

CONSTITUTION AND BYLAWS

of the

MID-ATLANTIC CHAPTER

of the

AMERICAN COLLEGE OF SPORTS MEDICINE

Revised 2013, 2021, 2022, 2025

CONSTITUTION

ARTICLE I

NAME AND GEOGRAPHIC AREA

Section 1: The name of the society is the Mid-Atlantic Regional Chapter of the American College of Sports Medicine.

Section 2: The geographic area shall include the states of Delaware, Maryland, New Jersey, New York (excluding areas in Greater New York Chapter), Pennsylvania, West Virginia, and The District of Columbia.

ARTICLE II

PURPOSE

The purpose of this organization shall be to fulfill the objectives and purposes of the American College of Sports Medicine as outlined by the “Responsibilities of ACSM Regional Chapters to ACSM” that are appropriate at the regional level. These are as follows:

1. Cooperating with other organizations, physicians, educators, and scientists.
 - a. Making available postgraduate education in fields related to these sciences.
 - b. Initiating, promoting, and correlating research in these fields.
 - c. Promoting and advancing medical and other scientific studies dealing with the effect of sports and other physical activities on the health of human beings across the lifespan.
2. To serve as a platform for participation and leadership roles in the national organization.
3. To foster education and the dissemination of knowledge in the areas of sports medicine, exercise, and health.

ARTICLE III

ORGANIZATION

Section 1: The Mid-Atlantic Regional chapter of the American College of Sports Medicine is a nonprofit organization.

Section 2: The home office of the chapter will be located within the regional chapter. The home office will conduct the business of the chapter and maintain records under the auspices of the Executive Board.

Section 3: The administration of the Chapter is conducted by the Executive Board.

ARTICLE IV

MEMBERSHIP

Section 1: Full regional membership of the Mid-Atlantic Chapter of the American College of Sports Medicine is open to anyone who meets the qualifications for membership in the American College of Sports Medicine. Individuals need not be an active member of the American College of Sports Medicine to be eligible for membership in the Mid-Atlantic Regional Chapter. Specifically included are the following classifications of membership: (1) Professional Member (2) Professional-in-Training, (3) Student Member, (4) Alliance Member for Fitness Professionals.

Section 2: Membership classifications are as defined by the National American College of Sports Medicine Constitution.

Section 3: Student membership is open to full-time undergraduate or graduate students as defined by the National American College of Sports Medicine.

Section 4: Alliance membership is open to any person with an interest in the general area of sports medicine, but not to those who are currently regular or student members or those who would otherwise qualify for regular membership in the Chapter.

Section 5: Privileges. Full Members shall be entitled to all privileges of the Chapter. Student and Alliance members shall be entitled to all privileges except voting or holding office, with the exception of the Student Representative appointed to the Executive Board.

Section 5: It is expected that all MARC-ACSM Members and members of the Executive Board shall uphold behavior that is in line with the MARC Regional Chapter Code of Ethics.

ARTICLE V

OFFICERS

Section 1: The officers of the Mid-Atlantic Regional Chapter of the American College of Sports Medicine and their terms of office are noted in Section 2. These officers will be responsible to the Executive Board.

Section 2: The term of office for all the officers is one to three (1-3) years.

President-Elect:	1 year
President:	1 year
Past President	1 year
Secretary	2 years
Treasurer	2 years
Member-at-Large (1)	2 years
Member-at-Large (2)	2 years
Member-at-Large (3)	2 years
Member-at-Large (4)	2 years
Physician Member-at-Large (1)	2 years
Physician Member-at-Large (2)	2 years
Student Representative (1)	2 years
Regional Chapter Rep	(3-year term, renewable and appointed)
Executive Director	(3-year term, renewable and appointed)

Non-Executive Committee Positions:

Faculty State Representative	(2-year term, renewable and appointed)
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Student State Representative (2-year term, renewable and appointed)

Section 3: New officers will assume the duties of their elected office at the business meeting held at the Annual MARC Conference. Job descriptions, duties, and standard operating procedures for each officer's role will be maintained by the home office.

Section 4: Any vacancy or absence in the office of the President shall be filled by the Past President for the duration of the term of office.

Section 5: Individuals must be members of National ACSM and MARC-ACSM to be eligible to serve on the Executive Board. Executive Board members should preferably have a professional affiliation at an institution within the Mid-Atlantic Region. All nominations for Executive Board positions are subject to approval by the Executive Board, and vicinity to the Mid-Atlantic Region will be considered in the approval process. Executive Board members who move to institutions out of the Mid-Atlantic Region during their term should determine a plan to uphold their responsibilities from out of the region that is subject to approval by the Executive Board.

ARTICLE VI

EXECUTIVE BOARD

Section 1: The Executive Board shall consist of all officers as listed in Section II of Article V. The President will serve as chairperson of the Executive Board. Additionally, the President will appoint all unexpected vacancies with the approval of the Executive Board. All members of the Executive Board will have voting privileges except the Executive Director and the Regional Chapter Representative.

Section 2: There will be four (4) at-large and two (2) physician-at-large members on the Executive Board. Three (3) members (2 at-large and 1 physician-at large) will complete their term of office each year.

Section 3: The Regional Chapter representative shall be appointed by the President to a three (3) year term of office with approval by the Executive Board.

Section 4: The student representative(s) shall be appointed by the President to a two (2) year term of office with approval by the Executive Board.

Section 6: The Executive Director shall be appointed by the President with approval from the Executive Board (simple majority vote) to renewable 3-year terms and shall perform duties outlined in the operating code.

Section 7: The Executive Board shall determine policies of the Chapter, implement such policies, and conduct business of the Chapter.

Section 8: No Executive Board member, with the exception of the Executive Director, shall serve more than two (2) consecutive terms in the same office.

Section 9: The Executive Board shall always meet annually at the Regional and National conferences and at other times as deemed necessary. Historically, these meetings have been held in January, May, and September.

ARTICLE VII

COMMITTEES

Section 1: The standing committees of the Chapter shall be: Program, Public Relations & Marketing, Finance, Ethics & Professional Conduct, Nominations/Awards, EXPO, College Bowl, and Research Committees.

Section 2: The President may appoint ad hoc committees for various purposes.

Section 3: All committees shall consist of at least three (3) members of the Chapter, one of whom shall be the chair. The chair of each committee shall be a member of the Executive Committee as follows:

<u>Committee:</u>	<u>Chair:</u>
Program	President
Public Relations & Marketing:	Secretary
Finance Committee:	Treasurer
Ethics & Professional Conduct	Past President
Nominations/Awards:	Past President
EXPO Committee:	Second Year Member-at-Large
Research Committee:	Second Year Member-at-Large
College Bowl Committee	Regional and Student Rep.
Faculty State Representative	Regional Chapter Rep.
Student State Representative	Regional Chapter Rep.

Section 4: The composition of the committees shall be determined by recommendation of the committee chair with consensus of the President. Affiliates may serve as additional committee member.

Section 5: Standing committee structures and purposes are outlined in the Operations Code.

ARTICLE VIII

FUNDS

Section 1: The funds of the Mid-Atlantic Chapter of the American College of Sports Medicine shall be derived from the annual dues collected from each member as established by the Executive Board and the American College of Sports Medicine, income from programs, annual conference, gifts, grants, and bequests, and designated funds from the national organization.

Section 2: The fiscal year begins January 1 and ends December 31 for any given year.

Section 3: Chapter assets shall be transferred to the American College of Sports Medicine if the Mid-Atlantic Regional Chapter should ever be dissolved.

Section 4: Chapter funds are held in an accounts managed by the Executive Director but are accessible by the Treasurer and the President.

ARTICLE IX

MEETINGS

Section 1: An annual business meeting of the Chapter shall be held each year. Installation of officers and other business of the Chapter shall be completed at the Annual Business Meeting.

Section 2: The Chapter shall conduct open sessions devoted to the educational, practical, or scientific aspects of sports medicine. Such sessions will be open to all registrants at the annual meeting whether or not they are Chapter members.

Section 3: Members of the Mid-Atlantic Chapter may present and are encouraged to sponsor meetings such as workshops, clinics, or conferences dealing

with special problems related to sports medicine and science under the sponsorship of the Mid-Atlantic Chapter. Approval for sponsorship shall be given by the Executive Board of the Chapter. Only after such approval shall the use of the Chapter mailing lists and endorsements on any programs or publicity materials be permitted.

Section 4: This chapter welcomes the opportunity to endorse meetings that fulfill the mission of the Chapter. Endorsements will only be given after review of the program by the Executive Board or designee.

Section 5: Endorsements may include, but not be limited to, co-sponsorship, stated endorsement, and access to mailing lists.

Section 6: Aside from meeting during the Chapters and National ACSM meeting, MARC Executive Board meetings have been held in January, May and September. All officers are expected to attend these meetings. The format for the meeting (in-person or virtual) will be determined by the President.

- a. The January meeting will be a review of the Annual meeting, presentation of the Budget and Financial State of the Chapter.
 - a. Voting on the annual budget may occur after the January meeting but should occur synchronously, either in-person or virtual, before February 15.
- b. The May meeting will consist of solicitation of nominations for chapter positions, updates regarding the program for the next annual meeting.
- c. The September meeting will consist of finalization of the Annual Meeting Program, nominations and voting on the M. Scott Kieffer Service Award and other awards that may be offered.
- d. Additional meetings may be held at the discretion of the President

BYLAWS

ARTICLE I

APPLICATION FOR MEMBERSHIP

Section 1: Full membership shall be granted to anyone who qualifies for membership in the American College of Sports Medicine and pays the annual dues of the Mid-Atlantic Chapter.

Section 2: Student and Alliance membership shall be granted under the stipulations of Constitutional Article IV, Section 2, 3. Such applications must be accompanied by the annual dues.

ARTICLE II

DUES

Section 1: Annual dues are payable with renewal of National ACSM dues, registration for the annual meeting or any other time of the year starting January 1 of each year. Membership dues are set by National ACSM.

Section 2: Dues become delinquent three months after the due date at which time Chapter members will be dropped from the rolls. Reinstatement will be made upon payment of dues. Members will be notified of delinquent dues and of the intent to drop them from the membership rolls.

ARTICLE III

OFFICIAL PRONOUNCEMENTS

Section 1: The Mid-Atlantic Chapter of the American College of Sports Medicine may take an official stand on any matter that has social significance relative to sports medicine and science.

Section 2: A statement to become official must be voted upon by the membership of the Chapter at an annual meeting. It must be approved by two-thirds of the members attending the meeting.

ARTICLE IV

MEETINGS

Section 1: The site and date of the annual meeting shall be selected by the Program Committee in conjunction with the Executive Board.

Section 2: Arrangements for the annual program will be the responsibility of the President. The program shall include sessions appropriate for each of the three major classifications of membership and will be organized by the Program Committee. The content of the program must be evaluated and approved by the Executive Board relative to appropriateness, quality, and organization.

ARTICLE IV

AMENDMENTS

Section 1: Any amendments to the constitution presented to the Chapter membership for vote must be submitted to the Executive Board at least 60 days prior to the annual meeting. It must be submitted to the membership for vote at the next annual meeting. The Executive Board may recommend acceptance or rejection of the original statement of the membership, modified statement. The authors of the statement shall be notified at least fifteen days prior to the meeting of the Board's decision and must inform the Board within five days of meeting whether to withdraw the original statement, accept a modified statement, or submit the original statement for vote.

Section 2: These bylaws may be amended at any regular or special meeting of the Executive Board or by secure electronic vote. A favorable vote of three-fourths of the Executive Board shall be required for amendment. Electronic votes will be available for 2 weeks.

Section 3: The operating codes may be amended at any regular or special meeting of the Executive Board. A favorable vote of three-fourths of the Executive Board shall be required for amendment. Electronic votes will be available for 2 weeks.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: President

Duties and Responsibilities:

1. Chairperson of the Executive Board with voting privileges.
2. One-year term of office which expires at the end of the business meeting during the appropriate annual conference.
3. Responsible for all activities of the Chapter and will assume authority generally associated with this office.
4. Preside at the business meetings of the Chapter and at the annual meeting held during the term of office.
5. Develops the agenda and chairs all scheduled meetings of the Executive Board.
6. Reports to the membership appropriate activities of the Executive Board through the newsletter and/or at the annual chapter meeting.
7. Appoints individuals to standing committees and to other assignments consistent with policies and programs of the Chapter.
8. Approves the site and date of future annual meetings with the consent of the Executive Board.
9. Chairs an ad hoc committee of the President-elect, Past President, and other appointed members of the Executive Board to explore annual meeting sites for future years.
10. Assumes other responsibilities as outlined by the Chapter Constitution and Bylaws.
11. Chairs the Program Committee which determines the organization and content of the annual meeting.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: President-Elect

Duties and Responsibilities:

1. MARC members who have previously served on the MARC ACSM Executive Board are eligible for the President-Elect position.
2. Member of the Executive Board with voting privileges.
3. One-year term of office which expires at the end of the business meeting during the appropriate annual meeting.
4. Assemble and distribute the Annual Meeting Program.
5. Works with the Treasurer at the Annual Meeting to manage AV needs.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Past President

Duties and Responsibilities:

1. Member of the Executive Board with voting privileges.
2. One-year term of office which expires at the end of the business meeting during the appropriate annual conference.
3. Serves as Nominations/Awards Committee Chairperson.
 - a. Solicits nominations for elected offices, gathers and provides pertinent information about each candidate, and formally presents the slate of nominees to the Executive Board for approval in time to publish the slate in the Newsletter preceding the annual meeting.
 - b. Responsible for the online election process to include distribution of the ballot and tabulation of the votes, and reporting those results to the Executive Board
 - c. Chairs the nomination and selection process for MARC Awards including the M. Scott Kieffer Service Award.
4. Responsible for conducting the online evaluation of the annual meeting and reporting those results to the MARC Board at the January meeting of the Board.
5. Fills in any vacancy or absence in the office of President for the duration of the term of office.
6. Chairs the Ethics and Professional Conduct Committee
7. Shall perform other duties as assigned by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Treasurer

Duties and Responsibilities:

1. Member of the Executive Board with voting privileges.
2. Two-year term of office which expires at the end of the business meeting during the appropriate annual conference.
3. Chairs the Finance Committee and monitors the financial status of the Chapter.
 - a. Receives and reviews monthly and as requested financial statements (e.g., statement of operations and account balance reports) from the Executive Director.
 - b. Collaborates with the Executive Director to manage the Chapter's investments and reports on their performance to the Executive Board.
4. Reviews the annual budget prepared by the Executive Director and makes recommendations to the Executive Board. Including but not limited to:
 - a. MARC Annual meeting and MARC Board meetings
 - b. General operations and supplies
5. Assists the Executive Director in preparing the financial report for the MARC-ACSM Annual Report to ACSM.
6. Maintains email accounts, domain costs, and MARC Board travel reimbursements.
7. Works with the Executive Director to manage all contracts
8. Oversee AV at the MARC Annual Meeting, including recruiting and supervising student set-up and maintenance of AV workers for the Annual Meeting.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Secretary

Duties and Responsibilities:

1. Member of the Executive Board with voting privileges.
2. Term of office will be two (2) years which expires at the end of the business meeting during the appropriate annual conference.
3. Reports to the President in conjunction with the Home Office and performs all duties commonly assigned to the position.
4. Shall be responsible for keeping a record of all regular or special meetings of the Executive Board and Chapter. The Secretary will be responsible for providing minutes of all official meeting to Executive Board members.
5. Responsible for tracking terms for renewable Board positions (ED and Regional Rep)
6. Is responsible for transferring records at the end of the terms of office to the incoming Secretary-
7. Serves as the Chairperson for the Public Relations & Marketing Committee.
8. Is responsible for soliciting information for, assembling and distributing the Chapter newsletter. Information includes, but is not limited to announcements related to awards, nominations, elections, grants and all official chapter business.
9. Is responsible for maintaining the Regional Chapter website including newsletters, awards winners, meeting-related links and documents, and other relevant documents.
10. Is responsible for updating the Regional Chapter social media accounts. Works with the Annual Meeting Sponsorship Committee to promote sponsorship on social media platforms.

11. Shall perform other duties as assigned by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Member-At-Large (4 Positions)

Duties and Responsibilities:

1. Member of the Executive Board with voting privileges.
2. Two (2) year term of office which expires at the end of the business meeting during the appropriate annual conference. Two (2) members on each sub-committee (Research or EXPO) will complete their terms of office each year.
3. During the first year a member will serve on either the EXPO Committee or the Research Committee. In the second year, this person will become the Chair of that respective committee.
4. Shall perform other duties as assigned by the President

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Physician Member-At-Large (2 Positions)

Duties and Responsibilities:

1. Member of the Executive Board with voting privileges.
2. Two-year term of office which expires at the end of the business meeting during the appropriate annual conference. One (1) member will complete a term of office each year.
3. The PAL members will work with the President and the Program Committee to integrate clinical sessions into the Annual MARC meeting.
4. Manages the Clinical Case Study solicitation, submission, and review processes
5. When applicable, identifies CMEs and potential funds to cover CME costs for the Annual Meeting and is responsible for obtaining the necessary CME documentation.
6. Shall perform other duties as assigned by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Executive Director

Duties and Responsibilities:

1. Non-voting member of the Executive Board.
2. The appointment of the Executive Director, and the approval of the site of the home office, shall be made by the President with the approval of the Executive Board (majority vote). This appointment will normally be made for a three-year time period and can be renewed for up to three (3) terms.
 - a. However, the Executive Director serves at the pleasure of the Executive Board. Performance reviews will be conducted for the Executive Director annually. The Executive Director may be dismissed for good cause by a majority vote of the Executive Board at any time.
 - b. The position of Executive Director is a paid position. The amount and terms of compensation are to be negotiated and approved by the Executive Board prior to the three-year appointment. These terms are fixed for the three-year period of the appointment, unless there is mutual agreement and approval between the Executive Director and the President/Executive Board, that changes are warranted and appropriate.
3. The Executive Director's primary role is to establish and maintain the Chapter's "home office." The home office shall be a site where all of the Chapter's records, documents, etc. are maintained.
 - a. The home office must be structured and operated in a manner such that effective and efficient lines of communication are established and maintained amongst the Executive Board, between the Chapter and its membership, the Chapter and the public, and the Chapter and the national ACSM.

4. The Executive Director shall be the primary contact and information source concerning Chapter activities for chapter members, and for persons not associated with the regional chapter.
5. The Executive Director shall be responsible for assisting all members of the Executive Board, and any Chapter Committee Chairs, in the completion of their respective responsibilities.
6. The Executive Director does not have any budgetary authority. However, the Executive Director maintains the financial records of the Chapter, investment portfolios, Chapter accounts, and, along with the Treasurer, distributes funds from the operating account to cover all Chapter related expenses.
7. Serves as a non-voting member of the Finance Committee. Is responsible for receiving and distributing financial information and communicating decisions made by the Finance committee with the financial advisor regarding the investment policy.
 - a. Works with the Treasurer and the Finance Committee to project long-term financial health of the Chapter
8. All expenditures pertaining to the activities of the Executive Director and/or the home office, must be pre-approved by the President, or the Executive Board.
9. The Executive Director will coordinate hotel, travel, and food for in-person Executive Board meetings and for Annual Conference speakers when applicable
10. In the context of operating the Chapter's home office the Executive Director shall be responsible for the following:
 - a. Preparing and submitting the Chapter's Annual Report to national ACSM
 - b. Preparing and submitting the Chapters Annual Budget to the Executive Board
 - c. Preparing and submitting all Regional Chapter CEC/CME applications
 - d. Maintaining chapter membership records, in coordination with the national office

- e. Assisting the Secretary with the production of the Chapter's Newsletter(s)
- f. Maintaining and preparing the annual report on the Chapter at the January business meeting
- g. Coordinating the logistics of and inventory for the annual Chapter meeting, in terms of pre-registration, on-site registration, Chapter displays, etc.
- h. Publishing of annual meeting abstracts in the International Journal of Exercise Science.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Student Representative (1 position)

Duties and Responsibilities:

1. Member of the Executive Board with voting privileges.
2. Appointed by the President to a two (2) year term of office.
3. Will complete a term of office each year, which begins at the end of the business meeting at the MARC-ACSM Annual Meeting and expires at the end of the business meeting at the MARC-ACSM Annual Meeting two years later. The newly elected Student Representative is encouraged to attend the College Bowl at the Annual MARC-ACSM meeting to observe and learn the roles and procedures before starting their term.
4. Shall act as the Chapter representative to the National Organization on student-related matters. Shall be responsible for reporting pertinent information back to the Executive Board.
5. Will be responsible for assisting the Treasurer in recruiting student volunteers to help at the annual meeting.
6. Assists in soliciting speakers for and moderated the Meet the Experts session.
7. Along with the Regional Rep, co-chairs the College Bowl Committee and is responsible for the College Bowl competition at the MARC Annual Meeting. Responsibilities include: solicit teams, organize and conduct the College Bowl competition.
8. Shall perform other duties as designated by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Position: Regional Chapter Representative

1. Non-voting member of the Executive Board.
2. Must be a former MARC Board member, with preference given to former MARC Presidents.
3. Shall be appointed to a three (3) year term of office by the President with approval of the Executive Board. This term expires at the end of the business meeting during the appropriate annual meeting. This appointment can be renewed for up to three (3) terms.
4. Shall act as the Chapter representative to the National Organization on the Regional Chapters Committee.
5. Shall be responsible for conveying the sentiment of the Chapter to the Committee. As well, the Regional Chapter representative will report to the Executive Board at each of its meetings, and when appropriate, will report to the membership through the newsletter.
6. Shall recruit and supervise Faculty and Student State Representatives and initiatives.
7. Shall perform other duties as designated by the President.

MID-ATLANTIC CHAPTER OF ACSM

OPERATING CODE

FOR

Non-Executive Board Positions

Position: Faculty State Representative:

1. Shall be solicited and appointed by the Regional Chapter Representative for a two (2) year term that expires at the end of the business meeting during the appropriate National ACSM meeting. This term is renewable.
2. There shall be at least one (1) Faculty State Representative per state within the MARC-ACSM chapter.
2. Faculty State Representatives report to Regional Representative regarding all duties of the position.
4. Maintain an ongoing relationship with various colleges, universities and other sports medicine related professional and commercial organizations within the representative's state.

Position: Student State Representative:

1. Shall be solicited and appointed by the Regional Chapter Representative in consultation with the Faculty State Representative for a two (2) year term. This term expires at the end of the business meeting during the appropriate National ACSM meeting.
2. There shall be at least one (1) Student State Representative per state within the MARC-ACSM chapter.
3. Student State Representatives report to Regional Representative regarding all duties of the position.
4. Student State Representatives will assist in the creation and delineation of College Bowl questions and answers under the guidance and leadership of the Chapter Student Representative.

5. Student State Representatives will serve as scorekeepers and assistants for the College Bowl under the guidance and leadership of the Chapter Student Representative in order to maintain an orderly and expedient event.
6. Shall perform other duties as assigned by the Regional Representative.

MID-ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORTS MEDICINE

OPERATIONS CODE

ETHICS COMMITTEE

Structure

- I. The Ethics Committee is a committee assembled as needed based on the needs of the MARC-ACSM membership
- II. The Ethics Committee will be chaired by the Past President and co-chaired by a non-MARC Executive Board member appointed by the MARC Executive Board
- III. The Chair and Co-Chair will invite MARC membership to serve on the Ethics Committee. Qualifications for Ethics Committee members include
 - a. Demonstrated leadership and experience in dealing with issues of ethicality.
 - b. Able to dedicate sufficient time to adequately represent the MARC-ACSM and perform all necessary duties.

Purpose/Objective

- I. The Ethics Committee will use the MARC-ACSM Code of Ethics as its guiding document in matters of ethics issues or ethics-related complaints within the Chapter.
- II. The Ethics Committee does not serve to make decisions, but rather, acts as advisors and educators to the MARC-ACSM executive leadership team.
- III. The Ethics Committee Chair is responsible for convening and leading discussions within the Ethics Committee as issues arise where member behavior and/or institutional practice is questioned to be inconsistent and/or misaligned with the values of the chapter.

MID-ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORTS MEDICINE

OPERATIONS CODE

FINANCE COMMITTEE

Structure

- I. The Finance Committee is a standing committee of the MARC-ACSM chaired by the Treasurer
- II. Members of the Finance Committee will include the President and President-elect, the Executive Director, and up to two past MARC-ACSM Presidents. Members will serve no more than 3 consecutive years with the exception of the Executive Director.

Purpose and Objectives

- I. The Finance Committee collaborates with the Executive Director to manage the Chapter's investments and reports on their performance to the Executive Board.
- II. Reviews the yearly budget prepared by the Executive Director and makes recommendations to the Executive Board.
- III. Assists the Executive Director in preparing the financial report for the MARC-ACSM Annual Report to ACSM.
- IV. Works with the Executive Director to project the Chapter's long-term financial health through spending and income trends.
- V. Attends scheduled meetings with the financial advisor

MID-ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORTS MEDICINE

OPERATIONS CODE

NOMINATIONS/AWARDS COMMITTEE

Structure

- I. The Nominations Committee is a standing committee of the MARC-ACSM consisting of four members to be chaired by the Past President.
- II. Committee members will consist of the Past President, President, President-Elect, and Regional Chapter Representative of the MARC-ACSM.

Purpose and Objectives

- I. To provide a list of candidates for nominations for election to the Executive Board of the MARC-ACSM or appointments for other positions or awards (as listed below).
 - A. Offices for election to the Executive Board of the MARC-ACSM
 1. President-Elect
 2. Secretary
 3. Treasurer
 4. Member at Large
 5. Physician at Large
 - B. Appointed positions
 1. Regional Chapter Representative
 2. Student Representative
 3. Executive Director
 - C. Awards
 1. H. Scott Kieffer Annual Service Award

Protocol

- I. Two candidates may be nominated for President-Elect. If two candidates have not been identified a candidate can run unopposed.
- II. Two candidates may be nominated for Treasurer. If two candidates have not been identified a candidate can run unopposed.

- III. Two candidates may be nominated for the position of Secretary. If two candidates have not been identified a candidate can run unopposed.
- IV. Four candidates may be nominated for the two Member-at-large positions with the two candidates receiving the most votes assuming the positions.
 - a. In the case where more than 4 candidates are nominated, the Executive Board will by consensus vote for the 4 candidates.
- V. Two candidates may be nominated for the Physician at Large position. If two candidates have not been identified a candidate may run unopposed.
 - a. In the case where more than 2 candidates are nominated, the executive committee will by consensus vote for the 2 candidates.
- VI. Candidates will then be contacted by the Committee Chair for acceptance of the nomination.
- VII. The nominations will be presented to the Executive Board of the MARC-ACSM for approval.
- VIII. Nominations and brief biographical sketches will be provided to the Secretary for publication in the Fall Newsletter.
- IX. Elections will be held by an online voting procedure.
- X. Professional MARC-ACSM and Fellow ACSM members of the Chapter in good standing will be eligible to vote.
- XI. Nominations for the Regional Chapter Representative (in appropriate years) will be presented to the President by the Nominations Committee Chair. The candidate will be appointed by the President with approval by the Executive Board. A biographic sketch of the Regional Chapter Representative will be placed in the Fall Newsletter.
- XII. Nominations for the Annual Service Award will be presented at the Fall Executive Committee Meeting by the Nominations Committee Chair. The Executive Board will approve the candidates.

MID – ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORTS MEDICINE

OPERATIONS CODE

**PUBLIC RELATIONS & MARKETING
COMMITTEE**

Structure

- I. The Public Relations Committee & Marketing Committee is a standing committee of the MARC-ACSM chaired by the Secretary.
- II. Committee Members will consist of MARC-ACSM members as selected by the chair and approved by the President.

Purpose and Objectives

- I. Ensure and maintain appropriate representation of the MARC-ACSM to the professional and lay public using appropriate social media and other methods of publication.
- II. To promote the programs offered by the MARC-ACSM to the greater sports medicine community through advertisement, networking and general information distribution via social media and other methods of communication.
- III. The chair will keep the President informed of all public relations efforts.
- IV. Obtain and organize all information necessary for publication of the Chapter Newsletter.
- V. Arrange for distribution of the Chapter Newsletter to MARC members.
- VI. Work in conjunction with the Executive Board to solicit advertisements and funding for the Chapter Newsletter.

MID – ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORTS MEDICINE

OPERATIONS CODE

EXPO COMMITTEE

Structure

- I. The EXPO Committee is a standing committee of the MARC-ACSM chaired by a 2nd year Member-at-Large for EXPO
- II. Committee members will consist of the two EXPO Member-at-Large positions and other needed MARC-ACSM members as selected by the EXPO Committee Chair and approved by the President.
 - a. Members of the EXPO Committee outside of the Executive Board will be solicited via MARC newsletters, social media, the MARC website, and other outlets and will submit a statement of interest.

Purpose and Objectives

- I. The EXPO Committee will assume administrative responsibilities for organizing and recruiting organizations for participation in the MARC-ACSM Annual Meeting Exposition.
 - a. One MAL assumes responsibility for soliciting College/University participation in session sponsorship and student recruitment.
 - b. One MAL assumes responsibility for soliciting professional/commercial organization participation in session sponsorship and showcasing products and services.
- II. The EXPO Committee is responsible for soliciting new potential vendors and academic institutions for participation in the MARC-ACSM Annual meeting and expand all potential options for MARC-ACSM sponsorship.
- III. The EXPO Committee will obtain appropriate materials, forms, etc., and coordinate efforts to ensure all deadline dates are maintained for all designated events.
 - a. The Chair of the EXPO Committee provides the President-elect with detailed information on sponsorship agreements that are to appear in the MARC-ACSM Conference Program.

- IV. The Chair and Co-chair of the EXPO Committee are responsible for managing the account used to create and manage sponsorship solicitation and payment.

- V. The EXPO Committee will update the President and the Executive Board concerning the progress of the annual meeting exposition regarding the number and type of participants.

MID-ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORTS MEDICINE

OPERATIONS CODE

RESEARCH COMMITTEE

Structure

- I. The Research Committee is a standing committee of the MARC-ACSM. It is chaired by a 2nd year Research Committee Member-at-Large and reports to Executive Board and the President of the MARC-ACSM.
- II. Additional members of the committee shall be appointed by either the MARC-ACSM President or the Chair of the Research Committee on an ad-hoc basis.

Purpose and Objectives

- I. The Research Committee is responsible for the distribution and evaluation of all research abstracts submitted for presentation at the Annual Meeting except those submitted as Clinical Case Studies which are evaluated by the Physicians-at-Large
- II. The Research Committee will determine whether submitted abstracts may be presented as free communication posters or slide presentations.
- III. The Research Committee is responsible for the determination and presentation of the Student Investigator Awards. These awards are competed for and presented at the annual meeting.
 - A. The Awards are as follows:
 1. Mathew Kerner Undergraduate Research Award
 2. The Master's Student Research Award
 3. The Doctoral Student Research Award
 4. The President's Cup Research Award
 5. Poster Presentation Awards
 6. Other awards as determined by the Research Committee and approved by the MARC Executive Board
 - B. The Student Investigator Awards shall be decided by members of the Research Committee. Procedures for review of abstracts and awards will be determined by the Chair and Co-chair of the Research Committee with approval by the Executive Board.

- C. The winner of the Student Investigator Awards will receive a cash prize in the form of a check which may be used to defray either travel costs to the national ACSM meeting or research or personal expenses.
 - 1. The winner will receive the check at the MARC-ACSM Annual Meeting from the Chair of the Research Committee and the MARC-ACSM President.
 - 2. The winners will receive a certificate of congratulations from the Chair of the Research Committee.
 - 3. The Home Office will maintain a list of each winner's name and year awarded.
- D. The Student Poster Awards shall be decided by members of the Research Committee
 - 1. The Research Committee Chair will assign Research Committee members and other judges to score posters during free communications using a provided rubric.
- IV. The Research Committee is responsible for disseminating information to the MARC-ACSM membership regarding research opportunities, fellowships, and grants.
- V. The Chair of the Research Committee provides the President-elect with detailed information on poster, slide, and award presentations that are to appear in the MARC-ACSM Conference Program and an abstract booklet for the MARC website.
- VI. The Chair and Co-chair of the Research Committee are responsible for preparing the abstract booklet for the International Journal of Exercise Science and sending it to the Executive Director for publication.

MID-ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORT MEDICINE

OPERATING CODE

PROGRAM COMMITTEE

Structure

- I. The Program Committee is a standing committee of the MARC-ACSM chaired by the President.
- II. Committee members will consist of the MARC-ACSM President and other members as determined by the President.

Purpose and Activities

- I. Will assume all responsibilities of planning and administering the MARC-ACSM annual meeting including solicitation and review of session proposals.
- II. Will update and seek approval for all aspects of the annual meeting from the Executive Board.
- III. Will follow all guidelines and recommendations for planning the annual meeting as prepared by the Executive Board and provided by the home office.

MID-ATLANTIC REGIONAL CHAPTER
AMERICAN COLLEGE OF SPORT MEDICINE

OPERATING CODE

COLLEGE BOWL COMMITTEE:

Structure:

- b. Shall be Co-Chaired by Regional Representative and Student Representative.
- c. The College Bowl Committee will consist of the Regional Representative, Student Representative, all Faculty State Representatives, and all Student State Representatives.

Purpose and Activities:

- I. The role of the College Bowl Committee is to solicit for, create, evaluate, vet, and approve all questions and answers associated with the College Bowl.
 - A. Student State Representatives will meet with the Regional Representative and Student Representative before the annual MARC-ACSM annual meeting to create categories and associated questions for the College Bowl gameboard.
 - 1. Student State Representatives will reply to Student Representative with their assigned category and questions by the agreed upon date.
 - 2. Student Representative will assemble gameboard and distribute to Regional Representative and Faculty State Representatives.
 - 3. Regional Representative and Faculty State Representatives will respond to Student Representative with their comments, suggestions, and revisions by agreed upon date.
 - 4. Student Representative will reassemble final gameboard and will run the College Bowl at annual meeting.