

**National Athletic Trainers' Association, Inc. Political Action Committee (NATAPAC)
Policies & Procedures Manual**

I. Introduction

National Athletic Trainers' Association, Inc. Political Action Committee (NATAPAC) is a federal political action committee. Its purpose is to provide campaign contributions to approved candidates (primarily candidates for the United State Senate or United States House of Representatives) on behalf of the members of the National Athletic Trainers' Association, Inc. (NATA).

NATAPAC is a separately incorporated organization and is governed by the NATAPAC Board of Directors.

II. Board of Directors

Appointment/Composition

The NATAPAC Board of Directors is appointed by the National Athletic Trainers' Association President in consultation with the (NATA) Board of Directors. The NATAPAC Board of Directors consists of the following:

NATA President

NATA Board of Directors liaison

NATAPAC Chair, as appointed by the NATA President

NATAPAC Treasurer

NATA Director of Government Affairs

One representative from each NATA geographical district

Each appointed NATAPAC director should not be currently serving on the NATA board of directors or on the NATA Foundation board of directors.

NATA's lobbyists and Director of Finance and Administration are also advisors to the NATAPAC Board of Directors. The NATA Finance Committee Chair will also serve in an advisory role.

All members of the NATAPAC board of directors will have voting privileges except for those serving in advisory roles. Officers also administer and manage NATAPAC professional activities.

Duties

1. Serves in accordance with applicable sections of the Bylaws, the Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of the Association.
2. Sets policy and direction for NATAPAC.
3. Reviews and approves/disapproves work of NATAPAC standing committees.

4. Continually reevaluates the goals and objectives for NATAPAC and accepts primary responsibility for progress toward those goals.

Expectations

1. Be recognized as a leader and strong supporter of the association and NATAPAC
2. Attend meetings either in person or via teleconference
3. Serve as a primary fundraiser for the PAC and subsequently lead successful solicitation campaigns as predetermined by the NATAPAC board.
4. Assist in hosting events and fundraisers for NATAPAC in their geographical district.
5. Serve as an informational resource and contact for NATAPAC
6. Develop and maintain a strong relationship with the leadership in their district
7. Provide frequent updates on PAC activities by communicating regularly with members in their district
8. Develop future board members
9. Contribute regularly to PAC communications (newsletters, web, email updates, etc.)
10. Contribute financially to NATAPAC
11. Be a certified athletic trainer or a certified athletic trainer, retired
12. Be a member in good standing of the NATA
13. Have an NPI number

Terms

The NATA President shall appoint one (1) director from each geographical NATA district. Each director appointed shall hold office for one (1) two-year term. Each director may serve a maximum of two consecutive terms.

The NATA President may appoint one individual to serve as chair of the NATAPAC Board of Directors. This person shall serve one-year terms, renewable twice, for a total of three (3) years.

III. Officers/Advisors

Appointment/Composition

NATAPAC officers are:

President (NATAPAC Chair)
Vice President (NATA Board of Directors liaison)
Secretary/Treasurer (NATAPAC Treasurer)

These three positions make up the NATAPAC executive board.

A. President – Duties

1. Serves in accordance with applicable sections of the Bylaws, the Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of the Association.
2. Serves as the official spokesperson for the NATAPAC Board of directors and NATAPAC.

3. Keeps the NATAPAC and NATA Board of Directors informed about NATAPAC affairs.

B. Vice President – Duties

1. Serves in accordance with applicable sections of the Bylaws, the Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of the Association.
2. Duties as assigned by the NATAPAC president.

C. Chair

1. Serves in accordance with applicable sections of the Bylaws, the Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of the Association
2. Coordinate NATAPAC Board meeting agendas
3. Communicate with secretary/treasurer and oversees key NATAPAC activities, including:
Promotional activities;
Fundraising activities; and
The contribution process.
4. Duties as assigned by the NATAPAC president
5. Duties of the chair are assumed by the president in absence of a chair

C. Secretary/Treasurer – Duties

1. Serves in accordance with applicable sections of the Bylaws, the Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of the Association.
2. Acts as custodian of all NATAPAC funds.
3. Administers the day-to-day operations of NATAPAC.
4. Files all appropriate FEC and IRS forms on behalf of NATAPAC. See attached NATA PAC Reporting Schedule.
5. Maintains all NATAPAC property, including its documents, seals, marks, financial statements, minutes and reports.
6. Communicates with the NATAPAC Board of Directors and committee members between meetings.
7. Exercises sound fiscal control.
8. Reviews and approves of all printed and electronic NATAPAC materials.
9. Duties as assigned by the NATAPAC president.

D. Assistant Treasurer – Duties

1. Serves in accordance with applicable sections of the Bylaws, the Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of the Association.
2. Assists the treasurer in management of NATAPAC, including filing of FEC and IRS documents, maintenance of property, etc.

3. Monitors NATAPAC bank accounts, write checks for payment of NATAPAC expenses and contributions, and maintain records of NATAPAC receipts and distributions.
4. Duties as assigned by the NATAPAC president.

IV. NATAPAC Committees

NATAPAC has one standing committee: Contributions Committee. Committees report to the NATAPAC Board of Directors.

NATAPAC committees will communicate primarily via email and conference call.

A. Contributions Committee

The Contributions Committee consists of NATAPAC's executive board and two current NATAPAC board members as appointed by the President to serve one year terms with no term limits, except as defined by their NATAPAC board appointment.

The Purpose of the Contributions Committee is to approve or deny requests for PAC donations made at the recommendation of the NATAPAC Treasurer and/or executive board.

B. Ad hoc Workgroups

Should the need arise, ad hoc workgroups can be created at the discretion of the executive committee. Their scope and duration will be determined at the time of creation. The foreseen intent of workgroups would be to work on special events, promotions to specific audiences, or like functions.

V. Fundraising/Solicitation Policies

NATAPAC fundraising and solicitation activities will follow the rules as established by the Federal Election Commission.

Only NATA members may be solicited for contributions or can make contributions to NATAPAC. The organization cannot solicit or accept contributions from nonmembers or corporate entities. Refer to *Federal Election Commission Campaign Guide for Corporations and Labor Organizations* for additional information on fundraising rules and regulations.

Contributions to the PAC are voluntary and no direct or indirect pressure or coercion (e.g., use or threat of physical force, job discrimination or financial reprisal) shall be exerted on any person to induce or compel a contribution. All contributions will be screened to ensure that illegal contributions are not accepted.

An individual can contribute a maximum of \$5000 per calendar year to NATAPAC. Another person (including another individual, employer, spouse or parent) may not reimburse a contributor for any contribution made to NATAPAC.

Gifts exceeding \$100 must be made by check, credit card, or other written instrument. The following information will accompany any contribution made to NATAPAC: name of contributor as well as his/her address, telephone number, email address, employer and occupation.

NATAPAC may not accept contributions from federal contractors (i.e. an individual under contract with the federal government or sole proprietors with government contracts) or from foreign nationals (i.e. an individual who is not a citizen of the United States and is not lawfully admitted for permanent residence).

In-kind contributions to NATAPAC (such as goods and services offered free of charge or at a discount) must be specifically approved and valued prior to the contribution being made.

The entire amount paid to attend a political fundraising event for NATAPAC or to purchase any fundraising item from NATAPAC is considered a contribution. This is true even if a portion of the contribution is used to defray the expenses of the fundraising event or item. Therefore, payments for fundraising events and items must only be accepted from an NATA member as identified above. However, payment can cover family or spouse participation in the event as long as payment is received from an NATA voting member as identified above.

All fundraising events and solicitation materials must reflect the high values of the NATA and its membership. *All NATAPAC materials (which includes solicitations, newsletter articles and Web site materials) must be reviewed and approved by the NATAPAC treasurer..*

VI. Contribution Policies

NATAPAC contributions to candidates will follow the rules for multi-candidate political action committees as established by the Federal Election Commission.

Multi-candidate contribution limits are \$5000 per candidate per election. Refer to *Federal Election Commission Campaign Guide for Corporations and Labor Organizations* for additional information on contribution rules and regulations.

Candidate contribution requests will be reviewed and voted upon by the NATAPAC Contributions Committee and forwarded to the NATAPAC Board of Directors for information.

Contributions will be made on a nonpartisan basis and only to those candidates whose policies and actions support the profession of athletic training. In determining how funds should be distributed, the Contributions Committee should consider the following:

- a. The integrity and character of the candidate;
- b. Whether the candidate holds a leadership or policy shaping position in his party or on a congressional committee or is likely to hold such a position in the future;
- c. The candidate's position and/or voting record on issues involving the healthcare system; and
- d. The nature and strength of the candidate's opposition.

VII. Financial Policies

General Information

NATAPAC's fiscal year begins April 1 and ends March 31.

The NATAPAC Board of Directors will retain the same independent auditor for the NATAPAC as used by NATA. This auditor will also serve as an advisor to the NATAPAC Board of Directors.

A financial audit will be performed on an annual basis and should include a limited compliance review to ensure that generally accepted accounting principles are followed on a consistent basis and discussed annually.

The National Athletic Trainers' Association, Inc. Political Action Committee supports fiscally prudent management of its resources. This means, when appropriate, three bids should be sought on projects, services and products.

The NATAPAC Board of Directors will be notified immediately upon discovery of any violation of the NATAPAC's financial policies.

Key vendor and consultant relationships must be identified and steps taken to ensure such arrangements are made on an independent, objective and price-competitive basis.

Travel Expense Reimbursement Policy

NATAPAC will adhere to expense reimbursement policies of the National Athletic Trainers' Association. All expenses/travel must be approved in advance by the secretary/treasurer..

VIII. Amendments

The NATAPAC Policies & Procedures document may be amended by a majority vote of the NATAPAC Board of Directors.

NATAPAC Reporting Schedule

Federal Election Commission Filing Requirements[^]

<u>FEC Form 3X</u>	<u>Report</u>	<u>Filing Date</u>
Monthly	February (Covering January)	February 20
	March (Covering February)	March 20
	April (Covering March)	April 20
	May (Covering April)	May 20
	June (Covering May)	June 20
	July (Covering June)	July 20
	August (Covering July)	August 20
	September (Covering August)	September 20
	October (Covering September)	October 20
	November (Covering October)*	November 20
	December (Covering November)*	December 20
	12-Day Pre-General*	See FEC Book
	30 Day Post-General*	See FEC Book
	Year-End	January 31

*Note: A monthly filer files November and December monthly reports only during a non-election year. During an election year, a monthly filer files pre- and post- general election reports instead of the November and December reports.

Internal Revenue Service Filing Requirements[^]

<u>Form</u>	<u>Description/Filing Date</u>
IRS Form 8872	Not required because of FEC filing requirements.
IRS Form 1120-POL	PAC Tax Return – Due the 15 th day of the third month after the end of the tax year. (June 15). This is ONLY due if we have investment income in excess of \$100.
IRS Form 990	Due the 15 th day of the fifth month after year end. (May 15) No longer due since we file with FEC.

[^]This information is subject to change as recommended by NATA's legal counsel or CPA or as changes are made by the FEC and IRS.

Ratified by NATAPAC Board of Directors June 23, 2018