**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, and Washington.

**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 of the Chapter

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

**Emeritus Fellow and Emeritus Member** is 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 three Members-at-Large (Clinical, Fitness, and Research). 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 his/her 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 Medicineand 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 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 annual meeting. The proposal shall be presented to the membership at the Chapter 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.

1. **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 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 ACSM 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 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 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 annual meeting. The outgoing National Student Representative shall fulfill all duties related to the National Student Affairs Committee thought the end of the National annual meeting.

The Regional Student Representative and National Student Representative shall be elected in alternate years 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 annual meeting. The outgoing Regional Chapters Committee Representative shall fulfil all duties related to the Regional Chapters Committee of the American College of Sports Medicine through the end of the National annual meeting.

The three 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 two years. Each Member-at-Large shall assume office at the end of the Chapter 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 Presidentshall 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-Presidentshall also serve as an advisor to the President and the President-Elect. The Past-President shall serve on the finance committee andshall 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.** The Members-at-Large are classified under three categories (research, fitness, and clinical). Each Member 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 Member-at-Large**:** Research (basic and applied) shall focus on membership within the research arena andcoordinating any Chapter student grant program and the Chapterannual 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 memberswithin the Chapter.

The Member-at-Large**:** Clinical shall focus on membership within the clinical arena (medicine, physical therapy, etc.) while creating educational opportunities for memberswithin 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 Representativeshall serve and report the activities of the National Student Affairs Committeeto the Executive Board and student membership of the chapter. The National Student Representativeshall attend the Chapter annual meetingand national annual meeting~~s~~.

The Regional Student Representative shall serve as the liaison between the student members of the chapter and the Executive Board. The Regional Student shall attend the Chapter annual meeting. The Regional Student Representativeshall also serve on the Chapterannual 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-Presidentshall serve as the chair of the nominating committee. Two other members shall include the President-Elect and the Regional Chapters Committee Representative. The 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, andthe Past-President. The 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 Director.

**3. Chapter Annual Meeting Committee.** The annual meeting committee shall include as members the President, Member-at-Large: Clinical, Member-at-Large: Fitness, Member-at-Large: Research, the Regional Student Representative, and the Chapter annual meeting Director(s). The 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, the Member-at-Large for Research.

**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 him/her and has been given an opportunity to refute such charges and defend himself/herself 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 annual meeting.

The proposal shall be presented to the membership at the Chapter annual meeting and shall require a two-thirds affirmative vote by the members present at the business meeting for its ratification.