

**Constitution of the
University of Northern Iowa
Student Athletic Trainers Organization**

Preamble

In order to promote athletic training, and guide our actions and activities as athletic training students, we do hereby adopt the following constitution.

Section I - Name of the Organization

The name of this organization shall be The University of Northern Iowa Student Athletic Trainers Organization, hereafter referred to in this document as UNISATO.

Section II - Purpose of the Organization

- A. To introduce the profession of athletic training, and other allied health professions related to athletic training.
- B. To keep its members current in the educational and professional aspects of athletic training through attendance of meetings, symposiums, and conventions.
 - 1. Meetings shall occur on a regular basis as set by the executive committee.
 - 2. Members shall be informed of meetings at least 5 days in advance.
 - 3. A quorum shall exist when at least one half of the enrolled members are present.

Section III - Requirements of Membership

- A. Membership in UNISATO shall be open to any student to who exhibits an interest in the undergraduate or graduate athletic training education programs.
- B. Members will pay yearly dues and will be active in UNISATO sponsored fundraising activities.
- C. Members will attend all UNISATO meetings and functions.

Section IV - Officers of UNISATO

Article I- Titles of Officers

The officers of UNISATO shall consist of a: Two Co-presidents, Secretary, Treasurer, and one representative to the Student Athlete Advisory Council (SAAC)

Article II - Election of Officers.

The following officers shall be elected by a majority vote of the eligible voting members present at the last scheduled meeting of the spring semester: Two Co-presidents, Secretary, Treasurer, and one SAAC representative . The order of the election shall be in the same sequence as the offices are listed above. The elections for the Co-Presidents will be held during the January UNISATO meeting. All other elections will be held during the following UNISATO meeting.

- A. A member may nominate himself or herself or another member for any office by notifying one of the current Co-Presidents.
- B. Members who are nominated for an office will have an opportunity to present their platform (ideas, vision) to the group during the January (co-presidents) and February (all other offices) meetings, meeting just prior to respective elections.
- C. Elections are by secret ballot only, the votes shall be counted by the current Co-Presidents in the presence of the UNISATO advisor.
- D. In the case of a tie, the membership will vote a second time with only the names of the

candidates who were tied on the ballot.

- E. The term of an elected officer is one calendar years to run April 1st of the elected year until April 1st of the following year.

Article III - Removal from Office

Any officer may be removed from office upon the motion of any member. A two-thirds majority is needed to remove an officer. If the president is removed from office, the vice president shall immediately assume the office of the president. If an officer is removed during a meeting, a special election may be held at any time to fill the vacant office.

Article IV - Executive Committee

The above mentioned officers shall comprise the executive committee of UNISATO. The executive cabinet shall select a faculty advisor to the organization. This advisor shall be an active member of the faculty of the University of the University of Northern Iowa and shall be under contract to such as an athletic trainer. No member shall hold more than one office per academic year.

Article V - Officer Qualifications and Responsibilities

A. Co-Presidents

1. Qualifications

- a. Must be a member of UNISATO in good standing.
- b. Must have at least four semesters of active membership in UNISATO.
- c. Must be a second-year athletic training student in good academic standing as described in the athletic training student handbook.

2. Responsibilities

- a. Preside over UNISATO meetings and the executive committee meetings.
- b. Originate committees as needed.
- c. Appoint members to committees and select a chairperson of each committee.
- d. Maintain and update UNISATO Constitution
- e. Oversee student involvement at graduation and family weekend events.
- f. Oversee and organize the following events:
 1. Summer fund-raising events
 2. NATA Annual Symposia and Conference

B. Secretary

1. Qualifications

- a. Must be a member of UNISATO in good standing.
- b. Must have at least two semesters of active membership in UNISATO.
- c. Must be at least a first-year athletic training student in good academic standing as described in the athletic training student handbook.

2. Responsibilities

- a. Record minutes of all meetings, including those of the executive committee.
- b. Post the minutes, as well as an agenda of all meetings within one week of the meeting occurrence.
- c. Perform other duties as directed by the president.
- d. Record attendance during meetings
- e. Maintain the financial records of UNISATO and report them on a monthly basis.
- f. Serve as chairperson of fundraising committee - Take Roll of all members present.

C. Treasurer

1. Qualifications

- a. Must be a member of UNISATO in good standing.
- b. Must have at least two semesters of active membership in UNISATO.

- c. Must be at least a first-year athletic training student in good academic standing as described in the athletic training student handbook.
 - 2. Responsibilities
 - a. Maintain the financial records of UNISATO and report them on a monthly basis.
 - b. Record student participation in fundraising events.
 - c. Serve as chairperson of fundraising committee - Take Roll of all members present.
 - a. Perform other duties as directed by the president.
- D. SAAC Representatives
 - 1. Qualifications
 - a. Must be a member of UNISATO in good standing.
 - b. Must have at least two semesters of active membership in UNISATO.
 - c. Must be at least a first-year athletic training student in good academic standing as described in the athletic training student handbook.
 - 1. Responsibilities
 - a. Attend scheduled SAAC meetings.
 - b. Report activities of SAAC to the UNISATO membership.

Section VI - Ratification and Approval of Amendments

Article I - Ratification

The constitution of UNISATO shall be ratified and in effect immediately upon approval by a two-thirds of the voting members.

Article II. Amendments

- A. Proposal of Amendments
 - 1. A proposal of an amendment may be made by any member of UNISATO.
 - 2. The proposed amendment shall be submitted in writing to the policy committee for their recommendation and modifications as needed.
 - 3. The amendment to be voted on shall be presented to the membership, after action by the policy committee, at least 14 days prior to being voted upon.
- B. Approval of Amendments.
 - 1. To the constitution shall be in effect upon approval of two thirds of the voting members with a quorum present.

Section VII - Financing

Financing for UNISATO will be provided by the funds collected during fund raising activities, allocations from student activity fees, or any dues or contributions.

Section VII - Committees

Article I- Standing Committees

- A. Fundrasing Committee
 - 1. Shall be chaired by the secretary/treasurer, members of the committee shall be appointed by the president. At least one member of the committee will be of first or second year standing in the athletic training program.
 - 2. Responsible for all fundraising activities.

3. Shall be responsible for developing a formula to reimburse student expenditures based on funds available.
4. Shall meet as needed when a meeting is called by the chair.

B. Appeals

1. Three student members are appointed by the UNISATO faculty advisor
2. .
3. Has jurisdiction over appeals of fines, and sanctions.
4. Will develop policy in regards to the appeals process.
5. Appeals committee's decision may be appealed to the UNISATO faculty advisor.

Article II - Other Committees

- A. Committees may be created when deemed necessary by the executive committee.
- B. Committee chairs and members will be appointed by the Co-President, once a list of volunteers has been identified.
- C. All committees will consist of the following:
 - a. At least three student members
 - b. At least one member representing each class (1st, 2nd, 3rd)
 - c. At least one member from the previous committee of the previous year.
- D. Committees will include:
 - a. Special Olympics
 - b. Home Coming
 - c. Family Weekend
 - d. Convention
 - e. Social (organizing holiday and end-of year party)