

Northland Regional Chapter of the American College of Sports Medicine

Constitution and By Laws (Voted on March 2024)

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 categories: Professional Members and Student Members.

3a. Professional Members Shall have earned a bachelor's, master's or doctoral degree at an accredited institution in a field related to health, physical education or exercise science; or, anyone who has earned at least a bachelor's degree in another area, but is working in a field related to sports medicine or exercise science.

3b. Student Members Shall meet the following criteria: Full time or part-time undergraduate student studying in a field related to exercise science or sports medicine and is currently enrolled at a university or college; or a Graduate student who has earned a bachelor's degree in a field related to exercise science or sports medicine and is carrying at least 6+ credit hours; or a college student who has been accepted into a medical school and is carrying at least one-half of a full academic load, as defined by the attending institution.

3c. Membership dues expire 12 months from the end of the month in which they are paid. (example, dues paid any day in October 2023 expire October 31, 2024.)

Section 4: Voting: All professional and student members shall be entitled to vote.

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, State Representatives (one representing each state in the region, and one Representative At-Large), the Executive Director, the Research Activities Director, and the Representatives to Standing National Committees. Only full members in good standing in the American College of Sports Medicine may hold office.

- 1a. The President-Elect shall serve for one year in that capacity, the following year as President, and the following year as Past President. Official duties shall be assumed immediately following the close of the annual chapter meeting.
- 1b. The Representatives shall serve for a term of two years. 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. Official duties shall be assumed immediately following the close of the annual chapter meeting.
- 1c. The Executive Director is not an elected position but is an appointed position. The Chapter Board is responsible for appointing 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 Research Activities Director is an elected position and shall serve for a term of two years. The Research Activities Director will be elected in the fall of odd years.
- 1f. By October 15, a complete slate of candidates shall be proposed to the Executive Director. Each nominee must provide a brief biographical summary and declaration of their willingness to accept the duties and term length associated with the position. All registered regional members will receive an email by November 15 with an electronic ballot and digital biographical summaries of each candidate.

Voting will take place over at least a one-week period electronically. The Executive Director will announce the results to all candidates and the membership.

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. 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

4a. The Chapter's Representative to the American College of Sports Medicine Regional Chapter's Committee may be fulfilled by the Executive Director, another board member, or as an elected position.

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 are the Executive Committee and the Board.

1a: The Executive Committee shall be composed of the Executive Director, President-Elect, President, and Past-President.

1b: The Board shall be composed of the Executive Committee and elected and appointed officers.

Section 2: The President may appoint special committees for various purposes. The committee's purpose, objectives, and term lengths must be communicated in writing to the committee members.

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

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

Section 5: The Board shall have the power to regulate the property interests of the Chapter, 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, 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 6: The business and policies of the Chapter as prescribed by the membership at the annual meeting shall be implemented by the Board.

Section 7: Business of the Board will be conducted by those in attendance. Voting of the Board requires a quorum. A quorum is $(N/2) + 1$ member of the board. A majority of the quorum vote is necessary for approval.

Section 8: Other Committees

8a. To move from a Presidentially-appointed committee to a Standing Committee, a proposal must be presented at the Annual Business meeting and receive a two thirds vote of those members present.

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: MEMBERSHIP

Section 1: Procedures

1a. Application for membership shall be made online.

1b. The Member Services and Program 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 Executive Committee of the Northland Chapter.

1d. If an application is approved, the Member Services and Program Director shall inform the applicant that they 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 Member Services and Program 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 set forth by National ACSM.

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 they has been dropped from the roll and may be reinstated upon the submitting a new membership application online 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 they 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. They shall name the chair of each committee. They 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.

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: They shall chair the program committee for the annual Chapter meeting.

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

Section 4: At the annual meeting, the year following thier election, they will assume the office of the President.

ARTICLE V: DUTIES OF THE PAST-PRESIDENT

Section 1: In collaboration with the Executive Director, onboard all newly elected persons by reviewing with each elected official the 1) Roles and Responsibilities of elected position, 2) Constitution and Bylaws of the Northland Chapter, and 3) Northland Chapter's Strategic Plan.

Section 2: The Past-President will organize and administer the annual student quiz bowl.

Section 3: Perform such other duties as are assigned to him/her by the Executive Director.

ARTICLE VI: 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. They shall be responsible to the Board.

Section 2: The Executive Director shall have charge of all papers, archives, records, and property of the Chapter. They shall keep on file correct minutes of meetings of the Chapter, and Board. They shall present a report of the transactions of the Chapter and of the Board 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. They shall issue all notices of meetings and notifications of election to membership. They shall notify, in writing, members of their appointment to committees and of their election to office. They shall notify the membership of the slate of officers nominated (see Article V, Section 1f, Constitution).

Section 4: The Executive Director shall cause the officers and chair of committees to be supplied with necessary official stationary.

Section 5: The Executive Director, in coordination with the Member Services and Program Director, shall collect and receive all fees, dues and assessments, and all other monies belonging to the Chapter. They shall be accountable therefore to the Chapter at such times as it may designate. They shall keep proper books, records and accounts which shall at all times be open for examination by members of the Chapter or its representative. They shall deposit the funds of the Chapter in such depositories as shall be designated by the Executive Committee and they 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 VII: DUTIES OF THE RESEARCH ACTIVITIES DIRECTOR

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

Section 2: The Research 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 Research Activities Director shall organize student abstracts for publication.

Section 4: The Research Activities Director will perform any other duties as recommended and approved by the Executive Committee.

ARTICLE VIII: 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 them and has been given an opportunity to refute such charges before the Executive Committee.

ARTICLE IX: 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 X: 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

Approval Dates

3/2024 – EEW