

Personal Trainer SIG Policies and Procedures

Amended 7/14/2001

Article I - Personal Trainers SIG Purpose Statement

The Personal Trainers SIG serves as the collective voice of NSCA members engaged in the profession of personal training; and supports the education, careers, professional networking, and involvement with the NSCA of its members.

The Personal Trainers SIG will act in a manner according to the bylaws of the NSCA.

Article II - General Assembly Meeting Rules

The annual meeting will operate based on parliamentary procedure. The agenda will be strictly adhered to. The rules will be applied only to the level of the complexity of the assembly. The following rules will be adhered to:

- Obtain the floor by rising and addressing the chair (Mr. Chair) and stating your name. The Chair will recognize the individual by stating their name. Remain standing as you speak.
- You may obtain the floor only when another individual is finished speaking and has been seated.
- Only one Motion may be addressed at a time. No additional motions or questions will be considered as long as the Main Motion is on the floor.
- Often in routine, predetermined work, the Chair puts the question without waiting for a motion, but the Chair can only do so if there are no objections.
- Debate may not occur without a motion on the floor. Points of information are welcome and are not considered debate and can save much time as long as it is not allowed to run into debate.
- Each member is entitled to speak twice on any question. No member who has had the floor once is entitled to it while the same question is before the assembly, provided the floor is claimed by someone who has not spoken to the question.
- Once the floor has been assigned to a member they cannot be interrupted by calls for the question, by a motion to adjourn, for any purpose, by the chair or any member except by a question of order, by an objection to the consideration of the question, by a call for the orders of the day, by a question of privilege.

Article III - Executive Council

Qualifications for Executive Council Membership

- 1) Must be an active member of the NSCA and a NSCA-Certified Personal Trainer.
- 2) Main profession must be in personal training.
- 3) Must attend the national conference and council meetings.
- 4) Understand that the time commitment for this council is approximately 20-40 hours per year, plus attendance at the national conference.
- 5) Must return correspondence which asks for action on your part, in time frame specified.

Executive Council Appointment and Terms Procedure

- 1) The executive council will consist of seven persons including Chair.
- 2) The Chair will be appointed by members of the council, and must be accepted by current NSCA President and Executive Director. The Chair will serve a three year term regardless of number of years already served on executive council. Chair must have been an active executive council member for at least one year/term.
- 3) A Vice-Chair position will be appointed by members of the council. The Vice-Chair will serve a three year term regardless of the number of years already served on executive council. Duties of the Vice-Chair are to assist the Chair in any capacity necessary, and to replace the Chair if necessary.
- 4) A Secretary position will be appointed by members of the council. The Secretary will serve a three year term regardless of the number of years already served on executive council. Duties of the Secretary are to

assist the Chair and Vice-Chair in any capacity necessary, to take minutes of all council and general assembly meetings, and to replace the Vice-Chair if necessary.

- 5) Executive council members will serve three, one year terms. Each one-year term extends from the NSCA national conference to the following NSCA national conference. Terms will rotate such that no more than two new members are appointed each year. Members may only succeed themselves in the instance that no new qualified applications are presented.
- 6) Applications for Executive Council membership are made by presentation of qualifications, resume, and paragraph of intent to serve, submitted to the Chair.
- 7) Qualified applicants will be reviewed and shall be voted upon by the general SIG membership.
- 8) Upon the end of the current Chair's term, he/she will serve for a period of one year in the position of Immediate Past Chair. This is a non-voting position. Duties will consist of assisting new chair and executive council on ongoing projects and communication with the NSCA National Headquarters.

Executive Council Removal Procedure

- 1) A member of the executive council may be removed from the council if it is found that they are not able to fulfill the requirements of the position. A question to remove may be submitted by any member of the council to the chair, who will forward the question after review. A majority vote of the council must be made to remove a member.
- 2) Members may also resign their position by submitting a letter of resignation to the Chair.
- 3) Empty positions will remain empty until new elections are held.

Article IV - Personal Trainer of the Year Award Guidelines

- 1) The Award shall be given once a year at the National Conference.
- 2) Only NSCA-CPT certified individuals are eligible for Award.
- 3) Only current NSCA members, active for at least 1 calendar year, are eligible for Award.
- 4) The Award cannot be won by same individual on consecutive years.
- 5) Nominations for Award can be made by any current NSCA member.
- 6) Nominees must average 20 hours of Personal Training per week.
- 7) Nominations will be reduced to top three (3) nominations based on points earned in the following categories:
 - CSCS credential – 10 pts.
 - Other certifications from a certifying organization/agency that has obtained third-party accreditation of its certification procedures and protocols from the National Commission for Certifying Agencies (NCCA) – 5 pts. each
 - Academic degrees – 5 pts. each Associate's, Bachelor's, Master's, PhD in a health-related field* from a regionally accredited College or University. **i.e. Nursing Occupational Therapy, Physical Therapy, Physician Assistant, Health Care Administration, Physical Education, Exercise Science, Kinesiology, Kinesiotherapy, Athletic Training Physiology, Sports Management, Biology, Exercise Physiology, Human Performance, Health Science, Recreation Management/Science, and Nutrition.*
 - Activity within the last calendar year (January 1 – December 31):
 - Continuing education – NSCA 2 pts/CEU, other 1 pt/CEU
 - Publications – NSCA and/or peer reviewed journal 5 pts., non-NSCA health/fitness Industry publications 3 pts., other non-health/fitness industry publications 1 pt. each
 - Workshop/clinic/conference involvement (hosting, speaking) – NSCA 5 pts., other 2 pts. each
 - NSCA committee involvement – 10 pts.
 - NSCA State/Provincial director involvement – 5 pts.
 - NSCA exam hosting – 5 pts.
 - Other NSCA involvement – 2 pts.
- 8) Verification of credentials and points earned shall be provided by nominee.
- 9) Top 3 nominees shall be voted upon by the general membership.

10) Current Executive Committee members are ineligible for the award.