

**BYLAWS FOR THE SOUTHWEST CHAPTER  
OF THE AMERICAN COLLEGE OF SPORTS MEDICINE (SWACSM)**

**ARTICLE 1**

**MEMBERSHIP**

**Section 1     Membership Categories**

- Subsection 1.1     *ACSM Member*—a member of SWACSM who is also a national ACSM member.
- Subsection 1.2     *ACSM Fellow Member*—a member of SWACSM who is also a national ACSM Fellow member.
- Subsection 1.3     *Non-ACSM Member*—a member of SWACSM who is not a national ACSM member.
- Subsection 1.4     *Honorary SWACSM Member*—a member of SWACSM who has received the SWACSM Recognition Award or any other SWACSM award.

**Section 2     Membership Subcategories**

The following subcategories of SWACSM memberships conform to those of ACSM:

- Subsection 2.1     *Professional Member*— Anyone who has earned a bachelor's, master's or doctoral degree at an accredited institution in a field related to health, physical education or exercise science; or, anyone who has earned at least a bachelor's degree in another area but is working in a field related to sports medicine or exercise science.

Applicants who have experience or training equivalent to one of the aforementioned degrees and who are working in a field related to health, physical education, sports medicine, or exercise science may be accepted as a Professional Member upon the approval of the Executive Director.

- Subsection 2.2     *Graduate Student Member*— Graduate student who has earned a bachelor's degree in a field related to exercise science or sports medicine and is carrying at least 6+ credit hours. To be eligible for this category, the student must be in good academic standing at the attending institution.

Graduate student membership shall be terminated at the end of the calendar year in which the individual receives a graduate degree or terminates his or her graduate studies.

Subsection 2.3 *Undergraduate Student Member*— Full-time undergraduate student studying in a field related to exercise science or sports medicine and is currently enrolled in 12+ credit hours. To be eligible for this category, the student must be in good standing at the attending institution.

Subsection 2.4 *Alliance of Health and Fitness Professionals Member*— For health and fitness professionals wanting practical applications of exercise science and sports medicine research.

### **Section 3 Voting Privileges**

All members of SWACSM are eligible to vote in elections for officers and for Constitutional amendments.

### **Section 4 Submission of Application**

The application for membership shall be submitted via the Southwest ACSM website (swacsm.org).

### **Section 5 Member Dues**

The national office of the ACSM determines the price of annual dues. SWACSM members may remit the regional fee with their ACSM annual membership or they may submit their payment to SWACSM on the SWACSM website (swacsm.org).

Membership applications will be accepted at any time, and membership is for 1 year from the anniversary of the application.

Student membership is included in the annual meeting registration fee and is valid until the next annual meeting.

## **ARTICLE 2**

### **BOARD OF TRUSTEES**

#### **Section 1 Members of the Board of Trustees** (hereafter referred to as the Board).

The SWACSM Board consists of elected and appointed members. Elected positions include: President-Elect, President, Past President, at least five Members-at-Large. Appointed positions include: Executive Director and one Student Representative. An optional Associate Executive Director and/or temporary special positions may be appointed for service on the Board as needs arise.

#### **Section 2 Duties of the Board**

Subsection 2.1 The *President* shall preside at all meetings of the Board. The President shall be responsible for making appointments to the Board and creating ad hoc committees with the consent of the voting Board members, overseeing implementation of the policies and programs of the Chapter, and ensuring that the Chapter operates in accordance with procedures established by ACSM national. The President shall serve as an active member of the Programming Committee and ex officio member of the Abstracts and Awards Committee, providing support as necessary.

- Subsection 2.2 The *Past-President* shall supervise the nomination and election of officers in cooperation with the Board members. This officer also assembles the election materials and forwards the materials to the Communications Committee for posting on the SWACSM website and inclusion in a SWACSM newsletter. The Past-President shall report the results of the election to the candidates and the President, who reports the results to the Board, to the Communications Committee for inclusion in a newsletter, and to the membership at the SWACSM Annual Meeting. The Past-President shall serve as an active member of the Programming Committee and ex officio member of the Communications Committee, providing support as necessary.
- Subsection 2.3 The *President-Elect* chairs the Programming Committee, taking a leadership role in the planning and coordination of the program for the upcoming SWACSM Annual Meeting. The President-Elect assumes the responsibilities of President at the end of the Annual meeting.
- Subsection 2.4 Each *Member-at-Large* shall serve as an active member on either the Communications or Abstracts and Awards Committees. Generally, Members-At-Large shall be responsible for formulating policies and procedures concerning such matters as abstracts, awards, publicity, membership, program development, and continuing education.
- Subsection 2.5 The *Regional Representative* serves as the principal liaison between SWACSM and ACSM.
- Subsection 2.6 The *Student Representative* shall serve as an active member of the Communications Committee. In addition, the Student Representative shall assist the President Elect in preparing the SWACSM Annual Meeting program, and fulfill the duties associated with being a member of the ACSM Student Council. The Student Representative attends the student affairs committee meeting during the annual ACSM meeting which follows the SWACSM Annual meeting.
- Subsection 2.7 The *Executive Director* shall maintain and manage the Office Headquarters of SWACSM. The Executive Director oversees and facilitates the activities of the rotating officers on the Board, consistent with Chapter and National ACSM policies and procedures. The Executive Director supervises the collection of dues and Annual Meeting registration fees. The Executive Director maintains appropriate financial records and presents a financial report to be approved annually by the members of the Board. Either the Executive Director or the Associate Executive Director maintains an active membership roster and acts as corresponding secretary. The Executive Director or Associate Executive Director, keeps records of the membership, corresponds with the membership, and promotes membership and special projects. The Executive Director produces Board meeting minutes and submits an annual report to the ACSM. The Executive Director shall serve as an active member of the Programming Committee and ex officio member of the Communications Committee, providing support as necessary.
- Subsection 2.8 The optional *Associate Executive Director* performs any assigned duties mutually agreed upon by the Executive Director, Associate Executive Director, and the Board.

Subsection 2.9 *Appointed Board Members* may include temporary replacements of Board members who resign or are removed from service prior to the conclusion of their elected terms. The Board may also decide to appoint additional Board members as-needed.

### **Section 3 Committees**

Subsection 3.1 The three standing committees of the Chapter include: Programming, Communications, Abstracts and Awards. The President may appoint ad hoc committees in consultation with the Board for various purposes. An example of an ad hoc committee would be Chapter Grants. With the exception of the Programming Committee, committee members will select a chair prior to their first meeting. The President-Elect shall serve as the chair of the Programming Committee.

Subsection 3.2 Committees are responsible for preparing and editing committee manuals complete with current practices and deadlines. In the last year of service, prior to the completion of Board terms, individual committee members are responsible for updating manuals. In addition, all committees shall prepare columns for Chapter newsletters as appropriate.

Subsection 3.3 The *Programming Committee* will consist of the President-Elect, President, Past-President, Executive Director, Associate Executive Director. The Programming Committee is responsible for planning and administering the Annual Chapter Meeting. Specific duties include: venue selection and contract negotiations, speaker selection, preparation of conference program and conference signage, pre-event registration and nametag preparation, coordination of registration table with host school during the annual meeting, etc. The Programming Committee will consider proposals and make recommendations for other outreach and educational activities for SWACSM membership. In addition, the Programming Committee will administer the board nomination process.

Subsection 3.4 The *Communications Committee* will consist of two to three Members-At-Large, the Student Representative, Past-President (ex officio), Executive Director (ex-officio). The Communications Committee is responsible for management of the SWACSM website, preparation and distribution of Chapter newsletters (2-4 per year), obtaining Chapter sponsorships, communication with Chapter membership through social media and email blasts, management of annual meeting electronic program, photographic documentation of annual meeting.

Subsection 3.5 The *Abstracts and Awards Committee* will consist of three Members-At-Large, President (ex-officio). The Abstracts and Awards Committee is responsible for administration of abstract submission for the annual meeting, organization and administration of the Undergraduate and Graduate Student Research Award Competitions, selection of SWACSM President's Cup representative, organization and administration of the Jeopardy Bowl Competition, administration of the SWACSM Recognition Award nomination and selection process.

#### **Section 4 Election of Board Members**

- Subsection 4.1 The Board will solicit applications for upcoming Board vacancies through email in the winter. Each nominee must be an ACSM and an SWACSM member. Previous SWACSM board service is preferred for President-Elect candidates. The current voting Board members will review applications and select candidates who will proceed to run-off elections. The Board will consider candidate qualifications and existing representation when making election decisions.
- Subsection 4.2 Voting will be on-line managed by the Regional Chapter liaison at ACSM. SWACSM eligible voters will be notified by e-mail of the opening and closing dates of the voting period.
- Subsection 4.3 The open voting period will take place in the spring and will conclude prior to the ACSM annual meeting.
- Subsection 4.4 Election results shall be published in a SWACSM newsletter and shall be announced by the President at the SWACSM Annual Meeting.

#### **Section 5 Onset and Rotation of Terms of Office for Board Members**

- Subsection 5.1 New officers shall assume their duties at the conclusion of the SWACSM Annual Meeting of each election year.
- Subsection 5.2 The three-year terms for Members-At-Large shall rotate so that in any one year, a complete rotation of all Members-At-Large assigned to a specific committee does not occur.

#### **Section 6 Resignation of an Elected Board Member**

- Subsection 6.1 A person resigning from office should notify the President thirty days before ending the duties of that office.
- Subsection 6.2 After receiving the resignation, the President shall notify the Board and seek input regarding an appointee. After a majority approval by the Board, the President shall notify the appointee that the duties begin upon appointment and that they will end after finishing the term of the resigned officer.

#### **Section 7 Removal of an Elected Board Member**

- Subsection 7.1 An elected Board Member can be removed from the Board if the member is negligent in performing the duties of the office. This shall occur only after the member has been encouraged repeatedly by Board members to fulfill those duties. To begin these proceedings requires a majority vote of the Board members.
- Subsection 7.2 If the Board approves proceedings toward removal, the President shall notify the member in question that proceedings have begun toward his or her removal from the Board.

- Subsection 7.3 The member in question may either resign, as described in Article 2, Section 6 of the Bylaws, or face proceedings for removal. The member in question has thirty days in which to notify the President of his or her intentions.
- Subsection 7.4 A five-member Review Committee shall be formed to conduct the proceedings for removal of office. The Review Committee shall be composed of: (1) two SWACSM members appointed by the President, (2) two SWACSM members designated by the member in question or, if the member in question does not select two SWACSM members, two SWACSM members selected by the Review Committee, and (3) the Past- President, who shall chair the removal proceedings.
- Subsection 7.5 The member in question may not be a member of the Review Committee. If the member in question is the President, then the Past-President shall appoint the two members of the Review Committee.
- Subsection 7.6 The Review Committee shall hear the removal charges and evidence and report its findings to the Board.
- Subsection 7.7 After receiving the Review Committee findings, the Board shall vote on removal of the elected Board member. Removal requires a two-thirds majority of votes of the Board members.

## **Section 8 Voting Privileges at Board Meetings**

- Subsection 8.1 Only the elected Board members (President, Past-President, President-Elect, Members-at-Large), the Regional Chapter Representative, the , the Executive Director, and the Associate Executive Director shall have voting privileges at Board meetings.
- Subsection 8.2 A quorum of voting Board members is required for a vote to be binding. A quorum shall be defined as more than 50% of the Board members eligible to vote.

## **ARTICLE 3**

### **SWACSM MEETINGS**

#### **Section 1 Board of Trustees Meetings**

The Board shall meet twice per year. A spring meeting shall be held in person or by teleconference at a mutually agreed upon time. A fall meeting will be held at the site of the SWACSM annual meeting, the day prior to the start of the annual meeting.

#### **Section 2 Business Meetings**

A business meeting that includes all members shall be held during the SWACSM Annual Meeting.

### **Section 3 Special Meetings**

Additional special meetings that are consistent with the purposes of the Chapter may be scheduled and planned at the discretion of the Board. Business may also be conducted via email correspondence throughout the year.

### **Section 4 Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern SWACSM meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules-of-order that have been adopted by SWACSM.

## **ARTICLE 4**

### **ACCESS TO MEMBERSHIP ROLLS**

#### **Section 1 Privacy of SWACSM Membership Roll**

The Executive Director and the Associate Director are to protect the privacy of SWACSM membership rolls and are not to make membership information public. Electronic communication with the SWACSM membership shall only be sent by the ACSM national office.

#### **Section 2 Decisions on Access Requests of SWACSM Membership Roll**

Requests to SWACSM to send out mail or electronic mail to its members for any purpose shall be directed to the Executive Director who may consult with the President, Past-President, President-Elect, and/or the Associate Executive Director. They shall decide whether to direct the request to the ACSM national office or deny the request.

## **ARTICLE 5**

### **AMENDMENTS TO BYLAWS**

These Bylaws may be amended at any regular or special meeting of the Board or by mail or e-mail vote by the Board members.

#### **Section 1 Passage of Amendments**

A favorable vote requires three-fourths of the votes by the Board members.

#### **Section 2 Return of Votes**

Mail or e-mail votes must be returned to the SWACSM Chapter President or Executive Director within thirty days after mailing or e-mailing from the President or Executive Director.