



**BYLAWS
of the
TEXAS REGIONAL CHAPTER OF THE
AMERICAN COLLEGE OF SPORTS MEDICINE (TACSM)**

**ARTICLE I
MEMBERSHIP**

Section 1: Membership shall be granted to anyone who qualifies as a member of the American College of Sports Medicine (ACSM) and pays the annual dues of TACSM.

**ARTICLE II
DUES**

Section 1: The amount of the annual dues shall be determined by the Board of Directors.

**ARTICLE III
DUTIES OF OFFICERS**

Section 1: The President shall:

- (a) Preside at all regular meetings of TACSM.
- (b) Appoint ex-officio members of the Board of Directors, except the Executive Director.
- (c) Appoint committees and committee chairs not specified by the Constitution or Bylaws.
- (d) Implement policies and programs of TACSM.
- (e) Be responsible for ensuring that TACSM operates in accordance with procedures described in the *ACSM Regional Chapter Handbook*.
- (f) Chair the Annual Meeting Program Committee.

Section 2: The President-Elect shall:

- (a) During the absence of the President, assume the duties of the President pro tempore.
- (b) Perform duties as assigned by the President or the Board of Directors.
- (c) Serve on the Annual Meeting Program Committee.

Section 3: The Representatives-At-Large shall assist in conducting TACSM business.

Section 4: The Past-President shall:

- (a) Perform duties as assigned by the President or the Board of Directors.
- (b) Serve on the Annual Meeting Program Committee.

ARTICLE IV
DUTIES OF EX-OFFICIO MEMBERS OF THE BOARD OF DIRECTORS

Section 1: (1.1) The Executive Director shall be responsible for coordinating and overseeing the administrative tasks of the Chapter. The specific duties of the Executive Director shall include:

- (a) Assisting the President in the planning and preparation of the Annual Meeting, including serving as a member of the Program Committee.
- (b) Assisting the President in the preparation of the agendas for business meetings.
- (c) Serving as the primary contact person for individuals and groups that want to communicate with TACSM.
- (d) Assisting in the recruitment and retention of TACSM members.
- (e) Preparing and submitting TACSM's annual report to ACSM.
- (f) Assisting the President in ensuring that the Chapter operates in accordance with procedures prescribed by ACSM.

(1.2) The business address of the Executive Director shall be the official mailing address of TACSM.

(1.3) The Executive Director shall be paid an annual stipend of \$2000 on or before December 1. This stipend may be adjusted for any given year by a majority vote of the Board of Directors.

(1.4) An annual \$2500 payment will be made to the employer of the Executive Director and deposited into an account managed by the Executive Director. This money can be used in any manner that the Executive Director chooses within the guidelines of his/her employer. Date or dates of disbursement will be determined by agreement between the Executive Director and the TACSM Board of Directors. This payment may be adjusted for any given year by a majority vote of the Board of Directors.

Section 2: (2.1) The Secretary shall:

- (a) Record and keep records of minutes of all business meetings of TACSM and the Board of Directors;
- (b) Be responsible for correspondence and other matters related to student research associated with the Annual Meeting.

(2.2) The Secretary shall be paid an annual stipend of \$500 on or before December 1. This stipend may be adjusted for any given year by a majority vote of the Board of Directors.

Section 3: (3.1) The Continuing Education Director shall:

- (a) Coordinate the TACSM Lecture Tours including securing speakers as approved by the Board of Directors.
- (b) Serve on the TACSM Student Bowl planning committee.

(3.2) The Continuing Education Director shall be paid an annual stipend of \$500 on or before December 1. This stipend may be adjusted for any given year by a majority vote of the Board of Directors.

Section 4: (4.1) The Membership Director shall:

- (a) Maintain the membership roles of TACSM.
- (b) Assist in the recruitment and retention of TACSM members.

(4.2) The Membership Director shall be paid an annual stipend of \$500 on or before December 1. This stipend may be adjusted for any given year by a majority vote of the Board of Directors.

Section 5: (5.1) The Public Relations Director shall be responsible for the dissemination of TACSM news and information to the membership and other interested parties as appropriate.

(5.2) The Public Relations Director shall be paid an annual stipend of \$500 on or before December 1. This stipend may be adjusted for any given year by a majority vote of the Board of Directors.

Section 6: (6.1) The Treasurer shall be responsible for:

- (a) Maintaining the financial records of TACSM and reporting TACSM's financial status to the membership and to ACSM.
- (b) Writing checks to make payments on behalf of TACSM.
- (c) Coordinating investment of TACSM funds as approved by the Board of Directors.

(6.2) The Treasurer shall be paid an annual stipend of \$1,000 on or before December 1. This stipend may be adjusted for any given year by a majority vote of the Board of Directors.

Section 7: The ACSM Regional Chapters Committee Representative shall:

- (a) Represent TACSM on the ACSM Regional Chapters Committee.
- (b) Chair the TACSM Student Bowl planning committee.

Section 8: (8.1) The Student Representatives shall serve as liaisons between student members of TACSM and the Board of Directors. Their responsibilities include:

- (a) Ensuring that the needs and interests of student members are communicated to the Board of Directors.
- (b) Communicating with student designates at Texas colleges and universities regarding TACSM business relevant to student members.
- (c) Assisting in recruitment of student TACSM members.
- (d) Assisting student members in identification and selection of educational opportunities.
- (e) Representing TACSM at student meetings at ACSM Annual Meetings. Student representatives attending the ACSM Annual Meeting shall do so in accordance with ACSM policy, which states that the senior of the two representatives shall be considered the primary student representative. The primary representative shall be TACSM's official student representative at the Annual Meeting, with expenses paid by

ACSM. The junior or secondary student representative shall attend the Annual Meeting as a guest of the primary representative; his/her expenses will not be paid by ACSM.

(f) Serving on the TACSM Student Bowl planning committee.

(8.2) TACSM will reimburse the secondary Student Representative for mileage (at the current State of Texas rate) or airfare to attend the ACSM Annual Meeting.

ARTICLE V **OFFICIAL PRONOUNCEMENTS**

- Section 1: TACSM may take an official stand on any matter of societal significance relative to sports medicine and science.
- Section 2: To become official, a statement must be approved by two-thirds of the members attending the Annual Business Meeting.
- Section 3: A statement to be presented to TACSM membership for vote must be submitted to the Board of Directors at least sixty days prior to the Annual Business Meeting. The Board of Directors shall recommend that TACSM approve the statement, not approve the statement, or approve the statement as revised by the Board. The author(s) of the statement shall be notified of the Board's decision at least fifteen days prior to the Annual Business Meeting, and must inform the Board at least five days before the Meeting whether to withdraw the original statement, submit a modified statement approved by the Board for vote of the membership, or submit the original statement for vote.

ARTICLE VI **MEETINGS**

- Section 1: The site and date of the Annual Business Meeting and scientific sessions shall be selected by the President and approved by the Board of Directors. Ordinarily the site is in the city of the TACSM President.
- Section 2: The Board of Directors must approve the Annual Meeting program, budget and related arrangements, including registration fees.
- Section 3: The Annual Meeting Program Committee shall consist of at least the President, the Past-President, the President-Elect, and the Executive Director.
- Section 4: The President may appoint TACSM members to serve as liaisons for workshops, clinics, and conferences sponsored with other professional organizations.

ARTICLE VII **EXPENDITURES**

- Section 1: An annual budget for chapter expenses, including a specific budget for the Annual Meeting shall be approved by the Board of Directors no later than the fall business meeting preceding the next year's Annual Meeting. Any expenditure in excess of the approved amount must be approved by a majority vote of the Board of Directors.
- Section 2: (2.1) Compensation provided to speakers at the TACSM Annual Meeting will adhere to the following schedule:
- (a) Compensation to speakers who do not reside in Texas, or who reside in Texas and are not affiliated with TACSM or ACSM will include:
 - i. Honorarium: speakers receive \$200 and the Raven Lecturer receives \$500. Exceptions to this can be made at the discretion of the President if the honorarium does not result in a total Annual Meeting expenditure in excess of the Annual Meeting budget approved by the Board of Directors.
 - ii. Mileage reimbursed at the current State of Texas rate or airfare reimbursement.
 - iii. Complimentary lodging.
 - iv. Complimentary conference registration.
 - (b) Compensation to speakers who reside in Texas and are affiliated with TACSM or ACSM will include complimentary conference registration. Additionally, at the discretion of the President, compensation for these speakers may include one or more of the following:
 - i. Honorarium: speakers receive \$200 and the Raven Lecturer receives \$500. Exceptions to this can be made at the discretion of the President if the honorarium does not result in a total Annual Meeting expenditure in excess of the Annual Meeting budget approved by the Board of Directors.
 - ii. Mileage reimbursed at the current State of Texas rate or airfare reimbursement.
 - iii. Complimentary lodging.
- (2.2) Annual Meeting speaker compensation not in accordance with the schedule detailed in Article VIII Section 2.1 must be approved by the Board of Directors.
- Section 3: The Honor Award and Service Award recipients will receive complimentary conference registration and lodging at the Annual Meeting. Upon approval by the Board of Directors, additional travel reimbursements may be provided to these award recipients if recommended by the President.
- Section 4: For each of the three student members of the team representing TACSM at the ACSM Student Bowl competition, TACSM will reimburse up to \$500 towards their expenses related to attending the ACSM Annual Meeting.

ARTICLE VIII **AMENDMENTS**

These Bylaws may be amended at any regular or special meeting of the Board of Directors, or by regular or electronic mail vote. A favorable vote of three-fourths of the voting Board members shall be required for amendment. In cases of voting by mail, for a Board member's vote to count, that vote

must be received by the Executive Director within 30 days after the Executive Director sends the request for vote.