

American College of Sports Medicine, Northwest Chapter (ACSM Northwest) Bylaws and Constitution

ARTICLE I - The name of the Chapter is the Northwest Chapter of the American College of Sports Medicine (ACSM Northwest or ACSM NW). The Chapter covers a geographical area that includes Idaho, Montana, Oregon, Washington, and Alaska.

ARTICLE II - It is the mission of the Northwest Chapter of the American College of Sports Medicine to provide educational and professional development opportunities in the areas of interest to the College and to be a resource for the general public regarding topics relating to sports medicine, health, and fitness.

ARTICLE III - Membership shall not be restricted to those who currently hold membership in the national organization. Membership categories and criteria are listed and described as follows:

Professional Membership is open to any non-student member.

Student Membership is open to anyone who is enrolled in any institution of higher education.

Emeritus Fellow and Emeritus Member are open to anyone holding these memberships in the national organization (American College of Sports Medicine).

ARTICLE IV - The Executive Board of the Chapter shall consist of the President, the Past-President, the President-Elect, the Treasurer, the Executive Director, two student members (one regional and one national representative), the Regional Chapters Committee Representative, and two Members-at-Large. The President or, in the President's absence, the President-Elect, shall fill any vacancies on the Executive Board.

ARTICLE V - The nominating committee, chaired by the Past-President, shall make nominations for office. The nominating committee shall present to the membership a slate of officers who are members of the Northwest Chapter of the American College of Sports Medicine on or before the time of elections. Each nominee shall declare their willingness to serve.

ARTICLE VI - Funds of the Chapter shall be derived from annual dues as well as from registration fees, gifts, endowments, grants, and bequests to the Chapter.

ARTICLE VII - Membership dues shall be established by the American College of Sports Medicine and the Executive Board.

ARTICLE VIII - The Chapter shall host and conduct an annual meeting devoted to diverse aspects of sports medicine. A business meeting shall be held in conjunction with the annual meeting. The officers of the Chapter shall designate the site of the Chapter's annual meeting.

ARTICLE IX - Amendments or changes to the bylaws may be initiated by any member in good standing and presented to the Executive Board. If approved by a quorum of the Executive Board, the proposal shall be sent to the Chapter membership no less than two weeks prior to the Chapter's annual meeting. The proposal shall be presented to the membership at the Chapter's annual meeting and shall require a two-thirds affirmative vote by the members present at the business meeting for its ratification.

ARTICLE X - In the event of dissolution of the Chapter, its assets shall remit to the American College of Sports Medicine.

Bylaws

ARTICLE I - Membership. Membership is determined by the payment of the appropriate membership dues to the Chapter.

ARTICLE II- Executive Director. The Executive Director shall be responsible for all papers, correspondence, minutes, and electronic files. The Executive Director shall also oversee the membership database, the annual meeting registration system, the Chapter website and social media, as well as the maintenance of all electronic documentation. The Executive Director shall issue all notices of meetings and notifications of election to the membership. The Executive Director will assist the President in the preparation of the agendas for meetings, and in ensuring that the Chapter operates in accordance with procedures provided by the American College of Sports Medicine National Office. The Executive Director will serve as the primary contact person for individuals and groups that want to communicate with the Chapter. The Executive Director is a non-voting member of the Executive Board and provides oversight for the standing committees of the board. It is a hired position with an annual stipend determined by the Executive Board and agreed upon with a contract. Evaluation of the Executive Director is conducted by the Executive Board on a yearly basis.

ARTICLE III - Elections.

The **President-Elect** shall be elected for a one-year term and shall assume office at the end of the Chapter annual meeting. At the end of that term, the President-Elect shall become President, and the previous President shall become Past-President for the ensuing year.

The **Treasurer** shall be elected for a term of three years and shall assume office at the end of the Chapter's annual meeting. The outgoing Treasurer shall be responsible for financial accounts and records until the end of the fiscal year (December 31).

The **Regional Student Representative** shall be an undergraduate or graduate student from an institution within the Chapter at the time of election. The Regional Student Representative shall assume office at the end of the Chapter's annual meeting.

The **National Student Representative** shall be an undergraduate or graduate student from an institution within the Chapter at the time of election. The National Student Representative shall assume office at the end of the Chapter's annual meeting. The outgoing National Student Representative shall fulfill all duties related to the National Student Affairs Committee through the end of the National annual meeting.

The **Regional Student Representative** and **National Student Representative** shall be elected in alternate years, each for a term of two years.

The **Regional Chapters Committee Representative** shall be elected for a term of three years to the Regional Chapters Committee of the American College of Sports Medicine and shall assume office at the end of the Chapter's annual meeting. The outgoing Regional Chapters Committee Representative shall fulfill all duties related to the Regional Chapters Committee of the American College of Sports Medicine through the end of the National annual meeting.

The two **Members-at-Large** shall each serve a term of three years. These three-year terms shall be staggered so that one Member-at-Large is elected and assumes office while the other continues to complete their respective term for the remaining one or two years. Each Member-at-Large shall assume office at the end of the Chapter's annual meeting.

ARTICLE IV - President. The President shall preside at business meetings of the Chapter. The President shall chair scheduled meetings of the Executive Board and report Executive Board activities to the membership at scheduled Chapter business meetings. The President shall appoint members to all standing and ad hoc committees. Committee members shall serve until qualified successors have been appointed. The President shall be an ex-officio member of all committees. The President shall also report to the National Office on student awards, funding support, educational and special projects, annual reports, and other appropriate activities.

ARTICLE V - President-Elect. In the absence of the President, the President-Elect shall assume the duties of the President. The President-Elect organizes, announces, and collects nominations for the Chapter's service awards. Other duties may be assigned by the President as needed.

ARTICLE VI – Past-President. The Past-President shall serve as chair of the nominating committee and as a member of the Finance Committee. The Past-President shall also serve as an advisor to the President and the President-Elect. The Past-President shall serve on the finance committee and shall assist the Finance Committee in submitting a proposed budget for the next fiscal year to the Executive Board for approval.

ARTICLE VII - Treasurer. The Treasurer shall be responsible for all funds and transactions involving dues, fees, or assessments, and shall keep proper books, records, and accounts. The fiscal year of the Chapter shall be January 1 through December 31. Semi-annual reports will be provided to the Finance Committee and Executive Board. The Treasurer shall serve on the Finance Committee and shall submit an annual financial report to the National Office.

ARTICLE VIII - Regional Chapters Committee Representative. The Regional Chapters Committee Representative, who must be a member of the American College of Sports Medicine, shall serve as a liaison between the Chapter and the National Office through the Regional Chapters Committee. The Regional Chapters Committee Representative shall relate all pertinent information from the Regional Chapters Committee directly to the President and Executive Board of the Chapter. The Regional Chapters Committee Representative shall serve on the Finance Committee.

ARTICLE IX - Members-at-Large. Two elected Members-at-Large shall serve the Chapter President in an advisory capacity concerning the activities of the Chapter in the areas of membership, publications, education, outreach, and special projects.

The two Members-at-Large shall share and focus their efforts on:

Communicating the Chapter's annual meeting's scholarly dissemination components (abstract submissions, presentation assignment, and formats).

Creating fitness, clinical, and applied educational opportunities for membership within the Chapter.

ARTICLE X - Student Representatives. The Student Representatives shall serve as liaisons between the student members of the Chapter and the Executive Board.

The National Student Representative shall serve and report the activities of the National Student Affairs Committee to the Executive Board and the student membership of the chapter. The National Student Representative shall attend the Chapter annual meeting and the National annual meetings.

The Regional Student Representative shall serve as the liaison between the student members of the chapter and the Executive Board. The Regional Student Representative shall attend the Chapter annual meeting. The Regional Student Representative shall also serve on the Chapter Annual Meeting Committee.

ARTICLE XI - Executive Board. The Executive Board shall have the power to judiciously manage all interests of the Chapter. The Executive Board shall adopt rules and regulations and approve any and all business pertaining to the organization and operation of the Chapter not otherwise provided for by the Constitution and Bylaws. A majority of the Executive Board shall constitute a quorum. The quorum may legally enact the business of the Chapter.

ARTICLE XII - Standing Committees. Standing committees shall be as defined below. Each shall have a minimum of three members and additional members can be appointed by the President at any time. The responsibilities of each standing committee shall be as defined below and as may be requested by the Executive Director from time to time. With the exception of the Executive Board Nominating Committee, each committee, at its first meeting, shall select a committee member to chair the committee. Each committee nominates a Chair and submits that nominee to the President. The President then confirms (or denies) the appointment. Ad-hoc committees may be created at the direction of the President and Executive Director to advance the work of the Executive Board.

1. Executive Board Nominating Committee. The Past-President shall serve as the Chair of the nominating committee. Two other members shall include the President-Elect and the Regional Chapters Committee Representative. The Executive Board Nominating Committee shall solicit candidates for office and obtain the Executive Board's approval of potential candidates.

2. Finance Committee. The Finance Committee shall consist of the Treasurer, Regional Chapters Committee Representative, and the Past-President. The Finance Committee shall develop a proposed annual budget, make financial reports, and oversee the duties of the Treasurer. One member of the Finance Committee shall serve on the Chapter Annual Meeting Committee. The Finance Committee shall provide semi-annual and annual financial updates to the Executive Board.

3. Chapter Annual Meeting Committee. The Chapter Annual Meeting Committee shall include as members the President, both Members-at-Large, the Regional Student Representative, and the Chapter's annual meeting Director(s). The Chapter Annual Meeting Committee shall facilitate planning, preparations, and management of the annual chapter meetings.

4. Abstracts Committee. The Abstracts Committee shall oversee and coordinate the abstract submission and abstract evaluation process for the annual meeting. The Abstracts Committee shall consist of the Past-President, the President-Elect, and the Members-at-Large.

ARTICLE XIII - Expulsion of members. A member may be expelled for conduct which is, in the opinion of the Executive Board, derogatory to the dignity of or inconsistent with the purposes of the Chapter. Expulsion may be ordered by an affirmative 2/3 vote of the members of the Executive Board. A vote to expel shall occur only after the member has been informed of the charges against them and has been given an opportunity to refute such charges and defend themselves before the Executive Board. Executive Board members can also be expelled if they repeatedly fail to meet the obligations of their position.

ARTICLE XIV – Amendments or changes. Amendments or changes to the bylaws may be initiated by any member in good standing and presented to the Executive Board. If approved by a quorum of the Executive Board, the proposal shall be sent to the Chapter membership no less than two weeks prior to the Chapter's annual meeting. The proposal shall be presented to the membership at the Chapter's annual meeting and shall require a two-thirds affirmative vote by the members present at the business meeting for its ratification.

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ARTICLE V - The nominating committee, chaired by the Past President, shall make nominations for office. The nominating committee shall present to the membership a slate of officers who are members of the Northwest Chapter of the American College of Sports Medicine on or before the time of elections. Each nominee shall declare ~~his/her~~ their willingness to serve.

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from an institution within the Chapter at the time of election. The National Student Representative shall assume office at the end of the Chapter's annual meeting. The outgoing National Student Representative shall fulfill all duties related to the National Student Affairs Committee through the end of the National annual meeting.

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The ~~three~~ two Members-at-Large (~~Member-at-Large: Clinical, Member-at-Large: Fitness, Member-at-Large: Research~~) shall each serve a term of three years. These three-year terms shall be staggered so that one Member-at-Large is elected and assumes office while the other ~~two~~ members continue to complete their respective terms for the remaining one ~~and or~~ two years. Each Member-at-Large shall assume office at the end of the Chapter's annual meeting.

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The two Members-at-Large shall share and focus their efforts on:

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Creating fitness, clinical, and applied educational opportunities for membership within the Chapter.

~~The Member at Large: Research (basic and applied) shall focus on membership within the research arena and coordinating any Chapter student grant program and the Chapter annual meeting's abstract submission process.~~

~~The Member at Large: Fitness shall focus on membership within the fitness/applied arena (health and fitness/athletic clubs, etc.) while creating educational opportunities for members within the Chapter.~~

~~The Member at Large: Clinical shall focus on membership within the clinical arena (medicine, physical therapy, etc.) while creating educational opportunities for members within the Chapter.~~

ARTICLE X - Student Representatives. The Student Representatives shall serve as liaisons between the student members of the Chapter and the Executive Board.

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