



**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) In consultation with the Executive Director, identify and appoint ex-officio members of the Board of Directors, except the Executive Director.
- (c) Implement policies and programs of TACSM.
- (d) Be responsible for ensuring that TACSM operates in accordance with procedures provided by the ACSM Assistant Director of Membership & Chapter Services.
- (e) Chair the Annual Meeting Program committee.
- (f) Propose the agenda for the Annual Meeting.
- (g) Present student awards at the Annual Meeting.
- (h) Prepare the TACSM annual budget, in consultation with the Executive Director.

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.
- (d) Announce student awards at the Annual Meeting.
- (e) Serve as chair of the Student Manuscript Award committee.
- (f) Serve as chair of the Undergraduate Scholar Award committee.

Section 3: The Representatives-At-Large shall assist in conducting TACSM business. Representatives are also expected to serve on one or more TACSM Annual Meeting program committees (Refer to Article VIII).

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.
- (c) Serve as the Chair for the President's Cup review team.

#### **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 Annual Meeting Program committee.
- (b) Lead efforts in building the Guidebook app for the Annual Meeting.
- (c) Assisting the President in the preparation of the agendas for business meetings.
- (d) Advising the President in the preparation of the TACSM annual budget.
- (e) Serving as the primary contact person for individuals and groups that want to communicate with TACSM.
- (f) Lead efforts in the recruitment and retention of TACSM members.
- (g) Preparing and submitting TACSM's annual report to ACSM.
- (h) Assisting the President in ensuring that the Chapter operates in accordance with procedures provided by the ACSM Assistant Director of Membership & Chapter Services.
- (i) Serve as the submission contact for Manuscript Award and SRDAs.
- (j) Serve as the point of contact for the recipients of Manuscript Awards and SRDAs.
- (k) Authorize the Treasurer to issue payment to Annual Meeting award recipients.
- (l) In consultation with the President, appoint committees and committee chairs not specified by the Constitution or Bylaws (not specified in Article VIII).
- (m) Serving as the primary contact and lead efforts for obtaining sponsorships for the Chapter.

(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 Associate Executive Director shall assist the Executive Director with the administrative tasks of the Chapter. The specific duties of the Associate Executive Director shall include:
- (a) Assisting the President/ED in the planning and preparation of the Annual Meeting.
  - (b) Assisting in the recruitment and retention of TACSM members.
  - (c) Leading efforts on Chapter submissions for Regional Chapter Grants annually and overseeing the implementation of these grants
  - (d) Leading efforts to arrange the site for the TACSM social at National ACSM with assistance of the Treasurer to organize payment
  - (e) Serve as the submission contact for Major of the Year and Undergraduate Scholar submissions.
  - (f) Serve as the point of contact for the recipients of Major of the Year and Undergraduate Scholar.
  - (g) Assisting the Executive Director and serve as a second point of contact for exhibitors and sponsors of the Chapter.
  - (h) In conjunction with the Regional Chapter Representative, assist in the process of preparing for the annual Student Bowl competition.

(2.2) The Associate Executive Director shall be paid an annual stipend of \$600 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 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.
  - (c) Serve as a member of Student Abstract Publication committee. Assist the Public Relations Director with the submission and publishing of Annual Meeting abstracts

(3.2) 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 4: (4.1) 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.

(4.2) 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 5: (5.1) The Membership Director shall:
- (a) Maintain the membership roles of TACSM using the electronic membership database.
  - (b) Assist in the recruitment and retention of TACSM members.
  - (c) Assist in membership communications related to TACSM business in conjunction with National ACSM.

(5.2) 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 6: (6.1) The Public Relations Director shall be responsible for the dissemination of TACSM news and information to the membership and other interested parties as appropriate. The Public Relations Director shall be responsible for coordinating the submission and publication of abstracts for the Annual Meeting.
- (a) Serve as chair of the Student Abstract Publication committee.
  - (b) Coordinate the submission of abstracts through the journal website.
  - (c) Contact faculty mentors to gain additional information about student involvement in the submitted research project.
  - (d) Maintain the TACSM website in conjunction with the Executive Director.

(6.2) 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 7: (7.1) 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.

(7.2) 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 8: The ACSM Regional Chapters Committee Representative shall:
- (a) Represent TACSM on the ACSM Regional Chapters committee.
  - (b) Chair the TACSM Student Bowl Planning committee and organize all aspects of the Student Bowl in conjunction with the President.
  - (c) Serve as the point of contact for institutions interested in entering a team in the Annual Meeting Student Bowl competition.

- Section 9: (9.1) 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 Abstract Publication committee.
- (g) Serving as a member of the Undergraduate Scholar Award committee.

(9.2) TACSM will reimburse the secondary Student Representative for mileage (at the current State of Texas rate) or airfare to attend the National ACSM Annual Meeting. All expenses must be approved by the Executive Director prior to travel.

(9.3) Each Student Representatives will be reimbursed with \$100 on or before December 1 for travel to board meetings. This reimbursement may be adjusted for any given year by a majority vote of the Board of Directors.

## **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.

- 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, the Associate Executive Director, and the Executive Director.
- Section 4: The President in consultation with the Executive Director 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 award each student \$750 towards their expenses related to attending the ACSM Annual Meeting.

## **ARTICLE VIII ANNUAL MEETING COMMITTEES**

- Section 1: In order for the Annual Meeting to function properly, several standing committees are needed. All Annual Meeting appointments will be made by the Executive Director in consultation with the Annual Meeting Program committee.
- Section 2: (2.1) The Annual Meeting Program committee will be responsible for proposing and setting the Annual Meeting program. Also this committee will serve as the primary point of contact for speakers who have been invited to speak at the Annual Meeting.
- (a) The President will serve as chair.
  - (b) Additional committee members will include the President-Elect, Past-President, the Associate Executive Director, and the Executive Director.
- Section 3: (3.1) The TACSM Student Bowl Planning committee will be responsible for coordinating and organizing the Student Bowl competition at the Annual Meeting. The committee is also responsible for maintaining a comprehensive database of questions that are updated on at least a three-year cycle. The chair of the committee is responsible for ensuring all the National ACSM Student Bowl competition requirements are fulfilled.
- (a) The Regional Chapter Committee Representative will serve as the chair.
  - (b) The Continuing Education Director will serve as a member.
  - (c) The Medicine and Non-medicine Representatives will serve as the remaining committee members.
  - (d) The Associate Executive Director will be the point of contact for administrative support.
  - (e) In years where new question databanks are being generated the committee chair may request that the Associate Executive Director appoint additional committee members.
  - (f) The chair of the committee will appoint an individual to serve as the master of ceremonies for the Annual Meeting Student Bowl competition.
- Section 4: (4.1) The Student Abstract Publication committee will be responsible for coordinating the submission and publication of student abstracts.
- (a) The Public Relations Director will serve as the chair.
  - (b) Other members will include the Secretary, Executive Director, and both student representatives.

(4.2) The Student Abstract Review committee will be responsible for review and scoring abstract submissions and poster presentations for the Annual Meeting.

- (a) An elected Representative will serve as chair.
- (b) In consultation with the Executive Director, the chair will select individuals who are eligible to serve as abstract reviewers and judges. Abstract review committees will be established in an *ad hoc* fashion.
- (c) Results of abstract review prior to the Annual Meeting will be sent to the Public Relations Director for inclusion in the Annual Meeting program.
- (d) Report results of final winners will be given to the President for presentation at the Annual Meeting awards ceremony.

- Section 5: (5.1) The Manuscript Review committee will be responsible for reviewing and identifying the top four Student Manuscript submissions.
- (a) The President-elect serves as the chair.
  - (b) Two additional members appointed by the Executive Director.
  - (c) At least one member must be FACSM.

- Section 6: (6.1) The MS Student Research Development Award (SRDA) committee will be responsible for reviewing and rank ordering the MS SRDA submissions to be considered for funding. The committee will also be responsible for identifying awardees that are acceptable for an oral presentation at the Annual Meeting.
- (a) One of the elected representatives will be appointed as the chair by the Executive Director in consultation with the President.
  - (b) Two additional members will be appointed by the Executive Director.

- Section 7: (7.1) The PhD Student Research Development Award (SRDA) committee will be responsible for reviewing and rank ordering the PhD SRDA submissions to be considered for funding. The committee will also be responsible for identifying awardees that are acceptable for an oral presentation at the Annual Meeting.
- (a) One of the elected representatives will be appointed as the chair by the Executive Director in consultation with the President.
  - (b) Two additional members will be appointed by the Executive Director.

- Section 8: (8.1) Undergraduate Scholar committee will be responsible for reviewing and identifying one individual to be identified as the Undergraduate Scholar for the current academic year.
- (a) The Past-President will serve as the chair.
  - (b) The Student Representatives will serve as committee members.
  - (c) An additional professional member will be appointed by the Past-President in consultation with the Associate Executive Director at large from a university whose primary focus is undergraduate instruction.

## **ARTICLE IX** **AMENDMENTS**



These Bylaws may be amended at any regular or special meeting of the Board of Directors, or by electronic mail vote. A favorable vote of three-fourths of the voting Board members shall be required for amendment.