

AMERICAN COLLEGE OF SPORTS MEDICINE

BYLAWS

ARTICLE I

APPLICATION FOR MEMBERSHIP AND FELLOWSHIP

Section 1: Application for Membership

- (a) Application for membership shall be made on forms authorized by the Administrative Council. Application forms can be obtained from the Executive Vice President of the College, members of the Membership Committee, or Fellows designated by either the Chairman of the Membership Committee or the Executive Vice President.
- (b) The completed application is to be returned to the Executive Vice President.
- (c) The Executive Vice President shall process all initial applications for Membership in the College on the basis of the criteria stated in the Constitution, Article IV, Section 3, Items, 4, 6, 7, and 8. Cases in which qualifications are in doubt shall be forwarded to the Chairman of the Membership Committee.
- (d) If an application is approved, the Executive Vice President shall inform the applicant that he has been admitted to membership in the College.
- (e) When an application is rejected, the Executive Vice President shall inform the applicant of such rejection.

Section 2: Advancement from Member to Fellow

- (a) Any Member, after three years, may make application to the Credentials Committee through the Executive Vice President for advancement to Fellow.
- (b) The Executive Vice President shall forward the application for Fellowship to the Chairman of the Credentials Committee. The Credentials Committee, after careful investigation, shall return the application to the Executive Vice President together with a recommendation. Recommendation for advancement to Fellow must be submitted to the Board for approval. In case of grievance by a candidate for advancement to Fellowship, the findings of the Credentials Committee shall be referred to the Board of Trustees for review and decision.
- (c) Convocations for conferring Certificates of Fellowship of the College shall be held at each Annual Meeting.

ARTICLE II

DUES AND FEES

Section 1: Annual dues shall be paid by all members of the College except Honorary Fellows, Fellows Emeritus and Members Emeritus, except as provided in Section 4 of this article. The amount of annual dues shall be determined by the Board of Trustees.

Section 2: A Fellow or Member of the College may with the approval of the Board pay dues for life, the amount to be paid to be stipulated by the Board.

Section 3: Fellows and Members who have reached the age of 65 years shall not be required to contribute dues to the College upon submitting verification of retirement and date of birth to the Board of Trustees showing that such Fellows or Members have retired from active professional life. Such Fellow or Members may be classed as Fellows Emeritus or Members Emeritus and may be granted such classification by the Board of Trustees.

Fellows Emeritus and Members Emeritus who elect to receive the Journal of the College shall be required to pay the current subscription rate.

Section 4: At the discretion of the Board of Trustees and without publication thereof, any annual dues may be waived in whole or in part in the case of any Fellow or Member who has suffered serious disability or financial reverses.

Section 5: Annual dues shall be payable of each year, and shall become delinquent if unpaid within two months. However, the Board shall have the power to implement alternative schedules if it so desires. A member who is delinquent in his or her dues thereby loses all privileges of the College, including the status of Fellow. A member whose dues are delinquent may be dropped from the roles of the College by action of the Board of Trustees, and the Executive Vice President shall notify such member of this action by the Board.

Section 6:

- (a) Any Member dropped from membership because of delinquency may be reinstated upon the filing of a new membership application together with the current dues.
- (b) Any Fellow whose membership is delinquent (more than one year) may be reconsidered for Fellowship by adhering to the following courses of action:
 - 1. After one year lapse - send dues payment;
 - 2. After two year lapse - send a letter requesting reinstatement, plus one year dues payment;
 - 3. After three year lapse - must resubmit application for Fellowship, plus one year dues payment.

Section 7: Annual dues shall be assessed at the highest level of membership earned.

ARTICLE III

DUTIES OF THE PRESIDENT

The President shall preside at all regular meetings of the College and at all convocations for conferring Certificates of Fellowship of the College. Within sixty days after taking office he or 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 College. The President shall name the Chairman of each Committee. The President shall direct the activities of each Committee and be an ex-officio member of each Committee except the Nominating Committee, on which he is a voting member.

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: The President-Elect shall perform such other duties as assigned by the President and the Board of Trustees.

ARTICLE V

DUTIES OF THE VICE PRESIDENT

Each Vice President shall be responsible for the coordination of activities as directed by the President.

ARTICLE VI

DUTIES OF THE EXECUTIVE VICE PRESIDENT

Section 1: The Executive Vice President shall perform the duties generally pertaining to that office together with those prescribed by law. He or she shall be responsible to the Board of Trustees, and shall act as Secretary to the Corporate Board of Directors and shall be delegated the authority to affix his or her signature and the Corporate Seal in the name of the Corporation on all legal papers, resolutions, minutes, tax returns, and other legal documents relating to Corporate or College business with the approval of the Board of Trustees and/or the Administrative Council.

Section 2: The Executive Vice President shall have charge of all papers, archives, records, funds and property of the College. He or she shall present a report of the transactions of the Board of Trustees and of the Administrative Council to the College at the Annual Meetings. He or she shall receive and forward to the Credentials Committee applications for Fellowship in the College. The Executive Vice President shall keep a roster of the members, together with such data as may be of interest to the College.

Section 3: The Executive Vice President will organize and administer the affairs of the College in accordance with the Constitution, the policies established by the Board of Trustees, and under the guidance of the Administrative Council.

Section 4: The Executive Vice President shall have charge of the correspondence and shall conduct same in consultation with the President, making a report thereof to the Board of Trustees. He or she shall issue all notices of meetings and notifications of election to Membership. He or she shall notify members, in writing, of their appointment to committees and of their election to office.

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

Section 6: No monies shall be drawn from the Treasury except for such purposes as shall have been approved by the College at an Annual Meeting or shall have been authorized by the Board of Trustees to provide for the proper conduct of the business and the furtherance of the objectives and purposes of the College. In either case, a quorum of the Board of Trustees shall take action.

Section 7: On or before the first day of the annual billing period, or at a time determined by the Board, the Executive Vice President shall mail to each member a bill for his or her dues and assessments as of that date for the ensuing 12 months. If any member is delinquent in his or her dues, the Executive Vice President shall notify such Fellow or Member of any arrears owed by them and shall call their attention to the penalty for non-payment of such arrears.

ARTICLE VII

DUTIES OF THE TREASURER

Section 1: The Treasurer shall arrange for an audit of the Books of the College by a certified accountant at the close of each fiscal year. The report of the auditor shall be available to the membership.

Section 2: The Treasurer shall present a statement summarizing the receipts and disbursements of the College to the Board of Trustees and to the membership at the Annual Meeting, or at other times as requested by the Board of Trustees or the Administrative Council.

ARTICLE VIII

DUTIES OF THE BOARD OF TRUSTEES AND THE ADMINISTRATIVE COUNCIL

Section 1: The Board of Trustees shall have the power to regulate and conserve the property interests of the College, to fix the annual dues of members, to pass upon the recommendations of the Credentials Committee, to adopt, from time to time, rules and regulations for the election of members to the College, to determine what publications shall be sponsored by the College, to make contracts in connection therewith, and to name an editorial board for each publication sponsored, to divide the states and territories having members of the College into appropriate regional chapters, to judge all changes in Committee Operation Codes as recommended by the Constitution, By-Laws and Operating Codes Committee, and to approve any and all business not otherwise provided for, pertaining to the organization and operation of the College.

Section 2: The routine Administrative and Corporative functions as prescribed by the Board of Trustees and/or the membership at the Annual Meeting shall be implemented by the Administrative Council.

ARTICLE IX

DISCIPLINE

Any Fellow or Member of the College may be disciplined or expelled for conduct which, in the opinion of the Board of Trustees, is derogatory to the dignity of or inconsistent with the purposes of the College. The expulsion of a Fellow or Member may be ordered only upon the affirmative vote of two-thirds of the Members of the Board of Trustees present at a regular or special meeting, provided a quorum takes action, and only after such Fellow or Member has been informed of the charges preferred against him or her and has been given an opportunity to refute such charges before the Board of Trustees.

ARTICLE X

OFFICIAL PRONOUNCEMENTS

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

Section 2: To be recommended to the Board of Trustees, a statement must be submitted in writing to the President who will submit it to the Position Stands Committee for processing.

Section 3: The statement will then be submitted in writing by the Chairperson of the Position Stands Committee to members of the Board of Trustees at least two months prior to a meeting of that body for consideration of final approval, modification or rejection.

Section 4: To become official, a statement must be approved by a two-thirds vote of the Board of Trustees.

Section 5: At times issues will arise that are controversial and not covered by existing pronouncements by the College. These issues may require a rapid response by the College to insure that members of the profession, press, and the general public have the best information available on these issues.

- a. An issue will be dealt with when the Executive Vice President, in consultation with the Public Information Director and Chairperson of the Public Information Committee determine that the

College needs to respond.

- b. The President, President-Elect, and the Past President will jointly review the report or the issue and develop a public response to that issue. In cases where disagreement exists on the content of the response a compromise statement will be developed.
- c. If the issue is outside the area of expertise of the individuals developing the response, the President will recruit individuals with recognized expertise in that area to assist with preparation of the response.
- d. The response will be prepared and released under the President's name within two weeks of the identification of the need to respond.
- e. This procedure will not be used to modify existing official College position stands or opinion statements.

ARTICLE XI

AMENDMENTS

These By-Laws may be amended at any regular or special meeting of the Board of Trustees, or by mail vote. A favorable vote of two-thirds (2/3) of the Board Members shall be required for amendment. No mail vote shall be valid beyond thirty (30) days after official notification by the Executive Vice President. Amendments to these By-Laws shall be filed with the Secretary of State, State of Wisconsin, pursuant to Chapter 181 Wisconsin State statutes.

Last Revision: 2/6/08