

Constitution and By-Laws of the Southeast Chapter of the American College of Sport Medicine

Constitution

Article I. Name and Geographic Area

Section 1: The name of the society is the Southeast Chapter of the American College of Sport Medicine

Section 2: The geographic area shall include: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia

Article II. Mission and Purpose

ACSM Mission Statement: The American College of Sports Medicine promotes and integrates scientific research, education, and practical applications of sports medicine and exercise science to maintain and enhance physical performance, fitness, health, and quality of life.

The purpose of the Southeast Chapter of the American College of Sports Medicine is to support, at the regional level, the mission of the American College of Sports Medicine. The following objectives reflect the focus of the Chapter:

- (1) To encourage professional development of members through annual meetings lecture tours, and special projects.
- (2) To nurture academic and professional development of student members through research support, achievement awards and programming at the annual meeting.
- (3) To facilitate delivery of programs and services of the American College of Sports Medicine.
- (4) To support collaborative efforts of member institutions, organizations, and special interest groups.
- (5) To foster collegiality among the membership.

Article III. Location and IRS Status

Section 1: The Southeast Chapter of the American College of Sports Medicine is a non-profit organization that exists under paragraph 501.C-3 Internal Revenue code.

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 Southeast Chapter of the American College of Sports Medicine is open to all, not only those who currently hold membership in the national ACSM.

Section 2: The Executive Director shall keep a roll of all members of the Southeast Chapter of ACSM.

Section 3: Membership of the Southeast Chapter shall be limited to the “classes” dictated by ACSM.

Section 4: Qualifications for each membership class include the minimum requirements dictated by ACSM (see Article IV of ACSM Constitution).

Section 5: Waiver of qualifications. After Membership Committee review, the Executive Board in individual cases may waive the qualifications for membership.

Section 6: Privileges. Members shall be entitled to all privileges of the SEACSM including voting, except as specified below.

Section 7: To be elected to office in the Southeast Chapter of the American College of Sports Medicine, one must (1) be a member of the American College of Sports Medicine and the Southeast Chapter, and (2) reside in or have primary employment within the Southeast geographic region.

Section 8: Southeast Chapter members may apply for Emeritus status. To qualify one shall (1) have been a SEACSM professional member for at least five years, (2) be at least 60 years of age, and (3) be retired. The Membership Committee will consider applications for Emeritus status once per year. Emeritus members shall receive free membership to SEACSM.

Article V. Officers

Section 1: The officers of the Southeast Chapter of the American College of Sports Medicine shall consist of President, Past-President, President-Elect, Executive Director, six Members-at-Large, two Student Representatives, and a representative to the American College of Sports Medicine Regional Chapter's Board.

Section 2: The officers shall be elected during the Annual Meeting (see Article VII, Section 1) and shall assume their official duties at the close of the Annual Meeting. The President of the membership year ending will become the Past-President. The President-Elect of the membership year ending will become the President. Three Members-at-Large will be elected each year and will each serve a two-year term, and one Student Representative will be elected annually to serve a two-year term in office. The Executive Director, Newsletter Editor, Sponsorship Coordinator, and Clinical Representative will be appointed by the incoming President (previous year's President-Elect) and confirmed by the Executive Board after which they will have full voting privileges.

Section 3: A representative to the American College of Sports Medicine Regional Chapter's Committee will be elected every three years and serve a three-year term. This representative will also serve as a full voting member of the Executive Board of SEACSM.

Section 4: The President-Elect will fill any vacancy or absence in the office of the President. In the event of a death, resignation, or other action resulting in a vacancy among the officers, said vacancy shall be filled by a presidential appointment of a member of the Chapter. The appointee shall serve for the full term of the board member he or she is replacing.

Section 5: The Executive Director shall maintain an administrative office through which the routine business of the Chapter shall be conducted.

Section 6: The immediate Past-President shall be designated as the Chair of the Nominating Committee. In addition to the Chair, this committee shall include at least two members of SEACSM who are appointed by the Chair. At the Annual Meeting, the Chair of the Nominating Committee shall present a slate of nominees who are members of the American College of Sports Medicine for officers of the Chapter. Additional nominations for the offices may be made from the floor. Each nominee shall have declared his/her willingness to accept the office.

Section 7: The Student Representatives of the Executive Board must be members in good standing of the Chapter and must be full-time undergraduate or graduate students at an institution within the geographic area of the Chapter. One Student Representative will be elected annually at the Annual Meeting and serve a two-year term. The responsibilities of the Student Representatives include, but are not limited to, participation in all Executive Board meetings and development of the student program for the Annual Meeting.

Section 8: Conflict of Interest: An officer may not take any action in his or her official capacity with the Chapter in any matter in which his or her impartiality might reasonably be questioned, including but not limited to, instance in which he or she has a personal stake in the matter, whether direct or indirect, whether pecuniary or otherwise. However, an officer may act in such a matter if a majority of the Executive Board gives its approval after full disclosure by the officer of the fact.

Article VI. Committees

Section 1: The President may appoint special committees for various purposes.

Section 2: All committees shall consist of at least three members of the Chapter, one of who will be appointed as chair.

Article VII. Funds

Section 1: The funds of the Southeast Chapter of the ACSM 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: Dues are payable to the Executive Director of SEACSM at the time of the Annual Meeting or to ACSM.

Section 3: The fiscal year for the Chapter shall begin on January 1 and end of December 31.

Article VIII. Meetings

Section 1: An annual business meeting of the Chapter shall be held for the election of offices.

Section 2: The Chapter shall conduct open sessions, which shall be devoted to educational, practical, or scientific aspects of exercise and sports medicine and exercise science.

Section 3: Sites for the meetings shall be designated by the officers of the Chapter.

Article IX. Amendments

Amendments of the constitution of the Southeast 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

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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.

Article X. Chapter Dissolution

In the event of dissolution, all Chapter assets shall be transferred to and become the property of the American College of Sports Medicine, exempt from taxation under the United States Internal Revenue Service Regulations.

By-Laws

Article I. Application for Membership

- (a) Application for membership shall be made on forms authorized by the SEACSM officers. Application forms may be obtained from the Executive Director of the Southeast Chapter.
- (b) The completed application is to be returned to the Executive Director.
- (c) The Executive Director shall process all initial applications for membership in the Southeast Chapter on the basis of the criteria stated in the Constitution, Article IV, Section 1. Cases in which qualifications are in doubt shall be forwarded to the President and Executive Board of the Southeast Chapter.
- (d) When an application is rejected, the Executive Director shall inform the application of such rejection.

Article II. Dues and Fees

Section 1: Annual dues shall be paid by all members of the southeast Chapter except Members Emeritus, except as provided in Section 2 of this article. The amount of annual dues shall be determined by ACSM.

Section 2: At the discretion of the Executive Board 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.

Section 3: Annual dues for all members shall be payable on the date of the Annual Meeting. The membership paid for by the dues terminates on the date immediately preceding the beginning date of the next Annual Meeting. All memberships paid after an Annual Meeting terminate immediately preceding the beginning date of the next Annual Meeting.

Article III. Duties of the President

The President shall preside at all regular meetings of the Chapter. Within thirty days of taking office, he/she shall appoint members of all standing committees and shall from time to time appoint such other committees as may be necessary to carry on the activities of the Chapter. He/she shall name the chair of each committee. He/she shall direct the activities of each committee and be an ex-officio member of each committee except the Nominating Committee.

The President will be responsible for ensuring that the Chapter operates in accordance with the procedures described in the ACSM 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: He/she shall perform such other duties as are assigned by the President.

Section 3: The President-Elect shall assume the duties of the Program chair for the next Annual Meeting. This responsibility includes but is not limited to the following: coordinating the call for abstracts with the Executive Director, soliciting abstract reviewers and evaluating the abstracts based on the reviewers' recommendations, selecting the keynote speakers with recommendations from the Executive Board and the Meeting Host, organizing the Annual Meeting program, and assisting the Meeting Host in insuring the proper functioning of the Annual Meeting.

Article V. Duties of the Past-President

Section 1: The Past-President shall perform the duties generally pertaining to the office together with those prescribed by the Constitution, Article V. He/she shall be responsible to the Executive Board.

Section 2: The Past-President shall be the Chair of the Nominating Committee and be responsible for working with the Nominating Committee to prepare and present a slate of officers for election at the annual meeting. These duties include obtaining CV material, pictures, preparation of ballots (in conjunction with the Executive Director), preparation of a voting display at the Annual Meeting, and counting the ballots following the election.

Section 3: The Past-President shall be responsible for the Student Research Award(s). This duty includes soliciting candidates for the Student Research Award and chairing the Committee that selects the winning paper(s).

Section 4: The Past-President shall be responsible for coordinating the selection of the SEACSM Montoye Scholar Award winner. This duty includes soliciting nominations and chairing the selection committee. The Montoye Scholar Award winner will present a paper at the Annual Meeting.

Section 5: The Past-President shall be responsible for the Service Award. This duty includes soliciting candidates for the Service Award and chairing the Selection committee.

Article VI. Duties of the Executive Director

Section 1: The Executive Director shall perform the duties generally pertaining to the office together with those prescribed by the Constitution, Article V.

Section 2: The Executive Director shall have charge of all papers, archives, records, funds, and property of the Chapter. He/she shall make and keep on file correct minutes of meetings of the Chapter and the Executive Board. He/she shall present a report of the transactions of the Chapter and of the Executive 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 to 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. He/she shall issue all notices of meetings and notifications of election to membership. He/she shall notify, in writing, members of their appointment to committees and of their election to office.

Section 4: The Executive Director shall cause the officers and chairperson of committees to be supplied with necessary official stationery and shall furnish candidates with application blanks upon their request for same.

Section 5: The Executive Director shall collect and receive all fees, dues, and assessments, and all other monies belonging to the Chapter. He/she shall be accountable therefore to the Chapter at such times as it may designate. He/she shall keep proper books, records and accounts which shall at all times be open for examination by members of the Chapter or its representative. He/she shall deposit the funds of the Chapter in such depositories as shall be designated by the Executive Board, and he/she shall maintain such deposits in the name of the Chapter.

Section 6: Approval for monies spent shall be by the action of the Executive Board.

Section 7: The Executive Director shall arrange for an audit of the books by a representative of the Executive Board at the close of each fiscal year. The report of the examination shall be available to the membership.

Article VII. Duties of the Executive Board

Section 1: The Executive Board shall be composed of elected officers including President, Past President, President-Elect, six Members-at-Large, two student Representatives, and a Representative to the Regional Chapter's Committee of ACSM. The Executive Director, Newsletter Editor, Sponsorship Coordinator, and Clinical Representative will be appointed by the incoming President (previous year's President-Elect) and confirmed by the Executive Board after which they will have full voting privileges.

Section 2: The Executive Board shall have the power to regulate and conserve the property interests of the Chapter, annual dues of members, to adopt from time to time rules and regulations for the election of members to the Chapter, to determine what publications shall be sponsored by the Chapter, to make contracts in connection therewith and to name editorial boards for each publication sponsored, and to approve any and all business not otherwise provided for pertaining to the organization and operation of the Chapter.

Article VIII. Committees

Section 1: The standing committees of the Chapter shall be Membership, Publication, Nominating, and Strategic Planning.

Section 2: The members of the Membership, Publication, Nominating, and Strategic Planning Committees shall hold office until their qualified successors have been duly appointed.

Article IX. Discipline

Any member of the Chapter may be disciplined or expelled for conduct that, in the opinion of the Executive Board, is derogatory to or inconsistent with the 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 Board and only after such a member has been informed of the charges against him/her and has been given an opportunity to refute such charges before the Executive Board.

Article X. Official Pronouncements

Section 1: The Chapter may take an official stand on any matter that has societal significance, and which merits interdisciplinary consideration and consensus within the Chapter.

Section 2: In order for a statement to become official, it must be approved by the Executive Board 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 Board must be submitted in writing and accompanied by the signature of no less than five members of the Chapter.

Section 4: The President will review the statement and refer it to the appropriate committee(s) for consideration. Editorial changes may be proposed if deemed necessary. The committee(s) then presents the proposed statement to the Executive Committee.

Section 5: In accordance with the policies of the Board of Trustees of the American College of Sports Medicine, the proposed pronouncement must be submitted to the Board of Trustees of the American College of Sports Medicine for approval. If not approved by the Board of Trustees, the pronouncement cannot be made as an official pronouncement of the Southeast Chapter of the American College of Sports Medicine.

Section 6: The Executive Committee, after due consideration of the proposed amendment, must submit it to the membership for a vote or return it to the authors with reasons for dissent.

Article XI. Amendments

These By-Laws may be amended at any regular or special meeting of the Southeast Chapter or by mail vote. A favorable vote of two-thirds of the Chapter members present at the Annual Meeting or two-thirds of the members returning the ballot (if by mail) shall be required for amendment. No mail vote shall be valid beyond thirty (30) days after official notification by the Executive Director.