

# **CALIFORNIA COMMUNITY COLLEGE ATHLETIC TRAINERS' ASSOCIATION**

## **ARTICLE I**

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

## **ARTICLE II**

### **PURPOSE AND OBJECTIVES**

To present recommendations concerning the health and safety of California Community College student-athletes.

To maintain and improve the prevention and care of athletic injuries incurred by Community College student-athletes.

To establish minimum standards of care for California Community College student-athletes, by the Athletic Trainer.

To educate administrators, coaches, athletes, and the community to the roles and functions of California Community College Athletic Trainers.

To create an opportunity for California Community College Athletic Trainers throughout the state to join together in a common effort for the improvement of Athletic Training programs, the treatment of athletes, and to enhance the communication between Local, Regional, State, and National Community College Athletic Trainers.

To maintain and improve high standards of athletic trainer competency and integrity as established by the National Athletic Trainers Association/California Athletic Trainers Association.

To establish medical guidelines for Conference, Regional and State athletic competitions.

To cultivate and develop the highest professional potential of its members by encouraging the constant pursuit of excellence through a concerted effort of the total membership.

To enhance the communication between California Community College Athletic Trainers and the Commissioner of Athletics in the achievement of these objects.

## ARTICLE III

### MEMBERSHIP

Active Member: Any individual who is currently working within the California Community College System, and is designated as the Athletic Trainer.

Associate Member: Any individual who supports the Purpose and Objectives of the California Community College Athletic Trainers Association.

## ARTICLE IV

### OFFICERS OF THE ASSOCIATION

#### Section 1:

Composition: The officers of the Association shall be selected from the active membership list of the Association and as noted:

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

The two Vice Presidents shall be from opposite sections of the State, one from the North, and one from the South.

The Representatives, and alternate will be from their respective COA Conferences.

The Secretary and the Treasurer will be chosen from the Representatives.

#### Section 2:

##### Selection of Representatives:

Each Conference of the State is to choose a Representative and an Alternate Representative for the Board of Directors. If a conference is composed of more than 10 schools than the conference may have 2 representatives and alternates but they will have only 1 vote for their conference.

#### Section 3:

Election of Officers: The Board of Directors will vote for the Elected Officers. These Officers will be known as the Executive Board of Directors. The officers of the executive board may NOT concurrently be a conference representative.

#### Section 4:

Term of Office: The Elected Officers will serve a term of three years.

#### Section 5:

Duties of the Officers:

Specific duties for each officer are listed in the Association By-Laws.

The President shall be the chief executive officer of the organization.

The Vice Presidents shall serve as assistants-to the President and represent the North and South respectively.

The Treasurer shall be accountable for all the financial responsibilities of the Association.

The Secretary shall keep accurate minutes of all official Board of Directors and General Membership meetings.

### ARTICLE V

#### EXECUTIVE BOARD OF DIRECTORS

##### Section 1:

Composition: The Executive Board will consist of the President, the two Vice Presidents, the Secretary, and the Treasurer.

##### Section 2:

The responsibilities of the Executive Board: To take action on any matter of concern to the CCCATA as deemed necessary.

### ARTICLE VI

#### BOARD OF DIRECTORS OF THE ASSOCIATION

##### Section 1:

Composition: The Board of Directors will consist of one Conference Representative from each of the Athletic Conferences in the State of California, as deemed by the COA., and the Executive Board.

#### Section 2:

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

#### Section 3:

Voting: Each member of the Board of Directors shall receive one vote on Board issues. The President will only vote in case of a tie.

#### Section 4:

Meetings of the Board of Directors:

To be held in conjunction with the Fall and Spring meetings of the COA.

To be held in conjunction with the Far West Athletic Trainers Association Conference and Symposium.

#### Section 5:

Duties of the Board of Directors: The Board of Directors shall receive, review, and take action of all matters pertaining to CCCATA business.

### ARTICLE VII

#### MEETINGS OF THE ASSOCIATION

#### Section 1:

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

### ARTICLE VIII

#### DUES OF THE ASSOCIATION

## Section 1:

The annual dues of the CCCATA shall be determined by the Board of Directors at the spring meeting. The dues are payable on January 1

## ARTICLE IX

### BY-LAWS

### DUTIES OF THE OFFICERS

## Section 1:

### Duties of the President

Chair all CCCATA Meetings.

Represent the CCCATA to the COA.

To sit on the management council of the COA during their 3 year term.

Appoint committees and perform such duties as they pertain to the office.

Attend all COA meetings or send a representative to insure athletic training input. Including participating on any COA committees that require representation from the CCCATA

Call and chair special meetings of the Board of Directors.

Make all necessary arrangements for Board of Directors and General Membership meetings.

Make requests to all members of the CCCATA, through the Conference Representatives, for items of discussion at all meetings.

Act as liaison to other professional organizations.

## Section 2:

### Duties of the Vice Presidents

Shall preside at meetings, in their respective section, in the absence of the President.

Assist the President in any manner the President requests.

Work closely with the Conference Representatives in their respective sections.

Serve on the Executive Board

Maintain a mailing list of and communicate with all Conference Representatives and Alternates.

### Section 3:

#### Duties of the Secretary

Tape records all meetings of the Board of Directors and all General Membership meetings.

Record all motions and keep all minutes of the meetings.

Send a copy of the minutes to all Conference Representatives within two weeks of the meeting.

Provide to the Executive Board a list of attending conference reps and their respective conference

Serve on the Executive Board.

### Section 4:

#### Duties of the Treasurer

Keep all records of financial transactions.

Maintain and distribute funds of the Association.

Serve on the Executive Board.

Collect dues

Maintain and distribute to the Board of Directors a current Membership Directory.

Provide a quarterly financial statement to the Board of Directors and an annual financial report at the General Meeting.

Mail out membership forms to all community college athletic trainers, membership certificates, and membership T shirts.

### Section 5:

#### Duties of the Conference Representatives:

Disseminate to the athletic trainers, in their conference, any information that may effect community college athletic trainers.

Attend their general conference meetings, and represent the interests of the athletic trainers in any matters of interest and concern to them.

Collect all nominations from their conference for:

ATC of Year award and all district team award for FWATA

conference reps

executive officers

A final vote must be counted by the conference reps and forwarded up to the executive board, via their respective vice president.

Hold, at the minimum, 1 meeting a year with the athletic trainers in their conference. At this meeting there must be a majority of attendance, to discuss any legislation, current concerns, or problems.

Attend all board meeting, with a minimum of one, each year of the cccata. There is a one time a year reimbursement of \$100.00 for expenses to attend.

#### Section 6:

Athletic Trainer of the Year award:

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

Nominees will be brought forward by the conference rep or alternate.

The executive board may not nominate anyone. If they are also a conference rep than any nomination must come from the alternate for their conference.

All nominees must be put forth on the appropriate application with all criteria having been met. All nominations must be put forth no later than the first week of March.

The final vote will be made by the executive board, based on the information on the application,, and if the person received numerous nominations. The president will vote only if there is a tie.

#### Section 7:

All District Team:

Each year at the FWATA there is a all district team made up from all the different settings. The criteria for this is on the FWATA web site. If a nominee for this award does not come forward than the president will pick from the list of award winners for CCCATA athletic trainer of the year to be on the all district team.

## ARTICLE X

### TERM LIMITS

All officers ( except the president ) must be voted upon each term. The term begins at the spring FWATA meeting. Anyone that is currently holding office must state their intentions to continue to run as a incumbent or decline the nomination.

#### Section 1 :

##### President

The president shall serve one term. If for any reason the president cannot fulfill his term than the vice president with the highest seniority may step in to fulfill the presidents term. This will not affect the status of that VPs rotation for the office of president. If this option is unavailable due to a decline of that VP or they are equal, than a two thirds majority vote of the board will decide who will fulfill the term.

#### Section 2:

##### Vice President:

The Vice President may serve a period of 2 consecutive terms and will than either move into the office of president or will be replaced.

#### Section 3:

##### Treasurer & Secretary:

There will be no term limits on the treasurer or secretary, however they will be subject to nomination and vote at the end of each three year term.

#### Section 4:

##### Conference representatives and alternates:

Each conference rep and alternate may serve a maximum of two consecutive terms. After sitting out one term they may be nominated again for their conference.

Amended: April 22, 2005