By-Laws of the
Organization of Student Athletic Trainers

The Executive Committee
The executive committee shall consist of the offices of President, Vice-President, Secretary, and Treasurer, as outlined by Article VI of the Constitution. The committee carries out their responsibilities as given in the Constitution and By-Laws.

The President
The President is responsible for the overall function of the club. The President shall appoint all committees deemed necessary to help with the club’s business.

The President shall set up all business meetings and shall control the business meeting according to the Parliamentarian Rules and Regulations. For controlling and conduction of all business meetings, the officers’ line of succession shall follow in the absence of the President. The President should see that the following items are handled at the business meetings:

Old Business
1. Call the meeting to order
2. Minutes of the last meeting approved
3. Financial report by the Treasurer
4. Report from all the existing committees
5. Report from the Club Advisor

New Business
1. Vote on Constitutional Amendments, if any
2. Explanation of the Vote
   a. Explanation of the ballot
   b. Officer Vacancies
3. Presentations from the Executive Committee
   a. By-laws passed and being considered
   b. Items for consideration under “new business”
4. Other new business, if any, and additional appointments, if necessary

Additionally, the President shall set up meetings of the Executive Committee. The President shall set the time and place with the approval of a Faculty Sponsor. The President shall be responsible for writing thank-you letters to the guest speakers. The President shall also set up additional meetings, and perform all other tasks necessary to fulfill the duties of the office.

The Vice-President
The Vice-President is responsible to, and shall assist the President in all organization matters. The Vice-President shall serve as Parliamentarian of the organization. The Vice-President shall also serve as the administrator of the Organization of Student Athletic Trainers web page, and shall serve as the administrator of the Member Rewards System.
The Vice-President shall set up other meetings and perform all other tasks necessary to fulfill the duties of the office.

The Secretary
The Secretary is responsible to, and shall assist the President in all organization matters. The Secretary shall be responsible for taking minutes at all business meetings. At the business meeting, the secretary is responsible for presenting the minutes of the previous business meeting. The Secretary shall make the revisions of the constitution and by-laws as approved by the membership in the Organization of Student Athletic Trainers records. The Secretary is also responsible for sending all approved revisions of the Constitution and By-Laws to the office of the Dean of Students. The Secretary shall be responsible for recording attendance of meetings and events on membership records. The Secretary shall also set up other meetings and perform all other tasks necessary to fulfill the duties of the office.

The Treasurer
The Treasurer is responsible to, and shall assist the President in all organization matters. The Treasurer shall be responsible for giving the treasurer’s report at each business meeting. The Treasurer shall maintain the bank account of the organization by making the necessary deposits and withdrawals with this officer’s authorized signature, along with the signature of the Faculty Advisor, after approval of the membership. This officer shall be responsible for the collection of dues of members and the recording of all such payments on membership records.

Membership
There shall be two (2) classes of membership:

Senior Those full-time SWOSU students currently meeting the following criteria:
1. Must be a professional student in the Athletic Training Education Program
2. Attend meetings
3. Participate in club events
4. Participate in fundraising activities

Associate Those SWOSU students which are underclassmen athletic training majors and other non-major students with a general interest in athletic training.

Member Rewards System
Each member of the organization has the opportunity to earn points for financial assistance for athletic training conferences and other special events.

Points will be rewards as follows:
1. Educational Activities
   Four (4) points will be awarded for attendance of educational activities. These activities include educational seminars and guest lectures held by
organization and presentations given at conventions and other athletic training meetings.

2. Volunteer Activities
   Three (3) points will be awarded for volunteer activities. These activities include attendance/work at community service events, aiding in the organizing and preparation of other activities, and committee membership (to be awarded at the end of the year to active committee members).

3. Business Meeting Attendance
   Two (2) points will be awarded for attendance at each regular business meeting of the year.

4. Social Activity Attendance
   One (1) point will be awarded for attendance at each social activity for the year.

5. Special Circumstances
   Officers will be awarded ten (10) points for the duties of their offices. Committee chairs will be awarded five (5) points for the duties of their offices.

These points will be used to earn members financial assistance as follows:

1. Registration and accommodations for the OATA State Conference
2. Registration and accommodations for the MAATA District Conference
3. Registration and accommodations for the NATA National Conference
4. Should additional monies exist in the budget, their use will be voted on by the membership for other purposes, which could include, but not be limited to, the payment of dues to the NATA and OATA for student members.

Those members earning 85% or more of the total possible points will have their costs paid in full by the organization, or have the maximum amount that the budget will allow paid for by the organization.

Those members earning 50-84% of the total possible points will have half of their costs paid by the organization, or they will have half of the maximum amount that the budget will allow paid for by the organization.

The associate member earning the highest amount of points among all the associate members for that year will, upon their application and acceptance into the Athletic Training Education Program, have all of their ATEP fees paid for by the organization. These fees include a tuberculin skin test and booster, CPR certification, Oklahoma State Bureau of Investigation background check, and student liability insurance fee.