

CONSTITUTION AND BYLAWS

of the

MID-ATLANTIC CHAPTER

of the

AMERICAN COLLEGE OF SPORTS MEDICINE

Revised 2013, 2021, 2022

CONSTITUTION

ARTICLE I

NAME AND GEOGRAPHIC AREA

Section 1: The name of the society is the Mid-Atlantic Regional Chapter of the American College of Sports Medicine.

Section 2: The geographic area shall include the states of Delaware, Maryland, New Jersey, New York (excluding New York City), Pennsylvania, West Virginia, and The District of Columbia.

ARTICLE II

PURPOSE

The purpose of this organization shall be to fulfill the objectives and purposes of the American College of Sports Medicine as appropriate at the regional level. These are as follows:

1. Cooperating with other organizations, physicians, educators, and skilled scientists.
 - a. Making available postgraduate education in fields related to these sciences.
 - b. Initiating, promoting, and correlating research in these fields.
 - c. Promoting and advancing 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.
2. To serve as a training ground for participation and leadership roles in the national organization.
3. To foster education and the dissemination of knowledge in the areas of sports medicine, exercise, and health.

ARTICLE III

ORGANIZATION

Section 1: The Mid-Atlantic Regional chapter of the American College of Sports Medicine is a nonprofit organization.

Section 2: The home office of the chapter will be located within the regional chapter. The home office will conduct the business of the chapter and maintain records under the auspices of the Executive Committee.

Section 3: The administration of the Chapter is conducted by the Executive Committee.

ARTICLE IV

MEMBERSHIP

Section 1: Full regional membership of the Mid-Atlantic Chapter of the American College of Sports Medicine is open to anyone who meets the qualifications for membership in the American College of Sports Medicine. Individuals need not be an active member of the American College of Sports Medicine to be eligible for membership in the Mid-Atlantic Regional Chapter. Specifically included are the following classifications of membership: (1) Fellow, (2) Fellow Emeritus, (3) Honorary Fellow, (4) Member, (5) Member Emeritus, (6) Graduate Student Member, (7) Student Affiliate, and (8) Associate Member.

Section 2: Fellows, Fellow Emeritus, Honorary Fellows, Members, Member Emeritus, and Graduate Student Members are as defined by the National American College of Sports Medicine Constitution.

Section 3: Student affiliate membership is open to full-time undergraduate students in a field related to health, biology, physical education, or pre-medicine sciences. To be eligible for this classification, the student must be in good academic standing. This category of membership shall be restricted to five years from the date of application.

Section 4: Associate membership 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 Chapter.

Section 5: Privileges. Full Members shall be entitled to all privileges of the Chapter. Student Affiliate and Associate members shall be entitled to all privileges with the exception of voting or holding office.

ARTICLE V

OFFICERS

Section 1: The officers of the Mid-Atlantic Regional Chapter of the American College of Sports Medicine and their terms of office are noted in Section 2. These officers will be responsible to the Executive Committee.

Section 2: The term of office for all the officers is one to three (1-3) years.

President Elect:	1 year
President:	1 year
Past President	1 year
Vice President	2 years
Secretary	2 years
Member-at-Large (1)	2 years
Member-at-Large (2)	2 years
Member-at-Large (3)	2 years
Member-at-Large (4)	2 years
Physician Member-at-Large (1)	2 years
Physician Member-at-Large (2)	2 years
Student Representative (2)	2 years
Regional Chapter Rep	(3 year term, renewable and appointed)
Executive Director	(3 year term, renewable and appointed)
Assoc. Executive Dir	(3 year term, renewable and appointed)

Non-Executive Committee Positions :

Faculty State Representative (2 year term)

Student State Representative (2 year term)

Section 3: New officers will assume the duties of their elected office at the annual business meeting.

Section 4: Any vacancy or absence in the office of the President shall be filled by the Vice President for the duration of the term of office.

ARTICLE VI

EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of all officers, six (6) members at large, the student regional chapter representative, associate executive director, executive director, and regional chapter representative. The President will serve as chairperson of the Executive Committee. Additionally, the Chairperson will appoint all unexpected vacancies with the approval of the Executive Committee. All members of the Executive Committee will have voting privileges except the Executive Director, the Associate Executive Director and the Regional Chapter Representative.

Section 2: There will be four (4) at-large and two physician-at-large members on the Executive Committee. Three (3) members (2 at-large and 1 physician-at large) will complete their term of office each year.

Section 3: The Regional Chapter representative shall be appointed by the President to a three (3) year term of office.

Section 4: The student representative(s) shall be appointed by the President to a two (2) year term of office.

Section 5: The Associate Executive Director shall be appointed by the President with approval from the Executive Committee to renewable 3 year terms and shall perform duties outlined in the operating code.

Section 6: The Executive Director shall be appointed by the President with approval from the Executive Committee to renewable 3 year terms and shall perform duties outlined in the operating code.

Section 7: The Executive Committee shall determine policies of the Chapter, implement such policies, and conduct business of the Chapter.

Section 8: No Executive Committee member with the exception of the Executive and Associate directors shall serve more than two (2) consecutive terms in the same office.

Section 8: The Executive Committee shall always meet annually at the Regional and National conferences and at other times as deemed necessary. Historically these meetings have been held in January, May and September.

ARTICLE VII

COMMITTEES

Section 1: The standing committees of the Chapter shall be: Public Relations & Marketing, Publications, Annual Meeting Sponsorship, Program, and Research Committees.

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

Section 3: All committees shall consist of at least three (3) members of the Chapter, one of whom shall be chair. The chair of each committee shall be a member of the Executive Committee as follows:

<u>Committee:</u>	<u>Chair:</u>
Program	President
Public Relations & Marketing:	President Elect
Publications:	Vice President
Nominations/Awards:	Past President
Annual Meeting Sponsorship:	Member-at-Large (2)
Research:	Member-at-Large (2)
Medical Track and Clinical Cases	Physician Member-at-Large (2)
Faculty State Representative	Regional Chapter Rep.
Student State Representative	Regional Chapter Rep.
College Bowl Committee	Regional and Student Rep

Section 4: The composition of the committees shall be determined by recommendation of the committee chair with consensus of the President. Affiliates may serve as additional committee member.

Section 5: Standing committee structures and purposes are outlined in the Operations Code.

ARTICLE VIII

FUNDS

Section 1: The funds of the Mid-Atlantic Chapter of the American College of Sports Medicine shall be derived from the annual dues collected from each member as established by the Executive Committee and the American College of

Sports Medicine, income from programs, gifts, grants, and bequests, and designated funds from the national organization.

Section 2: The fiscal year begins January 1 and ends December 31 for any given year.

Section 3: Chapter assets shall be transferred to the American College of Sports Medicine if the Mid-Atlantic Regional Chapter should ever be dissolved.

Section 4: Chapter funds are held in an account managed by the Executive Director but are accessible by the Associate Executive Director, and the President.

ARTICLE IX

MEETINGS

Section 1: An annual business meeting of the Chapter shall be held each year. Installation of officers and other business of the Chapter shall be completed at the Annual Business Meeting.

Section 2: The Chapter shall conduct open sessions devoted to the educational, practical, or scientific aspects of sports medicine. Such sessions will be open to all registrants at the annual meeting whether or not they are Chapter members.

Section 3: Members of the Mid-Atlantic Chapter may present and are encouraged to sponsor meetings such as workshops, clinics or conferences dealing with special problems related to sports medicine and science under the sponsorship of the Mid-Atlantic Chapter. Approval for sponsorship shall be given by the Executive Committee of the Chapter. Only after such approval shall the use of the Chapter mailing lists and endorsements on any programs or publicity materials be permitted.

Section 4: This chapter welcomes the opportunity to endorse meetings which fulfill the mission of the Chapter. Endorsements will only be given after review of the program by the Executive Committee or designee.

Section 5: Endorsements may include, but not be limited to, co-sponsorship, stated endorsement, and access to mailing lists.

Section 6: Aside from meeting during the Chapters and National ACSM meeting, MARC Executive Committee meetings have been held in January, May and September. All officers are expected to attend these meetings.

- a. The January meeting will be a review of the Annual meeting, presentation of the Budget and Financial State of the Chapter.
- b. The May meeting will consist of solicitation of nominations for chapter positions, updates regarding the program for the next annual meeting.
- c. The September meeting will consist of finalization of the Annual Meeting Program, nominations and voting on the M. Scott Kieffer Service Award and other awards which may be offered.

BYLAWS

ARTICLE I

APPLICATION FOR MEMBERSHIP

Section 1: Full membership shall be granted to anyone who qualifies for membership in the American College of Sports Medicine and pays the annual dues of the Mid-Atlantic Chapter.

Section 2: Student Affiliate and Associate membership shall be granted under the stipulations of Constitutional Article IV, Section 2, 3. Such applications must be accompanied by the annual dues.

ARTICLE II

DUES

Section 1: Annual dues are payable with renewal of National ACSM dues, registration for the annual meeting or any other time of the year starting January 1 of each year.

Section 2: Dues become delinquent three months after the due date at which time Chapter members will be dropped from the rolls. Reinstatement will be made upon payment of dues. Members will be notified of delinquent dues and of the intent to drop them from the membership rolls.

ARTICLE III

OFFICIAL PRONOUNCEMENTS

Section 1: The Mid-Atlantic Chapter of the American College of Sports Medicine may take an official stand on any matter which has social significance relative to sports medicine and science.

Section 2: A statement to become official must be 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.

ARTICLE IV

MEETINGS

Section 1: The site and date of the annual meeting shall be selected by the Program Committee in conjunction with the Executive Committee.

Section 2: Arrangements for the annual program will be the responsibility of the President. The program shall include sessions appropriate for each of the three major classifications of membership and will be organized by the Program Committee. Content of the program must be evaluated and approved by the Executive Committee relative to appropriateness, quality, and organization.

ARTICLE IV

AMENDMENTS

Section 1: Any amendments to the constitution presented to the Chapter membership for vote must be submitted to the Executive Committee at least 60 days prior to the annual meeting. It must be submitted to the membership for vote at the next annual meeting. The Executive Committee may recommend acceptance or rejection of the original statement of the membership, modified statement. The authors of the statement shall be notified at least fifteen days prior to the meeting of the Committee's decision, and must inform the Committee within five days of meeting whether to withdraw the original statement, accept a modified statement, or submit the original statement for vote.

Section 2: These bylaws may be amended at any regular or special meeting of the Executive Committee or by mail vote. A favorable vote of three-fourths of the Executive Committee shall be required for amendment. Mail votes must be returned to the Chapter President within 30 days after mailing from the President's office.

Section 3: The operating codes may be amended at any regular or special meeting of the Executive Committee. A favorable vote of three-fourths of the Executive Committee shall be required for amendment. Mail or electronic votes must be returned to the Chapter President within 30 days after mailing from the President's office.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: President

Duties and Responsibilities:

1. Chairperson of the Executive Committee with voting privileges.
2. One-year term of office which expires at the end of the business meeting during the appropriate annual conference.
3. Responsible for all activities of the Chapter and will assume authority generally associated with this office.
4. Preside at the business meetings of the Chapter and at the annual meeting held during the term of office.
5. Chairs all scheduled meetings of the Executive Committee.
6. Reports to the membership appropriate activities of the Executive Committee through the newsletter and/or at the annual chapter meeting.
7. Appoints individuals to standing committees and to other assignments consistent with policies and programs of the Chapter.
8. Approves the site and date of future annual meetings with the consent of the Executive Committee.
9. Chairs an ad hoc committee of the President-elect, Past President, and other appointed members of the Executive committee to explore annual meeting sites for future years.
10. Assumes other responsibilities as outlined by the Chapter Constitution and Bylaws.
11. Chairs the Program Committee which determines the organization and content of the annual meeting.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: President Elect

Duties and Responsibilities:

1. Member of the Executive Committee with voting privileges.
2. One-year term of office which expires at the end of the business meeting during the appropriate annual meeting.
3. Chairperson of the Public Relations & Marketing Committee for the upcoming annual meeting.
4. Assemble and distribute the Annual Meeting Program.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Past President

Duties and Responsibilities:

1. Member of the Executive Committee with voting privileges.
2. One-year term of office which expires at the end of the business meeting during the appropriate annual conference.
3. Serves as Nominations/Awards Committee Chairperson.
 - a. Solicits nominations for elected offices, gathers and provides pertinent information about each candidate, and formally presents the slate of nominees to the Executive Committee for approval in time to publish the slate in the Newsletter preceding the annual meeting.
 - b. Responsible for the online election process to include distribution of the ballot and tabulation of the votes, and reporting those results to the Executive Committee
 - e. Chairs the nomination and selection process for MARC Awards including the M. Scott Kieffer Service Award.
4. Responsible for conducting the online evaluation of the annual meeting and reporting those results to the MARC Board at the January meeting of the Board.
5. Shall perform other duties as assigned by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Vice President

Duties and Responsibilities:

1. Member of the Executive Committee with voting privileges.
2. Two-year term of office which expires at the end of the business meeting during the appropriate annual conference.
3. Serves as the Chairperson for the Publications Committee.
4. The Vice President is responsible for soliciting information for, assembling and distributing the Chapter newsletter. Information includes, but is not limited to announcements related to awards, nominations, elections, grants and all official chapter business.
5. Fills in any vacancy or absence in the office of President for the duration of the term of office.
6. Recruit and supervise student set-up and maintenance of AV workers for the Annual Meeting.
7. Shall perform other duties as assigned by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE
FOR

Position: Secretary

Duties and Responsibilities:

1. Member of the Executive Committee with voting privileges.
2. Term of office will be two (2) years which expires at the end of the business meeting during the appropriate annual conference.
3. Reports to the President in conjunction with the Home Office and performs all duties commonly assigned to the position.
4. Shall be responsible for keeping a record of all regular or special meetings of the Executive Committee and Chapter. The Secretary- will be responsible for providing minutes of all official meeting to Executive Committee members.
5. Is responsible for transferring records at the end of the terms of office to the incoming Secretary-
6. Shall perform other duties as assigned by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Member-At-Large (4 Positions)

Duties and Responsibilities:

1. Member of the Executive Committee with voting privileges.
2. Two (2) year term of office which expires at the end of the business meeting during the appropriate annual conference. Two (2) members will complete their terms of office each year.
3. During the first year a member will serve on either the Special Projects Committee (Expo) or the Research Committee. In the second year, this person will become the chair of that respective committee.
4. Shall perform other duties as assigned by the President

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Physician Member-At-Large (2 Positions)

Duties and Responsibilities:

1. Member of the Executive Committee with voting privileges.
2. Two-year term of office which expires at the end of the business meeting during the appropriate annual conference. One (1) member will complete a term of office each year.
3. The first year PAL member will serve as the assistant chair for the Medical Program Committee, help with the Clinical Case Study solicitation and submission process, and aid in acquiring CMEs for the Annual Meeting.
4. The second year PAL is the chair of the Medical Program Committee and develops the Medical Program for the Annual meeting, gives leadership to the Clinical Case Study review, solicits submissions and, working with the Executive Director, will be responsible for obtaining the necessary CME documentation.
5. Shall perform other duties as assigned by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Associate Executive Director

Duties and Responsibilities:

1. Non-voting member of the Executive Committee.
2. The appointment of the Associate Executive Director (AED), shall be made by the President with the approval of the Executive Committee (majority vote). This appointment will normally be made for a three-year time period, with no limit to the number of terms served.
 - a) The Associate Executive Director serves at the pleasure of the Executive Committee, and may be dismissed for good cause by a majority vote of the Executive Committee at any time.
 - b) The position of Associate Executive Director is a paid position. The amount and terms of compensation are to be negotiated and approved by the Executive Committee prior to the three-year appointment. These terms are fixed for the three-year period of the appointment, unless there is mutual agreement and approval between the Executive Director and the President/Executive Committee, that changes are warranted and appropriate.
3. The Associate Executive Director's primary role is to assist the Executive Director establish and maintain the Chapter's "home office." The home office shall be a site where all of the Chapter's records, documents, etc. are maintained.
 - a) The home office must be structured and operated in a manner such that effective and efficient lines of communication are established and maintained amongst the Executive Committee, the Chapter, its membership, the Chapter and the public, and the Chapter and the national ACSM.
4. The Associate Executive Director shall be responsible for maintaining chapter website by regularly updating materials. This includes, but is not limited to posting annual meeting information, calls for nominations,

elections, grants and employment opportunities. Additionally, the AED will be the primary contact and information source concerning source materials on the website.

5. The Associate Executive Director shall be responsible for assisting the Executive Director in the publication of abstracts in the International Journal of Exercise Science.
6. The Associate Executive Director shall be responsible for overseeing membership and registration for the annual meeting, including pre-registration and on-site registration.
7. In working with the Executive Director, Associate Executive Director shall be responsible for assisting all members of the Executive Committee, and any Chapter Committee Chairs, in the completion of their respective responsibilities.
8. The Associate Executive Director does not have any budgetary authority. However, the AED, along with the Executive Director, distributes funds from the operating account to cover Chapter related expenses.
9. All expenditures pertaining to the activities of the Associate Executive Director and/or the home office, must be pre-approved by the President, or the Executive Committee.
10. In the context of operating the Chapter's home office the Associate Executive Director shall be assisting the Executive Director in the following:
 - a) Preparing and submitting the Chapter's Annual Report to national ACSM
 - b) Preparing and submitting all Regional Chapter CEC applications
 - c) Maintaining chapter membership records, in coordination with the national office
 - d) The logistics of all Chapter mailings, such as the Newsletters, meeting information, membership letters, etc.
 - e) Assisting the Vice President with the production of the Chapter's Newsletter(s)
 - f) Preparing and presenting a home Office Report to the Executive Committee at scheduled meetings

- g) Assisting with the logistics of the annual Chapter meeting, in terms of pre-registration, on-site registration, Chapter displays, etc.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Executive Director

Duties and Responsibilities:

1. Non-voting member of the Executive Committee.
2. The appointment of the Executive Director, and the approval of the site of the home office, shall be made by the President with the approval of the Executive Committee (majority vote). This appointment will normally be made for a three-year time period, with no limit to the number of terms served.
 - a. However, the Executive Director serves at the pleasure of the Executive Committee, and he/she may be dismissed for good cause by a majority vote of the Executive Committee at any time.
 - b. The position of Executive Director is a paid position. The amount and terms of compensation are to be negotiated and approved by the Executive Committee prior to the three-year appointment. These terms are fixed for the three-year period of the appointment, unless there is mutual agreement and approval between the Executive Director and the President/Executive Committee, that changes are warranted and appropriate.
3. The Executive Director's primary role is to establish and maintain the Chapter's "home office." The home office shall be a site where all of the Chapter's records, documents, etc. are maintained.
 - a. The home office must be structured and operated in a manner such that effective and efficient lines of communication are established and maintained amongst the Executive Committee, between the Chapter and its membership, the Chapter and the public, and the Chapter and the national ACSM.
4. The Executive Director shall be the primary contact and information source concerning Chapter activities for chapter members, and for persons not associated with the regional chapter.

5. The Executive Director shall be responsible for assisting all members of the Executive Committee, and any Chapter Committee Chairs, in the completion of their respective responsibilities.
6. The Executive Director does not have any budgetary authority. However, the Executive Director maintains the financial records of the chapter, and along with the AED, distributes funds from the operating account to cover all Chapter related expenses.
7. All expenditures pertaining to the activities of the Executive Director and/or the home office, must be pre-approved by the President, or the Executive Committee.
8. In the context of operating the Chapter's home office the Executive Director shall be responsible for the following:
 - a. Preparing and submitting the Chapter's Annual Report to national ACSM
 - ~~b.~~ Preparing and submitting the Chapters Annual Budget to the Executive Committee
 - c. Preparing and submitting all Regional Chapter CEC/CME applications
 - d. Maintaining chapter membership records, in coordination with the national office
 - e. The logistics of all Chapter mailings, such as the Newsletters, meeting information, membership letters, etc.
 - f. Assisting the Vice President with the production of the Chapter's Newsletter(s)
 - g. Preparing and presenting a home Office Report to the Executive Committee at scheduled meetings
 - h. Assisting with the logistics of the annual Chapter meeting, in terms of pre-registration, on-site registration, Chapter displays, etc.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Student Representative (2 positions)

Duties and Responsibilities:

1. Member of the Executive Committee with voting privileges.
2. Appointed by the President to a two (2) year term of office.
3. One member (2nd year) will complete a term of office each year which begins at the end of the business meeting at the ACSM Annual Meeting and expires at the end of the business meeting at the subsequent ACSM Annual Meeting the following year. The 2nd year member will be offered to continue serving in the role as an ex officio student representative of the chapter to provide support and fulfill the duties and responsibilities of the position up to and through the MARC-ACSM Annual Meeting in November.

One member (1st year) will provide support and assistance to the 2nd-year member to learn and provide support with the duties and responsibilities of the position up to the end of the business meeting at the ACSM National Meeting. At this time, the 2nd year member's term officially ends and the 1st year member's term begins the 2nd year.

4. Shall act as the Chapter representative to the National Organization on student related matters. Shall be responsible for reporting pertinent information back to the Executive Committee.
5. Will be responsible for assisting the Vice President in recruiting student volunteers to help at the annual meeting.
6. Will conduct the student business meeting at the annual meeting.
7. Shall be responsible for the solicitation of items for the conduct of the Student Raffle held at the annual meeting.
8. Shall be responsible for the Student Bowl competition. Responsibilities include: solicit teams, organize and conduct the Student Bowl competition.
9. Shall perform other duties as designated by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Regional Chapter Representative

1. Non-voting member of the Executive Committee.
2. Must be a former MARC President
3. Shall be appointed to a three (3) year term of office by the President with approval of the Executive Committee. This term expires at the end of the business meeting during the appropriate annual meeting.
4. Shall act as the Chapter representative to the National Organization on the Regional Chapters Committee.
5. Shall be responsible for conveying the sentiment of the Chapter to the Committee. As well, the regional Chapter representative will report to the Executive Committee at each of its meetings, and when appropriate, will report to the membership through the newsletter.
6. Shall recruit and supervise Faculty and Student State Representatives.
7. Shall perform other duties as designated by the President.

Non-Executive Committee Positions:

Position: Faculty State Representative:

1. Shall be solicited and appointed by the Regional Chapter Representative for a two (2) year term that expires at the end of the business meeting during the appropriate National ACSM meeting.
2. There shall be at least one (1) Faculty State Representative per state within the MARC-ACSM chapter.
2. Faculty State Representatives report to Regional Representative regarding all duties of the position.
4. Maintain an ongoing relationship with various colleges, universities and other sports medicine related professional and commercial organizations within the representative's state.

Position: Student State Representative:

1. Shall be solicited and appointed by the Regional Chapter Representative in consultation with the Faculty State Representative for a two (2) year term. This term expires at the end of the business meeting during the appropriate National ACSM meeting.
2. There shall be at least one (1) Student State Representative per state within the MARC-ACSM chapter.
3. Student State Representatives report to Regional Representative regarding all duties of the position.
4. Student State Representatives will assist in the creation and delineation of College Bowl questions and answers under the guidance and leadership of the Chapter Student Representative.
5. Student State Representatives will serve as scorekeepers and assistants for the College Bowl under the guidance and leadership of the Chapter Student Representative in order to maintain an orderly and expedient event.
6. Shall perform other duties as assigned by the Regional Representative.

MID-ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORTS MEDICINE

OPERATIONS CODE

NOMINATIONS/AWARDS COMMITTEE

Structure

- I. The Nominations Committee is a standing committee of the MARC-ACSM consisting of three members to be chaired by the Past President.
- II. Committee members will consist of the President, President-Elect, and Regional Chapter Representative of the MARC-ACSM.

Purpose and Objectives

- I. To provide a list of candidates for nominations for election to the Executive Committee of the MARC-ACSM or appointments for other positions or awards (as listed below).
 - A. Offices for election to the Executive Committee of the MARC-ACSM
 1. President-Elect
 2. Vice President
 3. Secretary
 4. Member at Large
 5. Physician at Large
 - B. Appointed positions
 1. Regional Chapter Representative
 2. Student Representative
 3. Executive Director
 4. Associate Executive Director
 - C. Awards
 1. M. Scott Keiffer Annual Service Award

Protocol

- I. Two candidates will be nominated for President-Elect. If two candidates have not been identified a candidate can run unopposed.

- II. Two candidates will be nominated for Vice President. If two candidates have not been identified a candidate can run unopposed.
- III. Two candidates will be nominated for the position of Secretary. If two candidates have not been identified a candidate can run unopposed.
- IV. will be nominated for the two Member-at-large positions with the two candidates receiving the most votes assuming those Four candidates positions. If two candidates have not been identified a candidate can run unopposed.
 - a. In the case where more than 4 candidates are nominated, the executive committee will by consensus select the 4 candidates.
- V. Two candidates will be nominated for the Physician at Large position. If two candidates have not been identified a candidate may run unopposed.
 - a. In the case where more than 2 candidates are nominated, the executive committee will by consensus select the 2 candidates.
- VI. Candidates will then be contacted by the Committee Chair for acceptance of the nomination.
- VII. The nominations will be presented to the Executive Committee of the MARC-ACSM for approval.
- VIII. Nominations and brief biographical sketches will be provided to the Vice President for publication in the Fall Newsletter.
- IX. Elections will be held by an online voting procedure.
- X. Professional MARC-ACSM and Fellow ACSM members of the Chapter in good standing will be eligible to vote.
- XI. Nominations for the Regional Chapter Representative (in appropriate years) will be presented to the President by the Nominations Committee Chair. The candidate will be appointed by the President with approval by the Executive Committee. A biographic sketch of the Regional Chapter Representative will be placed in the Fall Newsletter.
- XII. Nominations for the Annual Service Award will be presented at the Fall Executive Committee Meeting by the Nominations Committee Chair. The candidates will be approved by the Executive Committee.

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AMERICAN COLLEGE OF SPORTS MEDICINE

OPERATIONS CODE

PUBLICATIONS COMMITTEE

Structure

- I. The Publications Committee is a standing committee of the MARC-ACSM chaired by the Vice President.
- II. Committee members will consist of needed members as selected by the Chair and approved by the President.

Purpose and Objectives

- I. Obtain and organize all information necessary for publication of the Chapter Newsletter.
- II. Arranges, with the home office, expeditious distribution of the Chapter Newsletter to MARC members.
- III. Work in conjunction with the Executive Committee to solicit advertisements and funding for the Chapter Newsletter.

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OPERATIONS CODE

**PUBLIC RELATIONS & MARKETING
COMMITTEE**

Structure

- I. The Public Relations Committee & Marketing Committee is a standing committee of the MARC-ACSM chaired by the President Elect.
- II. Committee Members will consist of needed members as selected by the chair and approved by the President.

Purpose and Objectives

- I. Insure and maintain appropriate representation of the MARC-ACSM to the professional and lay public using appropriate social media and other methods of publication.
- II. To promote the programs offered by the MARC-ACSM to the greater sports medicine community through advertisement, networking and general information distribution via social media and other methods of communication.
- III. The chair will keep the President informed of all public relation efforts.

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ANNUAL MEETING SPONSORSHIP
COMMITTEE

Structure

- I. The Annual Meeting Sponsorship Committee is a standing committee of the MARC-ACSM chaired by a 2nd year Member-at-Large
- II. Committee members will consist of the two Member-at-Large positions and other needed members as selected by the Chair and approved by the President.

Purpose and Objectives

- I. Assume administrative responsibilities for organizing and recruiting organizations for participation in the MARC-ACSM Annual Meeting Exposition.
 - a. One member assumes responsibility for soliciting College/University participation in session sponsorship and student recruitment.
 - b. One member assumes responsibility for soliciting professional/commercial organization participation in session sponsorship and showcasing products and services.
- II. Obtain appropriate materials, forms, etc., and coordinate efforts to ensure all deadline dates are maintained for all designated events.
- III. Update the President and the Executive committee concerning progress of the annual meeting exposition regarding number and type of participants.

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RESEARCH COMMITTEE

Structure

- I. The Research Committee is a standing committee of the MARC-ACSM. It is chaired by a 2nd year Research Committee Member-at-Large and reports to Executive Committee and the President of the MARC-ACSM.
- II. Additional members of the committee shall be appointed by either the MARC-ACSM President or the Chair of the Research Committee on an ad-hoc basis.

Purpose and Objectives

- I. The Research Committee is responsible for the distribution and evaluation of all research abstracts submitted for presentation at the Annual Meeting except those submitted as Clinical Case Studies which are evaluated by the Medical Program Committee.
- II. The Research Committee will determine whether submitted abstracts may be presented as free communication posters or slide presentations.
- III. The Research Committee is responsible for the determination and presentation of the Student Investigator Awards. These awards are competed for and presented at the annual meeting.
 - A. The Awards are as follows:
 1. Mathew Kerner Undergraduate Research Award
 2. The Masters Student Research Award
 3. The Doctoral Student Research Award
 4. The Presidents Cup Research Award
 - B. The Student Investigator Awards shall be decided by an ad-hoc Committee of three MARC-ACSM members.
 1. The head of this ad-hoc Committee shall be the executive committee member who chairs the Research Committee.

2. The other two members of the committee shall be appointed by either the MARC President or the Research Committee Chair.
- C. Student Investigator Awards are based on an abstract, and a presentation.
1. The weight assigned to each part (abstract, and presentation) and guidelines for both preparation and scoring are found on a separate form.
 2. There will be only one winner in each category each year.
- D. The winner of the Student Investigator Awards will receive a cash prize in the form of a check which may be used to defray either travel costs to the national ACSM meeting or research or personal expenses.
1. The winner will receive the check at the MARC-ACSM Annual Meeting from the Chair of the Research Committee and the MARC-ACSM President.
 2. The winners will receive a letter of congratulations from the Chair of the Research Committee. The winner's advisor, department chair, and dean shall all receive copies of this letter. The department will also receive a picture of the event.
 3. The Home Office will maintain a list of each winner's name and year awarded.
- IV. The Research Committee is responsible for disseminating information to the MARC-ACSM membership regarding research opportunities, fellowships, and grants.

MID-ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORT MEDICINE

OPERATING CODE

PROGRAM COMMITTEE

- I. The Program Committee is a standing committee of the MARC-ACSM chaired by the President.
- II. Committee members will consist of the MARC-ACSM President and other members as determined by the President.

Purpose and Activities

- I. Will assume all responsibilities of planning and administering the MARC-ACSM annual meeting.
- II. Will update and seek approval for all aspects of the annual meeting from the Executive Committee.
- III. Will follow all guidelines and recommendations for planning the annual meeting as prepared by the Executive Committee and provided by the home office.

MID-ATLANTIC REGIONAL CHAPTER
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OPERATING CODE

College Bowl Committee:

Structure:

- I. Shall be Co-Chaired by Regional Representative and Student Representative(s)
- II. The College Bowl Committee will consist of the Regional Representative, Student Representative(s), all Faculty State Representatives, and all Student State Representatives.

Purpose and Activities:

- I. The role of the College Bowl Committee is to create, evaluate, vet, and approve all questions and answers associated with the College Bowl.
 - A. Student State Representatives will meet with the Regional Representative and Student Representative before the annual MARC-ACSM annual meeting in order to create categories and associated questions for the College Bowl gameboard.
 1. Student State Representatives will reply to Student Representative with their assigned category and questions by the agreed upon date.
 2. Student Representative will assemble gameboard and distribute to Regional Representative and Faculty State Representatives.
 3. Regional Representative and Faculty State Representatives will respond to Student Representative with their comments, suggestions, and revisions by agreed upon date.
 4. Student Representative will reassemble final gameboard and will run the College Bowl at annual meeting.