

**BY-LAWS
OF THE
WASHINGTON CAREER and TECHNICAL SPORTS MEDICINE ASSOCIATION**

Adopted (10/1/11), Revised (4/26/14), Revised (4.25.15)

ARTICLE I. Name

Section 1. Name: The name of this nonprofit Organization is Washington Career and Technical Sports Medicine Association (WCTSMA).

Section 2. Purpose: The WCTSMA is a student led organization designed for student educational opportunities by introducing them to a variety of sports medicine professions, providing leadership and educational growth. The members are committed to promoting the personal development of each student. The WCTSMA is dedicated to, not only promoting superior quality health care, but also advancing the development of self-supporting career and technical education/extracurricular sports medicine programs within secondary schools.

Article II. Membership

Section 1. Classes: The membership of the corporation shall consist of six (6) classes of members.

1. **Active Student**– Those members acting as a student involved with a health and human services pathway or a sports medicine class for any high school Career and Technical/Professional Technical Sports/Athletic Medicine Program. They may hold office, chair or serve on the student officer board if elected, and are entitled to one vote on any matter before the membership.
2. **Active Instructor** - Those members who are involved with the direction of the Career and Technical /Professional Technical Sports/Athletic Medicine Program may hold office, chair or serve on any committee, and are entitled to one vote on any matter before the membership
3. **Alumni Member** - Those members who were involved with a Career and Technical /Professional Technical Sports/Athletic Medicine Program and who have graduated from high school and are pursuing a career in the medical field. They may attend meetings, but may not vote or serve on any committees.
4. **Business or Professional Member** – Adults who share the goals and purposes of WCTSMA and its programs who wish to support the continuing development of WCTSMA youth shall be eligible for Business and Professional Membership. Business and Professional members shall not be eligible to hold office, make motions, or vote.
5. **Corporate Member** - Corporate entities that share the goals and purposes of WCTSMA and its programs who wish to support the continuing development of WCTSMA youth shall be eligible for corporate membership. Corporate

membership shall include contributing, bronze, silver, and gold categories with the fees to be determined by the Board of Directors. Corporate members shall not be eligible to hold office, make motions, or vote.

6. **Honorary** – Persons who, by the virtue of his or her acts and speech, show a profound interest in the Career and Technical/Professional Technical Sports/Athletic Medicine Programs and in enhancing its service to those involved in these programs. They may attend meetings, but may not vote or serve on any committees.

Section 2. Application for membership: Applications shall be available upon request. Applicant must support the mission/vision and purposes of the organization. Applications for Honorary membership must be sponsored by an active member of the WCTSMA. Annual dues must be submitted with application.

Section 3. Certification of Membership: Once a completed membership applications has been received, including payment, each member will receive a certification of membership with an individualized membership number and a certificate signed by the Student President(s), Board of Directors, or Executive Director.

Section 4. Term of Membership: The membership year shall begin on September 1 and continue to August 31st.

Section 5. Termination of Membership: Membership in the WCTSMA may be terminated for any action by a member that is detrimental to the best interests of the WCTSMA, the failure to actively support the WCTSMA purposes, or to actively participate in WCTSMA activities. Removal shall require the affirmative vote of three-fourths, (3/4) of the Student Leadership Executive Council with the student president(s) voting only to break a tie. In the event that any such termination is contemplated, the Student Leadership Executive Council shall notify the member in writing of the reasons for the proposed action, and of the time and place of the meeting of the Student Leadership Executive Council at which termination is to be considered, not later than ten, (10), days prior thereto. At the meeting, the accused member shall be entitled to respond to the stated reasons, and to be heard in his or her defense.

Section 6: Resignation: Any member may resign by filing a written resignation with the student Secretary; however, such resignation shall not relieve the member so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid.

Section 7: Dues: Dues for members shall be established by the Student Leadership Executive Council in conjunction with the Board of Directors and approved by a vote of the membership.

Article III. Meeting of Members

Section 1. Annual Meeting: The annual meeting of the student members the transaction of WCTSMA business shall be held at the time and place of the annual Washington Career and Technical Sports Medicine Association

Symposium/Competition and conducted in accordance with parliamentary procedure.

Section 2. Notices of Meetings: Electronic notices of starting date, time, and place, of the meeting shall be delivered to each member entitled to vote no less than ten (10), days before the date of the meeting, either personally, or by email, electronic newsletter/publication or posting on web site, at the direction of the student president or student secretary, or the members calling the meeting. A tentative agenda for the meeting will be posted and electronically delivered for voting members in a timely fashion as set forth by the policy and procedures of the WCTSMA.

Section 3. Voting: At any meeting, the student membership is entitled to vote by way of proxy through student representatives for the members from their specific school. Student representatives will be designated on their application for membership or on the registration form for the annual Washington Career and Technical Sports Medicine Association Symposium/Competition.

Article IV. Student Leadership Executive Council

Section 1. Powers and Qualifications: The affairs of the WCTSMA shall be managed by the Student Leadership Executive Council, who is elected by the membership who reside in the State of Washington or appointed by the outgoing Student Leadership Executive Council. Specific qualifications for the Student Leadership Executive Council can be found on the WCTSMA website.

Section 2. Numbers and Terms: The Student Leadership Executive Council shall have up to ten (10) officers. The state officers, by amendment of the by-laws, may increase or decrease the number of officers. The Student Leadership Executive Council shall be comprised of two (2) classes, the first class to be voted on by the membership at the annual State Conference/Symposium (President), and the second to be appointed by the selection committee. Appointed members will be known as the State Officers of the Student Leadership Executive Council. All officers shall serve for one year immediately following their appointment.

Section 3. State Officer Appointments: The qualifications for a state Student President and state officers can be found on the WCTSMA website. A Selection Committee is appointed by the State Officer Director. Applications are judged by the State Officer Director to determine the candidates for an interview. On-site interviews will be conducted at Annual State Competition/Symposium. The selection committee will appoint qualified WCTSMA candidates to the Student Leadership Executive Council.

Section 4. Elections: The Student President will be elected by the membership at the annual State Competition/Symposium. All other State Officer positions will be voted on by the current Student Leadership Executive Council. At the first meeting, the Student Leadership Executive Council will elect State Officer Positions except for the President position. All elections are conducted in accordance with Robert's Rules of Order (parliamentary procedure).

Section 5. Duties of Officers: The duties of the officers shall be such as specified in these bylaws of the WCTSMA organization

- a. President(s) - It shall be the duty of the President(s) to preside at the state conferences and all Board of Director meetings; make committee appointments unless otherwise provided, and develop an annual program of work with the assistance of the State Officer director, Board of Directors President and the executive director. The President(s) will serve in an advisory capacity on the WCTSMA Board of Directors.
- b. Vice President - It shall be the duty of the Vice President to serve the WCTSMA in any capacity as directed by the President and, in the absence of the President, will assume those duties. Vice President shall promote the growth and development of the WCTSMA in accordance with the program of work. They shall assist in the coordination of the annual summer and winter Leadership Conferences, Annual State Competition/Symposium; participate in any other capacity as directed by Student Executive Leadership Council or State Officer Director.
- c. Treasurer – It shall be the duty of the Treasurer to review the records of receipts and disbursements submitted by the executive director and/or board of directors, report to the delegates assembled in a state leadership conference the financial status of the organization, and work in conjunction with the BOD Treasurer.
- d. Secretary – It shall be the duty of the Secretary to record the proceedings of all business and State Executive Leadership Council meetings, keep minutes and/or proceedings of all meetings and conferences.
- e. Public Relations Officer - It shall be the duty of the Public Relations Officer to maintain the image of the State Executive Leadership Council, including posting to social media sites about awards, conferences, and general publicity. Works closely with the State President, Executive Director, and State Officer Director to encourage maximum publicity by all chapters, updates website and other means of communication, prepares news releases concerning the state chapter and its events.
- f. Activities Coordinator - It shall be the duty of the Activities Coordinator to work closely with the Student Executive Leadership Council, Executive Director, and State Officer Director to encourage maximum involvement by all members. Duties include an annual report of the activities, and planning summer and winter leadership and State Competition/Symposium.
- g. Student Liaison(s) - It shall be the duty of the Student Liaison(s) to work closely with the Student Executive Leadership Council, Executive Director, and State Officer Director to encourage maximum involvement by all chapters, update the website and other means of communication, prepares newsletters and news releases concerning the WCTSMA and its events to the membership.

Section 6. Vacancies: The board of directors shall have the power to fill any vacancy occurring in the Student Leadership Executive Council.

Section 7. Removal of a State Officer:

- a. Failure to Fulfill Duties: Appointed WCTSMA State Officers who do not fulfill their obligations and responsibilities outlined in the bylaws may be asked to resign from the WCTSMA Student Leadership Executive Council. The State Officer shall be granted the right to rebut the removal. The removal shall require the affirmative vote of three-fourths (3/4) of the Student Leadership Executive Council.
- b. Resignation: Any State Officer member may resign by filing a written resignation with another council member; however, such resignation does not relieve the member so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid.

Article V. Board of Directors

Section 1. Board of Directors and Terms: The number of directors of the WCTSMA shall be not less than five (5). The board of directors, by amendment of the by-laws, may increase or decrease the number of directors. The Board of Directors shall be comprised of the following Directors:

- President (2 year term)
- Vice President (2 year term)
- Secretary (3 year term)
- Treasurer (3 year term)
- State Officer Director (3 year term)

Each such director shall hold office for the term for which he or she is elected and until his or her successor shall have been elected and qualified. The position of Vice President will matriculate to the position of President at the conclusion of the President's term.

Section 2. Powers and Qualifications: The business affairs of the WCTSMA shall be managed by the board of directors, who shall be elected from the membership of the WCTSMA who reside in the State of Washington.

Section 3: Positions: The Board of Directors shall consist of the following positions and all would have the same voting power of one vote; however the president will only vote if need to break a tie between the other board members. Each Director may receive up to a \$500 team credit, if funds outside of member and student fees are available. Each Board of Director position will work directly with their State Officer counterpart to support the goals of the membership.

- a. President - The President presides over and conducts all meetings in accordance with parliamentary procedure; keeps the members and the discussion to the subject at hand and within the time limits; appoints committee chairs and serves on committees as an ex-officio member; represents the association and keeps him/herself informed to ensure that the WCTSMA is moving according to the WCTSMA's program of work.
- b. Vice-President - It shall be the duty of the vice-president to serve in any capacity as directed by the President; to accept the responsibility of the President as the occasion may demand; and to make him/her available, when necessary, in promoting the general welfare of WCTSMA. The Vice-President will matriculate into a two-year term as president.
- c. Secretary - It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; and to make him/herself available, as necessary, in promoting the general welfare of WCTSMA.
- d. Treasurer - It shall be the duty of the Treasurer to serve in any capacity as directed by the President; to keep records and membership reports as necessary, and to make him/herself available, as necessary, in promoting the general welfare WCTSMA.
- e. State Officer Director - It shall be the duty of the State Officer Director to serve in any capacity as directed by the President; to work directly with the Student President and Student Leadership Executive Council in the planning and execution of student leadership events and to make him/herself available, as necessary, in promoting the general welfare WCTSMA.

Section 5. Elections: After the first annual meeting, the member or members of one class of directors shall be elected by a majority of the active instructor membership at each of annual membership meeting, to hold office until the expiration of the term of office of the class of directors into which elected, and until his, her or their respective successors are elected and qualified.

Section 6: Vacancies: The board of directors shall have the power to fill any vacancy occurring in the board and any directorship to be filled by reason of an increase in the number of directors by amendment to these by-laws. The director appointed, or elected, as the case may be to fill vacancy shall be elected or appointed for the unexpired term of his predecessor in office. A director appointed by the board by reason of increase in the size of the board shall stand for election for the remainder of the specified term for such position at the next annual membership meeting.

Section 7: Removal of a Director

- a. Any director of the WCTSMA may be removed from office on the following grounds: embezzlement, malfeasance in office, and actions contrary to or in violation of these Bylaws.

- b. Before impeachment proceeding can be instituted, a brief containing the charges shall be prepared setting forth the basis for the removal and presented by a director of the WCTSMA to the Board of Directors at a business meeting. The aforementioned brief must then be adopted by the majority vote of the Board of Directors prior to the final presentation of the charges to the membership. A removal proceeding of any officer shall require a vote of two-thirds (2/3) of the voting membership casting ballots in the proceeding.
- c. Resignation: Any director may resign by filing a written resignation with another board member; however, such resignation shall not relieve the member so resigning of the obligation to pay any dues or other charges theretofore accrued and unpaid.

Article VI. Meetings of the Board of Directors

Section 1. Annual Meeting: The annual meeting of the board of directors shall be held during the annual membership meeting or any membership meeting at which any class of members of the board of directors is elected.

Section 2. Special Meetings: Special meetings of the board of directors may be held at any place and any time, whenever called by the president, vice president, secretary, treasurer and/or State Officer director.

Section 3. Notice of Meetings: No notice of the annual meeting of the board of directors shall be required. Notice of the time and place of any special meeting of the board of directors shall be given by the secretary, or by the person calling the meeting, by personal or electronic communication over the telephone, email, or otherwise, at least three (3) days prior to the date on which the meeting is to be held. Attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where the director attends a meeting for the purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted nor the purpose of any meeting of the board of directors need be specified in the notice or any waiver of notice of such meeting.

Section 4. Quorum: A majority of the board of directors shall constitute a quorum for the transaction of business. The act of the majority of directors present at a meeting at which a quorum is present shall be the act of the board or directors. At any meeting of the board of directors at which a quorum is present, any business may be transacted, and the board may exercise all of its powers.

Section 5: Participation in meeting by conference telephone or by electronic means. Members of the Board may participate in a meeting through use of conference telephone or electronic communication equipment, so long as members participating in such a meeting can hear or receive information as everyone else involved with the meeting.

Section 6: Action without a Meeting: Any action required or permitted to be taken at a meeting of the Board of Directors or of any committee may be taken without a

meeting if all the members of the Board or committee consent in writing or electronic voting to taking the action without a meeting and to approving the specific action.

Article VII. - Contracts

Section 1: The Board of Directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of, and on behalf of WCTSMA and such authority may be general or confined to the specific instance; and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the WCTSMA by any contract or engagement, or to pledge its credit, or render it liable pecuniary for any purpose or to any amount.

Article VIII. – Dissolution

Section 1: If the corporation ceases operating as a functioning corporation, as determined by the offices and/or staff remaining at the time of dissolution, all assets shall be donated to one or more existing non-profit educational organization.

Article IX. – Amendment of Bylaws

Section 1: These Bylaws may be amended, provided prior notice is given of the proposed amendment in the notice of the meeting, at any regular or special meeting of the membership by a majority vote for the voting membership casting ballots or voice vote pertaining to the amendment. Amendments so adopted shall take effect immediately.