

1
2
3
4
5
6
7

Constitution and By-Laws of the Mid-America Athletic Trainers' Association

15
16

2012 Revision:

Presented to the MAATA Board of Directors:

October 6, 2011

Presented to and Enacted by the MAATA

Membership: March 17th, 2012

17	Contents	
18	CONSTITUTION.....	3
19	ARTICLE 1: NAME	3
20	ARTICLE 2: OBJECTIVES.....	3
21	ARTICLE 3: MEMBERSHIP	3
22	ARTICLE 4: ORGANIZATION.....	4
23	ARTICLE 5: COMMITTEES	5
24	ARTICLE 6: GOVERNMENT	5
25	ARTICLE 7: AMENDMENTS	6
26	BYLAWS.....	7
27	Executive Board of the MAATA	7
28	ARTICLE 1: DISTRICT DIRECTOR	7
29	ARTICLE 2: DISTRICT PRESIDENT.....	8
30	ARTICLE 3: VICE PRESIDENT	9
31	ARTICLE 4: DISTRICT SECRETARY	9
32	ARTICLE 5: DISTRICT TREASURER.....	10
33	Elected Members of the Board of Directors.....	11
34	ARTICLE 6: THE STATE REPRESENTATIVES	11
35	Advisory/Non-Voting Members of the MAATA Board of Directors	11
36	ARTICLE 7: PAST DISTRICT DIRECTOR.....	11
37	ARTICLE 8: NEWSLETTER/WEBSITE COORDINATOR.....	11
38	ARTICLE 9: YOUNG PROFESSIONALS REPRESENTATIVE	12
39	ARTICLE 10: ATHLETIC TRAINING STUDENT REPRESENTATIVE	13
40	ARTICLE 11: ANNUAL SYMPOSIUM COORDINATOR.....	13
41	Committees	14
42	ARTICLE 12: NOMINATING COMMITTEE.....	14
43	ARTICLE 13: MAATA COMMITTEES/COUNCILS.....	14
44	Annual Meeting Personnel	15
45	ARTICLE 14: ANNUAL MEETING PROGRAM CHAIR	15
46	ARTICLE 15: ANNUAL MEETING EXHIBITS CHAIR	16
47	ARTICLE 16: ANNUAL MEETING REGISTRATION CHAIR	16
48	ARTICLE 17: ANNUAL MEETING SITE CHAIR.....	17
49	Membership Categories.....	17
50	ARTICLE 18: MEMBERSHIP	17
51		
52		

53 MID-AMERICA ATHLETIC TRAINERS' ASSOCIATION
54 DISTRICT V
55 Of the
56 National Athletic Trainers' Association, Inc.

57
58 Constitution and By-laws
59 Approved and Enacted March, 2012

60
61 CONSTITUTION

62
63 **ARTICLE 1: NAME**

- 64 1) The name of this organization shall be the Mid-America Athletic Trainers' Association (MAATA) and
65 may also be referred to by the National Athletic Trainers' Association (NATA) as District 5.
66

67 **ARTICLE 2: OBJECTIVES**

68
69 2. **The objectives of this Association shall be:**

- 70 2.1. To advance, encourage, and improve of the athletic training profession.
71 2.2. To promote better working relationships among those persons interested and involved with the
72 problems inherent in caring for the health and well-being of individuals.
73 2.3. To enhance the professional capabilities of each of its members.
74 2.4. To serve the common interest of the membership by encouraging and providing the opportunity for
75 the free exchange of ideas among members of the athletic training profession.
76 2.5. To meet the specific needs of NATA members in Iowa, Kansas, Missouri, Nebraska, North Dakota,
77 Oklahoma, and South Dakota.
78

79 **ARTICLE 3: MEMBERSHIP**

80
81 3. **Classes of Members.** There are nine (9) classes of membership in the MAATA, consistent with
82 NATA membership. Each category is described in the Bylaws, Article 18.

- 83 3.1. Certified-Regular, Career Starter, Associate:, Certified-Student, Non-certified Student:, Certified
84 and Non-certified International, Pros on Hold – Inactive:, Certified Military – Inactive
85 3.2. **Qualifications.** Qualifications for each category, voting privileges, and dues are provided for in the
86 Bylaws, Article 18. No individual shall be eligible for more than one (1) category of membership
87 at any one time.
88 3.3. **Membership Application.** An individual applying for any class of membership in the MAATA
89 shall apply to the NATA membership department on forms furnished for that purpose and must
90 include complete payment of the national and district dues.
91 3.4. **Membership Standards.** All members must comply with the NATA Code of Ethics and NATA's
92 Membership Standards, Eligibility Requirements, and Membership Sanctions and Procedures.
93 Copies of these documents shall be furnished to all members by the NATA.
94
95 3.5. **Voting Rights.**
96 3.5.1. **Voting Members.** Each Certified (regular, retired, or student) *and Associate* Member shall
97 be entitled to one (1) vote upon questions submitted to the Association for decision.
98 3.5.2. **Non-Voting Members.** Non-certified Student and Honorary members shall have the right

99 to attend all meetings of the MAATA but shall have no voting rights and shall not be eligible
100 to serve as officers of the MAATA.

101 3.6. **Dues.** The dues for all membership classes are described in the Bylaws, Article 18.

102 3.7. **Suspension of Membership.**

103 3.7.1. Membership retention in the MAATA requires that a member remain in good standing with
104 the NATA.

105 3.7.2. Membership suspension in the MAATA shall be automatic with membership suspension by
106 the NATA.

107
108 **ARTICLE 4: ORGANIZATION**

109
110 4. **Governing Body.** The governing body of the MAATA shall be the Board of Directors.

111
112 4.1. **Board of Directors.** The Board of Directors shall consist of the executive committee, voting
113 members and non-voting/advisory members.

114 4.2. **The Executive Committee** will include the District Director, District President, District Vice
115 President, District Secretary and District Treasurer.

116 4.3. **Voting members** will include: the District Director, District President, District Secretary, District
117 Treasurer, and one delegate from each of the seven (7) states in District 5.

118 4.4. **Non-voting/advisory members** shall include: The Annual Meeting Coordinator, The
119 Newsletter/Website Coordinator, The Young Professional Representative, The Athletic Training
120 Student Representative

121 4.5. The District President shall serve as the Chair of the Board of Directors

122
123 4.6. **State Athletic Trainers' Associations/Societies.** Each State Athletic Trainers' Association will
124 be self-governing according to its own specific Constitution and Bylaws. Nothing in a State
125 Constitution and Bylaws shall be contrary to the NATA or MAATA Articles of Incorporation,
126 Constitution, or Bylaws.

127 4.6.1. **Member States.** Members of the MAATA are the states of Iowa, Kansas, Missouri,
128 Nebraska, North Dakota, Oklahoma, and South Dakota.

129 4.6.2. **State Representatives.** Each state shall elect a representative, who must be a Certified
130 Member of the NATA. The state representative serves as a member of the Board of Directors.

131
132 4.7. **Officers.** The officers of the MAATA are the District Director, District President, Vice President,
133 District Secretary and District Treasurer. All officers serving this Association must be certified
134 members of the NATA. The duties, term limits and election process of each of the officers are
135 specified in the Bylaws, Articles 1-5.

136
137 4.8. **Advisory Board Members:**

138 4.8.1. The non-voting/advisory members of the MAATA Board of Directors are the Newsletter
139 Editor /Website Coordinator, Annual Meeting and Symposium Chair, Young Professionals
140 Representative, and Athletic Training Student Representative. All persons serving in these
141 positions must be members in good standing of the NATA. The duties of each of the non-
142 voting members are specified in the Bylaws, Articles 6-9 .

143 4.9. **Replacement of Officers.**

144 4.9.1. **District Director.** If the District Director has served one (1) year the District President,

145 with the voted approval of the Board of Directors to assume the duties of the District Director.
146 This partial year of service will not count as the first year of the term. When the District
147 President assumes the duties of District Director, they may serve as District Director and
148 District President until an official election can be held.

149 4.9.2. **District President.** If the District President is unable to complete the term of office, the
150 Vice President shall assume the duties of this office until such time that a new District
151 President can be elected at the next regularly scheduled election. When the Vice President
152 assumes the Presidency, the vacated State Representative seat will be filled in accordance with
153 the state's constitution for succession of officers.

154 4.9.3. **District Secretary:** If the District Secretary is unable to complete the term of office, the
155 District President shall appoint an Interim District Secretary, with Board of Directors'
156 approval, who is a member eligible to hold office, to assume the duties of this office for the
157 remainder of the unexpired term until a new District Secretary can be elected at the next
158 regularly scheduled election.

159 4.9.4. **District Treasure:** If the District Treasurer is unable to complete the term of office, the
160 District President shall with voted Board of Directors' approval, appoint an Interim District
161 Treasurer who is a member eligible to hold office, to assume the duties of this office for the
162 remainder of the unexpired term until a new District Treasurer can be elected at the next
163 regularly scheduled election.

164 4.9.5. **Vice President:** If the Vice President is unable to complete the term of office; a new Vice
165 President will be elected from the pool of remaining State Representatives

166 4.10. **Removal of Officers.** All MAATA officers may be impeached on the following grounds:
167 embezzlement, malfeasance in office, and actions contrary to or in violation of this Constitution
168 and its Bylaws. A brief of charges and allegations must be presented to the Board of Directors at a
169 regularly scheduled or specially requested meeting. The aforementioned brief must then be
170 adopted by a majority vote of the Board of Directors at any regularly scheduled or specially called
171 meeting of the Board of Directors. The brief will be presented to the accused at that time.
172 Impeachment of any officer can take place only during the Annual MAATA business meeting and
173 shall require a two-thirds (2/3) majority of the voting membership present.
174

175 **ARTICLE 5: COMMITTEES**

176 5. **Committees:**

177 5.1. **Standing Committees.** The MAATA committees shall represent those committees established by
178 the NATA. The organization and responsibilities of each committee shall be set forth in the
179 MAATA Bylaws, Article 12.

180 5.2. **Other Committees.** Ad Hoc committees, Task Forces, Think Tanks, Councils, Project Teams, and
181 MAATA Committees may be created and dissolved by the District President with the voted
182 approval of the Board of Directors. These committees shall be charged with advising the Board of
183 Directors.
184
185

186 **ARTICLE 6: GOVERNMENT**

187 6. **Government:**

188 6.1. **Administration.** The administration of the Mid-America Athletic Trainers' Association shall be
189 entrusted to the Board of Directors.
190

191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236

- 6.2. **Board of Directors Meetings:** The Board of Directors shall meet two (2) times per year, in conjunction with the annual meetings of the MAATA and NATA and may meet at other times when deemed necessary. A quorum for a Board of Directors meeting shall be six (6) of the voting members.
- 6.3. **Proxy.** Any member of the Board of Directors unable to attend a meeting may send a designate.
- 6.4. **Postal or Electronic Mail Vote:** The District President may submit appropriate items of association business to the Board of Directors for a vote by postal or electronic mail. The District President shall obtain a "second" to any association business prior to the vote. Each member of the Board shall be emailed or postal mailed a request to vote on the association business. The return vote deadline must be specified but may be within seven (7) days after the initial mailing. Board approval of items so submitted shall require a "yes" vote of the majority of the Board of Directors casting votes.
- 6.5. **Business Meetings:** With the membership present, two (2) meetings shall be held each year: one at the MAATA Annual Meeting and Clinical Symposium and one at the NATA Annual Meeting and Clinical Symposium. A quorum of the MAATA membership shall be the voting membership present at the current meeting time.
- 6.6. **Vote by Mail:** The Board of Directors may submit items of MAATA business to the voting membership for a vote by postal or electronic mail. Approval of items so submitted shall require a simple majority of the votes returned.

ARTICLE 7: AMENDMENTS

- 7. **Amendments:**
 - 7.1. **Constitution.** All proposed amendments to the MAATA Constitution shall be submitted in writing to the District President at least six (6) weeks prior to a business meeting. The District President shall distribute the proposal at least three (3) weeks prior to a district business meeting. Distribution will be via the MAATA web site, electronic mail or postal mailing to the voting membership. The proposed amendment(s) shall be read at a regularly scheduled business meeting and a simple majority of the voting membership present shall be necessary for the adoption of the amendment. The MAATA Constitution shall not be in conflict with the Articles of Incorporation of the NATA. Should the NATA Articles of Incorporation be amended such that the MAATA Constitution is in conflict, the NATA Articles of Incorporation shall prevail. The MAATA Constitution shall then be amended to resolve the conflict.
 - 7.2. **Bylaws.** The MAATA Bylaws may be amended at any official meeting or conference call of the Board of Directors by a majority vote.

237
238
239
240
241
242
243
244
245

BYLAWS

**MID-AMERICA ATHLETIC TRAINERS' ASSOCIATION
DISTRICT V OF THE NATA**

Executive Board of the MAATA

ARTICLE 1: DISTRICT DIRECTOR

246
247

1. District Director

248
249
250

1.1. **Term of Office.** The District Director shall ascend from the elected office of District President and shall have a term of office of two (2) years. He/she may serve a second two (2) year term with a vote of confidence from the eligible, voting membership.

251
252
253
254

1.2. **Selection.** The District Director shall have served in good standing as the President of the MAATA during the twelve (12) months prior to the succession to Director. The incoming District Director shall assume the new duties during the NATA Annual Meeting and Clinical Symposium.

255
256
257
258

1.2.1. If the District Director wishes to seek a second term, he/she shall declare their intentions at the MAATA Annual Meeting concluding the first (1st) year of the first (1st) term. At that time, a voice vote of confidence will be asked for from the eligible voting members present at that meeting.

259
260
261
262
263

1.2.2. If the District Director chooses not to seek a second term, the MAATA President will ascend to the position of District Director during the NATA Annual Meeting and Clinical Symposium at the conclusion of the current Directors first (1st) two year term.

264
265
266
267

1.2.3. If the District Director fails to receive a vote of confidence, the MAATA President will ascend to the position of District Director during the NATA Annual Meeting and Clinical Symposium at the conclusion of the current Directors' first (1st) two year term.

268
269
270
271
272
273
274
275
276

1.2.4. Should the District Director fail, for any reason, to complete their term in office, and the current President meets the eligibility requirements outlined in section 1.2, the President will immediately ascend to the position of District Director for the remainder of that two-year term and the Vice-President will ascend to President in accordance with Article 4.9.2 of the MAATA Constitution. If this occurs prior to the MAATA Annual Meeting concluding the first (1st) year of the first (1st) term, it shall be counted as the first (1st) term of the new Director. If this occurs at a point thereafter, it will not be counted in the two (2) term limit.

277

1.3. Functions and Responsibilities:

278
279

1.3.1. Represents the MAATA on the Board of Directors of the NATA.

1.3.2. Serves as a voting member of the MAATA Board of Directors.

280

1.3.3. Performs all duties as prescribed by the NATA, Inc. bylaws.

281

1.3.4. Informs the board and district membership of National Association business.

282

1.3.5. Carries out such other reasonable duties in support of the MAATA and its members as may

283 be directed by the District President and with approval of the Board.

284 1.3.6. Reimbursement of Expenses: This is a non-paying position, however, the MAATA shall
285 pay travel expenses not otherwise paid by an employer or other source for:

286 1.3.6.1. Attendance at the MAATA Annual Meeting and Clinical Symposium,

287 1.3.6.2. Attendance at the NATA Annual Meeting and Clinical Symposium,

288 1.3.6.3. Other travel related to MAATA or NATA activities

289 1.3.7. The unreimbursed travel expenses to the business meetings are repaid up to \$1000.00
290 annually. These expenses shall be verified by receipt.

291 1.3.8. The unreimbursed travel expenses to the state business meetings are repaid up to \$750.00
292 annually. These expenses shall be verified by receipt.

293 **ARTICLE 2: DISTRICT PRESIDENT**

294 2. **District President**

295 2.1. **Term of Office.** The District President shall have an elected term of office of two (2) years. S/he
296 may serve a second two (2) year term provided the District Director chooses to seek a second term,
297 receives a vote of confidence from the membership, and the President subsequently receives a vote
298 of confidence from the membership. Should the President not receive a vote of confidence or
299 choose not to serve a second term, a new President will be selected. In either case, after leaving
300 office, the President will not ascend to the District Director position.

301 2.1.1. If the District President wishes to seek a second term, he/she shall declare their intentions at
302 the MAATA Annual Meeting concluding the first (1st) year of the first (1st) term. If the
303 District President wishes to seek a second term, s/he shall declare their intentions at the
304 MAATA Annual Meeting concluding the first (1st) year of the first (1st) term. At that time, a
305 voice vote of confidence will be asked for from the eligible voting members present.

306 2.1.2. If the District President fails to receive a vote of confidence, an election will be held in
307 accordance with the process outlined in section 2.2 and 2.3.

308 2.1.3. Should the District President fail, for any reason, to complete their term in office, the Vice
309 President will immediately ascend to the position of District President and remain in this
310 position until the next scheduled election. A new Vice President will be selected in
311 accordance with the process outlined in Article 3 of the MAATA By-Laws.

312 2.2. **Eligibility.** The District President shall be a certified member that has served as an elected
313 member of the MAATA Board of Directors within the last eight (8) years.

314 2.3. **Selection.** Whenever there is a vacancy for the office of District President, the Nominating
315 Committee shall present two (2) candidates to district membership. The Nominating Committee
316 will gather nominations from the pool of eligible certified members. All interested candidates who
317 meet the eligibility requirements will notify the Nomination Committee in writing of their interest
318 prior to the NATA Annual Meeting. All eligible candidates will give a presentation to the
319 Nominating Committee at the MAATA Annual Meeting. Each presentation will not last longer
320 than 10 minutes. The Nominating Committee will present two names to the District membership.
321 The two candidates will deliver a 5 minute presentation to the membership at the subsequent
322 MAATA Business Meeting at the Annual Meeting. Information will also be placed on the
323 MAATA web site and other standard communication to the membership prior to voting. The
324 District President shall be elected by a majority of popular vote by the voting membership of the
325 MAATA. The election will be completed electronically or by postal mail by the end of February
326 prior to the MAATA Annual Meeting. The new District President will start the term at the NATA
327 Annual Meeting.
328

329 **2.4. Functions and Responsibilities:**

- 330 2.4.1. Serves as the official spokesperson for the MAATA.
- 331 2.4.2. Maintains communications with all members of the Board of Directors in all matters
- 332 pertaining to the coordination, management, and supervision of the MAATA affairs.
- 333 2.4.3. Calls all regular, necessary, and advisable meetings of the MAATA Board of Directors.
- 334 2.4.4. Presides over all meetings of the MAATA Board of Directors.
- 335 2.4.5. Presides over all MAATA business meetings.
- 336 2.4.6. Only votes on matters before the MAATA Board of Directors in the event of an impasse.
- 337 2.4.7. Keeps the Board of Directors informed about MAATA affairs between Board meetings.
- 338 2.4.8. Serves as ex-officio member on all MAATA committee.
- 339 2.4.9. Appoints all Committee Chairs, contingent upon the approval of the Board of Directors.
- 340 2.4.10. Coordinates the activities of the MAATA, by polling the Board of Directors for suggestions
- 341 or board agenda at least one month in advance of board meetings.
- 342 2.4.11. Coordinates all liaisons.
- 343 2.4.12. Reimbursement of Expenses: This is a non-paying position, however, the MAATA shall
- 344 pay travel expenses not otherwise paid by an employer or other source for:
- 345 2.4.12.1. Attendance at the MAATA Annual Meeting and Clinical Symposium
- 346 2.4.12.2. Attendance at the NATA Annual Meeting and Clinical Symposium
- 347 2.4.12.3. Other travel related to MAATA or NATA activities
- 348 2.4.13. The unreimbursed travel expenses to the business meetings are repaid up to \$1000.00
- 349 annually. These expenses shall be verified by receipt.
- 350 2.4.14. The unreimbursed travel expenses to the state business meetings are repaid up to \$750.00
- 351 annually. These expenses shall be verified by receipt.

352 **ARTICLE 3: VICE PRESIDENT**

353
354
355 **3. Vice President**

- 356 3.1. **3.1 Selection.** The Board of Directors shall nominate and elect a State Representative to serve as
- 357 Vice President. This person shall be elected at the Annual MAATA Board of Directors Meeting.
- 358
- 359 3.2. **3.2 Term of Office.** The Vice President shall serve for a term of one (1) year, and may serve two
- 360 (2) consecutive terms.

361
362 **3.3 Functions and Responsibilities:**

- 363 3.3.1. Act in the absence of the President, and shall perform such duties as the Board of Directors
- 364 may prescribe.
- 365 3.3.2. Serve as parliamentarian for the Board of Directors.
- 366 3.3.3. Reimbursement of Expenses shall be covered as that State’s Representative.

367
368 **ARTICLE 4: DISTRICT SECRETARY**

369
370 **4. District Secretary**

- 371 4.1. **4.1 Term of Office:** The District Secretary has an elected term of office of two (2) years, but may be
- 372 re-elected for no more than two (2) consecutive terms. The District Secretary may seek a vote of
- 373 confidence after two years.

375 **4.2. Selection.** The District Secretary shall be elected or given a vote of confidence to remain in office
376 by a majority vote by the voting membership of the MAATA. The election will be completed
377 electronically or by postal mail by the end of February prior to the MAATA Annual Meeting so the
378 new District Secretary will start the term at the NATA Annual Meeting.

379 **4.3. Functions and Responsibilities:**

- 380 4.3.1. Serve as a voting member of the Board of Directors
- 381 4.3.2. Serve as the custodian of all records and documents of the Association.
- 382 4.3.3. Arrange for the recording of all minutes of all Board of Director's Meetings and Business
383 Meetings then distribute the minutes within a reasonable amount of time subsequent to such
384 meetings.
- 385 4.3.4. Conduct the official correspondence of the MAATA, and all notices as required in the
386 Bylaws or as requested by the Board of Directors.
- 387 4.3.5. Obtain and maintain a current and accurate mailing list from an official record of the
388 MAATA membership.
- 389 4.3.6. Serve as ex-officio member of all MAATA committees.
- 390 4.3.7. Review the MAATA Constitution and Bylaws. When changes to the MAATA Constitution
391 or Bylaws are required the District Secretary makes recommendations to the Board of
392 Directors for revisions.
- 393 4.3.8. Maintain an accurate and current record of issues and incorporate them into the Constitution
394 and Bylaws as instructed by the Board of Directors.
- 395 4.3.9. Supply the Board of Directors with an accurate record of all Constitution and Bylaws
396 revisions, deletions, or additions at their annual meeting.
- 397 4.3.10. Inform all district members of renewal and nomination dates for serving on the board.
- 398 4.3.11. Reimbursement of Expenses: This is a non-paying position: however, the MAATA shall
399 pay travel expenses not otherwise paid by an employer or other source for attendance at the:
 - 400 4.3.11.1. MAATA Annual Meeting and Clinical Symposium
 - 401 4.3.11.2. the NATA Annual Meeting and Clinical Symposium.
- 402 4.3.12. The unreimbursed travel expenses to the business meetings are repaid up to \$1000.00
403 annually. These expenses shall be verified by receipt.

404
405 **ARTICLE 5: DISTRICT TREASURER**

406
407 **5. District Treasurer**

408 **5.1. Term of Office.** The District Treasurer has an elected term of office three (3) years, but may be
409 re-elected.

410 **5.2. Selection.** Whenever there is a vacancy for the District Treasurer, the Nominating Committee
411 shall present a list of candidates. The District Treasurer may receive a vote of confidence at the end
412 of the first term. At the end of the second term the sitting District Treasurer may choose to run
413 again in an open election. If re-elected to a third term, she/he shall be eligible for a second vote of
414 confidence at the end of the new three year term. Each state will be able to submit one name for
415 the election. The District Treasurer shall be elected by a majority of popular vote by the voting
416 membership of the MAATA. The election will be completed electronically or by postal mail by
417 the end of February prior to the MAATA Annual Meeting so the new District Treasurer will start
418 the term at the NATA Annual Meeting.

419 **5.3. Functions and Responsibilities:**

- 420 5.3.1. Serve as a voting member of the Board of Directors.

- 5.3.2. Commit the MAATA only to financial obligations within its available financial resources.
- 5.3.3. Handle all financial matters of the MAATA.
- 5.3.4. Submit a compilation financial report to the Board of Directors prior to its' annual meeting.
- 5.3.5. Prepare and present the annual budget to the Board for audit and approval.
- 5.3.6. Serve as an ex-officio member of all MAATA committees.
- 5.3.7. Reimbursement of Expenses: This is a non-paying position: however, the MAATA shall pay travel expenses not otherwise paid by an employer or other source for attendance at the:
 - 5.3.7.1. MAATA Annual Meeting and Clinical Symposium
 - 5.3.7.2. the NATA Annual Meeting and Clinical Symposium.
- 5.3.8. The unreimbursed ravel expenses to the business meetings are repaid up to \$1000.00 annually. These expenses shall be verified by receipt.

Elected Members of the Board of Directors

ARTICLE 6: THE STATE REPRESENTATIVES

6. State Representatives

- 6.1. Term of Office.** The terms of office for the State Representatives shall be in accordance with each State's Constitution and Bylaws. The Board Officers will serve in accordance with the MAATA Constitution.
- 6.2. Membership.** Each member state shall provide one member to be the State Representative to the MAATA Board of Directors.
- 6.3. Functions and Responsibilities:**
 - 6.3.1. The State Representatives will conduct the business of the MAATA in conjunction with the Executive board.
- 6.4. Reimbursement of Expenses:** This is a non-paying position: however, the MAATA shall pay travel expenses not otherwise paid by an employer or other source for attendance at the:
 - 6.4.1. MAATA Annual Meeting and Clinical Symposium
 - 6.4.2. the NATA Annual Meeting and Clinical Symposium.
 - 6.4.3. The unreimbursed travel expenses to the business meetings are repaid up to \$1000.00 annually. These expenses shall be verified by receipt.

Advisory/Non-Voting Members of the MAATA Board of Directors

ARTICLE 7: PAST DISTRICT DIRECTOR

7. Past District Director.

- 7.1. Term of Office:** The Past District Director may be invited to serve with the MAATA Board of Directors for a period of no longer than two (2) years following his/her term of office. This will be an advisory, non-voting position.
- 7.2. Functions and Responsibilities:** Attend MAATA business meetings in an advisory capacity. Serve as a resource for understanding past actions and decisions.

ARTICLE 8: NEWSLETTER/WEBSITE COORDINATOR

466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511

8. **Newsletter/Website Coordinator**

8.1. Term of Office. The Newsletter/Website Coordinator shall serve on a year-to-year basis and may be re-appointed.

8.2. Selection. The Newsletter/Website Coordinator is appointed by and serves at the pleasure of the District President. The District President shall solicit names from the membership of the MAATA.

8.3. Functions and Responsibilities:

8.3.1. The Newsletter Editor is not a voting member of the Board of Directors but may attend the Board of Director's meetings in an advisory capacity.

8.3.2. Compile, edit, publish, and distribute the Newsletter to all MAATA Members and all National Officers and District Secretaries at least two (2) times per year.

8.3.3. Collect information from each representative and committee chair, to develop content for the newsletter.

8.3.4. Coordinate and oversee all data on the maata.net website the district web site.

8.3.5. Develop a workable taskforce to coordinate posting of handouts and possibly to a secure site for the Annual Clinical Symposium.

8.4. Reimbursement of Expenses: This is a non-paying position: however, the MAATA shall pay travel expenses not otherwise paid by an employer or other source for attendance at the:

8.4.1. MAATA Annual Meeting and Clinical Symposium

8.4.2. NATA Annual Meeting and Clinical Symposium.

8.4.3. The unreimbursed travel expenses to the business meetings are repaid up to \$1000.00 annually. These expenses shall be verified by receipt.

ARTICLE 9: YOUNG PROFESSIONALS REPRESENTATIVE

9. **Young Professionals Rep**

9.1. Term of Office. The Young Professional Representative shall serve a term of a total of three (3) years by the District President with voted approval of the Board of Directors.

9.2. Selection The Young Professional Representative is appointed by and serves at the pleasure of the District President. If no candidate presents themselves to the District President the Young Professional Representative may be appointed for one (1) more year to help train the identified successor.

9.3. Functions and Responsibilities:

9.3.1. The Young Professional Representative is not a voting member of the Board of Directors but will attend the Board of Director's meetings as an ex-officio member, and serve in an advisory capacity.

9.3.2. Collect and compile information from each state representative and committee chair, to provide to the Board of Directors input that will assist in the involvement of young professionals within the district.

9.3.3. Provide an annual report and budget request to the Board of Directors.

9.4. Reimbursement of Expenses: This is a non-paying position: however, the MAATA shall pay travel expenses not otherwise paid by an employer or other source for attendance at the:

9.4.1. MAATA Annual Meeting and Clinical Symposium

9.4.2. NATA Annual Meeting and Clinical Symposium.

9.4.3. The unreimbursed travel expenses to the business meetings are repaid up to \$1000.00 annually. These expenses shall be verified by receipt.

512 **ARTICLE 10: ATHLETIC TRAINING STUDENT REPRESENTATIVE**

513

514 **10. Athletic Trainers' Student Leadership Council Representative**

515 10.1. **Term of Office:** The Athletic Training Student Representative shall serve on a year-to-year

516 basis and may be re-appointed

517 10.2. **Selection:** The Athletic Training Student Representative is elected by the student membership

518 and serves at the pleasure of the District President.

519 **10.3. Functions and Responsibilities:**

520 10.3.1. The Athletic Training Student Representative is not a member of the Board of Directors but

521 will attend the Board of Director's meetings as an ex-officio member, and serve in an advisory

522 capacity.

523 10.3.2. Collect and compile information from each state representative and committee chair, to

524 provide to the Board of Directors input that will assist in the involvement of the Athletic

525 Training Students within the district.

526 10.3.3. Provide an annual report and budget request to the Board of Directors

527 10.3.4. Assist with the organization of the student delegation for the district. The ATS

528 Representative will coordinate the Athletic Training Student program offerings, poster

529 presentations, social events and Quiz Bowl with the Annual Meeting Program Chair and the

530 ATSLC/BOARD OF DIRECTORS Liaison.

531 10.3.5. Perform other duties and projects as assigned by the Board of Directors.

532 10.4. **Reimbursement of Expenses:** This is a non-paying position: however, the MAATA shall pay

533 travel expenses not otherwise paid by an employer or other source for attendance at the:

534 10.5. MAATA Annual Meeting and Clinical Symposium

535 10.6. NATA Annual Meeting and Clinical Symposium.

536 10.7. The unreimbursed travel expenses to the business meetings are repaid up to \$1000.00 annually.

537 These expenses shall be verified by receipt.

538

539 **ARTICLE 11: ANNUAL SYMPOSIUM COORDINATOR**

540

541 **11. Annual Symposium Coordinator**

542 **11.1. Term of Office** The Annual Symposium Coordinator will serve on a year-to year basis.

543 **11.2. Selection.** The Symposium Coordinator is appointed by and serves at the pleasure of the District

544 President.

545 **11.3. Functions and Responsibilities:**

546 **11.3.1.** The Annual Symposium Coordinator is not a voting a member of the Board of Directors but

547 may attend the Board of Director's meetings in an advisory capacity.

548 **11.3.2.** The Annual Meeting and Clinical Symposium Coordinator is the chair of a special

549 committee designed to plan and manage the MAATA Annual Meeting and Clinical

550 Symposium. This committee includes the Registration Coordinator, the Program Coordinator,

551 the Exhibits Coordinator and the On-Site Coordinator.

552 **11.3.3.** Coordinates the efforts of the Program and Exhibits Committees to enhance the success of

553 the MAATA Annual Meeting and Clinical Symposium.

554 **11.3.4.** Recommends to the Board of Directors sites for the MAATA Annual Meeting and Clinical

555 Symposium

556 **11.3.5.** Cooperates with and assists the Program, On-Site and Exhibits Chairs with any on-site

557 arrangements which are necessary.

558 **11.3.6.** Forms any additional sub-committees as deemed necessary for the success of the MAATA

- 559 Annual Meeting and Clinical Symposium.
- 560 **11.3.7.** Keeps the District President informed on all MAATA Annual Meeting and Clinical
- 561 Symposium plans and reports to the Board of Directors at each scheduled meeting.
- 562 **11.3.8. Reimbursement of Expenses:** This is a non-paying position: however, the MAATA shall
- 563 pay travel expenses not otherwise paid by an employer or other source for attendance at the:
- 564 11.3.8.1. MAATA Annual Meeting and Clinical Symposium
- 565 11.3.8.2. NATA Annual Meeting and Clinical Symposium.
- 566 **11.3.8.3.** The unreimbursed travel expenses to the business meetings are repaid up to
- 567 \$1000.00 annually. These expenses shall be verified by receipt.
- 568

569 Committees

570 ARTICLE 12: NOMINATING COMMITTEE

571 12. Nominating Committee

- 572
- 573 **12.1. Chair:** The Chair for the Nominating Committee shall be the Past District Director. If this
- 574 individual cannot serve as Chair of the Nominating Committee, the District President will appoint
- 575 a chair from the pool of Past District Directors.
- 576
- 577
- 578 **12.2. Committee Members:** Each State Representative or a designated individual will serve an
- 579 ad-hoc term on the Nominating Committee for as long as necessary. If a State Representative is
- 580 running for another MAATA office that state shall designate an alternate person to represent the
- 581 state until discussions and voting for the office are completed.
- 582
- 583 **12.3. Functions and Responsibilities:** The Nominating Committee shall present candidates for
- 584 vacant elected positions to the District Membership.
- 585 **12.3.1.** Whenever there is a vacancy for an Executive Committee office the Nominating shall
- 586 conduct the election in accordance with the election mechanics of the office vacated. See
- 587 Selection of District Officers in By-Laws Articles 1,2 4 and 5. Election mechanics include but
- 588 are not limited to developing; mailing requested postal mail ballots, and counting the ballots as
- 589 well as reporting the winners to the Board of Directors.
- 590

591 ARTICLE 13: MAATA COMMITTEES/COUNCILS

- 592
- 593 **13. Committees/Councils:** The following committees and councils have been established to serve the
- 594 NATA and MAATA. The composition and a brief description of each committee is as follows:
- 595 **13.1.1. MAATA Athletic Training Student Leadership Council** – the chair of this council is the
- 596 student representative to the MAATA Board of Directors. Along with an individual from each
- 597 state, the Council is responsible for encouraging membership, coordinating needs and guiding
- 598 college and university Athletic Training Students within our District.
- 599 **13.1.2. Young Professionals** – The chair of this council shall be the representative of the MAATA
- 600 Board of Directors, along with an individual from each state are responsible for encouraging
- 601 membership, coordinating needs and guiding young professional within our District.
- 602 **13.1.3. Clinical & Emerging Practices Athletic Trainers’ Committee** - Chair and an individual
- 603 selected from each State form a workable group that reviews and presents information on
- 604 unique job settings for athletic trainers.

- 605 13.1.4. **College & University Athletic Trainers'** - Chair and representative from each division and
606 level of intercollegiate athletics. This committee will be responsible for disseminating
607 information as well as organizing intercollegiate athletic trainers.
- 608 13.1.5. **Revenue Council** - Interested individuals from within MAATA, will assist the NATA to
609 accomplish goals pertaining to athletic trainer reimbursement by acting as a conduit for
610 information, a source for education/training, a contact for state reimbursement information and
611 promote involvement in the reimbursement process
- 612 13.1.6. **Ethics Council** - An individual member selected by the NATA Ethics Council Chair may
613 serve to discuss current ethical issues which set the tone of athletic training as a profession and
614 raise the level of consciousness of the membership, as well as setting on the ethics review
615 council for any issues that are brought to the council.
- 616 13.1.7. **Governmental Affairs** - Chair and number of committee members determined by the Chair
617 to form a workable group responsible for information regarding licensure, regulation, and
618 exemption procedures for States within our District.
- 619 13.1.8. **MAATA Honors & Awards** - Chair and number of committee members, typically the State
620 Representative or other designated state representative will form a workable group responsible
621 for recognizing and honoring the athletic trainers in District V of the NATA.
- 622 13.1.9. **Public Relations Council** – An individual may be selected to serve on the NATA Public
623 Relations Council. This individual is responsible for facilitating duties for public relations and
624 promoting profession of Athletic Training.
- 625 13.1.10. **Research Grants** - Chair and an individual selected from each State, responsible for
626 encouraging, mailing of application information, reviewing, and selecting research grant
627 proposals within our District for funding.
- 628 13.1.11. **Scholarships** - Chair and the Board Representative of each State in the District, with the
629 responsibility to award District undergraduate and graduate scholarships. Applications are
630 accepted between November 1 and February 1 of each year and awarded at the Annual
631 MAATA Meeting.
- 632 13.1.12. **Secondary Schools Athletic Trainers' Committee** - Chair and an individual selected from
633 each State, responsible for promoting the profession of athletic training, bringing about
634 awareness of the unique problems, and improving the quality of health care at the secondary
635 school level.
- 636
- 637 13.2. **Selection of Chair:** Each committee Chair is appointed by and serves at the pleasure of the
638 District President. All Committee Chairs must be Active, Certified Members of the MAATA.
639 Most MAATA Committee Chairs will serve on the respective NATA Committee. Each committee
640 Chair shall submit a written annual report of the committee's activities to the District President
641 prior to the MAATA Annual Meeting and Clinical Symposium.
- 642
- 643 13.3. **Term of Office:** The term of office for each Committee Chair shall serve on a year-to-year basis
644 and may be re-appointed. A Co-Chair will be identified from the sitting committee members.
- 645

Annual Meeting Personnel

ARTICLE 14: ANNUAL MEETING PROGRAM CHAIR

14. Program Chair

651 **14.1. Term of Office.** The Chair shall serve on a year-to-year basis and may be reappointed.

652
653 **14.2. Selection.** The Program Chair is appointed by and serves at the pleasure of the District President.
654 At the beginning of the third year the District President will solicit names for a successor to the
655 Annual Meeting Program Coordinator. The new Chair will be mentored by the current Chair for
656 the first year of the term. If no candidate presents themselves to the District President the current
657 Annual Meeting Program Chair may be appointed for one (1) more year to help train a successor.
658

659 **14.3. Functions and Responsibilities:**

660 **14.3.1.** Select the program theme and contact prospective speakers.

661 **14.3.2.** Function as an independent committee, reporting to the Annual Meeting Coordinator.

662 **14.3.3.** Shall form a small workable taskforce in proximity to the site of the upcoming Annual
663 Meeting and Clinical Symposium to solicit and confirm speakers/presenters for the Clinical
664 Symposium.

665 **14.3.4.** Coordinates all programs and functions at the MAATA Annual Meeting and Clinical
666 Symposium.

667 **14.3.5.** Makes arrangements with the On-Site Coordinator for any special needs of the Program.

668 **14.3.6.** This is a non-paying position, however, expenses for two (2) night's lodging and all meals
669 shall be provided for the MAATA Annual Meeting and Clinical Symposium.
670

671 **ARTICLE 15: ANNUAL MEETING EXHIBITS CHAIR**

672 **15. Exhibit Chair**

673 **15.1. Term of Office.** The Chair shall serve on a year-to-year basis and may be reappointed

674 **15.2. Selection.** The Exhibits Coordinator shall be nominated by the Symposium Chair is appointed by
675 and serves at the pleasure of the District President. The Symposium Chair and Exhibits
676 Coordinator shall determine the number of committee members.

677 **15.3. Functions and Responsibilities:**

678 **15.3.1.** Function as an independent committee, reporting to the Annual Meeting Coordinator Chair.

679 **15.3.2.** Contact prospective exhibitors and make arrangement for them to exhibit their products at
680 the MAATA Annual Meeting and Clinical Symposium.

681 **15.3.3.** Make any and all arrangements necessary with the Annual Meeting Coordinator to ensure
682 the satisfactory display of exhibits the exhibitors.

683 **15.3.4.** This is a non-paying position, however, expenses for two (2) night's lodging and two (2)
684 meals shall be provided for the Annual Meeting and Clinical Symposium.
685

686 **ARTICLE 16: ANNUAL MEETING REGISTRATION CHAIR**

687
688 **16. Registration Chair**

689 **16.1. Term of Office.** The Chair shall serve on a year-to-year basis and may be reappointed.

690 **16.2. Selection.** The Registration Coordinator shall be nominated by the Annual Meeting Coordinator
691 and is appointed by and serves at the pleasure of the District President. The Symposium Chair and
692 Exhibits Chair shall determine the number of committee members.

693 **16.3. Functions and Responsibilities:**

694 16.3.1. Organize and orchestrate registration process.

695 16.3.2. Develop any forms as needed

696 16.3.3. Generate and maintain CEU records necessary to maintain BOC Approved Provider status.

- 697 16.3.4. Generate receipts for attendees.
698 16.3.5. Coordinate onsite registration process including volunteer registration help
699 16.3.6. Coordinate with District Treasurer for a ledger sheet reflecting payments of registration fees
700 refunds, and payments.
701 16.3.7. Assist in sending out pre-convention mailing(s)
702 16.3.8. The Coordinator shall send an electric or written reminder with registration instructions and
703 options at an appropriate time to facilitate the pre-registration process.
704 16.3.9. Coordinate electronic registration forms to be posted on the MAATA Website with the
705 MAATA Webmaster.
706 16.3.10. Make paper Registration packets available for mail at the same time as the electronic
707 forms appear on the MAATA website.
708 16.3.11. This is a non-paying position, however, expenses for two (2) night's lodging and two (2)
709 meals shall be provided for the Annual Meeting and Clinical Symposium.
710

711 **ARTICLE 17: ANNUAL MEETING SITE CHAIR**

712 17. Site Meeting Chair

- 713 17.1. Term of Office: The Chair shall serve on a year-to-year basis and may be reappointed.
714 17.2. 17.1 Selection The On-site Chair shall be appointed by the District President and approved by
715 the Board of Directors.
716 17.3. Functions and Responsibilities:
717 17.3.1. Coordinate airport transportation for visiting dignitaries from the NATA National Office.
718 17.3.2. Coordinate copy needs as needed by any of the annual meeting coordinators.
719 17.3.3. Serve as a local contact for vendors of any additional audio/visual needs.
720 17.3.4. Coordinate rooms for education sessions.
721 17.3.5. Coordinate sleeping rooms for the BOARD OF DIRECTORS, Speakers, National Office
722 Visitors, etc. as needed.
723 17.3.6. Identify alternative local parking needs if necessary.
724 17.3.7. Identify alternative local restaurants close to the convention venue.
725 17.3.8. Perform other duties as assigned by the Annual Symposium Coordinator.
726 17.3.9. This is a non-paying position, however, expenses for two (2) night's lodging and two (2)
727 meals shall be provided for the Annual Meeting and Clinical Symposium.
728
729

730 **Membership Categories**

731 **ARTICLE 18: MEMBERSHIP**

732 **18. Membership**

- 733 18.1. **Classes and Qualifications of Members.** The classes of membership in the MAATA *shall be*
734 consistent with those of the NATA:
735 18.1.1. **Certified-Regular:** An individual who holds the ATC (Athletic Trainer, Certified)
736 credential and is in good standing with the BOC.
737 18.1.1.1. Dues shall be \$60, to be collected with NATA dues
738 18.1.2. **Career Starter:** A newly Certified Regular member will receive a reduction in dues for the
739 first full billing cycle following certification.
740 18.1.2.1. Dues shall be \$40, to be collected with NATA dues
741
742

- 743 18.1.3. **Associate:** Individual who is working professionally in athletics, education, research,
744 medicine or other profession related to athletic training
745 18.1.3.1. Dues shall be \$20, to be collected with NATA dues.
- 746 18.1.4. **Certified-Student:** A certified individual enrolled as a full time graduate student working
747 toward an advanced degree at an accredited college or university. Maximum of five years is
748 allowed in this category.
749 18.1.4.1. Dues shall be \$20, to be collected with NATA dues.
- 750 18.1.5. **Non-certified Student:** (Undergraduate or Graduate) An individual enrolled as a full-time
751 undergraduate or graduate student studying athletic training in a college or university who has
752 not fulfilled BOC requirements for certification. A combined total of eight years
753 (undergraduate five, graduate three) is allowed in this category.
754 18.1.5.1. Dues shall be \$20, to be collected with NATA dues.
- 755 18.1.6. **Certified and Non-certified International:** Individual whose residence is located outside
756 the ten districts. The Journal of Athletic Training and the NATA News are available online for
757 these members.
- 758 18.1.7. **Pros on Hold – Inactive:** A Certified member who has an inactive status with the BOC is
759 given Pros on Hold-Inactive status with NATA. Maximum of six years is allowed in this
760 category. Members of this category are a National member only.
761 18.1.7.1. No dues will be collected for this membership category.
- 762 18.1.8. **Certified Military – Inactive:** A Certified member in the Reserves who submits proof of
763 active military service may request Certified Military-Inactive Status for a maximum of two
764 years. The member, who does not pay dues and does not receive member benefits, may
765 resume Certified membership without a break in service if no more than two full billing cycles
766 have transpired.
767 18.1.8.1. No dues will be collected for this membership category
- 768 18.1.9. **Retired:** This category is open to any certified member who has followed the NATA BOC
769 procedures to resign certification, provided written documentation to the NATA/MAATA
770 membership department attesting that s/he is retired from the practice of athletic training, and
771 has been an NATA/MAATA member for 20 continuous years at the time of resignation.
772 Members in this category may vote on Association matters. Certified-Retired members do not
773 pay dues.
774 18.1.9.1. No dues will be collected for this membership category

775
776 Last Updated: 6/10/2002

777 Last Updated: 3/17/2003

778 Last Updated: 6/23/2007

779 Last Updated: 1/20/2009

780 Last Updated: 10/10/2011