held at the next regularly scheduled meeting of the Board, provided that the request for a hearing is received thirty (30) days prior to the meeting, and shall follow policies and procedures established for hearings.
- 2.4.I. The member may appeal the Board's decision to suspend or terminate membership to the membership of the Association.
- 2.4.J. The member appealing must submit the appeal, in writing, to the President of the Association not more than ten (10) days after notification of the decision of the Board.
- 2.4.K. The appeal shall be heard at the next regularly scheduled meeting of the membership, provided that the request for an appeal before the membership is received thirty (30) days before the meeting.
- 2.4.L. The appeal shall be conducted following policies and procedures established by the Board.
- 2.4.M. The vote of the membership shall be by secret ballot, with a majority of those voting determining the outcome of the appeal.
- 2.4.N. The voting membership may, upon majority vote, bar a terminated member from future membership in the Association.
- 2.4.O. Members of the Board who are suspended shall also be suspended from their membership on the Board.

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2.4.P. Members of the Board who are terminated shall also be terminated from their membership on the Board.

2.5 *Meetings of the Membership*

2.5.A. Meetings of the membership shall be called and posted in a manner consistent with the Constitution and By- Laws of the Association.

2.5.B. Meetings of the membership shall be conducted in a manner consistent with "Robert's Rules of Order."

2.5.C. The Secretary shall keep complete minutes of membership meetings and distribute them to the membership of the Association by posting them on the Association website.

2.6 *Hearings before the Membership*

Hearings before the membership shall be conducted in a fair and impartial manner.

2.6.A. Judicial rules of evidence and procedure shall not apply in hearings conducted before the membership.

2.6.B. The President shall preside over the hearing unless the President is a party in the hearing, whereupon the Board shall appoint one of its members to preside.

2.6.C. The Board, by majority vote, may appoint an individual or individuals to represent the interests of the Association.

2.6.D. The member requesting the hearing may, at no cost to the Association, have an individual or individuals represent the interests of the member. The Association and member involved may present evidence and testimony, with the Association proceeding first, that may be pertinent to the hearing and evidence may be rebutted.

2.6.E. After evidence has been presented, the membership shall vote, by secret ballot.

**Section 3** The Board of Directors

3.1 *Voting Members of the Board*

3.1.A. The President of the Association shall:

3.1.A(1) Preside over all meetings of the Association.

3.1.A(2) Preside over all meetings of the Board.

3.1.A(3) Function as the Chief Executive Officer of the Association

3.1.A(4) Represent the Association in dealings with other organizations, or appoint individuals to do so.

3.1.A(5) Appoint committee chairs and advisory members of the Board with the consent of the Board.

3.1.A(6) Provide for the implementation of the Constitution, By-Laws, and Policies and Procedures of the Association and oversee the functions of the members of the Board.

3.1.A(7) Appoint members to fill vacant positions on the Board with the consent of the Board.

3.1.A(8) Serve as liaison to such standing and ad hoc committee(s) as assigned by the President with the approval of the BOD.

3.1.B. Vice President shall:

3.1.B(1) Function as the Chief Operations Officer of the Association

3.1.B(2) Perform the duties of the President in the absence of the President.

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- 3.1.B(3) Take the office of the President if the President can no longer fulfill the duties of the President.
- 3.1.B(4) Serve as liaison to such standing and ad hoc committee(s) as assigned by the President with the approval of the BOD.
- 3.1.C. The Secretary shall:
  - 3.1.C(1) Keep all records and papers of the Association, including all membership related records;
  - 3.1.C(2) Keep minutes and records of meetings of the membership and the Board.
  - 3.1.C(3) Shall be responsible for all aspects of membership management, including maintenance of membership lists, membership status, and membership communication.
  - 3.1.C(4) Complete correspondence as required by the Constitution, By-Laws, Policies and Procedures of the Association or requested by the President.
  - 3.1.C(5) Parliamentary responsibilities lie with the Secretary, who shall follow Robert's Rules of Order.
  - 3.1.C(6) Serve as liaison to such standing and ad hoc committee(s) as assigned by the President with the approval of the BOD
- 3.1.D. The At-Large Members shall:
  - 3.1.D(1) Represent the interests of the entire membership in matters before the Board.
  - 3.1.D(2) Serve as a liaison between members and the Board.
  - 3.1.D(3) Assist in implementing the Policies and Procedures of the Association as directed by the President.
  - 3.1.D(4) Serve as liaison to such standing and ad hoc committee(s) as assigned by the President with the approval of the BOD.
- 3.1.E. Treasurer shall be a non-voting member of the Board appointed according to the By-Laws and shall:
  - 3.1.E(1) Oversee and complete the financial transactions of the Association as directed by the Board and monitor all Association investment accounts.
  - 3.1.E(2) Keep a complete record of all financial transactions of the Association.
  - 3.1.E(3) Submit to the Secretary all reports required by the Policies and Procedures of the Association.
  - 3.1.E(4) When necessary, and in consultation with Association Executive Consultant, identify and recommend financial and investment strategies to the Board
  - 3.1.E(5) Serve as liaison to such standing and ad hoc committee(s) as assigned by the President with the approval of the BOD.
- 3.2 *Advisory Members of the Board*
  - 3.2.A. Advisory members of the Board shall be appointed by the President with the approval of the Board.
  - 3.2.B. Advisory members shall serve a term of one (1) year with no limit on reappointment.
  - 3.2.C. Advisory members shall have no vote on matters before the Board.

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3.3 *In-Person Meetings of the Board*

- 3.3.A. Meetings of the Board shall be called in a manner consistent with the Constitution and By-Laws of the Association.
- 3.3.B. The President of the Association shall submit an agenda to all members of the Board ten (10) days prior to all regularly scheduled meetings of the Board.
- 3.3.C. Meetings of the Board shall be conducted in a manner consistent with "Robert's Rules of Order."
- 3.3.D. The Secretary shall keep complete minutes of Board meetings and upon approval of the board distribute them to the membership of the Association.
- 3.3.E. Board Members attending functions in their official capacity may be reimbursed for their travel expenses in accordance with the following provisions:
  - 3.3.E(1) Each individual Board member can be reimbursed for travel to AzATA board meeting
  - 3.3.E(2) Mileage will be reimbursed at a rate benchmarked against a governmental standard or an organization, such as AAA, which calibrates typical operating mileage costs.
  - 3.3.E(3) The mileage for which members shall be reimbursed shall be the distance from the member's home to the site of the function as determined by a specific mileage report of the odometer of the member or an available resource such as Google Maps.
  - 3.3.E(4) Each Individual Board member traveling will be reimbursed for actual meal expenditures up to a maximum of \$50.00 for meal money per day.
  - 3.3.E(5) Board meetings held in conjunction with Winter and Summer meetings, each board member will be reimbursed for no more than two nights stay in a hotel, not to exceed the amount of the contracted rate at the hotel(s) designated in conjunction with the concurrent symposium.
  - 3.3.E(6) Any Board member requesting travel reimbursement will need to fill out a Travel Reimbursement Form and submit to the treasurer.

3.4 *Conduct of Board Business and Voting through Email*

- 3.4.A. A Director can make a motion.
  - 3.4.A(1) The motion should include a limit for the amount of discussion time.
  - 3.4.A(2) The motion will not constitute a vote in favor of a motion.
- 3.4.B. A motion must be seconded before discussion and voting.
- 3.4.C. A vote shall not be cast at the same time a "second" is made, and a "second" will not constitute a vote in favor of a motion;
- 3.4.D. The Secretary shall post a seconded motion in the Board's online space, whereupon the chair (or mover) shall call for discussion
- 3.4.E. All discussions on the motion should follow the same email thread, which is maintained and extended by using "reply all"
- 3.4.F. Discussion will be conducted for a minimum of 3 days unless there is majority agreement by the board to shorten the period of discussion. Discussion can be extended by a simple majority vote of Board members

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- 3.4.G. The Chair (or mover) shall send a summary of points and reminder that the motion is on the table after 2 days and again after 4 days if the discussion is longer
- 3.4.H. If the mover deems amendments “friendly”, discussion automatically moves to the amended motion. If an amendment is not friendly, then the proposed amendment will require a second, a separate period of discussion, and a separate vote
- 3.4.I. The goal should be to find consensus and unanimous votes for motions considered by email. Controversial or difficult business should be considered by the Board in a different medium
- 3.4.J. Votes shall be conducted by the Chair or mover circulating a separate email with a new subject
  - 3.4.J(1) The subject will say “MOTION: topic”
  - 3.4.J(2) Directors vote by “reply all” with “Yes”, “No”, or “Abstain” in the body of the email.
- 3.5 *Hearings before the Board*
  - 3.5.A. Hearings before the Board shall be conducted in a fair and impartial manner.
  - 3.5.B. Judicial rules of evidence and procedure shall not apply in hearings conducted before the Board.
  - 3.5.C. The President shall preside over the hearing unless the President is a party in the hearing, whereupon the Board shall appoint one of its members to preside.
  - 3.5.D. No member on the Board shall sit on the Board at the hearing if there is a conflict of interest involving the topic of the hearing. The Board may, by majority vote, determine that a member or members of the Board have a conflict of interest and shall be excluded from actively participating in the hearing or in the deliberations or decision of the Board.
  - 3.5.E. The Board, by majority vote, may appoint an individual or individuals to represent the interests of the Association.
  - 3.5.F. The member requesting the hearing may, at no cost to the Association, have an individual or individuals represent the interests of the member, provided that the Board may limit the number of such individuals if necessary to assure that the proceedings can be conducted in a reasonable, orderly and expedient manner.
  - 3.5.G. Hearing conducted pursuant to this section shall be open to the public.
  - 3.5.H. The Association and member involved may present evidence and testimony, with the Association proceeding first, that may be pertinent to the hearing and evidence may be rebutted.
  - 3.5.I. After the evidence is presented, the Board shall adjourn into Executive Session to deliberate and decide the issue.
  - 3.5.J. A majority vote of the Board is necessary to render a decision.
  - 3.5.K. After reaching a decision, the Board shall resume the open hearing to announce the decision and the Secretary shall inform all individuals involved, in writing, of the decision no later than five (5) days after the hearing.
- 3.6 *Impeachment of Board Members*



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- 3.6.A. Any member of the Association, or any current Board member, may notify any voting member of the Board of allegations that may warrant impeachment.
- 3.6.B. The voting member of the Board with the knowledge of the allegations shall notify the President, in writing, within ten (10) days. If the allegation involves the President, the Vice President shall act as President in all matters pertaining to the impeachment process.
- 3.6.C. The President shall notify the accused member of the Board of the allegations, in writing, within ten (10) days.
- 3.6.D. The President shall set a hearing date that shall be no less than 7 days or more than 45 days after the member of the Board has been notified of the allegations.
- 3.6.E. The hearing shall be held as proscribed in the Policies and Procedures of the Association.
- 3.6.F. The Board member accused shall not participate in Board actions dealing with the impeachment process.
- 3.6.G. If the Board decides, by majority vote, that evidence exists to warrant a hearing before the membership, they shall draw up articles of impeachment.
- 3.6.H. The articles of impeachment shall include specific charges against the Board member. These articles shall be communicated to every voting member of the Association, by the Secretary or Board designee, ten (10) days prior to the next regularly scheduled meeting of the membership.
- 3.6.I. If articles of impeachment are drawn, the Board member accused shall be suspended from the Board pending the outcome of the impeachment hearing.
- 3.6.J. The impeachment hearing shall be held at a time and place consistent with the bylaws
- 3.6.K. The President shall preside over the impeachment hearing.
- 3.6.L. The hearing shall be held as prescribed in the Policies and Procedures of the Association.
- 3.6.M. Upon conclusion of the presentation of evidence, the present membership shall vote, by secret ballot, on all charges in the articles of impeachment individually.
- 3.6.N. If, by two-thirds (2/3) majority vote of those members present, the accused Board member is found guilty on any charge, the member shall no longer hold their office in the Association.
- 3.6.O. If a two-thirds (2/3) majority does not vote to find the Board member guilty, the board member shall resume office with no penalties or other stipulations.
- 3.6.P. The decision of the membership shall in no way effect the membership status of the accused Board member.

**3.7** *Executive Sessions*

- 3.7.A. The Board may, at any time during a meeting, adjourn into executive session.
- 3.7.B. A majority vote of the Board is required to convene an executive session.
- 3.7.C. No decisions shall be made, nor motions presented, during an executive session.
- 3.7.D. Any person, except voting members of the Board, may be excluded from the executive session

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- 3.7.E. The minutes of an executive session shall not be published, except by majority vote of the Board. The secretary shall clearly mark any confidential documents used during the executive session as confidential. All executive session minutes and confidential documents shall be separately maintained by the Secretary.
- 3.7.F. A summary of the proceedings shall be placed into the minutes with any confidential items excluded as determined by a majority vote of the Board.

**Section 4** Committees

4.1 *Types of Committees*

4.1.A. The types of committees shall be:

4.1.A(1) Standing: shall be those established permanently by the Board.

4.1.A(2) Special: shall be those established by the Board for a specific purpose. Shall exist for a period of one (1) year and may be extended by the Board.

4.1.A(3) Ex Officio: shall be those committees established by the Board that have membership based upon offices held within the Association.

4.1.B. Standing committees and their functions shall be established in the policies of the Association.

4.1.C. Committees will work within their given budget and make sound financial decisions in the best interest of the association. Work in direct contact with the treasurer.

4.2 *Appointment of Members to Committees*

4.2.A. No part of this section shall apply to Ex Officio committees.

4.2.B. The chairperson of each committee shall be appointed by the President with the consent of the Board.

4.2.C. The members of committees shall be appointed by the chairperson of the committee with confirmation of AzATA membership as good standing via the Secretary.

4.2.D. The Board, at any time, may vote to approve or eliminate any committee member.

4.2.E. Committee members must be members of the AzATA in good standing.

4.3 Storage of AzATA Property (Equipment, Supplies, etc.)

4.3.A. Committee Board Liaisons are responsible for access to the AzATA Storage Unit:

4.3.A(1) Treasurer is responsible for payment of the facility

4.3.A(2) Facility Keys are to be retained by the ME committee Board Liaison and distributed as necessary to Board members or committee chairs.

4.3.B. Recording of contents and access:

4.3.B(1) Access will be documented when property is obtained or delivered.

4.3.B(2) Requests to remove items from the storage unit are to be submitted to the entire BOD via secretary. The BOD will approve the request at its discretion within seven (7) business days and notify the requestor via email.

4.3.B(2)a The request must contain:

- a list of item(s) requested to remove
- the purpose for removal

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- a removal date and expected return date
  - the identity and contact information of the person removing the item(s)
- 4.3.B(3) AzATA property and contents of the facility will be recorded and documented with confirmation sent to the secretary upon each access and return.
- 4.3.B(3)a Accessor of item(s) will photograph all items and contents prior to removal and upon return from/to the storage unit
- 4.3.B(3)b Items are to be returned to the storage unit no later than seven (7) days after the expected return date unless otherwise approved by the BOD
- 4.3.C. All items in the AzATA storage unit are property of the AzATA unless otherwise stated.

**Section 5 Elections**

5.1 *Elections for Members of the Board*

- 5.1.A. The Right to nominate members for Board positions shall be that of voting Members only.
- 5.1.B. The Board shall appoint an elections committee no later than March 1st of the year in which elections are to be held.
- 5.1.B(1) Committee shall be chaired by the secretary unless he/she is running for re-election, in which case another Board member not seeking re-election or a member in good standing, shall serve as chair.
- 5.1.B(2) The Elections Committee shall be comprised of the chair (in accordance with 5.1.B.(1) and two additional members in good standing of the AzATA.
- 5.1.B(3) The Elections Committee shall verify that all candidates are qualified to serve on the Board as established by Association bylaws.
- 5.1.B(4) The Election Committee shall contact all nominees, generate elections ballot (either printed or electronic ballot), tally the votes, and report results of the election to the Secretary. The Secretary will present the results of the election to the Board for approval.
- 5.1.B(5) Nominations of candidates for the Board shall be accepted in person, by mail and/or by email, to the Elections Committee, beginning May 1<sup>st</sup>.
- 5.1.B(6) Nominations shall conclude at the semi-annual meeting of the membership the summer of the year in which the election is to be held, or by July 25th in the event a semi-annual meeting is not held.
- 5.1.B(7) Each nominee will shall be contacted via email after being verified they are eligible to run for nominated position.
- 5.1.C. Nominees shall have ten (10) days after nominations close to confirm or decline the nomination.

5.2 *Voting*

- 5.2.A. Ballots shall be made available starting August 1<sup>st</sup>

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- 5.2.B. Ballots shall be created by the elections committee and shall contain the name and a short biography for all candidates running for office.
- 5.2.C. Voting shall run from August 1<sup>st</sup> to August 31<sup>st</sup>
- 5.2.D. Only original ballots shall be valid. If a member submits more than one electronic ballot, only the first submission will be accepted.
- 5.2.E. Determination of Election Winners shall be determined by vote.
- 5.2.E(1) Majority vote determines the President, Vice President, and Secretary positions.
- 5.2.E(1)a If no candidate receives a majority of the vote, a run-off election shall be held between the two candidates with the highest vote totals. In the event of a run-off vote:
- Shall follow the same policies and procedures as Election
  - Ballot containing run-off vote shall be created and distributed not more than 5 days after initial election
  - Run-off election shall last no longer than 14 calendar days
- 5.2.E(2) Plurality vote determines At-Large Members.
- 5.2.E(2)a In the event of a tie there will be a run-off vote.
- 5.2.E(2)b If no candidates receive a plurality of the vote, a run-off election shall be held between the tied candidates with the highest vote totals for the remaining At-Large positions. In the event of a run-off vote:
- Shall follow the same policies and procedures as Election
  - Ballot containing run-off vote shall be created and distributed not more than 5 days after initial election
  - Run-off election shall last no longer than 14 calendar days
- 5.2.F. The Board shall have the power to submit any question, except when specifically prohibited by the Constitution or By-Laws, to a mail or electronic vote.
- 5.2.G. The Elections Committee shall submit the results of the election to the Secretary. The Secretary will present the results of the election to the Board for ratification within 5 days of the conclusion of the election.
- 5.2.H. The President shall notify the winners within five days of the ratification of election results.
- 5.2.I. The Election Committee Chair shall notify all remaining candidates not more than three (3) days after the winners are notified.

5.3 *Ballots*

- 5.3.A. Ballots shall be constructed by the Elections Committee and sent utilizing the latest mailing list maintained by the Secretary of the RMATA. All decisions regarding ballots will be decided by the election committee.
- 5.3.B. Paper ballots, if used, shall be numbered and the Elections Committee shall keep a listing of the voting members receiving ballots with the number recorded.

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- 5.3.C. Electronic Ballots shall be constructed on a password protected website to allow voting security. When possible, this website shall also allow for the restriction of voting to one vote per member.

**Section 6**    *Finances*

6.1    *Income*

- 6.1.A. All income received by the Association, except dues from members in good standing, must be approved by the Board.
- 6.1.B. The Board shall reserve the right to refuse dues payment from any individual.
- 6.1.C. All income shall be submitted to the Treasurer of the Association.
- 6.1.D. The Treasurer shall keep a record of all income.
- 6.1.E. At each quarterly meeting of the Board, or at the end of each quarter if no Board meeting is held during the quarter, and again following the end of the fiscal year of Association, the treasurer shall submit to the Board detailed year-to-date (year-end) reports pertaining to the financial standing of the association, including but not limited to an income/expense report showing a comparison of budgeted income/expense with actual income/expense, and a report of the assets and liabilities of the association.
- 6.1.F. All assets and liabilities of the Association shall be under the direct control of the Board.

6.2    *Spending & Tax Reporting*

- 6.2.A. All spending of Association funds must be approved by the Board.
- 6.2.B. The Association shall not be responsible for any debts, agreements, or other liabilities made in the name of the Association without prior approval of the Board.
- 6.2.C. The Board shall provide policies to guide members of the Association who are granted power to use Association funds.
- 6.2.D. The Treasurer shall complete federal and state tax reports and other related tax obligations in a manner and timeframe consistent with the requirements set forth in IRS & ADR instructions pertaining to such reports and obligations. (See Appendix for Forms).
- 6.2.E. The address to be used for all official tax documentation is the official address of the association:
- 6.2.E(1) The official address of the association shall be the business address of the Executive Consultant to the Association
- 6.2.E(2) The address is currently 7150 E. Camelback Rd, Scottsdale, AZ 85251:
- 6.2.F. Prior to submission, all tax documentation must be reviewed and approved by 1) the President of the Association, and 2) the Executive Consultant

**Section 7**    *Budget*

- 7.1 The Board shall approve an annual budget for the Association.
- 7.2 The fiscal year of the Association shall run from April 1 to March 31<sup>st</sup>.
- 7.3 The budget shall be detailed as to all anticipated income and expenses of the Association for the pending fiscal year, with a line item for each category of income and expense, and with separate sections of line items, as follows.
- 7.3.A. A section related to the general operations and administration of the association, including but not limited to its Board, its Standing Committees other than Governmental Affairs, its Executive Consultant and any other

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- consultants, and any other category of income expense deemed appropriate by the Board.
- 7.3.B. A section related to the educations symposia conducted by the Association.
- 7.3.C. A section related to all aspects of the governmental affairs of the Association.
- 7.4 A recommended budget shall be prepared and submitted to the Board by the Finance Committee, in accordance with the provisions of Section \_\_\_ below pertaining to such committee.
- 7.5 The budgeted funds shall be expended by check or debit card issued by the Treasurer with the approval of the Board.
- 7.6 The total budget may not be exceeded without prior approval of the Board, nor may individual accounts be exceeded without the approval of the Board.
- 7.7 Members given approval to expend Association funds may be reimbursed by the Association for personal funds spent on Association business, provided the item was in the budget and a receipt is provided to the treasurer.
- 7.8 The Board may approve funds, not to exceed ten (10) percent of the budget, to be spent at the discretion of the President and reported to the Board.
- 7.9 The Treasurer shall record all spending, placing it under the appropriate budget category.
- 7.10 Committees must approve of the use of funds under the budget category of that committee before the funds are requested from the Association.
- 7.11 Funding in Legislative Emergency Crisis Situations as Approved as Contingency Expenses in the Annual Budget
- 7.11.A. In the event of an emergency situation that requires immediate financial action, the Board of Directors needs the following information from the Committee Chair to be made available as soon as it is practicable:
- nature of the situation
  - potential duration of the situation
  - possible outcomes
  - estimated financial and volunteer-related expenditures involved for the association
  - plausible alternatives for handling the situation
- 7.11.B. Any anticipated financial expenditures above and beyond what is outlined in the current fiscal year's budget must be approved by the Board of Directors.
- 7.12 Members may be advanced funds provided it is for a budgeted item and proper receipts are returned, with any excess money, to the Treasurer within fifteen (15) days of the expenditure.

**Section 8** Arbitration of Grievances

8.1 *Steps of Arbitration*

- 8.1.A. To file a grievance, a member must submit the grievance, with an explanation, in writing to the President.
- 8.1.B. A hearing before the Board shall be held no later than sixty (60) days after the filing of the grievance.
- 8.1.C. The hearing before the Board shall follow the procedures for hearings before the Board *as set forth in Section 3.5 above*.
- 8.1.D. The member filing the grievance may appeal the decision of the Board by requesting Arbitration, in writing to the President, no later than thirty (30) days after the Board's decision.

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- 8.1.E. The Board and the member shall each select an arbitrator, who does not have to be a member of the Association, within thirty (30) days of the appeal and notify, in writing, the other party of the selection.
- 8.1.F. The two selected arbitrators shall choose a third arbitrator within thirty (30) days of their selection and that person shall act as the chair of the arbitration board.
- 8.1.G. An arbitration hearing shall be set by the arbitration board no later than sixty (60) days after the selection of the third arbitrator.
- 8.2 *Arbitration Hearing*
  - 8.2.A. The arbitration hearing shall be conducted in the same manner as hearings before the Board, with the exceptions that follow.
  - 8.2.B. The chair of the arbitration board shall preside at the arbitration hearing.
  - 8.2.C. After the hearing each arbitrator shall render a decision, in writing, to the chair of the arbitration board, within thirty (30) days of the arbitration hearing supporting the position of one of the parties involved. *Each such decision shall address the issue of assignment of costs of the arbitration in accordance with the provisions of Section 8.3 below.*
  - 8.2.D. The chair of the arbitration board shall compile the written decisions and submit the results, in writing, to each party within thirty (30) days of the decision.
  - 8.2.E. The decision of the majority of the arbitrators shall be binding upon all involved parties.
- 8.3 *Costs of Arbitration*
  - 8.3.A. All arbitrators shall keep written records of the expenses incurred due to the arbitration, to be presented to all parties at the end of the arbitration process; unless a set amount is agreed to before arbitration begins. The cost of arbitration shall be divided equally between the Association and the member filing the grievance, unless a majority of the arbitrators should determine as a part of their decision that all or a majority portion of the costs should be assessed to one party, in which event the costs shall be assessed accordingly.
  - 8.3.B. A party shall be required to pay more than one-half of the costs only in the event that the arbitrators determine that such party has engaged in unreasonable conduct in conjunction with the filing of the appeal or with the conducting of the arbitration proceedings, or has engaged in conduct intended to harass or intimidate the other party or intended to unreasonably prolong the arbitration proceedings.
  - 8.3.C. The cost of arbitration (that shall be divided equally) shall be limited to those expenses of the arbitrators directly related to the arbitration hearing and decision. Those items excluded from the cost of arbitration shall include, but are not limited to, one party's consultation with an advisor of any nature, including an arbitrator, or any cost incurred by one party alone, without the consent of the other party involved.

**Section 9** Seal of the Association

- 9.1 The seal of the Association, or any part thereof, shall be used only with the permission of the board.
- 9.2 The seal shall be as drawn below, conforming to the guidelines set within the By-Laws of the Association.

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- 9.3 All Board members and committees are granted permission to use the seal of the Association for Association related activities.
- 9.4 If the seal of the Association is in color, the following color pattern should be used:
  - 9.4.A. The "AzATA" should be copper.
  - 9.4.B. The State of Arizona should be turquoise blue.
  - 9.4.C. The inner circle should be light gray.
  - 9.4.D. The outer circle should be white.
  - 9.4.E. The lettering around the outer circle should be black.

**Section 10** Executive Consultant

10.1 *Appointment*

The President, with the advice and consent of the Board, shall select and appoint an Executive Consultant to the Association.

10.2 *Duties*

The duties of the Executive Consultant shall be determined by the Board, to include but not be limited to:

- 10.2.A. Provide legal advice and recommendations to the Board, and represent the Board and the Association in any legal matters which may arise;
- 10.2.B. Provide business and financial advice and recommendations to the Board;
- 10.2.C. Serve as liaison between the Board and an investment advisor approved by the Board, regarding development and implementation of investment strategies which are in the best interests of the Association;
- 10.2.D. Serve as liaison between the Board and a lobbyist approved by the Board, and provide legal advice regarding the impact upon the Association, the Board, or the members of the Association, of existing or proposed statutory or regulatory provisions;
- 10.2.E. Provide advice and recommendations to the Board concerning Governance Documents of the Association and/or Board, proposed actions of the Board, and the relationship/interface between the Association and the NATA, the RMATA, and other professional associations, agencies, organizations, interest groups, stakeholders, the media, and the general public; and
- 10.2.F. Provide to the Board historical perspective and context regarding any and all of the foregoing categories of duties and the deliberations and decisions of the Board related thereto.

10.3 *Qualifications*

The qualifications of the Executive Consultant shall be determined by the Board, to include but not be limited to:

- 10.3.A. A license to practice law in the State of Arizona;
- 10.3.B. A functional understanding of the profession of athletic training and its role in the provision of health care in the State of Arizona;
- 10.3.C. A functional understanding of the governance, administration and operations of the Association and its affiliated professional associations, i.e. the RMATA and the NATA, as well as the inter-relationships between those various associations;
- 10.3.D. A functional understanding of legal and regulatory provisions of Arizona and the federal government as they pertain to, effect, and/or impact the administration of the Association and the practice of the profession of athletic training in the State of Arizona;



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- 10.3.E. A functional understanding of the business, financial, budgetary and investment needs and concerns of the Association;
- 10.3.F. A functional understanding of the legislative process in Arizona and the state regulatory process pertaining to the practice of athletic training in Arizona; and
- 10.3.G. The overall experience and expertise required to fulfill the duties of the Executive Consultant as outlined above.

**10.4 Compensation**

The compensation of the Executive Consultant shall be determined by the Board, based upon negotiation with the Executive Consultant, and shall be in an appropriate amount based upon:

- 10.4.A. The qualifications, duties, experience and expertise of the Executive Consultant;
- 10.4.B. The years of service provided to the Association by the Executive Consultant; and
- 10.4.C. The standards and norms of the community pertaining to the value and cost of the services.
- 10.4.D. Such compensation shall include professional fees, based upon a reasonable hourly rate for the time expended by the Executive Consultant in providing services to the Board and the Association, together with reimbursement of reasonable expenses incurred by the Executive Consultant (as approved by the Board) in the provision of services to the Board and the Association.
- 10.4.E. The Board may, in its discretion:
  - 10.4.E(1) Pay an agreed hourly rate for services rendered, or
  - 10.4.E(2) Pay a basic annual fee for services to be paid in advance in return for the anticipated provision of certain basic services and a minimum number of anticipated hours to be spent by the Executive Consultant in the rendering of such services over the course of a coming fiscal year, together with an established hourly rate for additional services rendered and/or time spent over and above those basic services and/or minimum number of hours during the coming fiscal year.
- 10.4.F. There shall be a specific line item in the annual budget for the anticipated fees to be paid to the Executive Consultant for basic services during the coming fiscal year, and another line item for any additional services to be rendered or time spent during the coming fiscal year.

**Section 11 External Communications Policy**

**11.1 Purpose**

To establish guidelines for external communications between the Arizona Athletic Trainers' Association and its stakeholders

**11.2 Definitions**

- 11.2.A. A "stakeholder" is an individual or group of individuals who can affect or can be affected by the actions of the Association. This includes but not limited to:
  - 11.2.A(1) Members of the Association
  - 11.2.A(2) Athletic trainers

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11.2.A(3) Other healthcare professions/professionals/professional associations

11.2.A(4) Non-healthcare professions/professionals/professional associations

11.2.A(5) Sports governing organizations & rule-making organizations

11.2.A(6)

11.2.A(7) Patients/athletes

11.2.A(8) General public

11.2.A(9) Legislators

11.2.A(10) Media outlets

11.2.B.A “representative” of the Association is a position that may result in the individual being called upon to provide external communications with any stakeholder(s) pertaining to matters of interest or concern to the association, the board, or association members. This includes but not limited to:

11.2.B(1) Board of Directors members

11.2.B(2) Committee members

11.2.C. An “external communication” is any form of communication, as defined in Section 11.4, between the Association (including its representatives) and any stakeholder(s) which expresses or may be interpreted to express the position, opinion or policy of the association, the board or association members.

11.2.D. A crisis is defined as an issue that could have a negative impact on the Association and the media has a story on the issue.

**11.3 *Guiding Principles***

External communication shall follow Best communication principles that include but not limited to the following

11.3.A. Accurate information

11.3.B. Accurate information

11.3.C. Timely responses

11.3.D. Consistent responses

11.3.E. Presentation in a professional manner

11.3.F. Presentation in a friendly manner

11.3.G. Appropriateness in form and content for the target audience

11.3.H. Reflect, support, and/or promote the mission of AzATA

**11.4 *Scope***

This policy applies to all forms of external communications and may include but not limited to the following:

11.4.A. General announcements (eg, board officer elections results)

11.4.B. Printed materials

11.4.C. Promotional materials (eg, Winter and Summer Meetings, Day at the Capitol)

11.4.D. Press releases

11.4.E. Responses to inquire from any stakeholder(s) relating to any issue not officially addressed by the board

**11.5 *Persons Affected***

This Policy applies to all representatives of the Association

**11.6 *Policy (General Procedures)***

11.6.A. All external communications shall be:

11.6.A(1) Coordinated by the Communications Committee to provide consistency within the Association and amongst its representatives.

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11.6.A(2) Drafted or reviewed by the Communications Committee prior to submission for approval by the Board of Directors.

11.6.A(3) Reviewed and approved by the Board of Directors prior to their formal release.

11.6.A(4) Formal approval shall comply with standard approval procedures set forth by the governing documents of the Association.

11.6.B. The Communications Committee shall identify the most appropriate individual to represent the Association and submit the recommendation to the Board of Directors for approval. In general:

11.6.B(1) The Board shall represent the Association in general announcements from the Association

11.6.B(2) The President shall represent the Association in external communications requiring an Association Spokesperson

11.6.C. External Written Communications

11.6.C(1) External communications requiring letterhead (eg, general announcements, press release, response to unfavorable press) shall display the official AzATA banner at the top of the page and utilize a block format for its text.

11.6.C(2) Any official written communication to a specific recipient (individual or organization) from the Association must contain the signature of the Association President or an individual designated by the board.

11.6.C(3) External communications that do not require letterhead (eg, printed materials, promotional materials) shall display the official AzATA logo.

11.6.C(4) Nothing in this subsection should be interpreted as applying to the Association Social Media

11.6.D. External Verbal Communications

When speaking on behalf of the Association, or in any situation in which a representative may be interpreted to be speaking in behalf of the Association in his/her representative capacity, or is likely to be identified in conjunction with the communication in his/her representative capacity, a representative:

11.6.D(1) Shall identify themselves as representing the Association and state their official position and/or committee within the Association.

11.6.D(2) Shall represent the Association in a manner that is consistent with the overall mission of the Association and its governing documents.

11.6.D(3) Shall not provide public statements based upon his/her own personal opinion and/or upon other position(s) held outside of the Association.

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11.6.D(4) Shall not disclose any unauthorized confidential information.

11.6.D(5) Any representative, while in a position serving in a capacity other than as a representative, who has occasion to publicly express a personal or private opinion, shall clearly indicate that the statement expresses his or her own personal opinion and does not reflect the position, opinion, or policy of the Association, and shall further require the person to whom the communications is directed to avoid identifying the representative in his/her representative capacity in any dissemination of the communication.

**11.6.E. External Communications During a Crisis**

11.6.E(1) Potential issues or crisis shall be routed through the Communications Committee for evaluation.

11.6.E(2) Unless specifically authorized by the Board of Directors:

11.6.E(2)a Representatives shall not provide any statements or comments to external stakeholders during times of crises.

11.6.E(2)b Representative shall provide a “no comment” response to any requests for comments and direct the requester to the President or the Communications Committee.

11.6.E(3) The Communications Committee will assess the situation, develop a recommendation(s) (eg, official statements), and submit the recommendation(s) to the Board of Directors for approval no more than 24 hours from the start of the crisis.

11.6.E(3)a The Communications Committees will develop prepared responses for the Board in times of crises.

11.6.E(3)b The prepared responses shall only include minimum facts of the situations that have been confirmed.

11.6.E(4) Recommendations will be implemented no more than 24 hours following the approval from the Board of Directors.

**11.7 Policy (Specific Procedures)**

**11.7.A. General announcements and press releases**

11.7.A(1) The Communications Committee shall draft general announcements and press releases as requested by the Board of Directors or recommended to the Board of Directors by Association representatives.

11.7.A(2) A draft shall be distributed to the Board of Directors for review and approval no more than 48 hours of the original request.

11.7.A(3) The general announcement shall be distributed to the appropriate stakeholder(s) no more than 24 hours following approval from the Board of Directors.

**11.7.B. Promotional materials**

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11.7.B(1) Promotional materials shall be drafted by or in consultation with the Communications Committee.

11.7.B(2) A draft of the materials shall be submitted to the Board of Directors for review and approval.

11.7.B(3) The promotional material shall be distributed to the appropriate stakeholder(s) following approval from the Board of Directors.

**11.7.C. Media requests**

11.7.C(1) All media requests shall be routed through the Communications Committee and/or Board of Directors.

11.7.C(1)a If an Association representative is contacted by a media representative directly, the Association representative should recommend that the media request be submitted to the Communications Committee.

11.7.C(1)b Media requests shall be submitted to the Communications Committee with the media representative's name, question(s), deadline, and contact information.

11.7.C(2) Media requests include anything which may be intended to be published or viewable to others in any form of external media.

11.7.C(3) The Communications Committee will develop a recommendation(s) for the media request and submit the recommendation(s) to the Board of Directors for approval no more than 24 hours of the original request.

11.7.C(4) The Board shall act upon the recommendations of the Communications Committee within no more than 24 hours, and the Secretary shall immediately advise the Communications Committee of such action.

11.7.C(5) The Communications Committee will respond to the request in accordance with the action of the Board, within no more than 24 hours following receipt of notification from the Secretary.

**11.7.D. Advertisement requests**

11.7.D(1) All advertisement requests (eg, continuing education opportunities) shall be routed through the Communications Committee.

11.7.D(2) The Communications Committee will develop a recommendation(s) for the media request and submit the recommendation(s) to the Board of Directors for approval no more than 48 hours of the original request.

11.7.D(3) The request will be addressed no more than 24 hours following approval from the Board of Directors.

11.7.D(4) Requests for complimentary distribution of advertisements to association members will only be considered if the product or

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seminar is (1) provided to the members free-of-charge and (2) of great benefit to the members in an area of practice need. In the event of a request that does not meet the above requirements, the Communications Committee will recommend that the requester purchase mailing lists from the National Athletic Trainers' Association (NATA) or the Board of Certification (BOC).

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Article II. COMMITTEE GOVERNANCE

**Section 1** Committees

- 1.1 *Types of Committees shall be:*
- 1.1.A. Standing: shall be those established permanently by the Board.
  - 1.1.B. Special: shall be those established by the Board for a specific purpose. Shall exist for a period of one (1) year and may be extended by the Board.
  - 1.1.C. Ex Officio: shall be those committees established by the Board that have membership based upon offices held within the Association.
- 1.2 *Specific committees and their functions shall be established in the policies of the Association.*
- 1.3 *Committees will work within their given budget and make sound financial decisions in the best interest of the association. Work in direct contact with the treasurer.*

**Section 2** Appointment of Members to Committees

- 2.1 *No part of this section shall apply to Ex Officio committees.*
- 2.2 *The members of committees shall be appointed by the chairperson of the committee.*
- 2.3 *The Board, at any time, may vote to approve or eliminate any committee member.*

**Section 3** Standing Committee Structure and Function

- 3.1 *The Board shall provide the committees with resources, both financial and other, to facilitate the fulfillment of the goals of the committee.*
- 3.2 *The Board shall nominate and appoint all committee Chairs*
- 3.3 *Committee Chair nominees must reside in the state for one year prior to their nomination*
- 3.4 *Committee Term Length*
- 3.4.A. Committee chairs shall serve 3 year terms, renewable up to three consecutive terms
  - 3.4.B. Committee members shall serve 2 year terms, renewable upon the approval of the committee chair and Board
  - 3.4.C. A committee chair or committee member can be removed at any time prior to the completion of their term if the Board or Committee chair finds:
    - 3.4.C(1) Lack of committee activity.
    - 3.4.C(2) Misappropriation of funds.
    - 3.4.C(3) Committee activity directly detrimental to the mission, purpose or objectives of the association.
    - 3.4.C(4) Conduct in direct violation of NATA code of ethics.
    - 3.4.C(5) Loss of membership status due to non-payment of dues, or for any other reason.
- 3.5 *Committee Chair Responsibilities:*
- 3.5.A. Organize and manage the committee:
    - 3.5.A(1) Chairs shall have the authority to recruit, appoint, delegate, and release members of their respective committees

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- 3.5.B. Direct the activities of the committee toward accomplishment of the mission and objectives of the committee, or any directives assigned to the committee by the Board, in a manner that is consistent with the Association constitution and bylaws, and with the express wishes of the Board
- 3.5.C. Regularly report committee activity and progress to the Board
  - 3.5.C(1) A committee report shall be submitted to the respective board liaison no later than ten (10) days before a regularly scheduled meeting of the Board.
    - 3.5.C(1)a The Secretary will remind committee chairs of their reporting obligation not less than 30 days prior to the next scheduled meeting of the Board
    - 3.5.C(1)b Board liaisons are responsible for submitting committee reports to association secretary 2 days prior to board meeting.
    - 3.5.C(1)c Board liaisons can be identified through the diagram in Appendix 1.
    - 3.5.C(1)d Committee report forms are available in Appendix 2
- 3.5.D. At the request of the President, committee chairs shall make themselves available to the Board to attend regular Board meetings and/or to provide an oral report of committee activities. If the Chair is not available, a proxy shall be identified by the Chair to take his or her place before the Board
- 3.5.E. Shall attend to the financial aspects of committee function, including:
- 3.5.F. Proposing an adequate annual operations budget
- 3.5.G. To manage the budget and any additional financial or other association resources made available for committee function.
- 3.5.H. A committee chair does not have the authority to enter into a legally binding agreement, or to speak on behalf of, or make decisions on behalf of the association unless that authority is expressly granted by the Board

**Section 4** Communication Committee

*4.1 Communications*

- 4.1.A. Provide general communications support for the Association and its representatives.
- 4.1.B. Coordinate internal and external communications in support of the Association's mission and in accordance with the External Communications Policy.
- 4.1.C. Manage communication efforts and advise the Board during times of crises.
- 4.1.D. Assist in drafting and editing communication materials (eg, general announcements, press releases, promotional materials) issued by the Association and its representatives.
- 4.1.E. Facilitate the approval process for communications requiring approval from the Board of Directors.



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- 4.1.F. Propose and amend communication policies and procedures for the Association.
- 4.1.G. Propose and maintain routine communications with stakeholders of the Association.
- 4.1.H. Identify and implement effective communication strategies (eg, social media for members, press releases for media outlets).
- 4.2 *Public Relations*
  - 4.2.A. Identify methods to ensure effective environmental scanning.
  - 4.2.B. Seek opportunities to promote the athletic training profession and the Association to relevant stakeholders.
  - 4.2.C. Send out press releases to media outlets regarding relevant issues or events related to the athletic training profession.
  - 4.2.D. Disseminate information to the general membership as it pertains to the athletic training profession.
  - 4.2.E. Maintain a database that includes contact information for relevant stakeholders and/or its appropriate representatives.
  - 4.2.F. Promote meetings and events organized by the Association and its committees (e.g., Summer/Winter Meetings, Day at the Capitol).
  - 4.2.G. Manage requests from external entities (e.g., media, advertisement).
- 4.3 *Crisis Management*
  - 4.3.A. Will review relevant information (e.g., articles, statements, video clips) related to the situation and determine whether an official Association response is warranted.
  - 4.3.B. If a response is warranted, the committee will determine the most appropriate type of response and to whom the response will be directed.
  - 4.3.C. The recommended response(s) shall be submitted to the Board of Directors for approval no more than 24 hours from the start of the crisis.
  - 4.3.D. The approved response will be released no more than 24 hours following the approval from the Board of Directors.
  - 4.3.E. Following the release of the response, the Communications Committee shall continue to scan the environment to determine if further actions are warranted.
  - 4.3.F. The Communications Committee shall provide the Board of Directors with regular updates of the crisis and advise on further actions, if necessary.
- 4.4 *Website Management*
  - 4.4.A. The AzATA web page exists as a resource for members to keep updated on current information and events in Athletic Training at the State, District, or National level. The Communications Committee will maintain and manage the Association Website to ensure that information is up-to-date and accurate.
  - 4.4.B. The information contained on the website shall abide by the NATA licensing laws, the US copyright laws, and all local, state, and federal laws.
  - 4.4.C. The following information shall be found on the website:
    - 4.4.C(1) AzATA Leadership Directory.

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- 4.4.C(2) All Association Governance documents
- 4.4.C(3) Board Meeting Agenda & Minutes.
- 4.4.C(4) Additional information provided by Board member and committees.
- 4.4.C(5) Items of interest to the members of the Association related to the profession of Athletic Training.
- 4.4.C(6) Links to other athletic training associations.
- 4.4.C(7) Sponsor advertising in accordance with Association sponsorship guidelines
- 4.4.D. Request for member postings on the website should be submitted to the Communications Committee for approval by the President and/or Board of Directors.
- 4.4.E. Only high-quality photos should be displayed on the website.
- 4.4.F. Sponsor logos may be added to the website in accordance with Sponsorship Committee guidelines.
- 4.5 Communication Support for Annual & Semi-Annual Membership Meetings and Symposiums
  - 4.5.A. Coordinate with the Professional Education Committee, Meetings & Events Committee, and Sponsorship Committee to promote the Symposium.
  - 4.5.B. Assist in drafting and editing promotional materials related to the Symposium.
  - 4.5.C. Create and update Symposium page on Association Website that includes:
    - 4.5.C(1) Symposium location, including address.
    - 4.5.C(2) Dates/times of Symposium.
    - 4.5.C(3) Symposium schedule with topics and speakers
    - 4.5.C(4) Continuing education information as required by the BOC, Inc.
    - 4.5.C(5) Registration schedule and fees including early, regular, and late registration periods.
    - 4.5.C(6) Hotel information including address, rate, discount code, reservation deadline if applicable.
    - 4.5.C(7) Link to online registration for the Symposium
    - 4.5.C(8) Logos for Symposium sponsors as provided by the Sponsorship Committee
  - 4.5.D. Electronic communication regarding Symposium should commence at least three months prior to meeting date.
  - 4.5.E. Include Symposium information in the AzATA Social Media post(s) closest to the Symposium Dates.
  - 4.5.F. Promote Symposium to RMATA PR Committee and NATA News.
  - 4.5.G. Submit Winter/Summer Symposium summaries to the AzATA Social Media, RMATA Public Relations Chair/Committee, and the NATA News within two weeks post-meeting.

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- 4.5.G(1) Symposium summaries should be provided by standing committees, including Professional Education, Meeting & Events, Sponsorship, and Honors & Awards.
- 4.6 Communication support for Day at the Capitol events:
  - 4.6.A. Coordinate with the Government Affairs Committee to organize and promote the event.
  - 4.6.B. Coordinate with the GAC to submit a summary to be published in the AzATA Social Media, RMATA Public Relations Chair, and the NATA News within two weeks post-event.
- 4.7 Social Media
  - 4.7.A. The Communications Committee will maintain and manage the AzATA social media accounts to ensure that interactions are professional and that the Association is seen as a credible, trustworthy, and reliable organization.
  - 4.7.B. The goals of social media interactions are to increase brand awareness, increase overall online awareness, and increase traffic to the Association Website.
  - 4.7.C. The tone of the Association shall be described as professional, friendly, informative, and safe.
  - 4.7.D. Postings will include original content from Association, as well as content from the Communications Committee and repurposed content from other approved sites. The Communications Committee will use content from the approved sites provided by the Association to regularly pull relevant information that applies to Arizona Athletic Trainers' Association's target audience.
  - 4.7.E. All postings will have a purpose and be formatted with short and easy to read sentences or videos with text descriptions and details.
  - 4.7.F. Each original post from different individuals within the organization shall end with a sign-off (ie, first name)
  - 4.7.G. Posts should be monitored daily to ensure that comments and feedback are responded to in a timely manner.
  - 4.7.H. All comments and feedback online, whether they are negative or positive, should be responded to as quickly as possible, ideally the same working day, but within no longer than 24 hours.
  - 4.7.I. All inappropriate or derogatory comments will be removed.

**Section 5** Governmental Affairs Committee

*5.1 Governmental Affairs Committee Goals*

- 5.1.A. To maintain the status of athletic training regulation and practice in Arizona at the level at which currently exists;
- 5.1.B. To undertake all reasonable and practicable efforts to improve that regulation and practice whenever appropriate;

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- 5.1.C. To undertake any and all measures necessary, as well as employing all available resources, to assure that there is no negative or detrimental change in that status; and
- 5.1.D. To monitor all governmental activities and developments which may impact the profession and practice of athletic training in Arizona, and undertake all reasonable and practicable efforts to assure that such actions and developments produce beneficial results to the profession and practice of athletic training in Arizona.
- 5.1.E. It shall be the responsibility of the GAC to assure the implementation of these goals.
- 5.2 *Operating procedures:*
  - 5.2.A. Identify, develop and implement state based legislative strategies beneficial to the athletic training profession and its patients, and to the Association and its members.
  - 5.2.B. Monitor all legislative developments in Arizona, but especially those that may have adverse impact or other implications for the athletic training profession and its patients, and to the Association and its members.
  - 5.2.C. In consultation with AzATA Legislative Consultant/Legal Counsel and lobbyist, coordinate efforts of GAC in the identification, development, and implementation of legislative strategies and events deemed beneficial to the athletic training profession and its patients, and to the Association and its members.
  - 5.2.D. Budgeting
    - 5.2.D(1) In accordance with AzATA budgeting protocols, submit a budget proposal for each up-coming fiscal year (FY), including all foreseeable expenses related to GAC activities and lobbying expenses, together with a reasonable projection of potential extraordinary expenses in the event of any unanticipated development, including an urgent legislative matter as defined in Article I, Section 11.2.E.
    - 5.2.D(2) As soon as reasonably practicable, notify the Board of anticipated extraordinary expenses related to a pending urgent legislative matter as defined in Article 1, Section 11.2.E.
  - 5.2.E. In accordance with Section 5.1.A, appropriately manage and direct all financial resources assigned to it by the Board toward the identification, development, and implementation of legislative strategies and events deemed beneficial to the athletic training profession and its patients, and to the Association and its members.
  - 5.2.F. Pursue additional funding mechanisms (e.g., NATA legislative grants, RMATA legislative loans/grants), and to the extent necessary assist other

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- relevant association committees in the pursuit of GAC-specific fundraising efforts.
- 5.2.G. Regularly inform and where necessary alert and/or educate Association members and the public about any and all legislative issues or activities with which it is involved.
- 5.2.H. Develop and implement, in collaboration with the communications committee, any and all necessary communications with member and others related to urgent legislative matters as defined in Article 1, Section 11.2.E and inform the Board of such actions in a timely manner.
- 5.2.I. Coordinate all membership efforts to support the identification, development, and implementation of Association efforts in support of existing legislative goals, including, but not limited to:
- 5.2.I(1) A.T. Day at the Capitol
  - 5.2.I(2) Issue-specific lobbying campaigns
  - 5.2.I(3) Member engagement in political/legislative activities
- 5.2.J. Work with other relevant Association Committees in the identification, planning, and implementation of association events in support of existing legislative goals.

**Section 6 Honors and Awards Committee**

**6.1 Operating Procedures:**

- 6.1.A. Shall establish and recommend criteria for all awards given by the Association.
- 6.1.B. Establish appropriate new awards or special recognition awards as they may arise.
- 6.1.C. Coordinate with Communications Committee to solicit award nominations and communicate December 1<sup>st</sup> nomination deadline to membership.
- 6.1.D. Evaluate nominees utilizing the award pre-requisites and the grading rubrics.
- 6.1.D(1) Grading rubrics in appendix xxx
  - 6.1.D(2) Committee chair distributes nomination packets within one week to the committee members.
  - 6.1.D(3) Committee members have 10 days to evaluate the nomination packets.
  - 6.1.D(4) Committee members will submit votes to the committee chair by listing most favorable nominee first and listing up to five nominees in order of their ranking.
  - 6.1.D(5) Committee chair must vote if the committee has less than five members.
  - 6.1.D(6) Committee chair and members may not vote for any nominee they have recommended for nomination.

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- 6.1.D(7) Committee chair will inform committee of voted nominees and if necessary an open discussion of the awardees can occur.
- 6.1.E. Contact and congratulate the awardees.
- 6.1.F. Call nominees not awarded for monetary awards. Inform service award nominees their nomination packet will be held for consideration for the following award year.
- 6.1.G. Communicate with the Sponsorship Committee the need to solicit funds for certain award(s).
- 6.1.H. Provide Treasurer with names of the Lanny Williams and Michael E. Nesbitt Scholarship Awardees and monetary value one week prior to the meeting.
- 6.1.I. Ensure that all engraving or printed awards are affixed with proper seal of association and sponsor, if/when applicable.
- 6.1.J. Present awards to recipients at the annual meeting of the association.
- 6.1.K. Contact and congratulate the awardees (confirmation and guests)
  - 6.1.K(1) Relay the banquet information, including the complimentary meals for guests per awardee (4 per Hall of Fame Honoree).
  - 6.1.K(2) Student Award Recipients (Lanny Williams and Nesbitt): 2 guests complementary
  - 6.1.K(3) AT Service Award, Warren Lee, Honorary Membership, and Non-certified: 1 guest complementary
  - 6.1.K(4) Hall of Fame: 4 guests complementary
  - 6.1.K(5) If other guests wish to attend, they will be charged for the meal (plus tax and gratuity in cost).
- 6.1.L. Communicate with the Secretary to identify all BOD service award recipients, and ensure that respective awards are secured and awarded during luncheon.
- 6.1.M. Maintain and update the AzATA Hall of Fame including travel board and webpage.
- 6.1.N. Provide Communications Committee information on all award winners for inclusion in the AzATA Social Media.

6.2 *Lanny Williams Scholarship*

- 6.2.A. Summary: The Lanny Williams Scholarship is a \$500 scholarship awarded to 3 senior high school athletic training student aides with at least two years of experience who demonstrate an excellent work ethic, character, leadership qualities, academic achievements, experience and competency as an athletic training student aid.
- 6.2.B. Qualifications:
  - 6.2.B(1) Student aide for at least two years

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- 6.2.B(2) Submission of an essay on the value of the student aide experience (How has your experience prepared you for your future endeavors/plans?)
- 6.2.B(3) Submission of unofficial transcripts
  - 6.2.B(3)a Minimum 3.0 GPA
- 6.2.B(4) Submission of nominee's Resume
- 6.2.B(5) Letter of Recommendation by supervising certified athletic trainer which includes number of contact hours in the student aide program.
- 6.2.B(6) At least one letter of recommendation from coach, administrator, physician, or other person associated with the athletic department.
- 6.2.B(7) Completed and submitted nomination form before December 1<sup>st</sup>
- 6.2.B(8) High Schools are limited to 2 student nominations per school.

**6.3 Michael E. Nesbitt Scholarship**

6.3.A. Summary: The Michael E. Nesbitt Scholarship is a \$750 scholarship awarded to an athletic training student in a masters professional athletic training program at a college or university level who has at least one year of experience or an undergraduate professional athletic training program who has at least two years of experience, demonstrated an excellent work ethic, character, leadership qualities, academic achievements, experience and competency as an athletic training student.

6.3.B. Qualifications:

- 6.3.B(1) Must be a member of the AzATA
- 6.3.B(2) Submission of an essay on the value of the athletic training student's experience
- 6.3.B(3) Submission of unofficial transcripts
  - 6.3.B(3)a Minimum 3.0 GPA
- 6.3.B(4) Submission of nominee's Resume
- 6.3.B(5) College or university athletic training student for at least one year for master's professional program or two years for undergraduate professional program.
- 6.3.B(6) Recommended by supervising certified athletic trainer
- 6.3.B(7) At least one letter of recommendation from coach, administrator or physician
- 6.3.B(8) Completed and submitted nomination form before December 1<sup>st</sup>

**6.4 Special Recognition Award**

6.4.A. Summary: This award will be given to one person who is not a certified athletic trainer at the annual winter meeting. This award will go to one individual whose contributions positively impact the profession and/or association. Examples could include but are not limited to athletic directors,

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coaches, or parents. Nomination letters should include the person's contributions and why this individual is deserving of this award

6.4.B. Qualifications:

6.4.B(1) Non-athletic trainer

6.4.B(2) One letter of recommendation

6.4.B(3) Completed and submitted nomination form before December 1<sup>st</sup>

6.4.B(4) Nominees not voted for in the current year will have their nominee packets for one year to be considered in next award season.

6.5 *AzATA Service Award*

6.5.A. Summary: The AzATA Service Award is given to an athletic trainer for their continued efforts, time and skills as it relates to improvement of the profession of athletic training. Those efforts can include but are not limited to serving on committees, working with licensure board, serving as an officer within the AzATA, etc.

6.5.B. Qualifications:

6.5.B(1) Member in good standing of the AzATA and NATA for at least five years

6.5.B(2) NATABOC certified athletic trainer

6.5.B(3) Two letters of recommendation

6.5.B(4) Completed and submitted nomination form before December 1<sup>st</sup>

6.6 *The President's Award*

6.6.A. Summary: The AzATA President's Award recognizes individuals who have provided an exemplary level of service, recognition, or honor to the Arizona Athletic Trainers' Association (AzATA) and/or to the profession of athletic training in the State of Arizona.

6.6.B. Qualifications:

6.6.B(1) Membership may recommend an individual for the President or Executive Board of the AzATA to consider

6.6.B(2) Completed and submitted nomination before December 1<sup>st</sup>

6.7 *Warren H. Lee Athletic Trainer of the Year Award*

6.7.A. Summary: The Warren H. Lee Athletic Trainer of the Year Award is given to an individual who has helped elevate the status of our profession at the state level and set themselves apart as an outstanding athletic trainer. It is intended for an individual who has contributed to the profession, association, place of employment and the community beyond the call of duty.

6.7.B. Qualifications:

6.7.B(1) Must be a member in good standing of the AZATA and NATA

6.7.B(2) Must be certified by the NATABOC

6.7.B(3) Must be Licensed by the Arizona Board of Athletic Training

6.7.B(4) Nomination form must be completed with recipients resume and two recommendation letters completed



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- 6.7.B(5) Completed and submitted nomination before December 1<sup>st</sup>
- 6.7.C. Nominees not voted for in the current year will have their nominee packets for one year to be considered in the next award season.
- 6.8 *Richard T. Ball, Esq., Lifetime Achievement Award*
  - 6.8.A. Summary: The Richard T. Ball, Esq., Lifetime Achievement Award is given to a non-certified AzATA member or other person who has demonstrated a sustained commitment, and an exemplary level of quality service to the AzATA and to the profession of athletic training in Arizona. It is the highest award that can be given to anyone who is not a certified AzATA member.
  - 6.8.B. Qualifications:
    - 6.8.B(1) Must have a public and well documented relationship to the AzATA of at least 10 years
    - 6.8.B(2) Must demonstrate accomplishments and efforts that are exemplary and sustained over ten-year period of time
    - 6.8.B(3) Must submit three letters of recommendation from members of the AzATA
    - 6.8.B(4) Completed and submitted nomination before December 1<sup>st</sup>
- 6.9 *AzATA Hall of Fame Award*
  - 6.9.A. Summary: The AzATA Hall of Fame Award is the highest honor we bestow upon our members. It recognizes individuals that have shaped the profession through their noteworthy accomplishments and dedication to service, leadership and professionalism. Every so often a truly gifted person comes along whom, by genius, hard work, and exceptional talent sets themselves apart and distinguishes themselves as the very best of our profession.
  - 6.9.B. Qualifications:
    - 6.9.B(1) Member in good standing of the AzATA for a minimum of 15 years
    - 6.9.B(2) Member in good standing of the NATA for a minimum of 20 years
    - 6.9.B(3) BOC certified athletic trainer
    - 6.9.B(4) Must have served on an AzATA committee and/or BOD for a combined minimum of 10 years
    - 6.9.B(5) Must be approved by the AzATA Board of Directors
    - 6.9.B(6) Three letters of recommendation
    - 6.9.B(7) Completed and submitted nomination form by December 1<sup>st</sup>
    - 6.9.B(8) Nominees not voted for in the current year will have their nominee packets for one year to be considered in the next award season.
    - 6.9.B(9) Within two weeks of BOD vote committee chair will email or mail congratulatory letter to the honoree and ask for a 5"x7" photo or digital photo, short biography, and name and contact information of presenter of award to honoree.

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- 6.9.C. Committee chair will print head shot photo as needed, purchase frame, adhere Velcro loops and package with other display framed photos.
- 6.9.D. Committee chair will set up Hall of Fame display Saturday morning of the winter symposium and move the display to the banquet hall as needed on Sunday morning.

**Section 7** Professional Education Committee

7.1 Operating procedures / Roles and Responsibilities

Shall sponsor, organize, conduct and promote continuing education programs along with *Communications Committee*, *Sponsorship Committee*, and *Meetings and Events Committee* that aide in educating the membership and others in athletic training related matters.

- 7.1.A. PEC as a whole should have knowledge of the domains of athletic training and entry-level practice and be able to identify programs that do not fall within the domains and are below entry-level knowledge and skills for ATs. Knowledge shall be sought by reviewing and understanding the *Role Delineation Study/Practice Analysis, 6<sup>th</sup> ed.*
- 7.1.B. Shall complete and submit Board of Certification (BOC) Approved Provider application, and supplementary materials, annually, or as needed. Should use the *BOC Approved Provider Self-Study Checklist* to ensure compliance and completeness.
- 7.1.C. Should have knowledge and adhere to the current *Standards for BOC Approved Providers*.
- 7.1.D. Shall have knowledge and adhere to the current *Approved Provider Handbook*.
- 7.1.E. Should develop and maintain policies and procedures to guide the development, administration, and assessment of continuing education programs and other relevant committee responsibilities.
- 7.1.F. Shall retain all records, electronically or via paper for a minimum of 5 years.
- 7.1.G. Shall communicate current/new contact information with the BOC and shall train new contacts using the aforementioned policies and procedures.
- 7.1.H. Shall apply for approval of Evidence Based Practice (EBP) category CEUs as needed for program administration.
- 7.1.I. Shall conduct annual internal reviews of program effectiveness to identify future improvements.

7.2 Continuing Education Program Development

- 7.2.A. The continuing education programs should encompass the diverse and evolving aspects of the profession and should take into account the needs of traditional as well as non-traditional roles of the membership and of the Association as a whole.

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- 7.2.A(1) A topic should be chosen no less than 6 months prior to the meeting.
- 7.2.A(2) Attempts should be made to avoid duplicate programs from the previous 2 meetings
- 7.2.A(3) Attempts should be made to avoid duplicate topics presented at recent or approaching RMATA meetings.
- 7.2.A(4) Attempts should be made to ensure that the program infuses current and valid evidence-based practices.
- 7.2.A(5) Once topics have been chosen, attempts should be made to recruit best speakers from the state for that topic. The selection of qualified speakers should be determined by speaker knowledge in subject matter. Knowledge should be confirmed by speaker education or experience in the subject matter, and teaching ability. Evidence of this knowledge should be sought through email and/or phone discussions and documented by collection of curriculum vitae/biography from each instructor to allow PEC to validate qualifications.
- 7.2.A(6) Attempts should be made to avoid potential conflicts of interest and/or financial gain for providers, speakers, and sponsors. If such conflicts exist, efforts should be made to ensure all such conflicts of interest and/or financial gain are disclosed in program materials and declared by associated speaker/s at the beginning of their presentation/s.
- 7.2.A(7) Copyright and speaker form should be completed by presenter and submitted to the PEC prior to event. This form should be retained for 5 years minimum electronically or in paper form. (See appendix)
- 7.2.A(8) Certified athletic trainers and team physicians who have special ability to speak and teach should be specifically sought out.
- 7.2.A(9) Balance of speakers amongst Athletic Trainers, Physicians, and professors should be attempted.
- 7.2.A(10) PEC should attempt to solicit local speakers first, but should not be afraid to search statewide. National speakers may be brought in assuming the budget will allow, and there are no local speakers qualified and available to speak on that topic.
- 7.2.A(11) PEC shall aim to provide appropriate and supportive learning environments/facilities for programs. PEC shall determine appropriate group size for participation programs (hand-on/lab events).
- 7.2.A(12) Schedule of program should include registration times (typically 20-60 minutes), break times (typically 15-30 minutes), lunchtime

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(typically 1 hour), and a breakdown of the hours/CEUs available for each day.

- 7.2.A(13) PEC, in conjunction with instructors, shall develop learning objectives for the program in accordance with best construction/Bloom's Taxonomy. PEC shall confirm that the program aligns with proposed learning objectives.
- 7.2.A(14) PEC shall notify potential participants of any required materials or equipment needed for participation.
- 7.2.A(15) Attempts should be made to offer educational materials for each program. Educational materials should enhance participant understanding of content and foster application to clinical practice.
- 7.2.A(16) Shall promote non-discriminatory practices by avoiding language that shows personal or professional bias or cultural insensitivity. The target audience for programs must include Athletic Trainers as the sole credential holders and must be made available and accessible to all appropriate participants. Non-Discrimination notice: AzATA does not discriminate on the basis of race, color, national origin, sex, disability, military status, sexual orientation or age. AzATA is committed to accessibility and non-discrimination in all aspects of its continuing education activities. Participants who have special needs are encouraged to contact *Meeting and Events Chair (chair contact information)* at least 2 weeks prior to the meeting so that all reasonable efforts to accommodate these needs can be made.
- 7.2.A(17) It is customary to provide expense reimbursement for symposium speakers if extensive travel is required. Reimbursement of authorized expenses related to speaking engagement includes; travel, meals, lodging as needed. This is determined on an individual basis and is approved by the PEC chair. Honoraria are provided to all speakers, and are generally \$100/ hr. for each presentation. Complimentary registration, unless otherwise noted, is for the event referenced and not for other meetings to which the event is attached. AT speakers receive CEUs as defined under the BOC recertification requirements.
  - 7.2.A(17)a BOC mandates a 15:1 learner to instructor ratio for EBP-approved labs. Assistant lab instructors for EBP and Non-EBP labs, will be provided:
    - i) Complimentary Registration
    - ii) Gift (approved by PEC)

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- 7.2.A(17)b High School Session Winter Symposium speakers will receive complimentary registration for both days during the winter symposium, without additional Honoraria.
- 7.2.A(17)c All Honoraria, Transportation, and Accommodations will be approved by the PEC chair and the cost will be assigned to the PEC's annual budget.
- 7.2.A(18) Participants who wish to file a grievance regarding the educational content of an AzATA sponsored meeting may do so by submitting a formal complaint, in writing, to the PEC Chair and/or BOD for investigation. The PEC will provide a written response within 30 days of receiving a complaint. Additionally, any concerns or complaints raised by Certified Athletic Trainers may be submitted to the BOC for investigation. The BOC will notify the AzATA of the complaint and will require a response within 30 days. The identity of the complainant will not be revealed. The BOC will review all information and make a decision regarding the status of the BOC Approved Provider. BOC Approved Providers will be notified in writing of the investigation's outcome.
- 7.2.A(19) PEC shall, as needed, develop a co-sponsor agreement when providing programs with another organization and shall identify all roles and responsibilities for each party.
- 7.2.A(20) Communicate with PEC Chair names of speakers for High School and Summer Symposium sessions respectively.
- 7.2.B. Include the following sub-committees:
  - 7.2.B(1) High School Student Committee.
  - 7.2.B(2) Summer Meeting Program Development Committee
- 7.2.C. Coordinate with the *Communications Committee, Sponsorship Committee, and Meetings and Events Committee* to plan and conduct at least two symposia per year for the membership and others.
- 7.2.D. Provide the *Meeting and Events Committee* with a list of meeting needs for both the winter and summer symposia at least one (1) year in advance.
- 7.2.E. Develop and distribute marketing materials for programs that allow potential participants to judge the value and appropriateness of program. Marketing materials must follow all requirements in the *Approved Provider Handbook*.
- 7.2.F. Provide symposium information to be included on the Symposium webpage to the: *Communications Committee Chair, Sponsorship Committee Chair, Meeting and Events Committee Chair*, and AzATA Board of Directors.
- 7.2.G. PEC should coordinate with the *Communications Committee* to ensure that the meeting information is included in the AzATA Social Media, RMATA newsletter, and NATA News.
- 7.2.H. The Symposium Webpage should include the following:

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- 7.2.H(1) Course learning objectives, target audience, and the number of contact hours/CEUs that will be available.
- 7.2.H(2) Presenter Name/Credentials.
- 7.2.H(3) Sponsors.
- 7.2.H(4) Schedule and format.
- 7.2.H(5) Meeting dates/times and location including address and building name if applicable.
- 7.2.H(6) Date/time and location of social event including address.
- 7.2.H(7) Fee Structure. Fee Structure shall be Board approved.
- 7.2.H(8) Late registration date and accompanying fee. Cancellation/refund policy.
- 7.2.H(9) Reimbursement request process and deadline.
- 7.2.H(10) Member disclaimer
  - 7.2.H(10)a Membership will be verified using the latest NATA/AzATA records. Individuals whose membership lapses prior to the start of the Winter Meeting will receive an invoice at the time of check-in in the amount of the difference between member and non-member registration for the category and day/days for which he/she registered.
  - 7.2.H(10)b Refund policy: refunds must be made in writing no later than two (2) weeks prior to the start of the meeting.
  - 7.2.H(10)c Returned checks: checks returned due to insufficient funds will be accessed an additional \$10 administrative fee by the AzATA.
  - 7.2.H(10)d Re-issuance of CEU statements will incur a \$15 fee for lost or missing certificates from a previous symposium once attendance is verified.
- 7.2.I. Create and deliver CEU statements of credit (See appendix) using BOC Approved Provider Number, following the BOC approved format as outlined in the *Approved Provider Handbook*.
- 7.2.J. Create and assemble registration packets, or provide avenue for members to obtain registration materials.
- 7.2.K. Provide list to Treasurer of speakers and honoraria to be paid, at least two (2) weeks prior to meeting.
- 7.2.L. Administration of continuing education programs
  - Registration and attendance should be organized on-site at the day of event.
  - 7.2.L(1) EBP CEU's: At the completion of the presentation, attendees will each complete a course evaluation and post-course assessment (See appendix). EBP assessments should follow the *Example Assessment Methods for EBP Programs* as outlines by the BOC.

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All assessments should be collected and scored in an appropriate, timely and constructive manner. Participant feedback on assessment should also be provided in an appropriate, timely and constructive manner. The course evaluation and assessment will re-state the learning objectives and ask participants to answer questions about the session. Each participant must achieve a score of 80% or better to receive credit for this course.

- 7.2.L(2) Non-EBP CEU's: Attendees will complete evaluations on the program and speakers after each event either electronically or hard-copy. (See appendix) PEC shall review and synthesize feedback and create a summary that shall be used internally to make future improvements. Speaker feedback shall be summarized and distributed to speakers after the event.

**7.3 Sub-committees and responsibilities**

**7.3.A. High School Student Committee**

- 7.3.A(1) Organize and plan High School session of winter meeting.
- 7.3.A(2) Recruit speakers and topics for High School session.
- 7.3.A(3) Organize and plan quiz bowl or other approved competitions.
- 7.3.A(4) Administer quiz bowl and other approved competitions.
- 7.3.A(5) Communicate with PEC Chair the names and information of speakers for High School session.

**7.3.B. Summer Meeting Program Development Committee**

- 7.3.B(1) Organize and plan Summer Meeting Program
- 7.3.B(2) Recruit speakers and topics for the Summer Meeting

**7.3.C. Appendices**

- 7.3.C(1) Appendix A: Copyright/Speaker Form

**Section 8 Sponsorship / Fundraising Committee**

- 8.1 Act on behalf of the association to solicit private and corporate donation/sponsorship for AzATA related events in accordance with fiscal budget needs as determined by Board, and shall include the following subcommittee:
  - 8.1.A. Exhibits Coordinator
- 8.2 Assume responsibility for creating and maintaining all sponsorship agreements forms, including ensuring that current Treasurer's address is correct on the form(s).
- 8.3 Make it known, at all times, exactly what they are soliciting funds for. IE, money for professional education, luncheon, high school scholarships, legislative needs.
- 8.4 All sponsorship money should be mailed to the Treasurer.
- 8.5 Treasurer must confirm receiving and depositing all sponsorship money before website recognition are approved.
- 8.6 Exhibits Coordinator Sub-Committee Responsibilities
  - 8.6.A. Exhibits Coordinator Responsibilities

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- 8.6.A(1) Exhibits Coordinator shall be appointed by the Sponsorship Committee Chair with the consent of the Board.
- 8.6.A(2) Maintain and update list of potential exhibitors.
- 8.6.A(3) Send out formal letter inviting exhibitors to exhibit at Winter and Summer Meeting. Letter should also include; hotel information, dates/times of meeting, exhibiting cost, social, special needs, any other pertinent information.
- 8.6.A(4) Work with Meeting/Events committee to organize exhibits area and assign table space for each exhibitor on a first come first serve basis.
- 8.6.A(5) Provide Treasurer and Meeting/Events Committee Chair with list of names of exhibitors one (1) week prior to meeting so name tags and registration check-in list can be made.
- 8.6.A(6) Coordinate with the Meeting/Events Chair to arrange for amenities such as continental breakfast/lunch and/or coffee/water/Gatorade in the exhibit area.
- 8.6.A(7) Meet with each individual exhibitor and check them in. Receive money if payment is due, provide exhibitors with name tags, and address any specific concerns exhibitor may have.
- 8.6.A(8) Be available, prior to, and after meeting to troubleshoot problems or address needs of exhibitors.
- 8.6.A(9) Collect and analyze evaluation/comment cards from exhibitors. This information should be shared with Meeting/Event Committee Chair, and Board Liaison.
- 8.6.A(10) Submit all Registration money collected, invoices, and receipts to Treasurer.
- 8.6.A(11) Exhibits Coordinator shall organize and execute exhibitor's raffle.
  - 8.6.A(11)a The raffle time will be specified in the symposium agenda.
  - 8.6.A(11)b The raffle time must be coordinated with the PEC Committee, and included in the Meeting Agenda.
  - 8.6.A(11)c The raffle will be drawn from business cards left with the vendors as the ATs visit the vendor booths throughout the day.
  - 8.6.A(11)d During the drawing the vendors will randomly select a business card and present the AT with a gift.
  - 8.6.A(11)e Individuals must be present to win.
- 8.7 Sponsorship Committee must maintain adequate communication with the following individuals:
  - 8.7.A. Treasurer is to ensure that all sponsorship/raffle money is received and deposited.



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- 8.7.A(1) All sponsor recognition is approved before being put on the website.
- 8.7.B. Honors and Awards Committee Chair to ensure that any/all sponsors for High School Scholarship award winners receive recognition on plaques
- 8.7.C. Meeting and Events Committee Chair to discuss finding a sponsor for AzATA Winter Meeting Luncheon, or Winter/Summer Meeting Socials. Sponsors for Luncheon and/or Social should have the Luncheon and/or Social named on their behalf (example: Medco luncheon, AzATA Social sponsored by Bregg).
- 8.7.D. Communications Committee Chair to submit and update any and all recognition ads, including size, to be placed in the AzATA Social Media and on the AzATA website.

**Section 9 Meetings and Events**

- 9.1 The Meetings and Events Planning Committee works in combination with the Professional Education Committee to organize the facilities and registration for Winter and Summer membership education events, and the Legislative Day at the Capitol.
- 9.2 The Meetings and Events Committee should include the following Sub-Committees:
  - 9.2.A. Day at the Capitol
- 9.3 The Meetings and Events Committee shall:
  - 9.3.A. Solicit and negotiate leasing contracts with facilities for board review.
  - 9.3.B. Winter Meeting Contracts should be completed at least 6-12 months prior to event
  - 9.3.C. Summer Meeting Contracts should be completed at least 4-8 months prior to event
  - 9.3.D. Solicit and negotiate Food/Beverage contracts for Board Review.
  - 9.3.E. Assume the responsibility for establishing Winter Luncheon menu after contract has been approved by Board and signed by President.
  - 9.3.F. Organize and plan Membership Social for both the Winter and Summer Meetings.
  - 9.3.G. Recruit members to work on-site registration table.
  - 9.3.H. Provide, internet accessible computer for on-site online registration.
  - 9.3.I. Work in conjunction with PEC and Communications to create the online registration form. Act as a liaison between the venue and the AzATA to ensure that all needs of the Association are met.
  - 9.3.J. Communicate with the Treasurer one (1) week prior to event date to get final count for Luncheon. This number should serve as our guaranteed number.
  - 9.3.K. Provide name badges for each individual attending meeting
  - 9.3.L. Make arrangements for the creation of online registration forms.

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- 9.3.M. Assume the responsibility to act, or designate Committee Member to act, as the Local Committee Chair for the RMATA Symposia when hosted in Arizona.
- 9.3.N. Arrange for courtesy room block for Meeting.
  - 9.3.N(1) Meeting/Event Committee shall contact Meeting Hotel (if applicable) and/or Local Hotels to negotiate courtesy room blocks.
    - 9.3.N(1)a Courtesy room blocks should provide enough rooms for all anticipated attendees of meeting from out of town.
    - 9.3.N(1)b Courtesy room blocks should provide discounted room rates for association members by using discount code, usually AZATA.
    - 9.3.N(1)c Courtesy room blocks should provide a variety of room rates and styles, i.e.; double/double, 2 queens, king.
    - 9.3.N(1)d Courtesy Room Blocks should not obligate the association into a financially binding agreement if rooms are not reserved by members.
    - 9.3.N(1)e Hotel(s) should be confirmed at least 4-8 months prior to event.
- 9.3.O. Solicit location for social.
  - 9.3.O(1) There should be minimal or no rental fee for social venue.
  - 9.3.O(2) Food and beverage contract can be signed in lieu of rental agreement.
  - 9.3.O(3) Food and beverage contract must be reviewed by association legal counsel, and approved by Board.
  - 9.3.O(4) Association will not provide alcohol to members.
- 9.3.P. Serve as lead contact for the RMATA ACS chair when AZ hosts RMATA District Meeting. Duties shall include but are not limited to:
  - 9.3.P(1) Be Primary Contact for ACS Chair
  - 9.3.P(2) Provide mailing address for Symposia supplies to be mailed to.
  - 9.3.P(3) Arrange for the coordination of people to help with setup and breakdown of AV equipment on day prior to start of meeting, and last day of meeting respectively.
  - 9.3.P(4) Arrange for people to staff registration table.
  - 9.3.P(5) Assist ACS chair in coordinating any special events for symposia. May include but not limited to, arranging for social, securing local park for student BBQ, etc.
- 9.4 Sub-Committees and responsibilities
  - 9.4.A. Day at the Capitol Coordinator shall:
    - 9.4.A(1) Fill out and submit application for the lawn by November 1<sup>st</sup> of the year prior to event.
      - 9.4.A(1)a Contact is Ryan McIver (602) 926-4236

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- 9.4.A(2) Obtain proof of insurance from Association President, and Submit to Ryan McIver ten (10) days prior to event.
- 9.4.A(3) Solicit and negotiate catering contract (to be signed by President after legal/business consultant review).
- 9.4.A(4) Caterer, with direction from Capitol Coordinator, shall secure tent for lawn.
- 9.4.A(5) Set the menu.
- 9.4.A(6) Communicate with the GAC Committee and give caterer head count for event.
- 9.4.A(7) Communicate with Meeting/Event Committee Chair.
- 9.4.B. Summer Meeting Coordinator shall:
  - 9.4.B(1) Solicit and negotiate leasing contracts with facilities for Board Review.
  - 9.4.B(2) Contact local hotels and negotiate courtesy room blocks.
    - 9.4.B(2)a Courtesy room blocks should provide enough rooms for all anticipated attendees of meeting.
    - 9.4.B(2)b Courtesy room blocks should provide discounted room rates for association members by using discount code, usually AZATA.
    - 9.4.B(2)c Courtesy room blocks should provide a variety of room rates and styles, i.e.; double/double, 2 queens, king.
    - 9.4.B(2)d Courtesy Room Blocks should not obligate the association into a financially binding agreement if rooms are not reserved by members.
  - 9.4.B(3) Recruit members to work on-site registration table.
  - 9.4.B(4) Provide internet accessible computer for on-site online registration.
  - 9.4.B(5) Act as a liaison between the venue and the AzATA to ensure that all needs of the association are met.
  - 9.4.B(6) Provide name badges for each individual attending the summer meeting.
  - 9.4.B(7) Solicit location for social.
    - 9.4.B(7)a There should be minimal or no rental fee for social venue.
    - 9.4.B(7)b Food and beverage contract can be signed in lieu of rental agreement.
    - 9.4.B(7)c Food and beverage contract must be reviewed by association legal counsel, and approved by Board.
    - 9.4.B(7)d Association will not provide alcohol to members.
  - 9.4.B(8) Summer meeting location and hotels should be confirmed no later than March 15<sup>th</sup>.

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Article III. Appendices

**Section 1** Include flow chart, tax forms, copy of association insurance document, BOC EBP application, committee report forms, H and A rubrics, maybe templates for common letters or forms sent out, copy of Arizona Incorporation document etc

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Document Revision Tracking of Board Approved Changes

- 1.1 Revised on 2/15/2017
  - 1.1.A. Major Edits
- 1.2 Revised on 6/23/2017
  - 1.2.A. PEC Section 7
    - 1.2.A(1) Moved 7.2.A(17)a to 7.2.A(17)b
    - 1.2.A(2) Addition of 7.2.A(17)a
    - 1.2.A(3) Addition of 7.2.A(17)c
- 1.3 Revised on 7/13/2018
  - 1.3.A. Article I
    - 1.3.A(1) Section 4.3 Addition of Storage Unit
    - 1.3.A(2) Section 5.2.E Changes to Majority and Plurality winners for At-Large Members
    - 1.3.A(3) Section 7.10.A Addition of Funding in Emergency Crisis
  - 1.3.B. Article II
    - 1.3.B(1) Section 6.2.B Qualifications (Lanny Williams Scholarship)
    - 1.3.B(2) Section 6.3.B Qualifications (Michael E. Nesbitt Scholarship)
    - 1.3.B(3) Section 7.2.H(10)d Addition of Re-Issuance fee for CEU Certificates
  - 1.3.C. Other minor punctuation and grammar errors fixed.
  - 1.3.D. Newsletter removed from all Occurrences in the P&P. Some Newsletter items were changed to Social Media, others deleted.