

Northland Regional Chapter of the American College of Sports Medicine

Constitution and By Laws (October 14, 2017)

CONSTITUTION

ARTICLE I: NAME AND GEOGRAPHIC AREA

Section 1: The name of the society is the Northland Chapter of the American College of Sports Medicine (ACSM).

Section 2: The geographic area shall principally include: Minnesota, Nebraska, North Dakota and South Dakota. However, membership will not be limited to residents of these states.

ARTICLE II: OBJECTIVES AND PURPOSES

Section 1: The objectives and purposes of the organization shall be to follow, fulfill and promote the objectives of the American College of Sports Medicine at the regional level which are:

- 1a. To promote and advance medical and other scientific studies dealing with the effect of sports and other physical activities on the health of human beings at various stages of life;
- 1b. To cooperate with other organizations, physicians, scientists and educators concerned with the same or related specialties;
- 1c. To arrange for mutual meetings of physicians, educators and allied scientists;
- 1d. To make available postgraduate education in fields related to these sciences;
- 1e. To initiate, promote and correlate research in these fields;
- 1f. To edit and publish a newsletter containing articles pertaining to various aspects of sports, other physical activities, health education, medicine, and activities of the Chapter members.

ARTICLE III: TAX STATUS

Section 1: The Northland Chapter of the American College of Sports Medicine is a nonprofit organization, and will comply with the Internal Revenue Service requirements for a tax exempt organization.

Section 2: The main office of the Chapter will be located in the office of the Executive Director.

ARTICLE IV: MEMBERSHIP

Section 1: Membership of the Northland Chapter of the American College of Sports Medicine will not be restricted to those who currently hold membership in the American College of Sports Medicine.

Section 2: A roll of all members of the Northland Chapter of the College shall be kept by the Executive Director

Section 3: Membership of the regional chapter shall be of following classes: Members, Graduate Students, Student Affiliates, and Associate Members.

Section 4: Northland Chapter Membership Categories

4a. Member Shall have earned a bachelor's, master's or doctor's degree from an accredited institution in a field related to health, physical education, exercise science, or biology, or shall have earned a bachelor's, master's, or doctor's degree in other areas but be working in a field related to health, physical education, sports medicine or exercise science. Applicants considered to have the equivalent of one of the above degrees and who are working in a field related to health, physical education, sports medicine or exercise science may be accepted as regular (Revision Date 10-14-2011) members upon the approval of the Executive Committee.

4b. Graduate Student Shall have earned a bachelor's degree in a field related to health, physical education, exercise science, or biology and shall be carrying at least one-half of a full academic load as defined by the university or college he or she is attending during at least one semester of a regular academic year. Graduate

student membership shall be terminated at the end of the calendar year in which the individual receives a graduate degree or terminates his or her graduate studies. This category of membership shall be restricted to seven years from the date of application.

4c. Student - Shall be a full-time undergraduate student in a field related to health, exercise science, biology, physical education, or the premedical sciences. To be eligible for this classification the student must be in good standing at his or her institution. This category of membership shall be restricted to five years from the date of application.

4d. Associate Member - Associate Membership in the College Northland Chapter is open to any person with an interest in the general area of sports medicine but not to those who are currently regular or student members, or those who would otherwise qualify for regular membership in the College. Dues are to be established by the Executive Committee and may be changed at their discretion.

4e. Membership dues expire 12 months from the month in which they are paid (example, dues paid any day in October 2011 expire October 31, 2012.)

Section 5: Voting: All members, graduate students, student affiliates, and associate members shall be entitled to vote. However, only full members in good standing in the American College of Sports Medicine may hold office.

ARTICLE V: OFFICERS

Section 1: The Officers of the Northland Chapter of the American College of Sports Medicine shall consist of a President, President-Elect, Past President, Representatives (one representing each state in the region, and one Representative at Large elected from those chapter members preferably not residing in MN, ND, SD, or NE), the Executive Director, the Student Research and Activities Director, and the Representatives to Standing National Committees.

1a. The Representatives shall serve for a term of two years while the President-Elect shall serve for one year in that capacity, the following year as President, and the following year as Past President

1b. The Representatives from North Dakota and Nebraska will be elected in the fall of odd numbered years while those from Minnesota and South Dakota, and the Representative at Large will be elected in the fall of even numbered years.

1c. The Executive Director is not an elected position but is an appointed position. The Executive Committee is responsible for hiring the Executive Director. The initial term of the Executive Director is for three years. Succeeding terms are for 2 years each.

1d. Officers must be members of the American College of Sports Medicine and the Northland Regional Chapter

1e. The Student Research and Activities Director is an elected position and shall serve for a term of three years.

Section 2: Any vacancy or absence in the office of the President will be filled by the President-Elect. Any vacancy in any other office shall be filled by presidential appointment with the approval of the other chapter officers (simple majority vote). Such appointees must meet all of the requirements for the position. Appointees will serve for the duration of the normal term of the office.

Section 3: The Executive Director shall maintain an administrative office through which the routine business of the Chapter shall be conducted.

Section 4: Representatives to Standing National Committees (Revision Date 10-14-2011)

4a. The Chapter's Representative to the American College of Sports Medicine Regional Chapter's Committee shall be elected by the membership for a three year term. The representative must be a member of the American College of Sports Medicine, and must have experience as a chapter officer.

4b. The Representative to the ACSM Student Affairs committee shall be elected for a term that includes two consecutive national ACSM annual meetings. The student must be enrolled at least half time at the time of election, and can fulfill an elected term after graduation. National ACSM membership is required.

ARTICLE VI: COMMITTEES

Section 1: The Standing Committees of the Chapter will be the Executive Committee and the Nominating Committee (see Article VI, Section 9a.)

Section 2: The President may appoint special committees for various purposes.

Section 3: All committees shall consist of at least three members of the Chapter, one of whom shall be appointed as chairperson.

Section 4: The Chairs and members of all standing committees shall hold office until their qualified successors have been duly appointed.

Section 5: The Executive Committee shall be composed of the elected and appointed Chapter Officers and the Chairs of the Chapter's Standing Committees.

Section 6: The Executive Committee shall have the power to regulate the property interests of the Chapter, annual dues of members, to adopt rules and regulations for the election of officers of the Chapter, to determine what publications shall be sponsored by the Chapter, to make contracts in connection therewith and to name editorial boards for sponsored publication(s), to set the dates of the annual and other Chapter meetings, to organize and sponsor post-graduate educational events and promote other objectives of the Chapter (see Article II), and to approve any and all business not otherwise provided for pertaining to the organization and operation of the Chapter.

Section 7: The business and policies of the Chapter as prescribed by the membership at the annual meeting shall be implemented by the Executive Committee.

Section 8: Notice of meetings of the Executive Committee shall be announced in writing at least ten days prior to a meeting. Following this notice, business of the Executive Committee shall be conducted by those members in attendance.

Section 9: Other Committees

9a. The Nominating Committee shall be chaired by the President and the membership will include the President and three members appointed by the President from the membership of the Chapter

ARTICLE VI: FUNDS

Section 1: The funds of the Northland Chapter of the College shall be derived from the annual dues collected from each member as established by the elected officers, as well as from registration fees, endowments, gifts, grants, and bequests to the Chapter.

Section 2: The fiscal year extends from January 1 to December 31.

ARTICLE VIII: MEETINGS

Section 1: An annual business meeting of the Chapter shall be held to carry out Chapter business.

Section 2: The Chapter shall conduct open sessions, symposia, and postgraduate courses which shall be devoted to educational, practical, or scientific aspects of sports medicine.

Section 3: Sites for the meetings shall be designated by the Executive Committee of the Chapter.

ARTICLE IX: AMENDMENTS

Section 1: Amendment of the constitution of the Northland Chapter of the American College of Sports Medicine may be initiated by a proposal signed by at least five members of the Chapter in good standing. This proposal shall be delivered to the Executive Director in writing. The Executive Director shall present the proposed amendment to the members at the annual business meeting. A two-thirds affirmative vote of the members present shall be required to adopt any amendment.

BY-LAWS

ARTICLE I: APPLICATION FOR MEMBERSHIP

Section 1: Procedures

- 1a. Application for membership shall be made on forms authorized by the Chapter Officers. Application forms may be obtained from the Executive Director of the Northland Chapter.
- 1b. The completed application is to be returned to the Director.
- 1c. The Executive Director shall process all initial applications for membership in the Northland Chapter on the basis of the criteria stated in the Constitution, Article IV. Cases in which qualifications are in doubt shall be forwarded to the President and the Executive Committee of the Northland Chapter.
- 1d. If an application is approved, the Executive Director shall inform the applicant that he/she has been admitted to membership in the Northland Chapter and upon payment of proper dues shall forward a certificate of membership.
- 1e. When an application is rejected, the Executive Director shall inform the applicant of such rejection.

ARTICLE II: DUES AND FEES

Section 1: Annual dues shall be paid by all members of the Northland Chapter, except as provided in Section 2 of this article. The amount of annual dues shall be approved by the Executive (Revision Date 10-14-2011) Committee.

Section 2: At the discretion of the Executive Committee and without publication thereof, any annual dues may be waived in whole or in part in the case of any member who has suffered serious disability or financial reverses or who qualifies as EMERITUS from National ACSM.

Section 3: Any member dropped from membership because of delinquency will be notified that he/she has been dropped from the roll and may be reinstated upon the filing of a new membership application together with the current dues.

ARTICLE III: DUTIES OF THE PRESIDENT

Section 1: The President shall preside at all regular meetings of the Chapter and of the Executive Committee.

Section 2: Within thirty days after taking office he/she shall appoint members of any standing committees and shall from time to time appoint such other committees as may be necessary to carry on the activities of the Chapter. He/she shall name the chair of each committee. He/she shall direct the activities of each committee and be an ex -officio member of each committee.

Section 3: The President is responsible for ensuring that the Chapter operates in accordance with procedures described in the American College of Sports Medicine Regional Chapter's Manual.

Section 4: He/she shall preside as Chair of the Nominating Committee.

ARTICLE IV: DUTIES OF THE PRESIDENT-ELECT

Section 1: The President-Elect, during the absence of the President, shall assume the duties of the President pro tempore.

Section 2: He/she shall chair the program committee for the annual fall Chapter meetings.

Section 3: He/she shall perform such other duties as are assigned to him/her by the President.

Section 4: At the annual meeting, the year following his/her election, he/she will assume the office of the President.

ARTICLE V: DUTIES OF THE EXECUTIVE DIRECTOR

Section 1: The Executive Director shall perform the duties generally pertaining to that office together with those prescribed by Law. He/she shall be responsible to the Executive Committee.

Section 2: The Executive Director shall have charge of all papers, archives, records, and property of the Chapter. He/she shall make and keep on file correct minutes of meetings of the Chapter, and Executive Committee. He/she shall present a report of the transactions of the Chapter and of the Executive Committee to the Chapter at the annual meeting. The Executive Director shall keep a roster of the members together with such data as may be of interest of the Chapter.

Section 3: The Executive Director shall have charge of the correspondence and shall conduct same in consultation with the President, making a report thereof to the Chapter. He/she shall issue all notices of meetings and notifications of election to membership. He/she shall notify, in writing, members of their appointment to committees and of their election to office. He/she shall notify the membership of the slate of officers selected by the Nominating Committee (see Article VI, Section 9, Constitution).

Section 4: The Executive Director shall cause the officers and chair of committees to be supplied with necessary official stationary, and shall furnish candidates with application blanks upon their request for same.

Section 5: The Executive Director shall collect and receive all fees, dues and assessments, and all other monies belonging to the Chapter. He/she shall be accountable therefore to the Chapter at (Revision Date 10-14-2011) such times as it may designate. He/she shall keep proper books, records and accounts which shall at all times be open for examination by members of the Chapter or its representative. He/she shall deposit the funds of the Chapter in such depositories as shall be designated by the Executive Committee and he/she shall maintain such deposits in the name of the Chapter.

Section 6: Approval for monies spent shall be by the action of the Executive Committee.

Section 7: The Executive Director shall arrange for an audit of the books by a representative of the Executive Committee at the close of each fiscal year. The report of the examination shall be available to the membership.

Section 8: The Executive Director shall present to the Chapter at the annual meeting or at other times as requested by the Chapter or the Executive Committee, a statement summarizing the receipts and disbursements of the Chapter.

ARTICLE VI: DUTIES OF THE STUDENT RESEARCH AND ACTIVITIES DIRECTOR

Section 1: The Student Research and Activities Director will report to the President and the Executive Committee.

Section 2: The Student Research and Activities Director will, in accordance with directions of the Executive Committee, submit requests for student abstracts and research grants, and organize the judging and award dissemination for student posters and research.

Section 3: The Student Research and Activities Director shall organize student abstracts for publication.

Section 4: The Student Research and Activities Director will organize and administer the annual student quiz bowl.

Section 5: The Student Research and Activities Director will perform any other duties as recommended and approved by the Executive Director and/or Board of Directors.

ARTICLE VII: DISCIPLINE

Section 1: Any member of the Chapter may be disciplined or expelled for conduct which, in the opinion of the Executive Committee, is derogatory to the dignity of or inconsistent with purposes of the Chapter. The expulsion of a member may be ordered only upon the affirmative vote of two-thirds of all the members of the Executive Committee, and only after such member has been informed of the charges against him/her and has been given an opportunity to refute such charges before the Executive Committee.

ARTICLE VIII: OFFICIAL PRONOUNCEMENTS

Section 1: The Chapter may refer any matter which has societal significance, and which merits consideration by the American College of Sports Medicine to the Board of Trustees of the National Chapter for official action. An official stand and pronouncement will only be made on the matter following approval of the National Chapter in order to avoid multiple stands of a single issue by the American College of Sports Medicine.

Section 2: A statement, to become official, must be approved by the Executive Committee and voted upon by the membership of the Chapter at an annual meeting. It must be approved by two-thirds of the members attending the meeting.

Section 3: A statement to be recommended to the Executive Committee must be submitted in writing and accompanied by the signatures of no less than five members of the Chapter.

Section 4: The President will review the statement before referring it to the Executive Committee for consideration. Editorial changes may be proposed if deemed necessary.

Section 5: The Executive Committee, after due consideration of the proposed amendment, must submit it to the membership for vote or return it to the authors with reasons for dissent.

ARTICLE VIII: CHAPTER DISSOLUTION

Section 1: Should the Northland Chapter be dissolved, all assets of the Chapter shall be transferred to and become the property of the American College of Sports Medicine exempt from taxation under the United States Revenue Service Regulations