

THE BY-LAWS
OF THE
NATIONAL
ATHLETIC TRAINERS
ASSOCIATION

(Revised 1973)

PREFACE

N.A.T.A. OFFICES AND COMMITTEES

1. President

2. Vice President

3. Board of Directors

District 1 - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, Quebec

District 2 - Delaware, New Jersey, New York, Pennsylvania

District 3 - Maryland, North Carolina, South Carolina, Virginia, West Virginia, District of Columbia

District 4 - Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, University of Iowa, Marshall University, Manitoba, Ontario

District 5 - Iowa, Kansas, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, University of Colorado

District 6 - Arkansas, Texas

District 7 - Arizona, Colorado, New Mexico, Utah, Wyoming

District 8 - California, Nevada, Hawaii

District 9 - Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, Tennessee

District 10 - Alaska, Idaho, Montana, Oregon, Washington, Alberta, British Columbia, Saskatchewan

4. Advisory Committee

5. Executive Director

6. Administrative Assistant

7. Parliamentarian

8. Audio-Visual Aids Committee

9. Certification Committee

10. Drug Education Committee

11. Ethics Committee

12. Grants and Scholarship Committee
13. Honor Awards Committee
14. Journal Committee
15. Membership Committee
16. National Convention Committee
17. Placement Committee
18. Professional Education Committee
19. Sub-Committee for Graduate Education
20. Sub-Committee for Continuing Education
21. Public Relations Committee
22. Recruitment Committee
23. Research and Injury Committee

PRESIDENT OF THE NATIONAL ATHLETIC TRAINERS ASSOCIATION

Selection: Elected by majority popular vote of Certified NATA membership. Board of Directors serve as the nominating committee. The Board will nominate two candidates with biographies of the two candidates published in the Athletic Training Journal of the National Athletic Trainers' Association prior to the popular vote. Candidates must have served as a member of the Board of Directors during the past four years.

Term of Office: Two years. May not serve more than two consecutive terms.

Functions and Responsibilities:

1. Serves as the official spokesman for the Board of Directors and the Association concerning public relations and speaking engagements for the membership.
2. Maintains communications with the Executive Director in all matters pertaining to the coordination, management and supervision of the Associations affairs.
3. Calls all meetings of the Board of Directors as deemed necessary and advisable.
4. Presides over all meetings of the Board of Directors.
5. Presides over all National Business meetings.
6. Represents a tie-breaking vote on the Board of Directors and votes only in the event of impasse.
7. Keeps the Board of Directors informed about Association affairs between Board meetings.
8. This is a non-paying position; however, all traveling expenses are paid by the NATA.
9. Serves as ex-officio member of all Association committees.
10. Appoints, with the approval of the Board of Directors, all division directors, special and standing committee chairmen.

VICE PRESIDENT

Selection: The district director from one of the ten districts shall be elected to the office of vice president by the board of directors by the members of the board and election shall be by majority vote.

Term of Office: One year and may be re-elected.

Functions and Responsibilities: The vice president has no duties except to assume the office of president as prescribed in the Constitution of the National Athletic Trainers' Association.

BOARD OF DIRECTORS

Selection: Elected representatives of the ten (10) NATA Districts plus a president elected by popular vote of the Certified membership. Each representative must be a Certified member of the Association.

Terms of Office: Three (3) years for elected representatives of the board.

Functions and Responsibilities:

1. Meets at the National Convention and at any other time during the year the president determines it necessary to call a board meeting.
2. Serves as the official legislative body of the Association.
3. Approves all committee chairmen and standing committee members.
4. Approves the appointment of all special committees deemed necessary for the conduction of special Association projects of study.
5. Appoints all executive officers of the Association.
6. Serves as the nominating committee for the position of President of the Board of Directors. Will nominate two candidates with bibliographies of the candidates published in the Athletic Training Journal of the National Athletic Trainers' Association prior to the popular vote.
7. Approves the appointment of all advisory committee members and its chairman.
8. Continually evaluates and defines the roles and functions of all Association officers, standing committees and special committees.
9. Receives recommendations, suggestions and requests from Association districts and makes recommendations to the president for their inclusion in the agenda of Board meetings.
10. Continually re-evaluates the goals and objectives of the Association and accepts primary responsibility for progress toward these goals.
11. Meets in a private session at the annual NATA convention for the purpose of reviewing personal performances and appointing persons to all positions open or deemed necessary. A majority vote of the board is necessary to terminate the office of an appointed person; this will be done by secret vote and counted by the president and one other board member.
12. Receives and acts on recommendations of the ethics committee in regard to matters of unethical conduct. Notifies the accused person of charges pending and advises him of his right to appear before the board prior to board action on the charges. The decision of the Board of Directors is Code of Ethics matters is final, except that if the decision is to initiate cancellation of membership such cancellation shall be done as prescribed in ART. VI., Sections 1 and 2 of the Constitution.

EXECUTIVE DIRECTOR

Selection: Appointed by the Board of Directors.

Term of Director: Subject to yearly review by the Board of Directors.

Salary: To be determined by the Board of Directors.

Functions and Responsibilities:

1. Implements the mandates and policies of the Association, as determined by the Board of Directors.
2. Between meetings of the Board of Directors, enforces policy on behalf of the Association as its consistent with the mandates and legislation enacted by the Board of Directors.
3. Possesses full power and complete responsibility to transact all business for and on behalf of the Association and to manage all property, affairs, and activities of the Association subject to the provisions of the constitution and by-laws and the resolutions and enactments of the Board of Directors.
4. To commit the Association to no financial obligation in excess of its available financial resources.
5. Provides for the maintenance of an Association headquarters which shall serve as the center of all official activities of the Association.
6. Serves as the official spokesman concerning business affairs for the Association.
7. Serves as the custodian of all records, books and papers belonging to the Association.
8. Secures the minutes of all Board of Director meetings from the Administrative Assistant and distributes the minutes to all board members within a reasonable time subsequent to each meeting.
9. Submits a written report of the Association's progress to the Board of Directors of each annual meeting and upon the request of the Board.
10. Conducts the official correspondence of the Association including such matters as notifying members of meetings, officers of their election, committee members of their appointments, and all notices as required by the by-laws or as requested by the Board of Directors.
11. Handles all financial matters of the Association with the assistance of the Administrative Assistant and notification monthly to Financial and Auditing Committee.
12. Maintains a current and accurate mailing list and an official record of the Association membership.

Executive Director - Functions and Responsibilities (continued)

13. Coordinates the activities of the Association and acts as liaison between the districts and the National office and polls the District Directors at least one month in advance of the annual board meeting for suggestions on board agenda.
14. Serves as the Association's representative to allied associations or delegates this function to responsible active members of the Association as requested by the Board of Directors.
15. Maintains communication and records of all committee chairmen, committee members and members of the Board of Directors.
16. Submits an audited financial report to Board of Directors prior to the Annual Meeting.
17. Prepares the annual budget and presents this budget to the board for approval.
18. Serves as ex-officio member of all Association committees.
19. Continually reviews the Association Constitution and By-Laws in terms of newly enacted legislation and makes recommendations to the Board of Directors for revisions, deletions or additions.
20. Maintains an accurate and current record of newly enacted legislation and incorporates it into the Constitution and By-Laws and as instructed by the Board of Directors.
21. Supplies the Board of Directors with an accurate record of all Constitution and By-Laws revisions, deletions or additions at their annual meeting.
22. Conducts, at regular three year intervals, a comprehensive review of the Constitution and By-Laws and makes recommendations to the Board of Directors for reprinting if deemed necessary.

ADVISORY COMMITTEE

Composed of consultants and advisors including physicians, dentists, athletic directors, physiologists, research specialists, allied health specialists, educators and physical educators.

Selection: Appointed by the Board of Directors.

Term of Office: Two years.

Functions and Responsibilities:

1. Represents the official advisory group to the Association and to the Board of Directors and is available for consultation concerning Association affairs.
2. Is available to the Executive Director, President of the NATA and committee chairman for consultation and advice.
3. May attend all Board meetings in a non-voting advisory capacity upon request of the board.
4. Assists in the interpretation of NATA goals and functions to various allied associations and to the general public.

ADMINISTRATIVE ASSISTANT (Office Staff)

Selection: Appointed by the Executive Director with approval of the Board of Directors.

Term of Office: Subject to yearly review by the Board of Directors.

Salary: To be determined by the Board of Directors.

Functions and Responsibilities:

1. Assists Executive Director in all functions and responsibilities of the National Office.

* See Functions and Responsibilities of Executive Director.

PARLIAMENTARIAN (Administrative Staff)

Selection: Appointed by the Board of Directors.

Term of Office: Subject to yearly review by the Board of Directors.

Functions and Responsibilities:

1. Should be a certified member of the NATA and must have a thorough knowledge of parliamentary procedure. If no such individual is available within the Association the NATA must hire a qualified expert from outside the Association.
2. Is in charge of keeping the Board of Directors and annual business meetings operating under parliamentary procedure as prescribed by the Roberts' Rules of Order.

AUDIO-VISUAL AIDS COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval of the Board of Directors.

Committee Members: The number of committee members will be determined by the committee chairman to form a workable group.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Maintains a bibliography and sources of Audio-Visual aids available to association members.
2. Cooperates with individuals, manufacturers, companies, etc. as advisor in Audio-Visual projects.
3. Investigates and recommends to Board of Directors the advisability of sponsorship, co-sponsorship, authorship, etc. of Audio-Visual Aids. The Committee is given authority to approve Audio Visual projects for further development, but not to give final approval.
4. Coordinates and supervises all Board approved Audio-Visual Aid projects.
5. Establishment of and maintenance of Audio-Visual Aid Loan Library for the membership of the association.
6. Cooperates with all standing committees in Audio-Visual Aids relative to their findings and needs.
7. Cooperate with President in Development of Audio-Visual Aids for his use as the official spokesman for the Board of the membership concerning public relations.

CERTIFICATION COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: The number of committee members will be determined by the committee chairman to form a workable group.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Cooperates with the Professional Education Committee in the establishment of certification requirements and criteria.
2. Assists in the construction and revision of appropriate certification examinations.
3. Maintains an accurate and current registry of all Association certified athletic trainers.

CERTIFICATION BOARD

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Board Members: The number of committee members will be determined by the committee chairman to form a workable group.

Selection of Board Members: Appointed by the Chairman, with the approval of the Board of Directors from the Certified and Advisory membership of the Association. The ratio shall be three Certified members to one Advisory member.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

CERTIFICATION BOARD (continued)

Functions and Responsibilities:

1. Receives and reviews all applications for certification.
2. Coordinates and supervises the administration and grading of all Certification examinations.
3. Ascertains the fulfillment of Certification requirements and makes recommendations to the Board of Directors for final approval.
4. In the event of a tie vote within the Board of Certification committee, the Executive Director will serve as the tie-breaking vote.

HONOR AWARDS COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with the approval by the Board of Directors.

Committee Members: The number of committee members will be determined by the committee chairman to form a workable group. The Chairman of the Honor Awards Committee will be Chairman of the Helms Hall of Fame Committee.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Functions and Responsibilities:

1. Coordinates and supervises the establishment and disbursement of all special recognitions and awards presented under the auspices of the Association.
2. Receives, reviews and screens all applications for the 25 year award and Honorary Members Award and makes recommendations to the Board of Directors.
3. Receives and reviews all proposals for the initiation of new or additional honor awards and makes recommendations to the Board of Directors for Association approval or rejection.
4. Serves as official liaison agency between the Association and those individuals, institutions or allied associations sponsoring or presenting honorary awards or recognitions.
5. The Helms Hall of Fame Award Committee will function under the Honor Awards Committee, but the committee will remain secret and will continue to operate as it is at the present time.

MEMBERSHIP COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: One member from each District.

Selection of Committee Members: One (1) Certified member from each of the ten (10) districts selected by the district members.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Reviews all applications for member classifications membership, other than honorary membership, and all requests for change of membership classification. This will be done at the District level for the District in which the applicant or member is residing. In case of a question, any such matters will be referred to the National Membership Committee.
2. Cooperates with the ten Association districts and their secretaries regarding appropriate handling of district transfers.
3. Periodically reviews the various membership classification and makes recommendations to the Board of Directors for changes, deletions or additions.
4. The membership committee is responsible to the executive director.

PLACEMENT COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed by the Board of Directors.

Committee Members: The number of committee members will be determined by the committee chairman to form a workable group.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Active membership of the Association.

Term of Office: Two years and may be reappointed.

Function and Responsibilities:

1. Serves as the official job placement agency of the Association.
2. Receives notification of job vacancies from high school, colleges and universities, and professional teams, and maintains a current listing of all vacancies.
3. Notifies registered Association members promptly of available vacancies.
4. Prepares and issues a current listing of all job vacancies for publication in the Athletic Training Journal of the National Athletic Trainers' Association, national newsletter or other appropriate association publications.
5. Periodically supplies District Directors with a listing of current job vacancies for distribution to district members.
6. Arranges for and maintains a job placement service at the National meeting, (1) posting of current job vacancies, (2) posting a list of Association members desiring placement, (3) assistance in interview arrangements.

PROFESSIONAL EDUCATION COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: The number of committee members will be determined by the committee chairman to form a workable group.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

PUBLIC RELATIONS AND INFORMATION COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: The number of committee members will be determined by the committee chairman to form a workable group.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Establishes and maintains an effective public relations program for the Association by preparing and distributing appropriate news releases, feature stories, etc. to the various news media, radio, television and newspapers.
2. Investigates and recommends to the Board of Directors possible avenues through which the Association may enhance its professional image and interpret its purposes and objectives to allied associations and professional, high school, colleges and universities, and the general public.
3. Cooperates with the Journal Committee and the Recruitment Committee in the development and distribution of appropriate recruitment brochures, pamphlets, and other informative materials describing and defining, (1) the athletic training profession and its recommended avenues of professional preparation and, (2) the NATA and its nature, purposes, membership requirements, etc.
4. Makes recommendations to the Board of Directors regarding advantageous professional affiliations, liaison activities, etc.

RECRUITMENT COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: The number of committee members will be determined by the committee chairman to form a workable group.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Function and Responsibilities:

1. Answers all correspondence, inquiries and requests for guidance and counseling concerning the professional preparation of athletic trainers.
2. Investigates the possible use of recruitment films, slides, and filmstrips and makes recommendations to the Board of Directors.
3. Cooperates with the public relations committee in the publication of materials designed primarily for recruitment purpose.
4. Continually encourages and solicits the membership of all qualified athletic trainers, physicians, allied personnel.

RESEARCH AND INJURY COMMITTEE

Selection of Chairman: Appointed by President with the approval of the Board of Directors from the Certified membership or Advisory membership of the Association.

Term of Office: Two years and may be reappointed by the Board of Directors.

Committee Members: The number of committee members will be determined by the committee chairman to form a workable group.

Selection of Committee Members: Appointed by the Chairman, with approval by the Board of Directors from the Active membership of the Association.

Term of Office: Two years and may be reappointed.

Function and Responsibilities:

1. Coordinates all research efforts conducted under the auspices of the Association.
2. Confers with the Advisory Committee regarding recommendations for research in the area of athletic training and sports medicine.
3. Receives and evaluates all research proposals from association members, schools and other institutions and makes recommendations to the Board of Directors for research projects worthy of Association support and sponsorship.
4. Makes recommendations to the ten association districts for presentation of research findings at regional and district meetings.
5. Makes recommendations to the Board of Directors, the National Convention Chairman, and the National Program Committee for presentation of research findings at annual national meetings.
6. Prepares and submits the results of pertinent research for publication in the Athletic Training Journal of the National Athletic Trainers' Association and other Association sponsored publications.

APPENDIX

A

MEMBERSHIP CLASSES

The N.A.T.A. definition of "actively engaged" is as follows:

A person who is on a salary basis (no fee) employed by an educational institution, professional athletic organization, or other bona fide athletic organization for the duration of the institution's school year or for the length of the athletic organization season and who performs the duties of athletic trainer as a major responsibility of his employment; or whose responsibility is the teaching in an N.A.T.A. approved athletic training curriculum is actively engaged in athletic training.

CERTIFIED - CODE 1

Qualifications for membership:

Actively engaged in the profession of athletic training.

Completion of procedure for C.A.T.A. certification.

Completion of two (2) consecutive years as an Active member immediately before requesting Certified membership.

Certified and Retired Certified members only are entitled to vote on N.A.T.A. affairs.

Dues: National - \$25.00 plus District Dues

ACTIVE - CODE 2

Qualifications for membership:

Actively engaged in the profession of athletic training.

Completion of at least two years of accredited college study applicable to physical education, athletic coaching and athletic training.

Active members are not entitled to vote on N.A.T.A. affairs.

Dues: National - \$25.00 plus District Dues

INACTIVE - CODE 3

Qualifications for membership:

A Certified or Active member who has been in good standing in either of these membership classes for at least three consecutive years (may be combined) may, after becoming inactive in the athletic training field, retain membership in the N.A.T.A. in the Inactive membership class. Change to Inactive membership must be requested and done without previous membership discontinued.

An Inactive member may be reinstated to previous membership class (Certified or Active) if he resumes active engagement in the athletic training profession within five years of becoming an Inactive member. If member is Inactive for more than 5 years his reinstatement to previous membership class will be subject to review by the National Membership Committee. Time as an Inactive member shall not count as time engaged in the athletic training profession.

Inactive members are not entitled to vote on N.A.T.A. affairs.

Dues: National dues \$10.00 plus District Dues

STUDENT - CODE 4

Qualifications for membership:

An individual who is a full-time student in a high school, college or university and who is performing some of the duties of athletic trainer under the supervision of an athletic trainer, coach or team physician and who expresses interest in preparing for the profession of athletic trainer is eligible for Student membership. He must be recommended by the trainer (preferably an N.A.T.A. Certified or Active member) coach or team physician under whom he is working.

If he ceases to be a full-time student or receives a bachelor's degree related to the preparation for athletic training and/or a physical therapy certificate he may not remain in the Student membership class after that year. If he receives a bachelor's degree in a field not related to athletic training but remains in school as a full time student in preparation for athletic training he may continue as a Student member until he is eligible for Active membership, after which time he may not remain as a Student member.

Experience as a student trainer before enrolling as a full-time student in college shall not count toward requirements for N.A.T.A. membership (except Student membership) nor count as time engaged in the athletic training profession.

Student members are not entitled to vote on N.A.T.A. affairs.

Dues: National dues - \$5.00 per year plus District Dues.

ASSOCIATE - CODE 5

This membership class is open to individuals who are interested in the relationships of athletic training to education, biological sciences, psychology, athletics or sports medicine but who at the time are not directly related to athletic training.

Qualifications for membership:

Bachelor's degree from an accredited college or university or certification in physical therapy.

Professionally working in education, athletics, research or medicine.
Note: Physicians who are team physicians should be N.A.T.A. members in the Advisory class.

Associate members who are not entitled to vote on N.A.T.A. affairs.

Dues: National \$10.00 per year plus District Dues.

ADVISORY - CODE 6

Qualifications for membership:

Team physicians for universities, colleges, junior colleges, high schools, military schools, preparatory schools and professional athletic teams who are directly associated with the sports program and providing medical care and advice to members of the teams and in advising the athletic trainer in regard to his duties may be eligible for membership in this class.

A Certified or Active member must nominate a prospective candidate for this membership. The nomination must be presented to the district committee on membership and its acceptance is subject to their judgement.

Advisory members are not entitled to vote on N.A.T.A. affairs.

Dues: National - \$10.00 per year plus District Dues

ALLIED - CODE 7

This class of membership is open to individuals whose business interest is related to athletic training or athletics in general.

Allied members are not entitled to vote on N.A.T.A. affairs.

Dues: National \$25.00 per year plus District Dues.

HONORARY - CODE 8

An individual shall be elected to Honorary membership through the National organization only and by a majority vote of the Certified members present at an annual meeting. Proposals for Honorary membership shall be made only through the chairman of the Honor and Awards Committee.

Any person who, by virtue of his acts and speech, shows a profound interest in the athletic training profession and in enhancing its service to those in athletics shall be eligible for membership in this class.

Nominations may be made only by a Certified member and shall be directed to the chairman of the Honor and Awards Committee and the presentation of the name of the nominee to the members at an annual meeting shall be subject to the committee's judgement.

Honorary members are not entitled to vote on N.A.T.A. affairs.

There are no dues for Honorary members.

RETIRED - CODE 9

A Certified member or an Active member who retires because of age shall have the privilege of continuing in the class of membership held at retirement without further payment of dues. A Certified or Active member who is eligible for Retired status and who wishes to continue membership in the N.A.T.A. in this class must request change to this class through the director of the district in which he is a member.

A Retired Certified member shall continue to have the privilege of voting on N.A.T.A. affairs.

ELECTION OF MEMBERS

Candidates for membership (except Honorary) in the N.A.T.A. shall be proposed and recommended by at least one Certified member of the district in which the candidate is located. The application for membership shall be directed to the district director and accepted or rejected by the membership committee of the district. If the candidate is accepted for membership (class of membership designated) the application with national and district dues is sent to the district secretary who will then record the membership for the district and send record of membership with national dues to the national office.

Membership in the N.A.T.A. must come through a district and is subject to the district officers' approval. In cases of doubt regarding an individual's qualification for membership, the National Membership Committee should be consulted.

A person who is a member in one of the N.A.T.A. districts must also be a national member and pay both national and district dues.

An N.A.T.A. member must hold district membership in the district in which he is employed.

TRANSFER

Any member of the Association who is in good standing and who moves into another district other than the one in which he holds membership must transfer his membership to the new district. This can be accomplished by filing an "Application for District Transfer" request with the secretary of the district to which he is going. (Excepting those in military service.)

NATIONAL ATHLETIC TRAINERS ASSOCIATION

Application for District Transfer

Name _____ Date _____

Present address of
record for NATA Membership _____

Position in District of
present record - Name and
address of Institution
or Organization _____

TRANSFER FROM DISTRICT NO. _____

Membership Class

Last year for which dues have been paid _____

Information verified and _____

Recorded by District Secretary _____

Name

Date _____

TRANSFER TO DISTRICT NO. _____

____ Certified (1)
____ Active (2)
____ Inactive (3)
____ Student (4)
____ Associate (5)
____ Advisory (6)
____ Allied (7)
____ Honorary (8)
____ Retired (9)

New Address for NATA Records _____

New Position, Name and Address
of Institution or Organization _____

Instructions: Member should complete form in triplicate and send all copies to
secretary of district of present record. Secretary will send
original to National Office, first carbon to secretary of new
district and retain second carbon.

DUES

Dues become payable on January 1st for the calender year. If they are not paid by March 1st the member becomes delinquent. If dues for the year are not paid by May 1st, the member is suspended and must apply for reinstatement.

The Membership Committee of the district should consider the circumstances of non-payment of dues and make a judgement as to the reinstatement of a member to the previous class of membership later in the year. However, if a member is suspended for non-payment of dues for a full year or more he must apply for membership as a new member and meet the qualifications for membership in the class of membership for which he is applying.

The time during which suspension is in effect (year or more) does not count as time qualifying a person for certain classes of membership.

MILITARY SERVICE

If a member in good standing enters Military Service, he may continue to be a member in his present membership class and is not required to pay dues during his initial enlistment. A member in military service shall pay regular Association dues if he remains in the military service longer than his initial enlistment. Time in Military Service shall not count as time in athletic training unless Military duty is that of athletic trainer.

A member in Military Service shall maintain communication with his district secretary to keep continuity of membership.

CHANGE OF MEMBERSHIP CLASS

If a member wishes to change his N.A.T.A. membership class and he believes that he is eligible for such change, he should request form for "Change of Membership Class" from the director of his district. This form is completed and sent to the director for review and action by the district membership committee. If change of membership class is approved the change is recorded and notice sent to the National office.

If a member is found by the national office to be in the wrong membership classification he will be reclassified by the Executive Director. This will be done without the member making a request for change. Should this occur, the Executive Director will notify the member, the district director, district secretary and the chairman of the membership committee.

NATIONAL ATHLETIC TRAINERS ASSOCIATION

REQUEST FOR CHANGE OF MEMBERSHIP CLASSIFICATION

Name _____ Date _____

Address _____ Check Present Membership Class

- _____ Certified (1)
- _____ Active (2)
- _____ Inactive (3)
- _____ Student (4)
- _____ Associate (5)
- _____ Advisory (6)
- _____ Allied (7)
- _____ Honorary (8)
- _____ Retired (9)

Present Position _____
 Organization or _____
 Institution. _____

Address _____

I request that my membership class be changed
 from the present one as checked above to _____ Class

Date on which preparation for work as an Athletic Trainer began _____
 (not including student trainer at high school)

Indicate position and where work as a trainer began.

_____ Date _____

Date on which Student Membership began _____

Date on which Active Membership began _____

Indicate any interruptions of continuous work in athletic training. _____

Education beyond high school:

Name of School

Degree or Certificate Date Earned

_____	_____	_____
_____	_____	_____
_____	_____	_____

Directions: Send 3 copies to Director of your district. District membership committee will evaluate request. After action by district, one copy will be sent to National office, one retained by district secretary and one returned to member.

Action by District No. _____ Approved _____ Date _____
 _____ Not Approved for following
 _____ reason(s)

Signed _____ District Director. _____ Date _____
 _____ District Secretary. _____ Date _____
 _____ District Membership Comm. _____ Date _____

APPENDIX B

NATIONAL ATHLETIC TRAINERS' ASSOCIATION PROCEDURE FOR CERTIFICATION

TO BECOME CERTIFIED AS AN ATHLETIC TRAINER BY THE NATIONAL ATHLETIC TRAINERS' ASSOCIATION, AN INDIVIDUAL MUST MEET THE REQUIREMENTS IN ONE OF THE FOLLOWING SECTIONS I, II, III or IV. QUALIFICATION IN MORE THAN ONE SECTION IS NOT REQUIRED.

SECTION I. ATHLETIC TRAINERS ACTIVELY ENGAGED WITHIN THE PROFESSION -
This section deals with athletic trainers actively engaged within the profession but not yet certified.

The N.A.T.A. definition of "actively engaged" is as follows:

A person who is on a salary basis (no fee) employed by an educational institution, professional athletic organization, or other bona fide athletic organization for the duration of the institution's school year, ^{or} for the length of the athletic organization season and who performs the duties of athletic trainer as a major responsibility of his employment; or whose responsibility is the teaching in an N.A.T.A. approved athletic training curriculum. *is actively engaged in athletic training*
A person may become certified by:

1. Proof of five years of athletic training experience, beyond that as a student athletic trainer on a secondary high school level.
2. Passing an examination which includes the basic principles of athletic training.
3. Proof of graduation from an accredited four year college or university.
4. Proof of two (2) years of continuous Active membership in N.A.T.A. immediately prior to application for certification.

Athletic Trainers actively engaged in the profession should be encouraged to continue their education toward an advanced degree and/or certificate in an AMA approved Allied Health Profession. (Programs leading to certification as a Physical Therapist Orthopedic Assistant, Medical Assistant, etc.) These individuals should attend workshops in advanced techniques of athletic medicine approved and/or sponsored by the AMA, APTA, ACSM, NATA, and other accredited organizations.

SECTION II. STUDENTS WHO HAVE GRADUATED FROM AN APPROVED UNDERGRADUATE OR GRADUATE PROGRAM, who have met the following criteria:

1. Completion of the N.A.T.A. approved athletic training curriculum requirements, and proof of a Bachelor's degree from an accredited college or university.
2. Have spent a minimum of two (2) years under the direct supervision of N.A.T.A. approved supervisors.
3. Passed an examination which includes basic principles of athletic training.
4. Proof of two (2) years of continuous Active or Student membership in N.A.T.A. immediately prior to application for certification.

Athletic Trainers certified in Section II should also be encouraged to continue their education toward an advanced degree and/or certificate in an AMA Allied Health Profession and other activities mentioned in Section No. I.

N.A.T.A. PROCEDURE FOR CERTIFICATION (continued)

SECTION III PHYSICAL THERAPY DEGREE GRADUATE -- Physical Therapy graduates may be awarded certification provided they meet the following requirements.

1. A minimum of two (2) years experience in Athletic Training, beyond that as a student athletic trainer on a secondary school level, under direct N.A.T.A. approved supervision.
2. Proof of a Bachelor's degree from an accredited college or university.
3. By the passing of a required examination which includes basic principles of Athletic Training.
4. Proof of two (2) years of continuous Active or Student membership in N.A.T.A. immediately prior to application for certification.

Athletic Trainers certified under Section III should be encouraged to continue their education toward an advanced degree and other activities mentioned in Section No. I.

SECTION IV. APPRENTICESHIP - Students of Athletic Training may qualify for certification by:

1. On the job training (Minimum 1800 hours) under direct supervision of a certified N.A.T.A. member.
2. Passed an examination which includes basic principles of athletic training.
3. Proof of a Bachelor's degree from an accredited college or university.
4. By presentation of a letter of recommendation by his N.A.T.A. immediate supervisor.
5. By presentation of a letter of recommendation by his acting Team Physician.
6. Proof of two (2) years of continuous Active or Student membership in N.A.T.A. immediately prior to application for certification.

Students who complete the apprenticeship program should be encouraged to continue their education toward an advanced degree and/or certificate in an AMA Allied Health Profession and other activities mentioned in Section I.

SECTION V. SPECIAL CONSIDERATION - Any member who has passed an Athletic Training Course (See Appendix A - Section 11-m), or presents evidence of successful completion of an N.A.T.A. approved workshop for credit and has satisfied the requirements for a State Teaching License with at least a minor in Physical Education and/or Health Education may be endorsed as a secondary school athletic trainer.

All N.A.T.A. Athletic Trainers should be encouraged to continue their education toward an advanced degree and/or certificate of an AMA approved Allied Health Profession and other activities mentioned in Section I.

Endorsement may be extended to full certification when requirements of any other section are met. Application for full certification must be initiated within five (5) years of initial endorsement or endorsement shall be terminated.

APPENDIX

C

PROCEDURE FOR AMENDING

SECTION I

These By-Laws may be amended at any official meeting of the Board of Directors by a majority vote.

APPENDIX

D

RULES OF ORDER

SECTION I

All parliamentary procedures and matter not included in these By-Laws shall be governed by the Roberts' Rules of Order.