



BYLAWS
OF
THE FAR WEST ATHLETIC TRAINERS ASSOCIATION

**DISTRICT EIGHT OF THE NATIONAL ATHLETIC TRAINERS' ASSOCIATION,
INC.**

ARTICLE I DISTRICT DIRECTOR

SECTION 1 SELECTION

1.0.0 In accordance with Article VIII, Section 4, 2.0.0, of the FWATA Constitution.

SECTION 2 TERM OF OFFICE

1.0.0 In accordance with Article VIII, Section 4, 2.0.0, of the FWATA Constitution.

SECTION 3 FUNCTION AND RESPONSIBILITIES

1.0.0 Serve as official spokesperson of the Managing Board and the Association, and represents the District on the NATA, Inc. Board of Directors.

1.1.0 Maintains communication with the District Secretary in all matters pertaining to the coordination, management, and supervision of the Association's affairs.

1.1.1. Calls all meetings of the Managing Board as deemed necessary and advisable.

1.1.2 Presides over all meetings of the Managing Board.

1.1.3 Presides over all FWATA business meetings.

1.1.4 Represents a tie-breaking vote on the Managing Board and votes only in the event of an impasse.

1.1.5 Keeps the Managing Board informed about the Association affairs between Board meetings.

1.1.6 The District Director, with the District Treasurer, shall establish the FWATA bank accounts and the discretion in the disbursement of funds.

1.1.7 Serves as ex-officio member of all Association committees.

1.1.8 Appoints all committee chairpersons, contingent upon approval of the Managing Board.

- 1.1.9 Coordinates the activities of the Association, acts as a liaison between the areas and polls the Managing Board at least one month in advance of Managing Board meetings for suggestion on Board Agenda.
- 1.2.0 Maintains communication and records of all proceedings of the NATA, Inc. Board of Directors.
- 1.2.1 District Director is liaison to the State Associations.
- 1.2.2 This is a non-paying position; however, the Association shall pay expenses for the FWATA District meetings and other regional meetings within the district to include lodging, transportation, and meals at a reasonable expense, meals not to exceed \$50.00 per day. If a private car is used, the reimbursement rate for transportation is that which is currently allowed by the Internal Revenue Service. All receipts shall be submitted to the District Treasurer for reimbursement.

ARTICLE II DISTRICT SECRETARY

SECTION 1 SELECTION

- 1.0.0 In accordance with Article VIII, Section 4, 3.0.0 of the FWATA Constitution.

SECTION 2 TERM OF OFFICE

- 1.0.0 In accordance with Article VIII, Section 4, 3.0.0 of the FWATA Constitution.

SECTION 3 FUNCTIONS AND RESPONSIBILITIES

- 1.0.0 Possesses full power and complete responsibility to transact all business for, and on behalf of the Association and to manage all property, affairs, and activities of the Association subject to the provisions of the Constitution and Bylaws and the resolution and enactment's of the Managing Board.
- 1.1.0 Serves as the custodian of all non-financial records, books, and papers belonging to the Association except in the case where materials are to be kept by either the NATA, Inc. or FWATA History Archives Committee.
- 1.1.1 Arranges for the recording of minutes of all Managing Board meeting and business meetings, and distributes the minutes within a reasonable time subsequent to such meetings.
- 1.1.2 Submits a written report of the Association's actions to the Managing Board meetings at the FWATA Annual Meeting and upon request of the Managing Board at other times.
- 1.1.3 Conducts the official correspondence of the Association including such matters as notifying members of the meetings, officers of the elections, committee members of their appointments, and all notices as requested by the Managing Board.

- 1.1.4 Maintains a current and accurate mailing list and an official record of the Associations membership as furnished by the NATA, Inc.
- 1.1.5 Serves as an ex-officio member of all Association members.
- 1.1.6 Continually reviews the Association Constitution and Bylaws in terms of newly enacted legislation and makes recommendation to the Managing Board for revisions, deletion, and or additions.
- 1.1.7 Maintains an accurate and current record of newly legislation and incorporates it into the Constitution and the Bylaws, and/or as instructed by the Managing Board.
- 1.1.8 Supplies the Managing Board with an accurate record of all Constitution and Bylaws revisions, deletions, and/or additions at their FWATA Annual Meeting.
- 1.1.9 Is the District Representative to the National Secretaries’/Treasurers’ Committee for all non-financial matters.
- 1.2.0 Shall oversee the functions of the E-news company which will disseminate pertinent information to the members of District 8.
- 1.2.1. This is a non-paying position; however, the Association shall pay expenses for the FWATA District meeting, other regional meetings within the district and the NATA Annual Meeting and Clinical Symposium and District Secretary’s Meeting to include lodging, transportation, and meals at a reasonable amount, meals not to exceed \$50.00 per day. If a personal car is used, then the reimbursement rate for transportation is that which is currently allowed by the Internal Revue Service. All receipts for expenses shall be submitted to the District Treasurer for reimbursement.

ARTICLE III DISTRICT TREASURER

SECTION 1 SELECTION

- 1.0.0 In accordance with Article VIII, Section 4, 4.1.1 of the FWATA Constitution.

SECTION 2 TERM OF OFFICE

- 1.0.0 Possesses full power and complete responsibility to transact all financial business for and on the behalf of, the Association subject to the provisions of the Constitution and Bylaws and the resolution and enactment’s of the Managing Board.
- 1.1.0 To commit the Association to no financial obligation in excess of its available resources.
- 1.1.1 Handles all financial matters of the Association. The District Treasurer, with the District Director, shall establish the FWATA Bank accounts and have discretion in the disbursement of funds.
- 1.1.2 Serves as the custodian of all financial records, books, and papers

belonging to the Association except in the case where materials are to be kept by either the NATA, Inc. or FWATA History and Archives Committee.

- 1.1.3 Submits a written financial report of the Association actions to the Managing Board meetings at the FWATA Annual Meeting and upon request of the Managing Board at other times.
- 1.1.4 Submits a complete financial report to the Managing Board prior to the FWATA Annual Meeting.
- 1.1.5 Shall submit to the Managing Board on a quarterly basis, a quarterly financial statement and year to date budget vs. Expenditures comparison report for internal review.
- 1.1.6 Shall provide the District Director, or his designee from the Managing Board, a copy of all bank statements and a reconciliation report on a monthly basis for secondary review.
- 1.1.7 Shall have the District Director co-sign all checks written in the amount greater than \$1000.00
- 1.1.8 Prepares the annual budget and presents this budget to the Managing Board for approval.
- 1.1.9 Serves as the ex-officio member at all Association meetings.
- 1.2.0 Is the District Financial Representative to the National Secretaries'/Treasurers' Committee for all financial matters.
- 1.2.1 This is a non-paying position; however, the Association shall pay expenses for the FWATA District meeting, other regional meetings within the district and the NATA Annual Meeting and Clinical Symposium and District Secretaries Meeting to include lodging, transportation, and meals at a reasonable amount, meals not to exceed \$50.00 per day. If a personal car is used, then the reimbursement rate for transportation is that which is currently allowed by the Internal Revenue Service. All receipts for expenses shall be submitted to the District Treasurer for reimbursement.

ARTICLE IV MANAGING BOARD

SECTION 1 MEMBERS

- 1.0.0 The managing Board shall consist of the District Director, District Secretary, District Treasurer, and the elected representatives of the three (3) State Associations.

SECTION 2 SELECTION

- 1.0.0 Each State Representative must be a Certified member of the NATA, Inc. and shall be selected in accordance with Article VIII, Section 2, 1.0.0 of the FWATA Constitution.

SECTION 3 ASSOCIATION

- 1.0.0 The members of the FWATA and NATA, Inc. members of:
- 1.1.0 California
- 1.2.0 Hawaii
- 1.3.0 Nevada
- 1.4.0 Guam

SECTION 4 TERMS OF OFFICE

- 1.0.0 The terms of office for the State Representative to the Managing Board shall be in accordance with each state's Constitution and Bylaws.

SECTION 5 FUNCTIONS AND RESPONSIBILITIES

- 1.0.0 The Managing Board shall have supervision, control, and direction of the affairs of the Association, shall determine its policies or changes therein within the limits of the Bylaws and shall be actively prosecute its purposes.
- 1.1.1 It may adopt such rules and regulation for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.
- 1.1.2 Serves as the official legislative body of the Association.
- 1.1.3 Approves appointment of all committee chairpersons and standing committee members.
- 1.1.4 Approves the appointment of all special committees deemed necessary for the conduction of special Association projects of study.
- 1.1.5 Continually evaluates and defines the roles and functions of all Association officers, standing committees, and special committees.
- 1.1.6 Receives recommendations, suggestions, and requests from the Association geographic areas and makes recommendations to the District Director for their inclusion in the agenda of the Managing Board meetings.
- 1.1.7 Continually re-evaluates the goals and objectives of the Association and accepts primary responsibility for progress towards these goals.
- 1.1.8 Meets in an executive session at the FWATA Annual Meeting for the purpose of reviewing personal performances and appointing persons to all positions open or deemed necessary.
- 1.1.9 A majority vote of the Managing Board is necessary to terminate the office of an appointed person. This will be done by a secret ballot and counted by the District Director and one other Board member.
- 1.2.0 Acts as an auditing committee for Association financial affairs and approves the financial statement of the District Treasurer.
- 1.2.1 These are non-paying positions; however, the Association shall pay for expenses for the FWATA District meeting to include lodging, transportation, and meals at a reasonable rate, meals not to exceed \$50.00 per day, each day of Managing Board business. If a personal car is used, the reimbursement rate for transportation is that which is currently allowed

by the Internal Revenue Service. All receipts for expenses shall be submitted to the District Treasurer for reimbursement.

ARTICLE V

PARLIMENTARIAN

SECTION 1

SELECTION

- 1.0.0 Appointed by the District Director, with the approval of the Managing Board, from the Certified membership of the Association.

SECTION 2

TERM OF OFFICE

- 1.0.0 Subject to annual review by the Managing Board.

SECTION 3

FUNCTION AND RESPONSIBILTIES

- 1.0.0 Must have a thorough knowledge of parliamentary procedure.
- 1.1.0 Shall be in attendance at all meetings of the Managing Board, FWATA Business meetings and the Annual Meeting.
- 1.1.1 Is in charge of keeping the Managing Board and the FWATA Annual Business meeting operating under “Robert’s Rules of Order”.
- 1.1.2 This is a non-paying position; however, the Association shall pay expenses for the FWATA District meetings, as called by the District Director or as mandated by the FWATA Constitution and Bylaws, to include lodging, transportation, and meals at a reasonable rate, meals not to exceed \$50.00 per day, each day of Managing Board business. If a personal car is used, the reimbursement rate for transportation is that which is currently allowed by the Internal Revenue Service. All receipt for expenses shall be submitted to the District Treasurer.
- 1.1.3 This person may hold other elected or appointed positions within the FWATA.

ARTICLE VI COMMITTEES

SECTION 1

FORMATION

- 1.0.0 The District Director, subject to the approval of the Managing Board, shall annually appoint such standing, special, or subcommittees as may be required by the Bylaws or as the Managing Board deems necessary.
- 1.1.0 The NATA, Inc. may form a national level committee which will automatically create a FWATA committee.

SECTION 2

SELECTION OF THE CHAIRPERSON

- 1.0.0 Appointed by the District Director with the approval of the Managing Board, to be chosen from the Certified membership of the Association.

- 1.1.0 This person may be designated by the NATA, Inc. standing committee, and/or be the sole District Representative.
- 1.1.1 The process of selection shall include an announcement of the opening to the membership.
- 1.1.2 Application with vitae and letter of interest must be made to the District Director or designee within the established timelines and then forwarded to the Managing Board.

SECTION 3 TERM OF OFFICE OF THE CHAIRPERSONS

- 1.0.0 Two (2) years and may be re-appointed with the approval of the Managing Board once for 4 total years of service

SECTION 4 APPOINTMENT OF COMMITTEE MEMBERS

- 1.0.0 The number of committee members will be determined by the District Director and the Committee Chairperson to form a workable group.
- 1.1.0 Appointed by the District Director with the agreement of the approval of the Managing Board.
- 1.2.0 Committee members should attend at least two Annual District Meetings every three years to remain members in good standing of the committee.

SECTION 5 TERM OF OFFICE OF THE COMMITTEE MEMBERS

- 1.0.0 One (1) year and may be re-appointed with the approval of the Managing Board.

SECTION 6 FUNCTIONS AND RESPOSIBILITES

- 1.0.0 PUBLIC RELATIONS COMMITTEE
- 1.1.0 To assist the Public Relations Chairperson in designated ways in performing the duties and functions of the position.
- 1.1.1 Develop and produce programs to promote athletic training to the public.
- 1.1.2 Develop a phone and mailing tree of all athletic trainers in FWATA to promote a public response for items of concern to the athletic training profession.
- 1.1.3 Cooperates with the District Director in developing aids to the Association use in matters concerning Public Relations.
- 1.1.4 Represents our membership at the District and National level.
- 1.1.5 Shall include each state's public relations chair.
- 1.1.6 Chairperson shall serve as District representative to the National Public Relations Committee if appropriate.
- 2.0.0 SCHOLARSHIP COMMITTEE
- 2.1.0 Promote and encourage scholarships through gifts and grants-in-aid.
- 2.1.1 Establish guidelines and criteria for the awarding of scholarships.

- 2.1.2 Stimulates and develops scholarships sponsored by industry, individual donors, service clubs, minority groups, associations, athletic conferences and professional sports teams within the jurisdiction of the NATA, Inc.
- 2.1.3 Receives, reviews and screens all applications for scholarship awards and proposed sponsorship of programs; application deadline is February 15. The committee makes recommendations to the Managing Board for Association approval or rejection.

- 3.0.0 GOVERNMENTAL AFFAIRS COMMITTEE
- 3.1.0 Acts as liaison to the local organizations for state regulation.
- 3.1.1 Serves as a clearinghouse for all matters pertaining to state regulation of Athletic Trainers.
- 3.1.2 Assists states seeking regulation through the distribution of materials relevant to successfully achieving regulation.
- 3.1.3 Serves as consultants, when requested, to states requesting information, guidance, and advice regarding regulation of the Athletic Trainers.
- 3.1.4 Cooperates with the NATA, Inc. regarding updating of the definition, function, preparation, and qualifications of a member of the athletic training profession.
- 3.1.5 To facilitate and promote the use of the BOC examination as prepared in cooperation and conjunction with the professional testing consultants a instrument utilized as the state regulating examination.
- 3.1.6 Represent our membership on the District and National level.
- 3.1.7 Shall include each state's governmental affairs chair.
- 3.1.8 Chairperson shall serve as District Representative to the National Government Affairs Committee.

- 4.0.0 ANNUAL MEETING AND CLINICAL SYMPOSIUM COMMITTEE
- 4.1.0 Selects sites and hotels for the Annual meeting and Clinical Symposium to be approved by the Managing Board.
- 4.1.1 Keeps the District Director informed on all Annual Meeting and Clinical Symposium plans and reports to the Managing Board at each scheduled meeting.
- 4.1.2 Forms any additional subcommittees as deemed necessary for the success of the Annual meeting.
- 4.1.3 The Annual Meeting and Clinical Symposium Committee shall be composed of a Chairperson and five (5) subcommittees, the Program Subcommittee, the Publicity Subcommittee, the Exhibits and Vendors Subcommittee, FUND Subcommittee and the Registration Subcommittee.
- 4.2.0 PROGRAM SUBCOMMITTEE
- 4.2.1 Selects the program theme and contacts prospective speakers.
- 4.2.2 Coordinates all programs and function at the Annual Meeting and reports the findings to the Managing Board.
- 4.2.3 Reviews the membership clinical evaluation forms following each Annual Meeting and reports the finding to the Managing Board.
- 4.3.0 PUBLICITY SUBCOMMITTEE

- 4.3.1 Is responsible for the dissemination of all information concerning the FWATA Annual Meeting to the membership.
- 4.4.0 EXHIBITS AND VENDORS SUBCOMMITTEE
- 4.4.1 Is responsible for securing and organizing exhibits and vendors for the FWATA Annual Meeting.
- 4.5.0 FUND DEVELOPMENT SUBCOMMITTEE
- 4.5.1 Responsible for the development of fund raising activities at the FWATA Annual Meeting.
- 4.5.2 Coordinate fund raising activities with a representative/s from the vicinity of the FWATA Annual Meeting.
- 4.6.0 REGISTRATION SUBCOMMITTEE
- 4.6.1 With the Publicity Committee, is responsible for disseminating registration materials.
- 4.6.2 Collects and organizes all registration activities.

- 5.0.0 CLINICAL AND EMERGING PRACTICES ATHLETIC TRAINING COMMITTEE
- 5.1.0 Work with other allied health professional to coordinate responsibilities of persons working in similar settings.
- 5.1.1 To promote athletic training in settings other than schools.
- 5.1.2 Work with Professional Education Committee, and the Certification Committee to ensure adequate professional preparation for athletic trainers in the non-traditional setting.
- 5.1.3 Represents our membership on the District and National level.
- 5.1.4 Chairperson shall serve as District Representative to the National Clinical and Emerging Practices Committee.

- 6.0.0 COLLEGE/UNIVERSITY ATHLETIC TRAINING STUDENT COMMITTEE
- 6.1.0 Develop programs to promote athletic training to high school and college students.
- 6.1.1 Help interested students stay in the profession by promoting financial aid, job placement, and participation in educational programs.
- 6.1.2 Develop and promote educational programs for students.
- 6.1.3 Incorporate students into the committee to directly assess their needs.
- 6.1.4 Represent our membership on the District and National level.
- 6.1.5 Chairperson shall serve as District Representative to the National Athletic Training Student Committee.
- 6.1.5.1 COLLEGE/UNIVERSITY ATHLETIC TRAINING STUDENT COMMITTEE ADVISOR
- 6.1.5.2 To oversee the FWATA Athletic Training Student Organization.

- 7.0.0 RESEARCH AND GRANTS COMMITTEE
- 7.1.0 Advocate research efforts by members of District Eight of the NATA Inc.
- 7.1.1 Develop and steer programs to foster research; (educational programs).
- 7.1.2 Provide consultation to those applying for educational grants.

- 7.1.3 Establish guidelines and criteria for awarding of educational and research grants.

- 8.0.0 SECONDARY SCHOOL ATHLETIC TRAINING COMMITTEE
- 8.1.0 To identify the needs of the secondary school athletic trainers.
- 8.1.1 To develop and employ strategies to meet the needs of the student athletes in a effort to provide professional care at the high school level.
- 8.1.2 Represent our membership on the District and National level.

- 9.0.0 WEBMASTER ADVISORY
- 9.1.0 Develop and maintain the FWATA Web Page on the World Wide Web.
- 9.1.1 Shall include each state's public relations chair.
- 9.1.2 Represent our membership on the District and National Level.

- 10.0.0 COLLEGE AND UNIVERSITY ATHLETIC TRAINERS' COMMITTEE
- 10.1.0 To address any and all concerns that relate to the college and the university athletic trainer.
- 10.1.1 Chairperson shall serve as the District Representative to the NATA College and University Athletic Trainers Committee.
- 10.1.2 Represent the membership at both the District and National level.
- 10.1.3 Shall include representative form each of the college and university practice settings:
 - a) NCAA Division I-A
 - b) NCAA Division I-AA
 - c) NCAA Division II
 - d) NCAA Division III
 - e) NAIA
 - f) Junior College / Community College
 - g) Nevada Representative
 - h) Hawai'i Representative
- 10.1.4 The committee is to function as the recommending body for the Chairperson to take information and recommendations to the National Committee and to disseminate information from the National level to the district membership.
- 10.1.5 Chairperson shall serve as District Representative to the National College and University Athletic Trainers' Committee

- 11.0.0 HONORS AND AWARDS COMMITTEE
- 11.1.0 To establish various honors and awards to recognize district members for outstanding work and accomplishments.
- 11.1.1 Establish guidelines and screen nominations to insure they meet the standards and criteria for available awards.
- 11.1.2 Represent our membership on the District and National level.

- 12.0.0 HISTORY AND ARCHIVES ADVISORY

- 12.1.0 To collect and store all records, data, correspondence and all archival material the Managing Board also to make that data available as possible to the general membership.
- 12.2.0 To document and make available to the general membership the unique personal history and accomplishments of individual members and institutions.
- 12.1.2 Represent the membership at both the District and National level.
- 13.0.0 ETHNIC AND DIVERSITY COMMITTEE
- 13.1.0 Inform and advise the Managing Board on issues and concerns relevant to the ethnically and culturally diverse membership within the Association.
- 13.1.1 Create an environment that is conducive to the positive growth and development of multi-ethnic and multicultural membership.
- 13.1.2 Increase the body of knowledge on possible causes of the low numbers of ethnically diverse athletic trainers.
- 13.1.3 Increase the body of knowledge on health care issues and conditions that affect physically active, ethnically diverse individuals.
- 13.1.4 Disseminate information and research relating to health care issues and conditions relevant to ethnically diverse populations (e.g., sickle cell disease, lactose intolerance, at risk populations, Blount's disease, and hypertension).
- 13.1.5 Identify, develop, and mentor ethnically diverse leaders.
- 13.1.6 Shall include a committee chair and at least three members. Each committee member should understand and embrace sensitivity toward ethnic and cultural diversity as an athletic trainer. Must be certified for at least three years.
- 13.1.7 Represent the membership at both the District and National level.
- 13.1.8 Chairperson shall serve as District Representative to the National Ethnic Diversity Advisory Committee.

ARTICLE VII MEMBERSHIP PROVISION AND DUES

SECTION 1 MEMBERSHIP CLASSES (May change at the National Level)

- 1.0.0 CERTIFIED
- 1.1.0 Must be an NATABOC, Inc Certified Athletic Trainers, (A.T.C) as set fourth in the NATA, Inc Bylaws.
- 1.1.1 All certified student members are entitled to vote on FWATA affairs.
- 1.1.2 Provisions for maintaining certification units are set forth in the NATABOC, Inc., Bylaws.
- 2.0.0 ASSOCIATE
- 2.1.0 Associate members are not entitled to vote on FWATA affairs or to hold FWATA office.
- 3.0.0 STUDENT
- 3.1.0 Qualifications for membership are set forth in the NATA, Inc. Bylaws.

- 3.1.1 Student members are not entitled to vote on FWATA affairs or to hold FWATA office unless a member or chairperson of the Athletic Training Student Committee.
- 4.0.0 INTERNATIONAL
- 4.1.0 Qualifications for membership are as set fourth in the NATA, Inc. Bylaws.
- 4.1.1 International members are not entitled to vote on FWATA affairs.

SECTION 2 APPROVAL OF APPLICATION FOR MEMBERSHIP

- 1.0.0 Membership in the FWATA must come through and be approved by the NATA, Inc. National Office.
- 1.1.0 In case of doubt regarding an applicant's qualification for membership, the National Office Membership Consultant or the Executive Director shall be consulted.
- 1.1.1 The completed application, with payment for National and District dues, (US Funds) shall be sent to the NATA, Inc. National Office.
- 1.1.2 If the candidate is accepted (class of membership designated), the membership is recorded for the District, and District dues are sent to the District.
- 1.1.3 A person who is a member of one of the NATA, Inc. Districts must also be a National member and pay both National and District dues.
- 1.1.4 The District membership is requested to be in the District in which the member is employed. This is for certified members.
- 1.1.5 Student members shall be members in the District of their permanent home address.

SECTION 3 DUES

- 1.0.0 The annual membership fee consists of a national fee and a district fee.
- 1.1.0 National dues for each class of membership shall be set by the Board of Directors of the NATA, Inc.
- 1.1.1 District dues for each class membership shall be set by the FWATA Managing Board.
- 1.1.2 All dues must be paid in U.S. funds.
- 1.1.3 Due become payable January 1st. The membership year is January 1 through December 31.
- 1.1.4 After February 15th, individuals who have not renewed their membership are placed on suspension.
- 1.1.5 Suspended individuals who do not renew their membership by September 30th, are removed from the FWATA membership by the NATA, Inc.
- 1.1.6 Individual who let their membership lapse and then rejoin the NATA, Inc. will be charged a \$25.00 application-processing fee (\$15.00 for student applications).
- 1.1.7 The time for which suspension is in effect, shall count as time engaged in the profession.

1.1.8 Time deleted shall not count as time engaged in the profession.

SECTION 4 CHANGE OF MEMBERSHIP CLASS

- 1.0.0 If a member desires to change his/her membership class and meets the new membership classification criteria he/she should contact the NATA, Inc. National Office.
- 1.1.0 If approved, the change is made and notification is sent to the District Secretary with the next updated membership list and/or dues notice.
- 1.1.1 If a member is found to be in the wrong membership class, he/she will be automatically reclassified and will show up on the District Secretary's updated membership list and/or dues notice.
- 1.1.2 This will be done without the member making a request for the change.

SECTION 5 INTER-DISTRICT TRANSFER OF MEMBERSHIP

- 1.0.0 A member of the Association in good standing who moves into a District other than the one in which he/she holds membership must transfer his/her membership to the District into which the move was made.
- 1.1.0 This is done by notifying the National Office of the change of address.
- 1.1.1 The National Office will complete the District transfer appropriately.
- 1.1.2 Notification of the change is sent to the new District Secretary.
- 2.0.0 If a member is found by the National Office to be in the wrong District, he/she will be transferred to the correct District by the National Office.
- 2.1.0 This will be done without the member initiating request for the change.
- 2.1.1 The member shall be notified and he/ she will be added to and deleted from the appropriate District Secretary's list.

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