Athletic Training Club Constitution of Westfield State University

Article I

Name:

Section 1: This organization shall be known as the Athletic Training Club of Westfield State University, hereafter known as the AT Club.

Article II

Purpose:

Section 1: The primary purpose of the AT Club is to fundraise for club events, and to attend professional conferences. The club also meets once a month to review Athletic Training skills and orthopedic injuries studied throughout Athletic Training courses taken at Westfield State University. The club works for student members and participates in community outreach.

Article III

Membership:

Section 1: Membership shall be open to all full-time and part-time undergraduate students of Westfield State University who have paid their student activities fee for the current academic semester.

Section 2: Members are considered to be active if they attend and participate in fifty percent (50%) of club meetings and activities.

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Article IV

Officers:

Section 1: There shall be an Executive Board consisting of President, Vice-President, Treasurer, Secretary, three (3) Fundraising Chairs, and Student Ambassador.

Section 2: Duties of the Officers

A. The President shall be responsible for presiding over all meetings of the club and all activities of the club. The President shall also be entrusted with all club correspondence. The President will act as a point of contact for all AT Club members, oversee all chairs and volunteers and work with the faculty and staff advisor(s). The President will provide the faculty and staff advisor(s) with club updates.

B. The Vice-President shall assume all duties of the President in case of absence or resignation of the President. In addition, be a direct aid to the President in carrying out their duties.

C. The Treasurer shall be entrusted with handling of the treasury of the club, in accordance with the procedures established by the University.

D. The Secretary shall keep a record of all activities of the club and assist with club promotion.

E. The Fundraising Chairs shall be entrusted with handling the coordination of fundraising ideas and events.

F. The Student Ambassador shall be entrusted in keeping contact with the Student Ambassador Program, and updating the AT Club on news from said contact.

Section 3: All active members of the club are eligible to hold office.

Section 4: The term of office for all members of the Executive Board shall be for two (2) semesters (one (1) academic year). Term will start on the first day of classes for the fall semester and end on the last day of classes for the spring semester.

Article V

Advisors:

Section 1: Advisors are open to any faculty, staff or librarian.

Section 2: The AT Club advisor will assist with meeting and event planning and organization, and participate in Executive Board meetings and training, as necessary.

Section 3: Advisors will be appointed with a majority vote of fifty percent (50%) of the active club members plus one (1).

Article VI

Elections:

Section 1: Members of the club may nominate themselves and/or other members for vacant positions on the club board.

Section 2: Votes will be cast on paper ballots or via email for absent club members. The votes will be tallied by a predetermined non-voting member.

Section 3: No election may be held if there is not a quorum of fifty percent (50%) of the club members plus one (1) present at the meeting.

Section 4: In the event of a tie, the non-voting member will cast the deciding vote.

Section 5: Elections will be held at the last AT Club meeting for the academic year. The term of office for all members of the Executive Board shall be for two (2) semesters (one (1) academic year). Term will start on the first day of classes for the fall semester and end on the last day of classes for the spring semester.

Article VII

Meetings:

Section 1: The Club will meet no less than four (4) times per semester.

Section 2: Officers may hold special meetings with just the officers of the club.

Section 3: Special meetings may be called by the members of the Executive Board, as necessary.

Article VIII

Vacancies:

Section 1: If an officer resigns or leaves, he club will hold a special election to fill the vacancy. Active club members will vote on the special election at the next scheduled club meeting. The voting procedure will be that outlined in Article VI Section 2.

Section 2: If the advisor resigns or leaves, the Executive Board will search for an advisor from faculty, staff, or librarians. Active club members will vote on advisor candidates at the next scheduled club meeting. The voting procedure will be that outlined in Article V Section 3.

Article IX

Amending Procedure:

Section 1: This constitution may be amended by a two-thirds (2/3)majority vote of the voting members of the club and if approved by the Rules and Regulations Committee of the Student Government Association.

Article X

Removal from office:

Section 1: If an officer is not performing their duties, a club member may motion to remove the officer from their position. This individual must be notified of their pending removal within forty-eight (48) hours. Active members will cast anonymous ballots. An officer shall be removed from office if two-thirds (2/3) of the active club members vote for removal. The votes shall be counted by a predetermined non-voting member of the club. The vacancy will be filled by procedure outlined in Article VI, Section 2.

Section 2: In the event that the advisor is not performing their duties, an Executive Board member may motion to remove the advisor from office. The Executive Board will hold a vote to remove the advisor from other position. An advisor will be removed from their position if three-fourths (3/4) of the Executive Board votes to remove the advisor from the position. The vacancy will be filled by following the procedure outlined in Article V, Section 3.

Article XI

Recognition of Safety and Waiver of Liability:

Section 1:

1. The Student Government Association (herein, SGA) and this Club, Athletic Training Club of Westfield State University, recognize that the overall safety and wellbeing of its Club members is a priority function of the Club.
2. This Club (named above) is only authorized to conduct its activities in a designated University approved location such as one provided on campus grounds or at a recognized location that is designed or approved for this Club’s specific activities.
3. Each Club member, as a material condition of membership, understands, accepts and agrees that his/her participation in this Club is voluntary and that he/she voluntarily assumes all risks and liabilities associated with his/her participation.  Each Club member, by accepting membership, agrees to hold the SGA harmless from and indemnify the SGA against any and all liability, including, but not limited to physical, financial, emotional and property damage claims, whether sustained or inflicted, in connection with or in any way related to the participant’s participation in the Club.
4. Once approved the SGA acts as an administrative resource for the Club and is not responsible for managing Club activities. The Club must be under proper supervision (by an advisor or coach or certified facility manager) while performing Club activities which may include but are not limited to practices, meetings and competitions.
5. Any and all injuries, whether incurred or inflicted in connection with Club activity, must be reported to Westfield State University Public Safety (413) - 572-5262 immediately per University reporting procedures. The SGA Parliamentarian or Representative must also be notified of such injury in writing no later than twenty-four (24) hours after the injury occurs. Reports of injuries will be kept by the SGA within the Club’s file.
6. After a report of such an injury has been made, all Club activities must cease while the cause of the injury is determined and an assessment of the situation occurs. After such determination and assessment by the Rules and Regulations committee, the club may resume its activities only if authorization from the SGA Parliamentarian to resume is issued in writing.

Section 2:

1. Failure to adhere to these conditions may result in sanctions, up to and including, revoking the Club’s active status as determined by the Rules and Regulations Committee.