



BY-LAWS

Of the

GREAT LAKES ATHLETIC TRAINERS' ASSOCIATION

**Revised
May 2005**

TABLE OF CONTENTS

BY-LAWS

	PAGE
TITLE PAGE	
TABLE OF CONTENTS.....	2-3
<hr style="border: 1px solid black;"/>	
I. GLATA EXECUTIVE COUNCIL	4-19
Executive Board - elected	
officers.....	4-10
President.....	4
President-elect.....	5
Vice President.....	5-6
Secretary.....	6-7
Treasurer.....	7-8
District Director.....	8-9
State Representatives.....	9-10
Executive Council – non-voting council members.....	10-19
Newsletter Editor.....	10-11
Winter Meeting Coordinator.....	11-12
Public Relations Director.....	12-13
Webmaster.....	14
Memorial Resolutions Chair.....	14-16
History and Archives Director.....	16-17
Development Director.....	17
Placement Committee.....	18-19
II. GLATA Standing Committees.....	20-27
Nominations Committee.....	20
Communications Committee.....	20-21
Ethics Committee.....	21
Finance Committee.....	22-23
Education Committee.....	23
Scholarships	
Committee.....	23-24
Research/Doctoral Grant Assistance Committee.....	24-25
Honors and Awards Committee.....	25
Development Committee.....	25-26
District IV Representation on NATA Committees.....	26-27
III. GLATA DUES.....	28
IV. GLATA STUDENT SENATE.....	29-31

	PAGE
V. GLATA PERSONNEL INCAPACITATION and/or HANDLING of EMERGENCY SITUATIONS.....	32
VI. EMERGENCY COMMUNICATION.....	33
VII. GLATA GRANT, SPONSORSHIP and LOAN PROGRAMS.....	34-42
GLATA CREDENTIALING GRANT GUIDELINES.....	34-35
LECTURE GRANT.....	35-36
COMMUNICATIONS GRANT.....	37-39
STATE EMERGENCY LOAN PROGRAM.....	39
MARKETING GRANT.....	40-41
NATA SPONSORSHIP.....	41-42
VIII. APPENDICES.....	43-56
APPENDIX A TRAVEL PROCEDURE (Instructions).....	44-46
APPENDIX B STANDING CHAIR EVALUATION (Form).....	47-48
APPENDIX C GLATA DISCLOSURE STATEMENT (Form).....	49-50
APPENDIX D GLATA MEETING REPORT (Form).....	51-52
APPENDIX E SAMPLE GLATA COMMUNICATIONS GRANT APPLICATION LETTER.....	53-54
APPENDIX F CREDENTIALING/REGULATORY FINANCIAL SUPPORT AGREEMENT.....	55-56

I. EXECUTIVE COUNCIL

1. Executive Board – Elected Officers

A. PRESIDENT - GLATA

Selection: Moves to this position from President-elect.

Term: Two years -- May not serve consecutive terms.

Functions and Responsibilities

- a. Serves as chair and official spokesperson for the Executive Council and Board.
- b. Possesses full power and complete responsibility to transact all business for, and on behalf of the District.
- c. Calls all meetings of the Executive Council as deemed necessary and advisable.
- d. Implements the mandates and policies of the district as determined by the Executive Council.
- e. Presides over all meetings of the Executive Council.
- f. Presides over all District IV General Business Meetings.
- g. Appoints all State Representatives, District Committee Chairs and District Committee Members with the approval of the Executive Council.
- h. Assumes the role of the NATA District IV Director at National meetings if NATA District IV Director is not available.
- i. District will pay meeting expenses as outlined in VIII-Appendices, Appendix A.
- j. Annually signs a “GLATA Disclosure Statement.” (3/02) VIII-Appendices, Appendix C.
- k. Houses all signed GLATA Disclosure Statements of Executive Council Members, as the official current copy.
- l. Annually collects and houses all Chapters of the GLATA Policy and Procedures Manual (P&P Manual) in April or when requested
 - 1) Submits a copy of the GLATA P&P Manual to the Webmaster for housing on the GLATA Website.
- m. The GLATA President is responsible for maintaining, monitoring, revising, and updating the GLATA Constitution and P & P Manual Chapters 00 (Table of Contents), 01 (Administration), 02 (Strategic Plan), and 08 Code of Ethics, including changes made at the Annual Winter meeting.

B. PRESIDENT-ELECT - GLATA

Selection: Elected by a majority popular vote of the certified membership.

This person must have previously served two continuous years on the GLATA Executive Council (F 3/92) or have been an elected officer in their respective states athletic training association (R 3/02).

Term: Elected for a four-year term -- two years as President-elect and two years as President.

Functions and Responsibilities:

- a. Serves as a member of the Executive Council and Board.
- b. Serves as Chairperson of the Nomination Committee and conducts elections.
- c. Serves as President pro tempore in the absence of the President, or District Director if President is not available.
- d. Serves as Chairperson of the Finance Committee.
- e. Serves as Chairperson of the Education Committee (6/01).
- f. Annually signs and returns a “GLATA Disclosure Statement” to be kept on file with the President. (3/02) VIII-Appendices, Appendix C.
- g. Maintains GLATA By-Laws to reflect changes made at each meeting of the GLATA Executive Council and submits the most updated copy to the GLATA President annually in April or when requested.
- h. The President-elect will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D
- i. The GLATA President-Elect is responsible for maintaining, monitoring, revising, and updating the P & P Manual Chapters 03 (Elections), 04 (Education), 12 (State Constitutions) and will submit the most updated copies to the GLATA President annually in April or when requested.

C. VICE PRESIDENT - GLATA

Selection: Elected by a majority popular vote of the certified membership.

Term: Elected for a term of two years -- may serve more than one term.

Functions and Responsibilities:

- a. Serves as a member of the Executive Council and Board.
- b. Assumes the responsibility of any officer in the event of his/her absence except for the office of President, and District Director.
- c. Serves as Chairperson of GLATA Scholarship Committee.

- d. Oversee and submits an annual budget request for the Research /Doctoral Grant Committee.
- e. Serves as Parliamentarian for Executive Council and General Business Meetings following Roberts Rules of Order.
- f. Serves as Chairperson of GLATA Ethics Committee.
- g. Serves as Chairperson of GLATA Awards Committee (6/00).
- h. District will pay meeting expenses as outlined in VIII-Appendices, Appendix A.
- i. Annually signs and returns a “GLATA Disclosure Statement” to be kept on file with the President. (3/02) VIII-Appendices, Appendix C.
- j. GLATA will reimburse individuals for the expenses of incoming Executive Board members following their election to the GLATA Board, allowing them to attend the GLATA Executive Council Meeting and the GLATA Business Meeting. (F 3/98).
- k. The GLATA Vice President is responsible for monitoring, revising, and updating the P & P Manual Chapters 05 (Scholarships) and 07 (Honors and Awards) and will submit the most updated copies to the GLATA President annually in April or when requested.
- l. The Vice President will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

D. SECRETARY - GLATA

Selection: Elected by a majority popular vote of the certified membership.

Term: Elected for a term of two years -- may serve more than one term.

Functions and Responsibilities:

- a. Serves as a member of the Executive Council and Board.
- b. Serves as the Chair of the GLATA Communications Committee (F3/01, R 1/04).
- c. Serves as custodian of all records, books, and papers belonging to the District.
 - 1) Maintains a compiled list of all motions (GLATA Running Motions) as presented at Executive Board and Council Meetings and GLATA Business Meetings.
- d. Records minutes of all District Executive Council and Business Meetings (EC Meeting Minutes), and prepares them for posting on the GLATA “Members Only” Section of the Website.

- 1) Works with the Webmaster to place the EC Meeting Minutes in the “Members Only” Section of the Website.
- e. Conducts the official correspondence of the District, including such matters as notifying members of meetings, and transactions between membership and the National Office.
- f. Prepares, receives, assembles and is responsible for sending all monthly E-blast communication to the GLATA membership. (3/03)
- g. Arranges and coordinates all GLATA conference calls (Executive or Committee) relating to GLATA Business (F11/15/98).
- h. Attends all National District Secretaries' meetings.
- i. Authorizes Memorial Resolutions by notifying the Treasurer with pertinent information, so that donations can be allocated in the name of the deceased member.
- j. Annually signs and returns a “GLATA Disclosure Statement” to be kept on file with the President. (3/02)
- k. District will pay meeting expenses as outlined in VIII-Appendices, Appendix A.
- l. GLATA will reimburse individuals for the expenses of incoming Executive Board members following their election to the GLATA Board, allowing them to attend the GLATA Executive Council Meeting and the GLATA Business Meeting. (F 3/98).
- m. The GLATA Secretary is responsible for maintaining, monitoring, revising, and updating the P & P Manual Chapter 11 (Communications). Will submit the most updated copies to the GLATA President annually in April or when requested.
- n. The Secretary will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

E. TREASURER - GLATA

Selection: Elected by a majority popular vote of the certified membership.

Term: Elected for a term of two years -- may serve more than one term.

Functions and Responsibilities:

- a. Serves as a member of the Executive Council and Board.
- b. Possesses full power and complete responsibility to transact all financial business for and on behalf of the district with approval of the President.
- c. To commit the district to no financial obligations in excess of its available financial resources.

- d. Submits a financial report to the Executive Council prior to all District meetings.
- e. Submits a financial report to the district membership at all district business meetings.
- f. Must be bonded.
- g. Serves as Chairperson of the Development Committee (6/01).
- h. Serves as a member of the Finance Committee.
- i. Serves as a member of the Education Committee (6/01).
- j. Coordinates Memorial Contributions as outlined in Chapter 11.
- k. Attends all National District Treasurer Committee meetings.
- l. District will pay meeting expenses as outline in VIII-Appendices, Appendix A.
- m. Annually signs and returns a “GLATA Disclosure Statement” to be kept on file with the President. (3/02) VIII-Appendices, Appendix C.
- n. GLATA will reimburse individuals for the expenses of incoming Executive Board members following their election to the GLATA Board, allowing them to attend the GLATA Executive Council Meeting and the GLATA Business Meeting. (F 3/98).
- o. The GLATA Treasurer is responsible for monitoring, revising, and updating the P & P Manual Chapter 09 and will submit the most updated copies to the GLATA President annually in April or when requested.
- p. The Treasurer will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

F. NATA DISTRICT IV DIRECTOR - GLATA

Selection: Elected by a majority popular vote of the certified membership. Must be a past officer of the District IV Executive Board.

Term: Elected for a one-year interim followed by a three-year term. Cannot serve more than two consecutive three-year terms. Director-elect serves in a one-year non-voting, learning capacity.

Incapacitation:

In the event that the NATA District IV Director is unavailable or incapacitated due to unforeseen circumstances and cannot attend a National Board Meeting or conference call, the following protocol will be used:

- a. NATA District IV Director-Elect will represent the District,
- b. If there is no NATA District IV Director-Elect, the most recent past NATA District Director IV will represent the District.

- c. If neither A or B is possible, then the President will appoint a person to represent the District (F 3/15/95).

Functions and Responsibilities:

- a. Serves as a member of the Executive Council and Board.
- b. Performs all duties as described by the National By-Laws.
- c. Informs Executive Council and District membership of National business.
- d. Attends all National District Director meetings.
- e. Presents member names for Executive Council approval to NATA Standing Committees (See listing P & P Manual Chapter 00 (Table of Content-Definitions))
- f. Include in annual fiscal years line item within the budget request of the District Director to pay for two months of lunch (1x each month) for the NATA International Office Staff, not to exceed \$600.00 annually (F 3/18/99) (R 3/18/99).
- g. Annually signs and returns a “GLATA Disclosure Statement” to be kept on file with the President. (3/02) VIII-Appendices, Appendix C.
- h. District will pay meeting expenses for NATA District IV Director-Elect at the NATA Winter December Board Meeting and the **GLATA** Winter meeting as outlined in VIII-Appendices, Appendix A.
- i. The NATA District IV Director will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

G. STATE REPRESENTATIVE (Six -- one from each state)

Selection: Each state’s membership shall nominate a candidate for the GLATA President to consider for appointment and presentation for the approval of the GLATA Executive Council.

Term: Appointed for a two year term and may serve more than one term.

Functions and Responsibilities:

- a. Serves as a member of the Executive Council.
- b. Recognized by the Executive Council as the individual who possesses full power and complete responsibility to transact District business for and on behalf of their respective State, as the official representative of said State.
 - 1) In the event of their absence, a designated proxy individual may serve as a state representative with full voting privileges, with Executive Council approval. (F 6/16/1999)

- c. Represents their individual state and adjoining Canadian province in district problems or concerns, and in interpretations of district goals and functions.
- d. Provides the District Executive Council as well as the District Newsletter Editor with current state news.
- e. Serves as a member of the District Nominating Committee.
- f. Serves as a member of the District Ethics Committee.
- g. Serves as a member of the District Financial Committee.
- h. Serves as a member of the District Scholarship Committee.
- i. Serves/or designates a member of the District Honors and Awards Committee.
- j. Submits the names, letter of intent and resumes of individuals, within their respective state/providence to fill vacancies as District IV Representative to Chair or serve on NATA Committees, on District IV Sub-committees and other openings to be appointed by the GLATA President or District Director with Executive Council approval.
- k. Provides a current copy in electronic media of the Representative's State Constitution (or By-Laws if Constitution not available) to the GLATA President upon approved amended language to be housed in Chapter 12.
- l. Make available to other officers or members that should request the State's Constitution/By-Laws and holds an official current copy.
- m. District will pay meeting expenses as outlined in VIII-Appendices, Appendix A.
- n. Annually sign and return a "GLATA Disclosure Statement" to be kept on file with the President. (3/02) VIII-Appendices, Appendix C.
- o. The State Representative will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

2. **Executive Council – Non-Voting Council Members**

A. **NEWSLETTER EDITOR**

Selection: Appointed by the President with the approval of the Executive Council.

Term: Appointed for a two year term and may serve more than one term. The President may extend a term to meet the requirements of a similar NATA Committee appointment. (3/01)

Evaluation: Will be evaluated by the Communications Chair and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool – VIII-Appendices, Appendix B.

Functions and Responsibilities:

- a. Reports to the GLATA Secretary as a member of the Communications Committee and attends the Executive Council meetings in a non-voting advisory capacity. (F 3/01).
- b. Edits and insures the district newsletter's availability on-line six (6) times per year. (R 3/03).
- c. Works in conjunction with the state representatives.
- d. Maintains communication with the Executive Council.
- e. Submits an annual budget request as per the Finance Committee's specified timelines.
- f. District will pay meeting expenses as outlined in VIII-Appendices, Appendix A.
- g. Serves as a member of the Communication Committee. (3/01)
- h. Annually signs and returns a "GLATA Disclosure Statement" to be kept on file with the President. (3/02). VIII-Appendices, Appendix C.
- i. The GLATA Newsletter Editor assists, continually monitors, and submits suggestions for changes to P & P Manual Chapter 11 (Communications), to the Communications Chair/GLATA Secretary.
- j. The GLATA Newsletter Editor will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

B. WINTER MEETING COORDINATOR

Selection: Appointed by the President with the approval of the Executive Council. Co-Coordinator(s) may be considered (F 6/13/94) with a division of shared responsibility. (R 9/21/94)

Term: Appointed for a two year term and may serve more than one term. The President may extend a term to meet the requirements of a similar NATA Committee appointment. (R 3/01) Co-Coordinators will be evaluated in alternate years. (R 6/14/95)

Evaluation: Will be evaluated by the President-elect and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool, VIII-Appendices, Appendix B.

Functions and Responsibilities:

- a. Reports to the GLATA President-elect as a member of the Education Committee and attends all Executive Council meetings in a non-voting advisory capacity.

- b. Serves as coordinator of the Annual District Winter Meeting with authority and responsibility as specified by the Executive Council.
- c. Coordinates and insures progress of the local organizing committee in the production of the Annual District Winter Meeting.
- d. Screens applications and bids for future sites, prepares materials for review and makes recommendations to the Executive Council for selection at the Annual District Winter Meeting.
- e. Approves the Annual District Winter Meeting room rate, exhibitor fees, exhibitor space allotments, meeting room assignments, and registration fees.
- f. Serves as a financial liaison for the GLATA Student Senate (F 3/01).
- g. Maintains current files of past and future Annual Winter Meeting reports and provides projections when necessary.
- h. Maintains communication with GLATA newsletter editor and GLATA Webmaster to publicize meeting and activities to GLATA members.
- i. Submits an annual budget request as per the Finance Committee’s specified timelines and works with the Executive Council to approve a winter meeting budget.
- j. Prepares an Annual Post-Winter District Meeting report for the Executive Council (due May 30) for inclusion in June meeting reports.
- k. District will pay necessary travel, room, and meal expenses incurred during selection for future District Winter Meetings and will pay meeting expenses as outlined in VIII-Appendices, Appendix A.
- l. Annually signs and returns a “GLATA Disclosure Statement” to be housed by the President. (3/02). VIII-Appendices, Appendix C.
- m. Reports to the GLATA Secretary as a member of the Communications Committee and attends the Executive Council meetings in a non-voting advisory capacity. The Coordinator will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D

C. PUBLIC RELATIONS DIRECTOR

Selection: Appointed by the President with the approval of the Executive Council.

Term: Appointed for a two year term and may serve more than one term. The President may extend a term to meet the requirements of a similar NATA Committee appointment. (R 3/01)

Evaluation: Will be evaluated by the Communications Chair and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool, VIII-Appendices, Appendix B.

Functions and Responsibilities:

- a. Reports to the GLATA Secretary as a member of the Communications Committee and attends the Executive Council meetings in a non-voting advisory capacity. (F3/01).
- b. Public Relations Director will be responsible for communicating with all the states within the GLATA regarding public relations matters. They will also see that there is a cross-communication between each state in order to better share ideas.
- c. Public Relations Director will identify each state's priorities (because they will differ state to state), and try to assist that states reach their goals through public relations.
- d. Public Relations Director will hold a meeting for the Public Relations Directors of each state at the winter meeting in order to confront problems that each state might have and to find solutions for those problems.
- e. Public Relations Director will assist, in a secondary capacity, as the public relations state planner for the winter meeting in any way they feel appropriate to make the winter meeting a success.
- f. Public Relations Director will keep the GLATA Executive Council apprised of any new programs, ideas, or PR functions that will be coming up in the future.
- g. Public Relations Director will be responsible for coordination and media coverage undertaken by the GLATA
- h. Responsible for the District IV Exhibit Booth including preparation, transportation, shipping, insurance, set-up, manning of the booth, applications fees and exhibit fees (F11/21/99).
- i. Submit an annual budget request as per the Finance Committee's specified timelines.
- j. Serves as a member of the Communications Committee. (F 3/01)
- k. Annually signs and returns a "GLATA Disclosure Statement" to be kept on file with the President. (3/02) VIII-Appendices, Appendix C.
- l. The GLATA Public Relations Director assists, continually monitors, and submits suggestions for changes to P & P Manual Chapter 11 to the Communications Chair/GLATA Secretary.
- m. The Public Relations Director will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

D. WEBMASTER

Selection: Appointed by the President with the approval of the Executive Council.

Term: Appointed for a two year term and may serve more than one term. The President may extend a term to meet the requirements of a similar NATA Committee appointment. (R 3/01)

Evaluation: Will be evaluated by the Communications Chair and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool, VIII-Appendices, Appendix B.

Functions and Responsibilities:

- a. Reports to the GLATA Secretary as a member of the Communications Committee and attends the Executive Council meetings in a non-voting advisory capacity. (F 3/01).
- b. Is solely responsible for updates and maintains the district web page.
- c. Creates and maintains a “Members Only” section on the GLATA Website to house the Constitution, By-Laws and Executive Council Meeting Minutes.
- d. Works in conjunction with and maintains communication with the officers and state representatives.
- e. Submits an annual budget request as per the Finance Committee’s specified timelines.
- f. Annually signs and return a “GLATA Disclosure Statement” to be kept on file with the President. (3/02). VIII-Appendices, Appendix C.
- g. District will pay meeting expenses as outlined in VIII-Appendices, Appendix A.
- h. The GLATA Webmaster assists, continually monitors and submits suggestions for changes to the P & P Manual Chapter 11 (Communications) to the Communications Chair/GLATA Secretary.
- i. The Webmaster will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D

E. MEMORIAL RESOLUTIONS CHAIR

Selection: Appointed by the President with the approval of the Executive Council.

Term: Appointed for a two year term and may serve more than one term. The President may extend a term to meet the requirements of a similar NATA Committee appointment. (R 3/01)

Evaluation: Will be evaluated by the Communications Chair and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool, VIII-Appendices, Appendix B.

Functions and Responsibilities:

- a. Reports to the GLATA Secretary as a member of the Communications Committee (F 3/01).
- b. Serves as the districts “gatekeeper” for memorial information and is a resource for state representatives to insure proper routing and recognition of information concerning deceased members.
- c. Attends the Executive Council meetings in a non-voting advisory capacity.
- d. Maintains communication with the Executive Council on memorial matters.
- e. Reports to the membership at the Winter Meeting and the NATA Summer Meeting any “NATA/GLATA members” that have passed since the last meeting. Requests additional information from the audience. Recognizes those passed with a moment of Silence.
- f. Establishes and reviews guidelines for making Memorial contributions.
 - 1) At the discretion of the GLATA President, Memorial Contributions may be made in memory of members and their immediate families (spouses, parents, children and their brothers and sisters) to a charitable foundation or association of the family’s choosing in the amount of \$25.00.
 - 2) A line item in the amount of \$1,000.00 will be budgeted each year, the balance of the money not used, will be placed in the Endowment Account. Additional funding (over and above the allotted \$1,000.00 should be withdrawn from the General Operating Account (3/13/96).
 - 3) Upon the death of a Certified District IV member (regular, retired or students in good standing), GLATA will donate \$25.00 to the NATA REF (F 3/9/00).
 - i) Upon Receipt of the funds, the NATA REF responds to the District and also sends a letter to the respective family citing the donation given.
 - ii) Monies will be processed by the Treasurer upon notification from the Communications Chair (GLATA Secretary).
- g. Submit an annual budget request as per the Finance Committee’s specified timelines.
- h. Annually signs and return a “GLATA Disclosure Statement” to be kept on file with the President. (3/02). VIII-Appendices, Appendix C.
- i. The GLATA Memorial Resolutions Chair assists, continually monitors, and submits suggestions for changes to P & P Manual Chapter 11 (Communications) to the Communications Chair/GLATA Secretary.

- j. The GLATA Memorial Resolutions Chair will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D

F. HISTORY AND ARCHIVES DIRECTOR

Selection: Appointed by the President with majority approval of the Executive Council.

Term: Appointed for a two year term and may serve more than one term. The President may extend a term to meet the requirements of a similar NATA Committee appointment. (R 3/01)

Evaluation: Will be evaluated by the Communications Chair and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool, VIII-Appendices, Appendix B.

Functions and Responsibilities:

- a. The GLATA History and Archives Director reports to the serves as a member of the Communications Committee. (F 6/21/03).
- b. The GLATA History and Archives Director will be responsible for establishing and updating criteria and plan for the retention and preservation of GLATA documents, records and archival materials. Criteria will follow the most stringent state laws within the GLATA.
- c. The GLATA History and Archives Director will prepare an annual budget for submission following established Finance Committee guidelines.
- d. The GLATA History and Archives Director will serve as a resource for each state in the preservation and retention of historical items of local value.
- e. The GLATA History and Archives Director will organize a GLATA historical display to be presented at the annually at the GLATA Winter Meeting.
- f. The GLATA History and Archives Director will keep the GLATA Council apprised of any new issues, ideas, or concerns relative to GLATA History and Archives.
- g. Annually signs and returns a “GLATA Disclosure Statement” to be kept on file with the President. (3/02). VIII-Appendices, Appendix C.
- h. The GLATA History and Archives Director assists, continually monitors, and submits suggestions for changes to the P & P Manual Chapter 11 (Communications) to the Communications Chair/GLATA Secretary.

- i. The GLATA History and Archives Director will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

G. DEVELOPMENT DIRECTOR

Selection: Appointed by the President with the approval of the Executive Council.

Term: Appointed for a two-year term and may serve more than one term. The President may extend a term to meet the requirements of a similar NATA Committee appointment. (R 3/01)

Evaluation: Will be evaluated by the Treasurer and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool, VIII-Appendices, Appendix B.

Functions and Responsibilities:

- a. Reports to the GLATA Treasurer. (F 6/01)
- b. Acts as the “official” fundraiser for GLATA. (6/01)
- c. Works in conjunction with the state representatives to secure funds for programs.
- d. Attends the Executive Council meetings in a non-voting advisory capacity.
- e. Maintains communication with the Executive Council.
- f. District will pay meeting expenses as outlined in VIII-Appendices, Appendix A.
- g. Submits an annual budget request as per the Finance Committee’s specified timelines.
- h. Serves as the Chair of the Development Committee. (6/01)
- i. Annually signs and returns a “GLATA Disclosure Statement” to be kept on file with the President. (F 3/02). VIII-Appendices, Appendix C.
- j. GLATA Development Director assists, continually monitors, and submits suggestions for changes to P & P Manual Chapter 11 to the Communications Chair/GLATA Secretary.
- k. The Coordinator will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

H. PLACEMENT COMMITTEE

Chair and selected individuals representing each state.

Appointment: Appointed by the President with majority approval of the Executive Council. District IV Representative for Placement to the NATA, Inc. shall be the Chairperson and selected individuals representing each state.

State representatives of the Executive Council shall recommend a Representative from each state, or the Placement Chair may recruit certified members interested in serving on this committee convened by Placement Chair of GLATA.

Term: Appointed for a two year term and may serve more than one term. The President may extend a term to meet the requirements of a similar NATA Committee appointment. (R 3/01)

Evaluation: Will be evaluated by the Communications Chair and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool, VIII-Appendices, Appendix B.

Functions and Responsibilities:

- a. The GLATA Placement Chair serves as a member of the Communications Committee and reports to the GLATA Secretary (F 1/25/04).
- b. The GLATA Placement Chair will be responsible for establishing and updating criteria and a plan for presenting employment opportunities and assistantships to the members at the Annual Winter Meeting.
- c. The GLATA Placement Chair will serve as a resource for each state in the reporting of available employment opportunities to the NATA office.
- d. The GLATA Placement Chair will organize a professional area suitable for potential employers to conduct on-site interviews at the Annual Winter Meeting.
- e. The GLATA Placement Chair will keep the GLATA Council apprised of any new issues, ideas, or concerns relative to GLATA Placement activities.
- f. Annually signs and returns a “GLATA Disclosure Statement” to be kept on file with the President. (3/02). VIII-Appendices, Appendix C.
- g. The GLATA Placement Chair assists, continually monitors, and submits suggestions for changes to P & P Manual Chapter 11 to the Communications Chair/GLATA Secretary.
- h. The GLATA Placement Chair will provide a written report to the President for presentation to the GLATA Executive Council at all scheduled GLATA meetings. This report should detail current and future projects, progress and needed resources using the approved format and timelines. VIII-Appendices, Appendix D.

- i. Expenses to include two nights lodging and two days per diem for the Placement Chair to administer the Placement Center at the Annual Winter Meeting and are to be included as annually budgeted items and submitted to the Communications Chair/GLATA Secretary for submission to the Finance Committee. (F 11/19/02).
- j. The GLATA Placement Chair will prepare an annual Placement Committee budget for submission to the Communications Chair/GLATA Secretary following established Finance Committee guidelines.

II. GLATA STANDING COMMITTEES

1. NOMINATIONS COMMITTEE

The Six State Representatives, with the President-elect, serving as Chairperson.

Functions and Responsibilities:

- A. Presents a full slate of nominees for the appropriate offices to be elected.
- B. Provides at least two nominees for each office.
- C. Determines the willingness of a candidate to accept nominations for office by verifying their eligibility according to the Constitution and By-Laws. This also includes completion of the appropriate GLATA nomination form by December 31 of the preceding year of the Annual District IV Winter Meeting.
 - a. The nominating deadline is December 31, of the preceding year of the Annual District IV Winter Business Meeting.
- D. Election information shall be included on the official GLATA website.
- E. Balloting will be conducted via electronic mail or website Internet balloting.
- F. The President-elect may choose an independent party to tally the votes prior to his/her official count. The President-elect shall tally all votes cast, using the single transferable vote system (as described in Robert's Rules of Order – Chapter 01 P & P Manual).
- G. The State Representative from the respective state of the President-elect shall verify the tally and help with any other questions that may arise.
- H. Other Nomination Committee members will be contacted as situations present themselves.
- I. President-elect shall notify all candidates by phone and by letter prior to the March Executive Council Meeting with election results and expenses approved for reimbursement for successful candidates.

2. COMMUNICATIONS COMMITTEE

Director of Public Relations, Newsletter Editor, Webmaster, Memorial Resolutions Chair (F 3/01) and the GLATA Secretary, as Chairperson. Include the History / Archives Director as a Communications Committee member, (R 6/25/03) and Placement Chair (R 1/25/04).

Selection: Appointed by the President with the approval of the Executive Council.

Term: Appointed for a two-year terms and may serve more than one term.

The President may extend any of the terms to meet the requirements of a similar NATA Committee appointment. (R 3/01)

Evaluation: Will be evaluated by the GLATA Secretary and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool VIII-Appendices, Appendix B.

Functions and Responsibilities:

- A. The Public Relations Director, the Newsletter Editor, the Webmaster Memorial Resolutions Chair, Placement Chair, History / Archives Director and the Placement Chair serve as members of the Communications Committee with the GLATA Secretary serving as the Chair.
- B. The Communications Committee will be responsible for communicating with all the states within the GLATA regarding cross-communication between each state in order to better share ideas.
- C. The Communications Committee will identify each state's priorities (because they will differ state to state), and try to assist that states reach their goals through communications efforts.
- D. The Communications Committee will make efforts to meet with committee members of each state at the winter meeting in order to confront problems that each state might have and to find solutions for those problems.
- E. The Communications Committee will assist, in a secondary capacity, the public relations planner for the winter meeting in any way they feel appropriate to make the winter meeting a success.
- F. The Communications Committee will keep the GLATA Council apprised of any new programs, ideas, or public relations functions that will be coming up in the future.
- G. Responsible for the administration of the GLATA Communications Grant(s) (F 6/20/01).and GLATA Marketing Grant(s) (R 6/25/03) operation and annual review and approval of requests meeting the criteria.

3. ETHICS COMMITTEE

Six State Representatives, District IV Ethics Representative to the NATA (R 3/11/94) and GLATA Vice-President, as Chairperson.

(NOTE: Should any of the ethics committee members be the one in question the GLATA President shall appoint a replacement)

Functions and Responsibilities:

- A. Accept and review briefs submitted regarding unethical conduct of elected/appointed positions.
- B. Notify the President of the committee's decision (by unanimous vote) concerning dismissal from office.

4. FINANCE COMMITTEE

Three State Representatives [not serving on the Scholarship Committee], Treasurer, and President-elect, as Chairperson. (F 3/90).

Functions and Responsibilities:

The Finance Committee is an advisory committee whose purpose is to assist the Great Lakes Athletic Trainers Association (GLATA) Executive Council in monitoring the organization's financial affairs, make recommendations to the Executive Council on policies and procedures, and other assigned duties to ensure sound fiscal operation and integrity of the organization. Its duties include, but are not limited to:

- A. Develop and establish recommendations for guidelines for the preparation of all revenue, expenditures, and capital budgets, annually.
- B. Review and analyze all budget requests from all formal organizational committees.
- C. Monitor cash flow, revenues, expenditures, and ensure proper external reporting requirements to comply with the Internal Revenue Service, Federal, and any State and Local requirements.
- D. Review fundraising projects to ensure compliance with State and Federal Financial Regulations.
- E. Authorize and perform an internal audit to ensure proper compliance with established policies and procedures guidelines.
- F. Develop and recommend policies and procedures for the fiscal operation of GLATA organization.
- G. Provide support to the GLATA Treasurer.
- H. Prepare and review the annual GLATA budget for submission to the Executive Board.
- I. Examine financial reports from the Treasurer.
- J. Meet during the 3rd quarter for GLATA approval of the budget during the 4th quarter.
- K. Oversee and recommend financial planning of GLATA investments.
- L. Other duties as assigned by the President.

Structure and Appointments:

The Committee shall be considered an advisory committee. It shall consist of six members. The following members shall comprise the committee, with appointments commencing at the start of the NATA meeting.

- A. President, ex-officio for length of term
- B. President Elect, chairperson for length of term
- C. Treasurer for length of term
- D. Three (3) State Representatives, rotated annually among the States.

- E. Rotate State Representatives opposite Scholarship Committee appointments. (Indiana, Michigan, Ohio State Representatives in 2003)
- F. Consultants utilized by GLATA.

5. EDUCATION COMMITTEE

Winter Meeting Coordinator(s), GLATA Treasurer, and Chaired by the GLATA President-Elect. (F 6/7/01).

Functions and Responsibilities:

- A. Assist the Winter Meeting Coordinator(s) with planning and implementation of the Annual Winter Meeting. (F 6/91).
- B. The Winter Meeting Coordinator(s) will select a Local Host Committee Chair.
- C. The Local Host Committee Chair will insure that required tasks are completed and timelines are met.
- D. Responsible for GLATA Lecture Grant(s) operation and annual approval of requests meeting the criteria (6/20/01).
- E. The Education Committee will submit Student Senate Advisor candidates to the GLATA President for appointment and Executive Council approval. The Student Senate may provide Student Senate Advisor candidate nominations for consideration to the Education Committee for review.

Structure and Appointments

The Committee will serve as a working committee to organize the organizations educational opportunities offered for all GLATA members.

- A. President, ex-officio for length of term
- B. President Elect, chairperson for length of term
- C. Winter Meeting Coordinator(s), appointed in alternating two year terms
- D. Treasurer, for the length of term

6. SCHOLARSHIP COMMITTEE

Three State Representatives, [not serving on the Finance Committee] and GLATA Vice President as Chairperson.

Functions and Responsibilities:

- A. Review all eligible candidates for scholarships as directed by the Vice President.
- B. Rank order all eligible applicants based on the scholarship criteria identified in the scholarship application.

- C. Responsible for GLATA Scholarship(s) operation and annual approval of requests meeting the criteria.
- D. Rotate State Representatives opposite Finance Committee appointments. (Illinois, Minnesota and Wisconsin State Representatives in 2003).

7. RESEARCH /DOCTORAL GRANT ASSISTANCE COMMITTEE

GLATA Vice President and four additional certified District IV members, the Chair will be appointed by the GLATA President and approved by the Executive Council. (F 6/94) (R 6/20/02).

Selection: Appointed by the President with the approval of the Executive Council.

Term: Appointed for Three Years and may serve more than one term.

Evaluation: Will be evaluated by the Vice President and President prior to any request for re-appointment consideration, using the GLATA Evaluation Tool, VIII-Appendices, Appendix B.

Functions and Responsibilities:

- A. Develop an application and guidelines for awarding three (3) annual research grants in the amount of \$1,000.00 each; (R 11/99).
- B. The Committee will meet once annually at the District IV Winter Meeting.
- C. Communicate to the Executive Council through the GLATA Vice President.
- D. Develop criteria for three (3) funded grants for Free Communication presentations.
- E. The committee will meet once a year at the Annual District Winter Meeting.
- F. Organize the Free communications session at the GLATA Winter Meeting and Clinical Symposium.
- G. Consultative resource for information concerning research project merit, research design and oral/written presentation of project results.
- H. The Chair is responsible for coordinating all downloadable information is available at the GLATA website.
- I. Communicate to the Executive Council through the Vice President.
- J. Expenses to include one night lodging and one day per diem for the Research Chair to administer the Poster Presentations at the Annual Winter Meeting are to be included as annually budgeted items and submitted to the GLATA Vice President for submission to the Finance Committee. (F 11/19/02).
- K. The GLATA Research Chair will prepare an annual Research Committee budget for submission to the Vice President following established Finance Committee guidelines.

- L. Responsible for GLATA Research and/or Doctoral Grant(s) operation and annual approval and awarding of grants meeting the criteria.

8. HONORS AND AWARDS COMMITTEE

Six certified members recommended by State Representative's to the GLATA President for appointment and approval by the Executive Council. Vice President serves as Chair.(F 1/94) (R3/00) (R 3/7/01).

Appointment:

State representatives of the Executive Council shall recommend a representative from each state to serve on committee convened by Vice President of GLATA. The GLATA President will make all appointments with the Executive Council approval.

Functions and Responsibilities:

- A. Identify individuals who qualify, solicit state membership and awards committee within District IV on a yearly basis.
- B. Each state representative makes recommendations to the District Director for NATA and Vice President for GLATA Awards.
- C. Evaluate and recommend to the GLATA Executive Council for approval, recipients for GLATA Awards. (F 3/01).
- D. GLATA Recipients will be recognized at an Awards Luncheon to be held at the Annual Winter Meeting and organized by the GLATA Vice President. (F 3/03)

9. DEVELOPMENT COMMITTEE

GLATA Development Director - Chair, Treasurer and volunteer certified representatives from each state, appointed by the GLATA President and approved by the Executive Council. (F 6/20/01).

Appointment:

State representatives of the Executive Council shall recommend a representative from each state, or the Development Chair may recruit certified members interested in serving on this committee convened by Development Director of GLATA, who serves as the Chair.

Functions and Responsibilities:

- A. Establishes guidelines and protocols for all GLATA Fundraising efforts.
- B. Monitors and approves all GLATA fundraising efforts.
- C. Assist states with fundraising efforts.
- D. Other development duties as assigned by the GLATA President.

10. DISTRICT IV REPRESENTATION ON NATA COMMITTEE

A. Appointment

- a. The NATA Board of Directors approves all appointments to national committees needing district representation.
- b. All District Four (GLATA) members who are Committee members of a NATA Committee will be approved by the District IV Director with prior Executive Council approval.
- c. The GLATA President may extend the committee chair appointment to the NATA Committee expiration date and future appointments will equal the NATA Committee length of term. (3/7/01)

B. Selection

- a. The GLATA is not responsible for appointments made by the NATA Committee Chair, Board of Directors including their Liaisons, and the NATA Executive Director.
- b. The District IV Representative will be appointed from candidate nomination forms received by the District Director. The GLATA Executive Council members will solicit potential candidates for the position(s) unless the chairperson of the national committee or the District Director makes a recommendation. The National Committee Chairperson and the District Director both have the right to nominate a potential candidate. The District Director then forwards the nomination to the National office. In the event the Chairperson or District Director does not make a recommendation, appointments can be made by the following means:
 - a. The outgoing District IV Representative should solicit names from the Subcommittee (if one exists within the committee).
 - b. The Executive Council Members contact potential candidates; specifically the State Representatives contact deserving candidates within their respective states.
 - c. All candidates must submit a Candidate Nomination Form (VIII, Appendix E) sent to a GLATA Executive Council member, signed and forwarded to the District Director.
 - d. Advertisement through the GLATA Newsletter and website if time permits.

- e. The District Director will forward the above materials to the GLATA Executive Council to be voted upon.
- f. Once a candidate is approved, the District Director will then sign the NATA Candidate Nomination Form (VIII, Appendix E) and forward it to the National Committee Chairperson who will sign and forward it to the national office for the NATA Board of Director's approval.
- g. It is left to the discretion of the GLATA President to appoint a candidate to a similar GLATA Standing Committee.

Term of Office

Set by the NATA's National Committee term limitation policy. The GLATA President may extend the committee chair appointment to the NATA Committee expiration date and future appointments will equal the NATA Committee length of term. (3/7/01)

Function

- A. Serve on a national committee as District Four (GLATA) representative to that national committee.
- B. All District Four (GLATA) members serving on a national committee are required to file a bi-annual written report, or appear in person at each District Four (GLATA) Executive Council Meeting.
- C. All District IV members who serve on a National Committee as District IV representatives may create a District subcommittee for input and dissemination of information to aid in the completion of their functions.

Guidelines for the formation of subcommittees are:

- a. The subcommittee ideally will consist of at least one representative from each State association and the Canadian Provinces.
- b. The District IV representative will contact the District Director and/or the GLATA State Representative stating his/her desire to form a subcommittee and/or replace a vacancy on the subcommittee.
- c. The State Representative will submit the name of the individual chosen to represent their State Association to the District Director and/or the District IV Representative to the NATA
- d. The District IV Representative will then contact the above named individual and place them on the subcommittee.
- e. Any cost(s) incurred by the above-mentioned subcommittee are not the responsibility of the Great Lakes Athletic Trainer's Association or the individual State Associations.

III. DUES (R 3/12/03, R 3/10/04)

1. District IV (GLATA) dues shall occur as part of the National Athletic Trainers' Association (NATA) annual dues payment. As a member of the NATA, individuals agree to abide by the Constitution and By-Laws of the NATA and its recognized affiliate organizations, i.e. District IV. Renewing Members sign the annual Dues Renewal Form, which serves as the renewal membership application. ATC Members must re-certify every three years with the Board of Certification (BOC) and meet their standards to retain the ATC credentials. The NATA will pay a fee to the BOC for each ATC with current NATA membership.
2. District IV dues for certified/associate shall be \$55 and student classification shall be \$15. The GLATA shall allocate to the states the amount of \$35 and \$5 respectively per individual within 15 days of receipt of payment from the NATA. (6/20/01)
 - A. The State Allocation amount shall only be revised by an affirmative vote of each GLATA State Representative, which must then receive majority approval from the GLATA Executive Council. When there is not a unanimous vote of the GLATA State Representatives concerning the state allocation amount, the state allocation amount can only be revised by a majority vote of the voting membership in attendance at the District IV Winter Business Meeting. (F 3/03)
3. NATA Research and Education Foundation Support
 - A. One dollar (\$1.00) will be donated to the NATA REF in the name of every certified member in District IV, to insure 100% member support. (R 3/03)
 - B. The total number of District IV certified athletic trainers used for this calculation will be as of December 31 of each calendar year.

IV. **GLATA STUDENT SENATE**

1. **GLATA Student Senate**

The Executive Council approved the formation of the “**GLATA Student Senate**” which will include two Student Representatives from each state to be recommended by the respective GLATA State Representative to the GLATA President for appointment and approved by the GLATA Executive Council. Selection process for this position will be decided by each individual state organization. Policies and Procedures will be drafted and proposed by the GLATA Student Senate for GLATA Executive Council approval. The GLATA Student Senate will serve as a forum to involve our students in GLATA activities and expose them to future leadership roles. This will serve as a feeder training system for future leaders for state, district and national positions. (F 11/17/02).

2. **GLATA Student Senate Mission Statement**

The Mission of the GLATA Student Senate is to annually host an educational program designed by GLATA students, to meet the needs of the GLATA students and provide opportunities to develop the athletic training leaders of tomorrow. (F 3/10/04)

3. **POLICIES and PROCEDURES(R 3/10/04)**

A. Definition of a Student

A Student is defined as a current GLATA member, who plans to attend, currently attends or has graduated from an accredited Athletic Training program and is currently attending an institute of higher education on a full or part-time basis (defined by the institutions hourly policy). A Student may not be employed as a Certified Athletic Trainer (ATC) or currently state licensed (LAT).

This includes post-graduate, graduate, undergraduate or high school students, currently enrolled at an institution within the geographic boundary of District IV.

B. Number of GLATA Student Senators The “GLATA Student Senate” will include two Student Representatives from each state, comprising a 12 member rotating “GLATA Student Senate.” Student Senators are to be recommended by the State Representative and confirmed by the GLATA Executive Council at the Winter Meeting. Each state will have November to March to interview and select one Student Senator that will be presented for approval by a majority vote of the GLATA Executive Council at the Winter Meeting each year. Each Student Senator will serve a two-year term. Each of the students beginning in 2003 is expected to be a student at the completion of their two-year term. Students may serve no more than two consecutive terms.

C. Selection of Student Senators Each year six students will leave and be replaced by six new students. The remaining six students are available for leadership continuity and mentorship for the incoming Student Senators.

If for any reason a Student Senator does not fulfill their complete term, the GLATA State Representative will present another Student Senator candidate for approval to complete the remainder of the vacated term. The GLATA Executive Council must approve all Student Senator candidate nominations.

D. Chair Criteria

The GLATA Student Senate will elect a Chair and a Vice-Chair to provide group leadership in presenting the Student Education Program. The Vice-Chair will also be responsible for keeping minutes for the organization.

E. Advisor Criteria

Members of the GLATA Education Committee will nominate two Student Senate Advisors to the Executive Council for approval upon the recommendations of the Student Senators. The Student Senate Advisors must be individuals currently associated with an athletic training education program within District IV (may be an Approved Clinical Instructor, ACI). The two Student Senate Advisors terms will be staggered to create an annual rotation. Of the two initial advisors appointed in March, 2003, one will serve a three-year term and one a two-year term. Each Student Senate Advisor thereafter will serve a two-year term. A Student Senate Advisor may only serve two consecutive terms. The GLATA Executive Council must approve all Student Senate Advisor candidate nominations.

F. Reporting

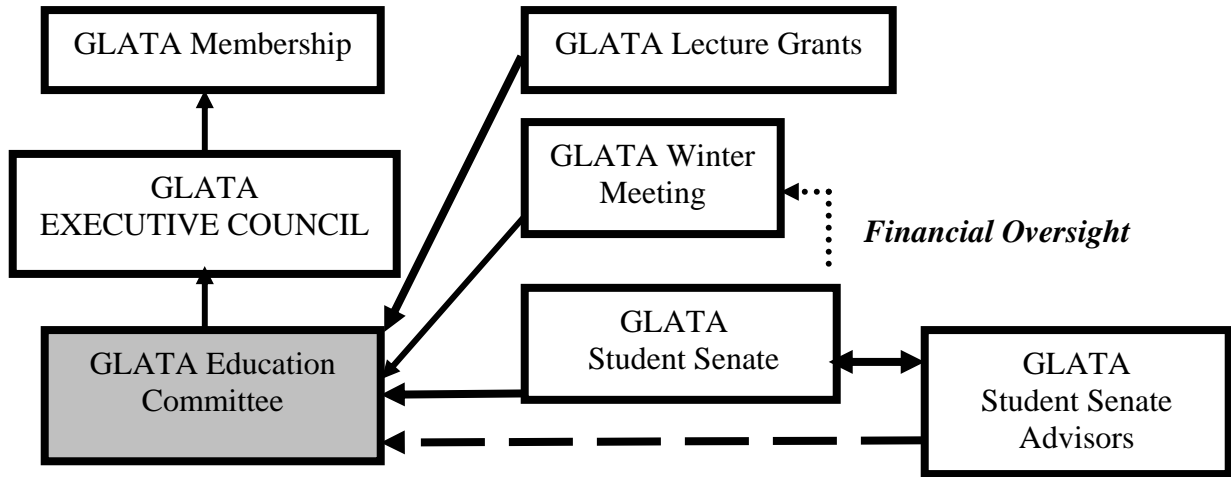
The Student Senate reports to the GLATA Education Committee via the Winter Meeting Co-Coordinators, who serve as liaisons (as long as the meeting operates concurrent to the GLATA Winter Meeting).

For the purpose of financial responsibility and reporting to the GLATA Executive Council, the GLATA Student Senators and the GLATA Student Education Meeting will report day-to-day operations to the Winter Meeting Co-Coordinators. The Student Senate Advisors will also coordinate activities with the Winter Meeting Co-Coordinators.

G. Responsibilities and Functions

The “GLATA Student Senate” will be responsible for the full operation of their educational program, beginning with the 2005 Winter Meeting, under the direction of their Student Senate Advisors and the Education Committee. These students will be able to set up their own operations, including budget preparation, and assigning tasks for completion.

4. STUDENT SENATE STRUCTURE



V. GLATA PERSONNEL INCAPACITATION and/or HANDLING OF EMERGENCY SITUATIONS

Should an elected or appointed member of the Great Lake Athletic Trainers Association Executive Council become incapacitated as a result of circumstances beyond their control, the following procedures are enacted:

1. The affected individual shall notify the President or next highest ranking elected officer of the GLATA Executive Board. The following hierarchy shall be followed: President, President-Elect, Vice President, Secretary, Treasurer, District Director, and Senior State Representative.
2. In the unlikely event notification is not possible or practical, the individual's nearest relative and/or close personal friend shall notify the President or next highest ranking elected official of the GLATA Executive Board.
3. Contact information for the GLATA Executive Council is available on the GLATA Website at www.GLATA.org.
4. Two elected, or one elected plus one appointed, designated members of the Executive Board as directed by the President or next highest ranking elected member of the Executive Board shall proceed to the incapacitated person's home/place of business to recover all and any materials and equipment necessary to perform the incapacitated member's duties.
5. The two GLATA representatives' duties are to provide reasonable support and assistance to the incapacitated member or their family while a transition of power takes place or there is a return to normal day-to-day operation of the position.
6. The two representatives will report to the Executive Board as to the nature of the situation and advise an appropriate course of action.
7. The President or next highest ranking elected official will have the authority with Executive Board concurring, to appoint temporary personnel in accordance with the Policies and Procedures Manual to fulfill the duties of the office. If the position that needs to be appointed is that of a State Representative, the Executive Board will seek advise with the state organizations' highest ranking elected officer.
8. If the need for additional finances to fulfill the responsibilities of the office is apparent, the President or next highest ranking elected official with concurrence of the Executive Board, will authorize the necessary expenditures. Furthermore, funds will be authorized to provide the transition of power and visitation. In the event air travel is necessary, every attempt must be made to contact GLATA's travel management firm or the emergency help number. Funds allocated shall be charged to the position's budget line or from the Capital Reserves Account. Withdrawals from Capital Reserves will not exceed 10% of the value of the fund.

VI. EMERGENCY COMMUNICATION

In the event of a medical or personal emergency/situation affecting any member of the Executive Council and/or guest of the Great Lakes Athletic Trainers Association during scheduled conferences or meetings, it is the responsibility of the President of the organization, with the help of the public relations director, to secure reliable information and release the information to the public as deemed appropriate. No other member of the Council shall release information, formally or informally, unless specifically directed to do so by the President. Information released shall conform to the ethical and legal premises of confidentiality.

If the emergency involves the President of the organization, the President-Elect will assume the role of the President as described above. Violations in this policy will result in disciplinary action by the Executive Council of the Great Lakes Athletic Training Association.

VII. GLATA GRANT, SPONSORSHIP and LOAN PROGRAMS

1. GLATA CREDENTIALING GRANT GUIDELINES

(Approved by Executive Council March 1989)

A. LETTER OF APPLICATION

- a. Letter will come from State Representative to GLATA President.
- b. Letter will include the following information:
 - c. Rationale for pursuit of state credentialing.
 - d. History of credentialing efforts to date.
 - e. Time frame for present credentialing efforts.
 - f. List of officers, committee members, sponsor of bill, and lobbyist.
 - g. Amount of request.
 - h. Budget outline of how monies to be spent and by whom.
 - i. Working copy of bill.

B. DEADLINES

- a. 15 copies of application package due to President no later than January 15.
- b. 15 copies of bill with assigned number for legislation session or a working copy of the bill shall be submitted with application.
- c. Copies of application to be distributed by President to Executive Council by February 15.

C. AMOUNT

- a. Grants shall be in the amount of \$3,000. The money for the grant will come from the General Operating Account and are subject to the rules and regulations adopted by the Executive Council for the management of these funds. (F 3/10/93)
- b. The funding of activities in the area of public relations that support legislative efforts. Funding to be utilized by state organization shall primarily be designed for offsetting costs involved in credentialing. Monies shall not be used in supporting efforts of a lobbyist. (F 3/10/93)
- c. States may apply for this grant or a portion of the grant, the total of which shall not exceed \$3,000.00 in a three (3) year period beginning with the first receipt of funds from this grant. (F 3/8/01).
- d. See Credentialing/Regulatory Financial Support Agreement (VIII-Appendices, Appendix F).

D. REVIEW OF GRANT MONIES

- a. Each state should submit proof of introduction of bill of legislation within two years of receiving grant monies.
- b. Bi-yearly updates on states credentialing efforts shall be submitted to the President by the state representative. Any changes of bill from licensure to registration, etc., the Board shall be notified immediately in writing by the state representative through the President. Should there be failure of proof of progression, the Board may reserve the right to withdraw its support and ask for full financial refund.
- c. Should a state fail in its credentialing efforts, a second attempt letter of application will include why the next attempt will have a different outcome.
- d. Follow up letter for grant completion is due within one year upon completion date for district newsletter with appropriate statement. “Funding for the state credentialing efforts provided by the Great Lakes Athletic Trainers' Association” or partial funding etc.
- e. Letter from District Secretary recognizing completion of grant to the state representative and copied to Executive Council.

2. GLATA LECTURE GRANT

**“The Great Lakes Athletic Trainers’ Association Presents....”
Annual GLATA Lecture Grant**

A. LETTER OF APPLICATION

- a. The application will be made in letter format on letterhead from the state athletic training organization.
- b. The letter of application will come from state representative to the Education Chair (GLATA President-elect).
- c. The letter application will include the following information:
 - 1) The topic to be presented at the state meeting;
 - 2) The speaker’s name;
 - 3) The date, time and location of the presentation;
 - 4) A draft outline of the presentation;
 - 5) A budget not to exceed the total amount of the grant (See item 3 – amount – below);
 - 6) Estimate of expenses to complete this presentation;

B. DEADLINES

- a. One (1) copy of application package due to the Education Chair (GLATA President-elect) no later than September 1.

C. AMOUNT

- a. The maximum amount of the grants shall be determined yearly by the District Executive Council at the GLATA Fall Executive Council Meeting and announced to the GLATA membership via the GLATA Web site.
- b. Grants to be voted approval by members of District Executive Council at the GLATA Fall Executive Council Meeting.
- c. States may apply for this grant or a portion of the grant. Receipts for expenses incurred must be presented, the total of which shall not exceed the approved grant amount.
- d. If any portion (or all) of the grant amount approved per state is not used by a state organization, it cannot be stored, banked, or used outside the current calendar year

D. REQUIREMENTS

- a. Successfully submit the required information.
- b. A sign (18” x 24”) must be present outside the door the attendees pass through proclaiming: ***The Great Lakes Athletic Trainers’ Association Presents (title of the presentation).***”
- c. The above notation must accompany all references to this speaker in all publications (brochures, flyers, etc.)

E. REVIEW OF GRANT AWARDS

- a. Each state should submit proof of presentation of the educational topic prior to the anniversary date of the grant.
- b. Copies of brochures, flyers, etc. must also accompany the annual report.
- c. Should a state organization fail to follow the presentation application, a second letter of explanation must be provided to the Education Committee.
- d. Receipts for all expenses associated with the GLATA Lecture must be submitted to the Education Chair (GLATA President-elect) within (30) thirty days of the completion of the event.
- e. If, for any reason, a state organization does not adhere to the adopted procedures, the amount of the GLATA Lecture Grant funding will be deducted from the specific states annual year-end allocation.
- f. All correspondence should be submitted to the Education Chair (President-elect).

3. GLATA COMMUNICATIONS GRANT

A. LETTER OF APPLICATION

The application will be made in letter format on letterhead from the state athletic training organization.

- a. The application will be made in letterform on letterhead from the state athletic training organization (Sample application – VIII-Appendices, Appendix E.)
 - 1) Letter of application will come from the GLATA State Representative to the GLATA Communications Committee Chair.
 - 2) The application letter will include the following information.
 - i. The amount being requested. Each state may apply annually for funds up to a maximum of \$1,000 per state (\$6,000 maximum budget commitment). A state organization may present more than one project in a year's cycle, although one project per year is preferred. The maximum annual Communications Grant funding available to an individual state is one thousand dollars (\$1,000).
 - ii. Identify the project. The Grant must be used to establish, develop or enhance an individual state's communications effort. Examples of areas of potential utilization - state Newsletter, state Web page, state Memorial Recognition or a specific state Public Relations project. These funds may also be used for a National Athletic Training Month GLATA group project, but all applications must be made by each participating state.
 - iii. All applications must contain a proposal for funds, timeline, justification of need and a financial plan.
 - iv. If a project is planned in January or February, prior to the presentation of the recipients at the Winter Meeting, the project may be submitted in the prior cycle, ten to twelve months prior to the projects completion, to allow the state organization to have available the needed financial resources.
 - v. Upon completion of the project, a summary with results must be presented to the Communications Committee. Should a state not provide the required information, the balance of the Grant will be deducted from any Annual Revenue Allocation until the requirements are fulfilled or the debt is repaid. No state is required to request these funds.

B. DEADLINES

- a. One (1) copy of the application package (1 through 4 above) is due to the Communications Committee Chair no later than September 1. The Communications Committee will recommend the completed applications to the GLATA Executive Council for their approval at the November Conference Call.

C. EVALUATION PROCESS

- a. Letters of Application that have been submitted by September 1 to the Communications Chair will be evaluated by the entire Communications Committee. Proposals that are deemed to have the most positive impact on the communications effort(s) in for specific state by the Communications Committee, will be recommended for approval by the GLATA Executive Council on the November Conference call. Presentation of the awards will be at the following March Winter Meeting. (@3/01 during GLATA Business Meeting.)

D. AMOUNT

- a. Communications Grants shall be in the maximum amount of one thousand (\$1,000) dollars per state (six thousand \$6,000 dollars total GLATA annual commitment). If a state does not apply for or use the entire allocated funds, no other state may exceed their one thousand dollars in funding. The money for the Communications Grant will come from the General Operating Account and is subject to the rules and regulations adopted by the Executive Council for the management of these funds.
- b. All Grants must be approved by a vote of the GLATA Executive Council at the GLATA November Executive Council Conference Call.
- c. States may apply for this grant or a portion of the grant. Receipts for expenses incurred must be presented, the total of which shall not exceed one thousand (\$1,000.00) dollars annually.
- d. The GLATA Communications Grant is available annually. It is budgeted annually. If funds are not requested, they cannot be held over or accumulated to provide a Grant larger than one thousand dollars (\$1,000) per calendar year.

E. REQUIREMENTS

- a. Any oral reference to this project must be identified as being “sponsored by the GLATA.”
- b. The above notation or GLATA Communications Grant must accompany all references to this activity in all publications (brochures, flyers, ads, etc.).

F. REVIEW OF COMMUNICATIONS GRANT AWARDS

- a. Each state will submit proof of presentation of the Communications project prior to the anniversary date of the Grant.

- b. Copies of any brochures, flyers, ads, etc. must also accompany the annual report.
- c. Should a state organization fail to follow the presentation application, a second letter of explanation must be provided to the Communications Committee.
- d. If, for any reason, a state organization does not adhere to the adopted procedures, the amount of the GLATA Communications Grant funding will be deducted from the specific states Annual Allocation.
- e. All correspondence should be directed to the GLATA Communications Chair.

4. STATE EMERGENCY LOAN PROGRAM (F6/00)

A. PURPOSE

- a. Assist any state represented in the GLATA in a desperate financial situation.

B. LETTER OF APPLICATION

- a. The application will be made in letter format on letterhead from the state athletic training organization.
- b. The letter of application will come from the state representative to the GLATA President.
- c. The letter of application will include the following information:
 - 1) The reason for the financial need.
 - 2) The amount immediately needed.
 - 3) A state financial plan to insure financial future integrity.
 - 4) A budget plan to repay the loan to GLATA.

C. DEADLINES

- a. One (1) copy of application package due to the GLATA President no later than March 1 or June 1. This Loan can only be approved at the GLATA Winter Meeting or NATA Annual Meeting.

D. AMOUNT

- a. Based upon the available funds by the 10% rule.

E. REQUIREMENTS

- a. Successfully submit the required information meeting identified timelines.

5. GLATA MARKETING GRANT (R 3/03)

A. LETTER OF APPLICATION

The application will be made in letterform on letterhead from the state athletic training association / society.

- a. Letter of application will come from the GLATA PR Representative to the GLATA PR Director.
- b. The application letter will include the following information:
 - 1) The amount being requested. Each state may apply annually for funds up to a maximum of \$1,000 per state. A state may request funds for any project that promotes or markets the athletic training profession.
 - 2) Identify the project. The grant must be used to promote the athletic training profession. All applications must contain a proposal for funds, timeline, justification of need, and financial plan.
 - 3) The project (s) must take place during the current fiscal budget year (January to November). Monies available may not be cumulative from year to year.
- c. Upon completion of the project, a summary with results must be presented to the PR Director.
- d. No state is required to request these funds.

B. DEADLINES

- a. One copy of application letter due to PR Director no later than September 1 for presentation to the PR Committee.

C. EVALUATION PROCESS

- a. The PR Committee will evaluate letters of Application that have been submitted to the GLATA PR Director. The PR Committee will approve proposals that are deemed to have positive impact on our marketing efforts by Dec 1.

D. AMOUNT

- a. GLATA Marketing Grants shall be in the maximum amount of one thousand (\$1,000) dollars per state (\$6,000 dollars total GLATA annual commitment). If a state does not apply for or use the entire allocated funds, no other state may exceed their one thousand dollars in funding. The money for the grant will come from the PR Committee's budgeted yearly budgeted funds and is subject to the rules and regulations adopted by the Executive Council for the management of these funds.
- b. All grants must be approved by a vote of the GLATA PR Committee before December 1.

- c. States may apply for this grant or a portion of the grant. All receipts for expenses incurred during the year along with a completed request for check / payment form must be presented to the GLATA treasurer by December 1 in order to receive payment. Consequently, receipts must be submitted to PR Director on or before November 15.

E. REQUIREMENTS

- a. Any oral references to this project must be identified as being “sponsored by the GLATA.”

F. REVIEW OF GLATA MARKETING GRANT USAGE

- a. Each state will submit proof of presentation of the grant monies by November 15 i.e. by providing receipts to the PR Director. The PR Director will submit a copy of the receipt (s) to the GLATA Treasurer along with a GLATA request of check form. The GLATA treasurer will send a check to the state association by December 31.
- b. If, for any reason, a state organization does not adhere to the adopted procedures, the amount of the grant funding will be deducted from the specific states annual allocation.
- c. All correspondence should be directed to the GLATA PR Director

6. NATA SPONSORSHIP PROGRAM

A. SPONSORSHIP PHILOSOPHY

- a. The National Athletic Trainers’ Association (NATA) developed its official sponsorship program to fund public relations, education, membership services, research and other programs that enhance the image of the athletic training profession and promote the association. Sponsorship marketing is strategic in nature. Every contract is customized to meet the needs of the membership, the association and the sponsoring company.

B. SPONOSORSHIP ALLOCATIONS AT THE NATA

- a. Districts - Each of NATA’s ten (10) districts receives a percentage of the NATA’s sponsorship income. In return, districts are to provide exclusivity to NATA’s Founding and Official Sponsors (This does not apply to our Official Suppliers -- Cramer Products and Marsh Affinity.) This means the districts will not attempt to separately sell sponsorships to NATA’s corporate sponsors or competitors of those companies. To verify sponsor competitors, district representatives can contact NATA’s corporate programs coordinator at 214.637.6282, ext. 112.

- b. Districts have the option of soliciting sponsorships from local firms and companies with which the NATA is not currently negotiating sponsorship deals and are not competitors to NATA's current sponsors. Also, if a district has a pre-existing arrangement with Gatorade, Johnson & Johnson, Tinactin, Dr. Scholl's, Coppertone, Motrin, GlaxoSmithKline and/or Proctor & Gamble, and those companies want to continue funding the district separately from the NATA, districts can accept those funds.
- c. Each district is asked to provide NATA Founding and Official Sponsors a complimentary exhibit booth at its district meeting. Districts also might be asked to provide other services or rights, such as district meeting signage. While the districts do not have the same obligations with our Official Suppliers, we are optimistic the districts will be sensitive to their competitors as well.

C. PRACTICE SETTINGS

- a. The three practice settings (clinical, college/university, secondary school) also receive a percentage of NATA's sponsorship income.

D. NATA Research and Education Foundation

- a. The NATA Foundation receives a grant from NATA annually. In addition, NATA Foundation scholarships, now in the amount of \$2,000 each, are sponsored by the NATA in the name of each Official Sponsor and Founding Sponsor.

E. SPONSORSHIP LEVELS

- a. Founding Sponsor is the category assigned to Gatorade and Johnson & Johnson, as their initial contributions began our official sponsorship program at NATA. This is the highest level of sponsorship at NATA and is no longer open to other companies.
- b. Official Sponsor is the next sponsorship level. It is open to firms that typically sell nationally recognized brands to the general public, oftentimes called "pass-through products" (for example, Band-Aids). Current sponsors at that level include Tinactin, Dr. Scholl's, Coppertone, GlaxoSmithKline, Motrin, and Proctor & Gamble. Official Supplier is a step under Official Sponsor. Official Suppliers are firms that typically produce products specifically for the athletic training/sports medicine market. Examples of products that would fit.

VIII. APPENDICES

APPENDIX A TRAVEL PROCEDURE

APPENDIX B STANDING CHAIR EVALUATION

APPENDIX C GLATA DISCLOSURE STATEMENT

APPENDIX D GLATA MEETING REPORT

APPENDIX E SAMPLE GLATA COMMUNICATIONS GRANT APPLICATION LETTER

APPENDIX F CREDENTIALING/REGULATORY FINANCIAL SUPPORT AGREEMENT

APPENDIX A

TRAVEL PROCEDURE

1. **Air Travel**

- A. Executive Council members are encouraged to utilize: CRYSTAL LAKE TRAVEL when making reservations. These reservations should be made at least 14 days in advance to ensure cheaper fares. The cost of the ticket will be directly billed to the Treasurer.
- B. If the member does not utilize CRYSTAL LAKE TRAVEL, then he/she must absorb the cost up front, to be reimbursed later. However, the arrangements should be made at least 14 days in advance. If reservations are not made during that time frame, then the person will be responsible for the additional cost. Should last minute problems arise (death, work-related problems, etc., the Executive Council member should contact the President and the Treasurer immediately. Mileage credit associated with travel will belong to the Executive Council member.

2. **Ground Transportation**

- A. It is expected that each member will utilize the most effective ground transportation available, considering cost, time, availability, and scheduling.
- B. If shuttle service is provided, the cost of rental cars will not be reimbursed.
- C. If a rental car is needed, utilize the economy size if possible. This should be requested in the budget requisition at the beginning of the fiscal year. An explanation for the rental car is required for reimbursement.

3. **Lodging**

- A. Each Executive Council member is to make his/her own lodging arrangements unless notified otherwise by the President.
- B. The cost of lodging will be the responsibility of the member, and will be reimbursed upon completion of the GLATA expense form, unless notified otherwise by the President.
- C. In the event that the Treasurer pays for the lodging expenses on-site for the executive Council, then the member cannot claim this on the end-of-the trip expense form.
- D. The Executive Council member is encouraged to stay with another Council member to help defray costs.
- E. Rooms will be reimbursed up to a maximum of the single room rate (individuals must double up whenever possible unless with a spouse/significant other). Lodging will be reimbursed up to a maximum of 4 days, except when a Saturday stay over is less costly to the District. A receipt must be submitted.

4. **Expenses** - original receipts must be submitted in order to be reimbursed.
 - A. Transportation:
 - a. Transportation expenses include the cost of traveling by air, rail, bus, taxi, etc. and the cost of operating personal, company, or institution
 - b. Travel will be reimbursed at the federal rate of reimbursement per mile or coach air fare, whichever is less, it is the responsibility of each Executive Council member to determine the most cost efficient means prior to making final arrangements
 - c. Any changes in travel arrangements that will increase travel costs for that member need to have prior approval by the President
 - B. Lodging: - See **#3. Lodging – A, B, C, D, E.**
 - C. Meals
 - a. Original receipts must be submitted for reimbursement up to the approved daily maximum per day
 - b. The daily allowance and cannot be accumulated over the duration of the travel (staying 4 days and on one night eat \$100 worth of food)
 - c. Tips are not included as part of the per diem
 - D. Miscellaneous Expenses
 - a. Tips – gratuities should be exercised carefully; a basic charge of 15% should not be exceeded
 - b. Airport parking – an Executive Council member should utilize long term or short term parking whichever is the least expensive
 - c. Registration fees of GLATA or NATA Meetings – will not be paid by GLATA; these fees are the responsibility of the member
 - d. Any changes that have to be made due to illness, death, or other emergency will be considered after original receipts and budget allocation forms have been submitted.
5. **Reconciliation**
 - A. Return all parts of the travel form completed, and with original receipts, within 30 days, to the treasurer. All forms received after 30 days will be returned without reimbursement.
 - B. The treasurer will reconcile all travel forms in fifteen days after receipt. The Treasurer will also return one part of the travel expense form with the reimbursement check. Changes shall be noted on the travel expense portion to the Council member.
6. **Ethics**

Each member of the Executive Council will be asked to submit an ethical statement to the President indicating the degree of reimbursement available from their employer.

APPENDIX B

GLATA STANDING COMMITTEE CHAIR EVALUATION

COMMITTEE CHAIR _____

COMMITTEE _____

EVALUATION DATE _____

EVALUATOR(S) _____

Rating Scale:

1 = Far Below Expectations;	2 = Below Expectations;
3 = Met Expectations;	4 = Above Expectations;
5 = Far Above Expectations;	n/a = Not Able to Evaluate

Administration:

- A. Keeps records of committee meetings, minutes, correspondence with Executive Council, State Associations and NATA
- B. Submits annual budget and keeps accurate fiscal records to verify expenses. This includes submitting expense vouchers on time.
- C. Submits annual report to President on committee actions, projects and goals.

Communication:

- A. Communicates in an efficient and timely manner with President and Executive Council.
- B. Communicates with committee members:
 - 1. Keeping them informed of committee goals and projects.
 - 2. Recruits their input and incorporates their ideas into committee actions.
 - 3. Reports back regarding completion of goals/projects.
- C. Responds in a timely manner to communication from membership.

Miscellaneous:

- A. Attends GLATA Executive Council meetings
- B. Sets annual measurable goals for committee in conjunction with President. Then reports to President on progress of these goals.

Goals for 200

APPENDIX C

APPENDIX D

_____ (Month/Year) **EXECUTIVE COUNCIL MEETING**

GREAT LAKES ATHLETIC TRAINERS' ASSOCIATION

REPORT OF: _____
(Office, Committee, District, Etc.)

PERSON REPORTING: _____
(Name Position Date)

ACCOMPLISHMENTS:

ACTIVITIES IN PROGRESS:

RECOMMENDATIONS:

NOTES:

**COMMITTEE MEMBERS ENCOMPASSED:
INCLUDE ADDRESS AND PHONE**

REPORT DUE:

REPORT SENT:

APPENDIX E

The following document is a sample letter of application for the GLATA Communications Grant. This is provided to give the submitted organization guidelines for submitting their application.

Julie Rochester, GLATA Secretary
Chair, GLATA Communications Committee
Northern Michigan University
1401 Presque Isle Avenue
HPER Department
Marquette, MI 49855

{Current date here}

Dear Ms. Rochester:

The XATA would like to apply for the GLATA Communications Grant to assist in funding several State Association projects. The projects include the development of a new XATA Brochure, Industrial Committee Brochure, and development of a new XATA hosted website. The proposed projects are summarized below.

1. XATA Brochure: \$400.00
 - The XATA Public Relations Committee will be reprinting a brochure to describe the XATA organization and the athletic training profession. The brochure will have various target audiences including general public, legislators, physicians, and hospital administrators.
 - The PR Committee would like to use \$300.00 of the grant for printing of brochures to be completed by {Month Day, Year}. Funds are necessary due to the limited budget given to each XATA Committee.
 - Reference to the GLATA Sponsorship will be made in the brochure.
2. New XATA Banner: \$300.00
 - The XATA would like to utilize \$300.00 of the GLATA Communications Grant to purchase a new XATA banner.
 - The banner will be displayed at XATA events such as the XATA Annual Meeting, XATA Golf Outing, XATA Reimbursement Seminars, and XATA Legislative Days.
 - The banner will help increase visibility to the general public and XATA members.
 - GLATA will be identified on the banner.
3. XATA Hosted Website: \$300.00
 - The XATA would utilize \$300.00 of the grant funds to assist in covering expenses related to website host with {Name of Co.} Reference to GLATA will be made on the website.

Total Requested: \$1000.00

This request is for both internal and external communications projects for the members of the XATA and will greatly support our efforts on behalf of athletic training in the State of Xxxxxxx. If you need further information, please contact me.

Sincerely,

XXXXXXXXX XXXXXXXX
XXXXXXXXX State Representative to GLATA

APPENDIX F

CREDENTIALING/REGULATORY FINANCIAL SUPPORT AGREEMENT

I _____ the
(President of State Association)

President of the State of _____ hereby request the credentialing
(Name of State)

or regulatory moneys from District IV and given by NATA to District IV. I understand the following:

There is to be no extension of this agreement.

1. District IV of the NATA, nor the NATA, nor the directors, officers, employees, or agents are liable for or responsible in any way for the decisions made by each of the State Associations for how that association chooses to use the moneys it receives under this agreement.
2. Each State Association is eligible to receive up to \$3,000.00 in a three (3) year period, after meeting the application criteria.
3. If a State Association does not request the entire \$3,000.00 allotment, they may request additional funds during the three (3) year period, not to exceed the total \$3,000.00 portion of the proceeds.
4. This money must be used for credentialing/legislative/regulatory or third party reimbursement efforts only.
5. Each State Association agrees not to use the funds to contribute to political campaigns or to fund lobbyist activities.
6. The State Association agrees to provide a written report at each GLATA Meeting as to how this funding was used for a period of one year.

The parties have executed this Agreement as of the day and year first written above.

GREAT LAKES ATHLETIC TRAINERS' ASSOCIATION

_____ DATE _____
Print or type the name and title of the party whose signature appears immediately above.

STATE ASSOCIATION

_____ DATE _____
Print or type the name and title of the party whose signature appears immediately above.