

# **MISSOURI ATHLETIC TRAINERS' ASSOCIATION BYLAWS**

## **ARTICLE I NAME**

The name of the organization shall be the Missouri Athletic Trainers' Association. (MoATA)

## **ARTICLE II OBJECTIVES**

The objectives of MoATA shall be:

- A. To advance, encourage and improve the Athletic Training profession in all its phases;
- B. To promote better working relationships among those persons interested and involved with the problems inherent in caring for the health and well-being of the physically active individual;
- C. To enhance the professional capabilities of each of its members.
- D. To better serve the common interest of its members by providing a means for exchange of ideas within the profession; and
- E. The continued education about, and promotion of, the athletic training profession to the general public.

## **ARTICLE III FISCAL YEAR**

- A. The fiscal year shall be established and approved by the MoATA Executive Committee.

## **ARTICLE IV MEMBERSHIP**

- A. All members of MoATA must be current members of, and in good standing with the National Athletic Trainers' Association (NATA).
- B. The classification, standards, voting rights, and qualifications of members shall be in accordance with the guidelines established by the NATA Bylaws.
- C. Membership will be revoked for anyone who is no longer a member in good standing of the NATA.
- D. Rights and privileges of members will include:
  - a) All members have the right to attend business meetings
  - b) All members have the right to discuss and debate issues within the meetings
  - c) Only certified members, certified student members, and retired members have the right to bring forth motions and vote on issues.
- E. Dues are determined by the MoATA Executive Committee upon consultation with, and majority vote by the membership; collected annually by the NATA; and distributed from the Mid-America Athletic Trainers' Association (MAATA) District 5.

## **ARTICLE V MEETINGS**

- A. The Executive Committee shall meet a minimum of two (2) times per year during the:
  - 1. MoATA Annual Meeting and Symposium
  - 2. MAATA– District 5 Annual Meeting & Symposium
- B. The Executive Committee may meet in person, via conference call, or electronic communication at other times when deemed necessary to conduct business of the association.
- C. Business meetings for the membership will be held at a minimum of two (2) times per year. Meetings will be conducted following the parliamentary process outlined in the Policies & Procedures:
  - 1. MoATA Annual Meeting and Symposium
  - 2. MAATA District 5 Annual Meeting & Symposium
- D. MoATA committees shall meet as established by the chair/President, and may meet in person, via conference call, or via electronic communication.
- E. A quorum will be required in order to conduct business at any MoATA executive committee, and MoATA membership meeting-
  - a) MoATA Executive Committee Quorum – three (3) of five (5) voting members
  - b) MoATA Business/Membership Meeting Quorum – 30 voting members

## **ARTICLE VI ORGANIZATION**

- A. The governing body of this Association shall be the Executive Committee.
- B. The MoATA Executive Committee, in rank order, shall consist of the following:
  - 1. President
  - 2. President-Elect
  - 3. Secretary
  - 4. Treasurer
  - 5. Public Relations Chair
  - 6. Past-President, non-voting member
- C. The members of the Executive Committee are elected by the MoATA membership to manage and conduct the affairs of the MoATA.
- D. Elections for Executive Committee positions
  - 1. A call for nominations will be announced by the MoATA President

2. In cases where there are more than two (2) nominations, the MoATA Executive Committee will exercise a majority vote to place only two (2) candidates on the ballot. If fewer than two (2) nominations are brought forth by the membership, the MoATA Executive Committee may nominate candidate(s) so that there are two nominees on the ballot.
3. Elections will be conducted electronically. Voting members must present their NATA numbers at the time of voting.
4. The winning candidate will be determined by a majority vote of the ballots received from the MoATA membership.
5. Once the candidates have been notified of the election results, the announcement shall be made to the MoATA membership.
6. Newly elected positions that have not yet assumed office may be invited to attend Executive Committee meetings as a non-voting member after January 1<sup>st</sup> following the election.
7. Executive Committee member is not allowed to hold two positions on the Executive Committee, simultaneously. In the event an Executive Committee member is elected to a new position, he or she shall maintain their current position until a replacement is identified and approved by the Executive Committee per the election Policies and Procedures.

#### E. Removal from Office

1. Any MoATA officer may be removed from office for reasons as follows:
  - a) Conflict of Interest: The officer enters into a relationship that represents a serious conflict of interest with the goals of MoATA and the rights and obligations of the office.
  - b) Incompetence: The officer is no longer able to fill the obligations of the office competently.
  - c) Violation of the Missouri Athletic Trainer Practice Act, ~~or~~ NATA Code of Ethics, or the BOC Standards of Professional Practice
2. Any member of MoATA who becomes aware of such behavior is encouraged to report the incident(s) in writing to the Executive Committee. A written report describing the transgression will be prepared and presented to the Executive Committee for review. Once reviewed, the Executive Committee will provide the accused officer with written

notification of the accusation and charges. The report must then be adopted by a majority vote of the Executive Committee members not mentioned in the report.

3. Following the adoption of charges, the officer will be immediately suspended from all duties.

4. Removal of any officer shall require a two-thirds majority vote of the eligible voting membership of MoATA, present at any meeting of the membership.

5. If the charges are suspected to be in violation of the Missouri Athletic Trainer Practice Act, NATA Code of Ethics, or the BOC Standards of Professional Practice, the transgression will be reported to the appropriate association and/or regulatory agencies, which could also jeopardize good standing and the ability to serve.

6. An officer removed from office shall be allowed to appeal, in writing, to the Executive Committee. Such appeal must be received within 30 days of receipt of written notification of removal. The Executive Committee shall determine, by a majority vote, to accept or reject the appeal. The decision shall be made, and the individual shall be notified in writing within 30 days of receipt of the appeal.

#### F. Committees

1. The President shall recommend a Chair to the executive committee for approval, and serve (or appoint a designee to serve) as an ex-officio, non-voting member of all committees as set forth in the Policies & Procedures

2. Types of Committees:

##### a. Standing Committees

- i. MoATA may establish committees that reflect those Committees established by the NATA.
- ii. The organization and responsibilities of each committee shall be set forth in the Policies & Procedures Manual.
- iii. Each Committee shall be charged with advising the Executive Committee on matters germane to committee charges.

##### b. Special Committees

- i. Committees and/or Task Forces may be created by the President and approved by the Executive Committee to perform specific tasks. The special committee will be dissolved by the President with approval of the Executive Committee.
- ii. Special Committees shall be comprised of a Chair appointed by the President and approved by the Executive Committee

- iii. The Chair and/or President will identify and contact Members to serve on the Special Committee
- iv. The Chair shall report directly to the President or the President's designee

G. Amendments to the Bylaws:

1. All proposed amendments to the By-laws shall be submitted in writing to the Executive Committee at least six weeks prior to the MoATA Annual Meeting. The President shall distribute copies of the proposal to all voting members at least three weeks prior to the Annual Meeting.
2. A proposed amendment to the By-laws shall be presented at the Annual Meeting. A majority vote shall be necessary for the adoption of the amendment. Voting will take place via electronic ballot.
3. The MoATA By-laws shall not be in conflict with those of the NATA or MAATA District 5. In cases which may create direct conflict, the NATA and MAATA District 5 By-laws shall prevail and the MoATA By-laws shall then be amended to resolve the conflict.
4. When an emergency issue arises, the By-laws may be amended and acted upon by a majority vote of the Executive Committee. Any such amendment shall be presented to the membership for ratification at the next business meeting.
5. Every five (5) years, the President may appoint a task force to review the By-laws and make recommendations to the Executive Committee.

## **ARTICLE VII PRESIDENT**

- A. Selection: Elevated to this position from President-Elect at the MoATA annual meeting.
- B. Vacancy: If the President's position becomes vacant, the President-Elect will assume the position.
- C. Term of Office: Three years. May not be elected to consecutive terms.
- D. Functions and Responsibilities:
  1. Serve as official spokesperson for the MoATA.
  2. Call all meetings of the Executive Committee as deemed necessary and advisable.
  3. Preside over all meetings of the MoATA, including the Executive Committee.
  4. May choose to appoint a parliamentarian who is not a member of the executive committee at all association meetings of the membership.

5. Implement the mandates and policies of the MoATA as determined by the Executive Committee.
6. Keep the Executive Committee informed about the MoATA affairs between regularly scheduled Executive Committee meetings.
7. Appoint, with agreement of the Executive Committee, all representatives of the MoATA to allied organizations subject to the approval of the Executive Committee.
8. Transact all business for and on behalf of the MoATA, subject to the provisions of the Bylaws.
9. Represent the MoATA to MAATA District 5 and serve on the MAATA District 5 Board of Directors.

#### **ARTICLE VIII PRESIDENT-ELECT**

- A. Selection: Elected by a majority vote of ballots received from the eligible voting membership.
- B. Vacancy: The Executive Committee shall appoint an interim member to serve on the Executive Committee if the President-Elect position becomes vacant. Candidates for President-Elect will be nominated no earlier than the next Annual MoATA Meeting.
- C. Term of Office: Three years as President-Elect and three years as President.
- D. Functions and Responsibilities:
  1. Serve as President Pro-Tempore in the absence of the President.
  2. If the President office becomes vacant, the President-Elect will assume the office of the President for the remainder of that term.
  3. Serve as parliamentarian for the MoATA meetings unless one is appointed by the President.
  4. Assist the Election Officer per the Policy & Procedure Manual.
  5. Serve other duties as assigned by the President

#### **ARTICLE IX SECRETARY**

- A. Selection: Elected by majority vote of ballots received from the eligible voting membership.
- B. Vacancy: The Executive Committee shall appoint an interim Secretary if the position becomes vacant. Candidates for Secretary will be nominated no earlier than the next MoATA Annual Meeting.
- C. Term of Office: Three years, may not serve more than two consecutive terms.
- D. Functions and Responsibilities:

1. Serve as custodian of all records, books, papers, and documents belonging to the MoATA.
2. Collect, organize, and provide the President with committee reports and announcements prior to each Executive Committee and business meeting.
3. Record minutes of all Executive Committee meetings and distribute necessary information to the MoATA membership.
4. Record minutes of all the MoATA meetings and make them available to the MoATA membership upon request.
5. Conduct the official correspondence of the MoATA including such matters as notifying members of MoATA business.
6. Maintain a record of committee chairpersons, committee members, and members of the Executive Committee including a record of these persons' dates of service and alert the President of approaching term limits.
7. Maintain a current list of the MoATA members. ~~as provided by the MAATA District 5 Secretary.~~
8. Bring to each meeting, a copy of the Bylaws, Policy & Procedures, and a list of all standing committees and task forces.

#### **ARTICLE X TREASURER**

A. Selection: Elected by majority vote of ballots received from the eligible voting membership.

B. Vacancy: The Executive Committee shall appoint an interim Treasurer if the position becomes vacant. Candidates for Treasurer will be nominated no earlier than the next MoATA Annual Meeting.

C. Term of Office: Three years, may not serve more than two consecutive terms.

D. Functions and Responsibilities:

1. Maintain a detailed summary report of financial records.
2. Submit a financial report to the President prior to the MoATA Business Meeting and upon request.
3. Submit a financial report to the MoATA members prior to the MoATA Business Meeting
4. Maintain a permanent and accurate record of all receipts and disbursements of the MoATA.

5. Transact financial business for and on behalf of the MoATA as approved by the Executive Committee.
6. Serve as custodian of all financial records belonging to the MoATA.
7. Maintain good financial standing of the MoATA.

#### **ARTICLE XI CONNECTION & ENGAGEMENT CHAIR**

- A. Selection: Elected by majority vote of ballots received from the eligible voting membership.
- B. Vacancy: The Executive Committee shall appoint an interim Connection & Engagement Chair if the position becomes vacant. Candidates for Connection & Engagement Chair will be nominated no earlier than the next MoATA Annual Meeting.
- C. Term of Office: Three years, may not serve more than two consecutive terms.
- D. Functions and Responsibilities:
  1. Coordination and dissemination of public relations information to appropriate venues including the MAATA District 5 and NATA Connection & Engagement Chairs, such as news stories, MoATA member activities, newspaper articles and other accomplishments.
  2. Investigate and recommend to the Executive Committee possible avenues through which MoATA may enhance its professional image and to promote Athletic Trainers as health care professionals.
  3. Ensure the MoATA website is current and accurate.

#### **ARTICLE XII IMMEDIATE PAST-PRESIDENT**

- A. Selection: Assumes this position following their term as President.
- B. Vacancy: If a Past-President is unable to serve, the current President shall appoint a former Past-President with approval by the Executive Committee.
- C. Term of Office: Three Years
- D. Functions and Responsibilities:
  1. The Immediate Past-President is a non-voting member of the Executive Committee but may serve as a tie-breaker in Executive Committee voting and elections.
  2. Serve as an ex-officio member of the Governmental Affairs Committee
  3. Serve as Election Officer per the Policy & Procedure Manual
  4. Review list of the MoATA members in good standing and identify those eligible for district and national awards.



### **ARTICLE XIII PAYMENT**

A. Executive Committee members do not receive payment for their position but may be reimbursed for MoATA related expenses as allowed in the annual budget

### **ARTICLE XIV DISSOLUTION OF THE ASSOCIATION**

A. Upon permanent dissolution, all assets will be donated to the National Athletic Trainers' Association (NATA) Research and Education Foundation

Revised June 4, 2022. Supersedes all previous forms.