

**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: Two Co-presidents, Secretary and Treasurer.

***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. The elections for the Co-Presidents will be held during the March UNISATO meeting.

- A. A member may nominate himself or herself or another member for any office by notifying one of the current Co-Presidents or the faculty advisor. Nominees must be approved by the leadership committee and then voted on by UNISATO.
- B. Co-Presidents who are nominated for office will have an opportunity to present their platform (ideas, vision) to the group during the March meeting.
- 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. All those members of UNISATO who are accepted into the Athletic Training Education Program are eligible to vote.
- E. 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.
- F. Treasurer and Secretary are appointed to positions in the month of April.
- G. The term of an elected officer is one calendar years to run April 1<sup>st</sup> of the elected year until April 1<sup>st</sup> of the following year.

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***Article IV - Executive Committee***

The above mentioned officers (two co-presidents, secretary and treasurer) 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. One running mate must be a 3<sup>rd</sup> year student and have at least 3 semesters of active involvement with UNISATO Leadership.
- c. The other running mate should be a 2<sup>nd</sup> or 3<sup>rd</sup> year student with at least 2 semesters of active involvement in UNISATO Leadership.
- d. All candidates must be approved by the UNISATO Faculty Advisor.
- e. In the case that there is no 3<sup>rd</sup> year student(s) wanting to run for co-president, two 2<sup>nd</sup> year students could run together only with the approval of the UNISATO faculty advisor as well as the UNISATO Leadership Committee.

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
  3. Peer Mentoring

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 Leadership.

2. Responsibilities

- a. Record minutes of all meetings, including those of the Leadership Committee.
- b. Post the minutes, as well as an agenda of all meetings within one week of the meeting occurrence.
- c. Keep updated records of the Involvement List
- d. Record attendance during meetings
- e. Perform other duties as directed by the president.

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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 Leadership.
2. Responsibilities
  - a. Maintain the financial records of UNISATO and report them at meetings as needed.
  - b. Record student participation in fundraising events.
  - c. Serve as chairperson of fundraising committee and oversee all fundraising events (including concession stands)
  - d. Collect and maintain records of membership dues.
  - e. Organize and handle all clothing orders.
  - f. Distribute receipts for all money transactions.
  - g. Perform other duties as directed by the president.
  - h. A vice-chair will be appointed to shadow the treasurer's duties in preparation for the position the following year.

**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. Fundraising Committee
  1. Shall be chaired by the treasurer, members of the committee shall be appointed by the president. At least one member of each of the first and second year class in the athletic training program shall serve as a class representative of the committee.
  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.

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**B. Appeals**

1. Three student members are appointed by the UNISATO faculty advisor
2. Has jurisdiction over appeals of fines, and sanctions.
3. Will develop policy in regards to the appeals process.
4. 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:
  1. At least three student members
  2. At least one member representing each class (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)
  3. At least one member from the previous committee of the previous year.
- D. Committees will include:
  1. Special Olympics
  2. Social
  3. Fundraising
  4. Peer Mentoring
  5. Research
  6. MS Walk
  7. Convention