

CONSTITUTION AND BY-LAWS

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 sustained by California Community College student-athletes.

To establish minimum standards of medical care for CCCAA sanctioned sports.

To educate The CCCAA, school 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.

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 Trainer's Association.

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

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

ARTICLE III

MEMBERSHIP

Active Member:

Any individual who is currently working within the California Community College System and meets the standard of Athletic Medical Coverage Personnel found in the CCCAA Constitution Section 9.2.2

Associate Member:

Any individual who supports the purpose and objectives of the California Community College Athletic Trainers' Association.

ARTICLE IV

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 V

REPRESENTATIVE COUNCIL

Section 1:

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

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:

- 1) *Each member of the Representative Council shall receive one vote on Board issues. The President will only vote in case of a tie.*
 - A. *Voting will take place at the Fall and Spring CCCATA meetings held at the CCCAA Conventions.*
 - a. *Representatives who are unable to attend may vote electronically prior to the meeting. Votes must be turned in to their respective Vice Presidents prior to the meeting.*

Section 4:

Meetings of the Representative Council:

- A. *To be held in conjunction with the Fall and Spring meetings of the CCCAA.*

Section 5:

Duties of the Representative Council: The Representative Council shall receive, review, and take action of all matters pertaining to CCCATA business

ARTICLE VI

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:

- A. *The President shall alternate between the Northern section and the Southern section of the State. The vice president from the alternate section will assume the roll of president when the president's term is up. It is strongly recommended that the vice president have completed at least one term before becoming president.*
- B. *The two Vice Presidents shall be from opposite sections of the State, one from the North, and one from the South.*
- C. *The Representatives, and alternate will be from their respective CCCAA Conferences.*
- D. *The Secretary and the Treasurer will be chosen from the Active Membership*

Section 2:

Selection of Representatives: Each Conference of the State is to choose a Representative and an Alternate Representative for the Board of Directors.

Section 3:

Election of Officers: The Representative Council 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. Terms will start on June 1st.

Section 5:

Duties of the Officers:

- A. Specific duties for each officer are listed in the Association By-Laws.*
- B. The President shall be the chief executive officer of the organization.*
- C. The Vice Presidents shall serve as assistants-to the President and represent the North and South respectively.*
- D. The Treasurer shall be accountable for all the financial responsibilities of the Association.*
- E. The Secretary shall keep accurate minutes of all official Board of Directors and General Membership meetings.*

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

FINANCES

Section 1:

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

Section 2:

All members of the Representative Council shall be eligible for an annual reimbursement for attending the Fall or Spring CCCAA meetings or the Annual FWATA meeting. The reimbursement shall not exceed \$100 each fiscal year.

Section 3:

- A. Expenses from \$0-150 may be utilized with the President's approval.*
- B. Expenses from \$151-\$300 may be utilized with a majority vote of the Executive Board of Directors*
- C. Expenses greater than \$300 may be utilized with a majority vote of the Representative Council.*

ARTICLE IX-

BY-LAWS

DUTIES OF THE OFFICERS

Section 1: Duties of the President

- A. Chair all CCCATA Meetings.*
- B. Represent the CCCATA to the CCCAA.*
- C. To sit on the management council of the CCCAA during their 3 year term.*
- D. Appoint committees and perform such duties as they pertain to the office.*
- E. Attend all CCCAA meetings or send a representative to insure athletic training input. Including participating on any CCCAA committees that require representation from the CCCATA*
- F. Call and chair special meetings of the Board of Directors.*
- G. Make all necessary arrangements for Board of Directors and General Membership meetings.*
- H. Make requests to all members of the CCCATA, through the Conference Representatives, for items of discussion at all meetings.*
- I. Act as liaison to other professional organizations.*

Section 2: Duties of the Vice Presidents

- A. Shall preside at meetings, in their respective section, in the absence of the President.*
- B. Assist the President in any manner the President requests.*
- C. Work closely with the Conference Representatives in their respective sections.*
- D. Serve on the Executive Board of Directors*
- E. Maintain a mailing list of and communicate with all Conference Representatives and Alternates.*

Section 3: Duties of the Secretary

- A. Keeps records of all meetings of the Representative Council and all General Membership meetings*
- B. Record all motions and keep all minutes of the meetings.*
- C. Send a copy of the minutes to all Conference Representatives within two weeks of the meeting.*
- D. Provide to the Executive Board of Directors a list of-attending conference reps and their respective conference*
- E. Serve on the Executive Board of Directors.*

Section 4: Duties of the Treasurer

- A. Keep all records of financial transactions.*
- B. Maintain and distribute funds of the Association.*

- C. Serve on the Executive Board of Directors.*
- D. Collect dues*
- E. Maintain and distribute to the Board of Directors a current Membership Directory.*
- F. Provide a quarterly financial statement to the Board of Directors and an annual financial report at the General Meeting.*
- G. Mail out membership forms to all community college athletic trainers, membership certificates, and membership T shirts.*

Section 5: Duties of the Conference Representatives:

- A. Disseminate to the athletic trainers, in their conference, any information that may affect community college athletic trainers.*
- B. Attend their general conference meetings, and represent the interests of the athletic trainers in any matters of interest and concern to them.*
- C. Collect all nominations from their conference for:*
 - *ATC of Year award,*
 - *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.*
- D. 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.*
- E. Attend all board meeting, with a minimum of one, each year of the CCCATA.*

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 CCCAA.. This person will be determined by the following procedures:

- A. Nominees will be brought forward by the conference rep or alternate.*
- B. 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.*
- C. 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.*
- D. 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*

Terms for officers are for a 3 year period. All officers except must be voted upon each term. The terms begin on June 1st. Anyone that is currently holding office must state their intentions to continue to run as an incumbent or decline the nomination.

Section : President

The president shall serve one term. If for any reason the president cannot fulfill their term than the vice president with the highest seniority may step in to fulfill the president's term. This will not affect the status of that VPs rotation for the office of president. If this option is unavailable due to a decline of that VP or they are equal, than a two thirds majority vote of the representative council 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 : 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: July 10, 2008