

BYLAWS OF THE CALIFORNIA ATHLETIC TRAINERS ASSOCIATION

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ARTICLE 1 - CATA LEADERSHIP BOARD ROLES

1. CATA Managing Board Officers (Voting Members)
 - a. Executive Board
 - i. President
 - ii. Treasurer
 - iii. Secretary
 - b. Region Directors
 - i. Region 1 Director
 - ii. Region 2 Director
 - iii. Region 3 Director
 - iv. Region 4 Director
 - v. Region 5 Director
 - vi. Region 6 Director
2. CATA Appointed Positions (Non-Voting Members)
 - a. Single Entities
 - i. Parliamentarian
 - ii. IT System Manager / Webmaster
 - iii. PAC Fund Treasurer
 - iv. Student member or early career AT
 - b. Standing Committee Chairs
 - i. Public Relations Chair
 - ii. Governmental Affairs Chair
 - iii. EDI Chair
 - iv. Revenue Chair
 - v. Secondary School Chair
 - vi. Clinical Symposium Chair

ARTICLE 2 - PRESIDENT

Term Begins January 1: 2021, 2024, 2027, 2030

Section 1

Selection: In accordance with CATA Constitution.

Section 2

Term of Office: In accordance with Article 8, Section 8 of the Constitution.

Section 3

Functions and responsibilities:

1. Serves as official spokesperson for the Managing Board and the Association.
2. Implements the mandates and policies of the Association, as determined by the Managing Board.
3. Calls all meetings of the Managing Board as deemed necessary and advisable.
4. Presides over all meetings of the Managing Board.
5. Presides over all Association business meetings.
6. Keeps the Managing Board informed about Association affairs between meetings.
7. 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 Bylaws and the resolutions and enactment to the Managing Board.
8. Serves as one of the official spokespersons concerning business and governmental affairs for the Association.
9. To commit the Association to no financial obligation in excess of its available financial resources.
10. Coordinates the activities of the Association and acts as liaison between the regions and the State Officers and polls the Regional Representatives at least one month in advance of the annual board meeting for suggestions on the board agenda.
11. Maintains liaison with allied organizations in conjunction with CATA representatives to such organizations.
12. Serves as an ex-official member on all Association committees.
13. Serves as the California Representative on the FWATA Managing Board.
14. Duties as listed under Managing Board Article 6.

Section 4

Voting Rights: Voting position on the managing board

ARTICLE 3 - SECRETARY

Term Begins January 1: 2022, 2025, 2028, 2031

Section 1

Selection: The Secretary shall be elected from the Certified membership by a majority popular vote of the voting membership of the California Athletic Trainers Association. The Secretary may not simultaneously hold the office of Regional Director.

Section 2

Term of Office: In accordance with Article 8, Section 8 of the Constitution.

Section 3

Functions and responsibilities:

1. Coordinate the registration of the membership through the National Athletic Trainers Association (NATA) membership for the state of California, including membership acknowledgment and correspondence.
2. Coordinate the registration of non-NATA members, including Student, Affiliates, Actives, and sponsor Affiliate memberships.
3. Takes the minutes of all Managing Board meetings and distributes the minutes to all Board Members within a reasonable time subsequent to each meeting.
4. Handles all correspondence concerning business matters of the Association.
5. Serves as custodian of all records belonging to the Association.
6. Conducts the official correspondence of the Association including such matters as notifying members of meetings, officers of their election, committee members of their appointment and all notices as required by the Bylaws or as requested by the Managing Board.
7. Maintains communications and records of all committee chair, committee members and the members of the Managing Board.
8. Duties as listed under Managing Board Article 6.

Section 4

Voting Rights: Voting position on the managing board.

ARTICLE 4 - TREASURER

Term Begins January 1: 2023, 2026, 2029, 2032

Section 1

Selection: The Treasurer shall be elected from the Certified membership by a majority popular vote of the voting membership of the California Athletic Trainers Association. The Treasurer may not simultaneously hold the office of Regional Director.

Section 2

Term of office: In accordance with Article 8, Section 8 of the Constitution.

Section 3

Functions and responsibilities:

1. Handles financial matters of the Association.
2. Submits an audited financial report of the Managing Board prior to the annual meeting.
3. Prepares the annual budget and presents this budget to the Board for approval.
4. Duties as listed under Managing Board Article 6.

Section 4

Voting Rights: Voting position on the managing board.

ARTICLE 5 - REGIONAL DIRECTORS

Term Begins January 1:

Region 1	2022, 2025, 2028
Region 2	2024, 2027, 2030
Region 3	2023, 2026, 2029
Region 4	2023, 2026, 2029
Region 5	2024, 2027, 2030
Region 6	2022, 2025, 2028

Section 1

Selection: The Regional Directors are representatives of the six (6) state regions elected by majority vote of that region’s membership. Each Regional Director must be a Certified member of the Association and have an NPI number.

Section 2

Regional geographic areas will be defined by county that the member resides in, and are delineated as follows:

Region	Location	Counties
Region 1:	<ul style="list-style-type: none"> Northern California 	<ul style="list-style-type: none"> Siskiyou, Modoc, Shasta, Lassen, Tehama, Butte, Plumas, Glenn, Colusa, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, El Dorado, Sacramento, Amador, Alpine, Calaverad and San Joaquin
Region 2:	<ul style="list-style-type: none"> Bay Area San Joaquin Valley 	<ul style="list-style-type: none"> Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma, Napa, Marin, Solano, Contra Costa, Alameda, San Francisco, San Mateo, Santa Clara, Santa Cruz, San Benito and Monterey
Region 3:	<ul style="list-style-type: none"> Central Valley 	<ul style="list-style-type: none"> Stanislaus, Tuolumne, Mono, Mariposa, Merced, Madera, Fresno, Kings, Tulare, Inyo and Kern
Region 4:	<ul style="list-style-type: none"> Santa Barbara Los Angeles 	<ul style="list-style-type: none"> San Luis Obispo, Santa Barbara, Ventura, Los Angeles
Region 5:	<ul style="list-style-type: none"> OrangeCounty 	<ul style="list-style-type: none"> San Bernardino, Orange and Riverside

	<ul style="list-style-type: none"> • Southeast California 	
Region 6:	<ul style="list-style-type: none"> • San Diego 	<ul style="list-style-type: none"> • San Diego and Imperial

Regional memberships determined by the member's official address registered by the California Athletic Trainers Association.

Section 3

Term of Office: In accordance with Article 8, Section 8 of the Constitution.

Section 4

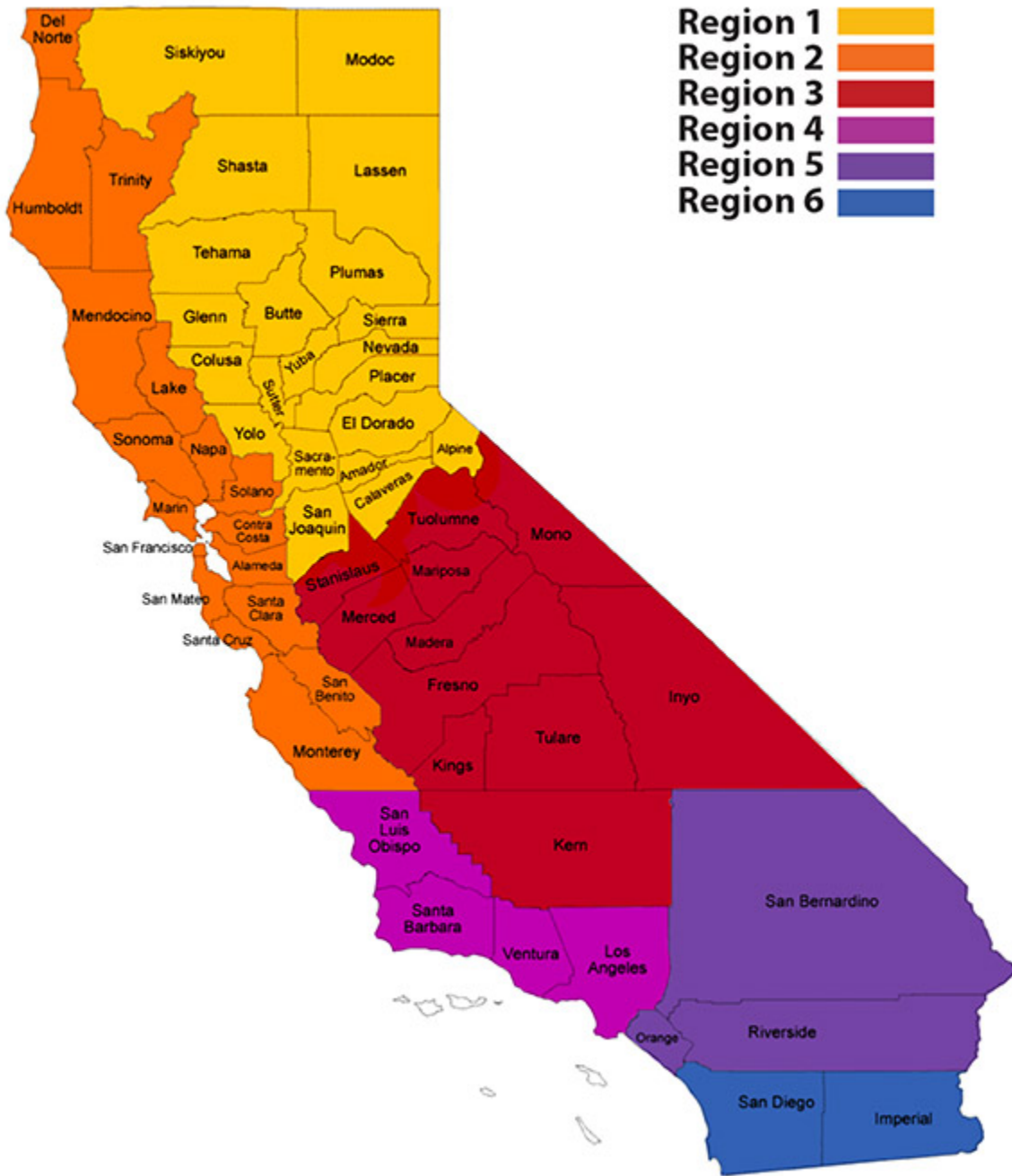
Functions and responsibilities:

1. Duties as listed under Managing Board Article 6.
2. Region Directors serve as a liaison between members of their region and the Board.
3. Networking with membership within Region
4. Offer Continuing Education Units (CEU) (at least 1 annually) and/or social events for Regional Membership
5. Facilitate local CEU events put on by regional groups as CATA representative for BOC purposes (ex SD HS ATA annual spine boarding event that is a CEU event - uses CATA provider #for CEUs)
6. Facilitate Regional Facebook (closed to Region members only)
7. Active participant in State legislative efforts
8. Encouraged to attend two in-person MB board meetings annually
CATA symposium, generally half-day Friday and Saturday
FWATA symposium, generally 2-3 hours one evening
9. Attend conference call meetings as needed throughout the year
10. Submit an annual report to Secretary in February for review at the in-person Board Meeting at the CATA symposium
11. Recommended: involvement in the CATA Legislative Action Team

Section 5

Voting Rights: Voting position on the managing board.

Section 6
Region Map



ARTICLE 6 - CATA BOC APPROVED PROVIDER CONTACT / PARLIAMENTARIAN
Term Begins January 1 Annually

Section 1

Selection: Appointed by the President with approval of the Managing Board.

Section 2

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

Section 3

Functions and responsibilities:

1. Should be a Certified member of the CATA and must have a thorough knowledge of Parliamentary procedure.
2. Is in charge of keeping the Managing Board and annual business meeting's operating under parliamentary procedure as prescribed by the Roberts' Rules of Order.
3. If the Parliamentarian is unable to be at the meeting there will be a designee selected with approval from the President.
4. Serves as BOC Approved Provider for all Continuing Education Units including but not limited to Clinical Symposium, Region CEU events, etc.

Section 4

Voting Rights: Non-Voting position on the Managing Board.

ARTICLE 7 - IT SYSTEMS MANAGER / WEBMASTER

Section 1

Selection: Appointed by the President with approval of the Managing Board.

Section 2

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

Section 3

Functions and responsibilities:

1. Develops and maintains CATA webpage through securing domain name, hosting company, design or web site, installation of membership posting software, and updating of pages and sections deemed necessary by the managing board.
2. Liaison to CATA Leadership about updating relevant web pages with relevant information.
3. Assists with Google Workspace troubleshooting for CATA Leadership.
4. Maintains all web based log in information for the organization.
5. Will be the the main contact for access to IT related systems and web based applications.
6. Maintains sensitive IT related material (i.e. login information) that is to be shared with the President with President only in the event of an emergency.

Section 4

Voting Rights: Non-Voting position on the Managing Board.

ARTICLE 8 - MANAGING BOARD

Section 1

Members: Consists of the State President, Secretary, Treasurer, and six (6) Regional Directors

Section 2

Functions and responsibilities:

1. Meets at the annual meeting 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 the appointment of a special committee deemed necessary to conduct the business of the Association.
4. Approves the appointment of all Committee Chair with a majority vote of the managing board.
5. Continually evaluates and defines the roles and functions of all Association offices, standing committees and special committees.
6. Continually re-evaluates the goals and objectives of the Association and accepts primary responsibility for progress toward these goals.
7. The Managing Board may meet in special session when it becomes necessary to possibly terminate the office of a managing board member. This will require majority of the managing board and then followed by $\frac{2}{3}$ vote of the membership.
8. Serves as the nomination committee for the position of President of the Managing Board. Will nominate two candidates with the biographies published prior to popular vote.
9. Accepts and investigates reports of violations of the code of ethics. Notifies the accused person of charges pending and advises them of their right to appear before the Board prior to Board action on the charges. The decision of the Managing Board for code of ethics matters is final.
10. Acts as an auditing committee for the Association financial affairs and approves the financial report of the Treasurer.
11. Receives and acts upon proposed amendments to the Constitution and Bylaws.
12. Screens and helps process nominations for all CATA Awards.
13. Screens and helps process nominations for applicable FWATA and NATA awards.
14. Submits a written report of officer's activities to the Secretary and the Managing Board for the semi-annual board meetings.
15. Submits officer's budget request to the Treasurer and Managing Board prior to the December/January Managing Board meeting.

ARTICLE 9 - COMMITTEE / COMMITTEE CHAIR STRUCTURE

Section 1

Selection:

- Chair: All positions will be advertised to the membership for a period of at least 4 weeks. Statements of interest and CV will be collected by the Secretary. MB will select Chair by majority vote at the next available Managing Board meeting.
- Committee Members: Recommended by the Chair from the Certified or active membership with the approval of the President. Consider at least one student or early career AT as a committee member.

Section 2

Term of Office:

- Chair: May serve two (2) consecutive two (2) year terms or until a successor is appointed. Subject to annual review.
- Committee Members: Annual term, subject to annual review.

Section 3

Committee Members: The number of committee members shall be determined by the Chair to form a workable group representative of regions within the state.

Section 4

Reports and Budget: Chair Submits a written report of activities and a budget request to the Secretary, Treasurer and the Managing Board for the semi-annual board meetings.

Section 5

Voting Rights: Non-Voting position on the managing board.

Section 6:

Standing CATA Committees:

1. PUBLIC RELATIONS & INFORMATION COMMITTEE
2. GOVERNMENTAL AFFAIRS COMMITTEE
3. REVENUE COMMITTEE
4. SECONDARY SCHOOL COMMITTEE
5. CLINICAL SYMPOSIUM COMMITTEE
6. EQUITY, DIVERSITY AND INCLUSION (EDI) COMMITTEE

7.

ARTICLE 10 - PUBLIC RELATIONS & INFORMATION COMMITTEE

Section 1

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 social media, news media, radio, television and newspapers.
2. Investigates and recommends to the Managing Board avenues through which the Association may enhance its image and interpret its purposes and objectives to allied organizations and professionals, high schools, colleges, universities, and the general public.
3. Establishes and maintains a list of members available for public speaking engagements.
4. Coordinates collection and editing of the CATA correspondence with membership.

ARTICLE 11 - GOVERNMENTAL AFFAIRS COMMITTEE

Section 1

Functions and responsibilities:

1. Investigates and pursues all avenues toward the establishment of professional licensure or legal codification of athletic training.
2. Develops and maintains practice and guidelines necessary to the formulation of an Athletic Training Practice Act.
3. Formulates recommendations for the President and Managing Board concerning the professional development and qualifications of the membership of the association to achieve licensure or legal codification of athletic training on a regular basis.
4. Establishes and acts as liaison with state legislative bodies and professional organizations necessary for the establishment of licensure or legal codification of athletic training.
5. Investigates legislative propositions with our governmental advocate to formulate positions of support, opposition, or watch.
6. Works with the Public Relations Chair and Political Action Committee Treasurer to foster their functions and responsibilities.
7. Works with the Legislative Action Committee to enhance membership involvement to support CATA legislative efforts.
8. Governmental Affairs Committee Chair may appoint an individual to act as Legislative Action Team Chair with approval from the MB.
 - a. Legislative Action Team Chair Functions and responsibilities:
 1. Works under the direction of the Governmental Affairs
 2. Works alongside other committees to enhance membership involvement to support the CATA legislative efforts.
 3. Manages the grass-roots advocacy group the Legislative Action Team including new member recruitment and providing mentorship and direction for current volunteers.
 4. Updates member interest in legislative action team efforts on an annual basis.
 5. Organizes the membership of the association to mobilize when timely action and support is needed for CATA's public policy regulatory efforts.
 6. May coordinate and organize an annual Hit-the-Hill Lobbying Day in Sacramento.
 7. Serves as a member of the CATA Governmental Affairs Committee.

ARTICLE 12 - POLITICAL ACTION COMMITTEE TREASURER

Section 1

Functions and Responsibilities:

1. Responsible for managing the CATA PAC Fund including record-keeping of income and expenses, management of fund accounts and filing appropriate information in accordance with the Fair Political Practice Committee requirements.
2. Coordinates and oversees fundraising efforts for the CATA PAC Fund with Public Relations Chair.
3. Makes recommendations to the Managing Board as to disbursement of PAC Fund moneys in support of candidates with the Governmental Affairs Chair.
4. Ensure working within guidelines of *California Fair Political Practices Commission* for collections and distributions/donations in relation to a PAC fund/account while following state guidelines and policies.
5. Submit State Filing
 - a. File California [Form 460 Recipient Committee Campaign Statement](#) annually
 - b. File California [Form 410 Statement of Organization Recipient Committee](#) when PAC Fund Treasurer Changes.

ARTICLE 13 - REVENUE COMMITTEE

Section 1

Functions and responsibilities:

1. Investigates and recommends to the Managing Board avenues through which the Association may establish sponsorships for the CATA.
2. Investigates and recommends to the Managing Board avenues through which the Association may develop avenues of income.
3. Establishes and coordinates sponsorship – income generating activities for the Association that are approved by the Managing Board.
4. Coordinate with Clinical Symposium Chair and committee for procuring exhibitors and sponsors of different sessions.

ARTICLE 14 - SECONDARY SCHOOL COMMITTEE

Section 1

Functions and responsibilities:

1. Establishes direct representation between Certified Athletic Trainers in the Secondary School Setting and the Association to recognize the concerns and responsibilities associated with the Secondary School Setting. Consider representation from each of the CIF sections.
2. Interfaces with individuals and organizations that contribute to accomplishing NATA goals for the Secondary School Setting.
3. Develops programs and activities to enhance the effectiveness of Secondary School Certified Athletic Trainers.

ARTICLE 15 - CLINICAL SYMPOSIUM COMMITTEE

Section 1

Functions and responsibilities:

1. Coordinates selection of sites and hotels in partnership with the Treasurer.
2. Selects the programming and recruits prospective speakers.
3. Disseminates information regarding the symposium to the managing board.
4. Organizes all program materials, registration, and activities.
5. Coordinates the educational program and all on-site functions.
6. Works with the CATA BOC Approved Provider/ Parliamentarian to maintain status and ensures the CATA adheres to the guidelines for Approved Providers.
7. Works with the CATA BOC Approved Provider / Parliamentarian to produce and disseminate attendance sheets and participant's CEU Certificate of Attendance.
8. Conducts membership evaluation of the symposium publicity, registration, program and on-site logistics.

ARTICLE 16 - EQUITY, DIVERSITY AND INCLUSION (EDI) COMMITTEE

Section 1

Functions and Responsibilities

1. Advise CATA Executive Board on avenues to strengthen equity, diversity and inclusion in CATA meetings, discussions and decisions on behalf of the membership.
2. Ensure all CATA members and patient populations are represented and included with equitable access to opportunities regardless of race, ethnicity, religion, ability, sex, gender, gender identity, gender expression, age, sexual orientation or socioeconomic status.
3. Analyze collected data of CATA demographic to assist decision making ability of CATA executive board to bring attention to possible disparities of CATA demographics.
4. Produce membership discussion opportunities to allow all groups to be represented when it comes to the direction of the CATA.
5. Serve as a resource for best practices regarding serving and working with diverse populations.
6. Encourage, advance and improve equity, diversity and inclusion within the CATA membership.
7. Review policy, programming and relevant leadership opportunities and encourage recruitment and retention of individuals with the intent to close or prevent future gaps of equity within the CATA membership and communities our members serve.

Section 2

Vision: Provide an equity, diversity and inclusion lens through which the CATA supports its members, patients and community.

ARTICLE 17 - CATA EQUITY DIVERSITY AND INCLUSION (EDI) PLEDGE

Section 1

CATA Leadership EDI Pledge

As a member of the CATA Leadership, I am an agent of change who believes that all CATA activities and leadership opportunities should be committed to drive the CATA vision of developing and implementing Equity, Diversity, and Inclusion strategies and best practice.

I lead by example by celebrating others and all cultures. I promise to treat all people with dignity and respect; and I will not tolerate any form of negative interactions, either verbal or non-verbal. I will confront offensive jokes, remarks or mistreatment of any individual. I will create a safe, supportive and inclusive community for everyone. I promise to promote a safe and healthy workplace. I promise to honor my words through my actions.

There is much work to be done and we must all come together to advance conversations and provide solutions for systemic oppression, social injustice, and economic and healthcare disparities. Through our own individual and collective growth by broadening education, training, networking, and having uncomfortable conversations, the CATA will provide change.

This is my pledge.

Section 2

CATA Leadership EDI Pledge Agreement(s)

1. The state association should ensure that all members of the leadership team attest to the CATA Leadership EDI Pledge.
2. The Pledge should be publically available to membership and written into association governing documents (bylaws and policy and procedures) and available on association's website.
3. Require all individuals within the association leadership to undergo regular educational training sessions in diversity and inclusion (i.e. Cultural Competence Training, Safe Space Ally Training)