

CONSTITUTION AND BY-LAWS OF THE MISSOURI ATHLETIC TRAINERS' ASSOCIATION

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.
- B. To promote better working relationships among those persons interested/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.
- E. To promote the profession of Athletic Training.

Article III MEMBERSHIP

- A. Membership in MoATA is automatic with membership in the National Athletic Trainers' Association (NATA). All members of MoATA must be current members of the NATA, and be in good standing with the NATA.
- B. The classification of members shall be in accordance with the guidelines established by the NATA.
- C. Rights of members
 - 1. BOC certified members shall be entitled to all membership privileges including the right to vote and to hold office and committee appointments.
 - 2. Retired Certified members shall have the right to attend meetings, to vote, and to hold office and committee appointments.
 - 3. Associate, Student, and Honorary members have the right to hold committee member appointments and to attend meetings, with the right to speak, but not to make motions or vote.
 - 4. Retired non-Certified members have the right to attend meetings but not the right to vote, to hold office, or to hold committee appointments.
 - 5. Honorary members of MoATA are not required to maintain membership in the NATA.
- D. Membership will be revoked for anyone who is no longer a member in good standing of the NATA.

Article IV ORGANIZATION

- A. The governing body of this Association shall be the Executive Committee.

B. The Executive Committee of this Association, in rank order, shall consist of the President, President-Elect, Secretary, Treasurer, and Public Relations Officer.

C. The members of the Executive Committee are elected by the MoATA Membership

D. Elections

1. A call for nominations will be announced during the MoATA Annual Meeting and on the MoATA website.
2. Nominations will be closed on June 30.
3. Following confirmation of the candidates' eligibility and willingness to accept the nomination, the Executive Committee will narrow the list of nominated individuals to two candidates.
4. The candidates will be asked to submit biographical information and a candidate statement to be posted on the MoATA website. The information will be available to MoATA members from July 1 until voting ends.
5. Voting will be open August 1-21. All votes will be confirmed by the Immediate Past-President and the President-Elect.
6. The winning candidate will be determined by a plurality vote of the MoATA membership.
7. Once the candidates have been notified of the election results, the announcement shall be made to the MoATA membership by September 1.
8. The newly elected officers shall assume their duties and responsibilities at the beginning of the next MoATA Annual Meeting, or immediately if the position is or becomes vacant.

D. Removal from office

1. Any MoATA officer may be impeached and convicted as a result of actions that are not conducive to that office and/or MoATA.
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 suspended from all duties. Conviction of any officer shall require a two-thirds majority vote of the eligible voting membership of MoATA, present at any meeting of the membership. If the charges are suspected to be in violation of the Missouri Athletic Training Practice Act, the transgression will be reported to the Missouri Board of Healing Arts.
4. 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.

E. Standing committees: Each standing committee must be recognized in the Constitution and By-laws of MoATA.

1. The Executive Committee will vote on any additional committees in accordance with the committee structure of Mid America Athletic Trainers' Association (MAATA, District V) and the NATA.

2. Committee Chairs will be appointed by the President. All committee members will be appointed by the Committee Chair with the approval of the Executive Committee.

F. Task force: A task force or ad hoc committee may be appointed by the President of MoATA and charged with a specific goal or objective in accordance with the By-laws.

1. The task force shall be a temporary fact finding group that reports its proposals or information to the President-Elect. This information is then presented to the Executive Committee to be acted upon.

2. Once the task force has accomplished its duty, it shall then be dissolved.

G. Amendments to the constitution and by-laws:

1. All proposed amendments to the Constitution and 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 Constitution shall be presented at the Annual Meeting. A majority vote of the current voting membership shall be necessary for the adoption of the amendment.

3. The MoATA Constitution and By-laws shall not be in conflict with those of the NATA or MAATA (District V). Should those Constitutions be amended such that the MoATA Constitution is in direct conflict, the NATA and District V

Constitution shall prevail. The MoATA Constitution shall then be amended to resolve the conflict.

4. When an emergency issue arises, the Constitution and By-laws may be amended and acted upon by a majority vote of the Executive Committee.

Article V PRESIDENT

A. Selection: Elevated to this position from President-Elect. If the President's position becomes vacant, the President-Elect will assume this position.

B. Term of Office: Three years. May not be elected to consecutive terms.

C. 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. Implement the mandates and policies of MoATA as determined by the Executive Committee.
5. Keep the Executive Committee informed about MoATA affairs between regularly scheduled Executive Committee meetings.
6. Serve as ex-officio member of all MoATA committees.
7. Appoint, with agreement of the Executive Committee, all representatives of the MoATA to allied organizations (e.g. MSHSAA, Governor’s Council on Physical Fitness).
8. Transact all business for and on behalf of the MoATA, subject to the provisions of the Constitution and By-laws.
9. Represent MoATA to District V and serve on the District V Board of Directors.
10. Receives no payment for this position. However, the President will be reimbursed for expenses incurred to attend the district and state meeting or to conduct other MoATA business not to exceed amount approved in the annual budget
11. Appoint and remove any Committee Chairpersons with approval of the Executive Committee.

Article VI PRESIDENT-ELECT

A. **Selection:** Elected by plurality vote of the eligible voting membership. The Executive Committee may appoint an interim member to serve on the Executive Committee if the President–Elect position becomes vacant. Candidates for President-Elect will be nominated during the next Annual MoATA Meeting.

B. **Term of Office:** Two and one-half years as President-Elect and three years as President.

C. 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.
3. Serve as a member of the Executive Committee.
4. Serve as parliamentarian for MoATA meetings.
5. Serve as election officer (collect nominees’ information, determine method of voting, establish voting period, count final votes with the Immediate Past-President) and announce winner.

6. Receives no payment for this position. However, the individual will be reimbursed for expenses incurred to attend the district and state meeting not to exceed amount approved in the annual budget.

Article VII SECRETARY

A. **Selection:** Elected by plurality vote of the eligible voting membership. The Executive Committee may appoint an interim Secretary if the position becomes vacant. Candidates for Secretary will be nominated during the next Annual MoATA Meeting.

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

C. **Functions and Responsibilities:**

1. Serve as a member of the Executive Committee.
2. Serve as custodian of all records, books, papers, and documents belonging to MoATA.
3. Provide the President with reports and announcements prior to each Executive Committee and business meeting.
4. Record minutes of all Executive Committee meetings and distribute necessary information to the MoATA membership.
5. Record minutes of all MoATA meetings and distribute them to the MoATA membership.
6. Conduct the official correspondence of MoATA including such matters as notifying members of meetings, officers of their election, committee persons of their appointment, and transactions between MoATA and all other organizations.
7. Maintain a record of committee chairpersons, committee members, and members of the Executive Committee. Maintain a record of these persons' dates of service and alert the appropriate personnel of approaching term limits.
8. Maintain a current list of MoATA members.
9. Bring to each meeting, a copy of the Constitution and By-laws, list of MoATA members in good standing, and a list of all standing committees and taskforces.
10. Receives no payment for this position. However, the individual will be reimbursed for expenses incurred to attend the district and state meeting not to exceed amount approved in the annual budget. .

Article VIII TREASURER

A. **Selection:** Elected by plurality vote of the eligible voting membership. The Executive Committee may appoint an interim Treasurer if the position becomes vacant. Candidates for Treasurer will be nominated during the next Annual MoATA Meeting.

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

C. Functions and Responsibilities:

1. Serve as a member of the Executive Committee.
2. Maintain a summary report of financial records.
3. Submit a financial report to the Executive Committee prior to all MoATA Annual Meetings and upon request.
4. Submit a financial report to the MoATA membership at all MoATA annual meetings.
5. Maintain a permanent and accurate record of all receipts and disbursements of the MoATA.
6. Possess full power and complete responsibility to transact all financial business for and on behalf of the MoATA as approved by the Executive Committee.
7. Serve as custodian of all financial records belonging to the MoATA.
8. Maintain good financial standing of the MoATA.
9. Receives no payment for this position. However, the individual will be reimbursed for expenses incurred to attend the district and state meeting not to exceed amount approved in the annual budget.

Article IX PUBLIC RELATIONS OFFICER

A. **Selection:** Elected by plurality vote of the eligible voting membership. The Executive Committee may appoint an interim Public Relations Officer if the position becomes vacant. Candidates for Public Relations Officer will be nominated during the next Annual MoATA Meeting.

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

C. Functions and Responsibilities:

1. Serve as a member of the Executive Committee.
2. Collect and distribute public relations information (e.g. legislative accomplishments, newspaper articles about members, MoATA accomplishments) to appropriate venues including the District and National Public Relations Chairs.
3. Investigate and recommend to the Executive Committee possible avenues through which the MoATA may enhance its professional image and to promote Athletic Trainers as health care professionals.
4. Ensure that MoATA news, information, and announcements are posted on the website.
5. Ensure the MoATA website is current and accurate.
6. Direct the members, through e-blast or other electronic means, to the MoATA website for updates on MoATA activities. This should be performed at least biannually.
7. Answer correspondence and inquiries concerning the professional preparation of Athletic Trainers.

8. Receives no payment for this position. However, the individual will be reimbursed for expenses incurred to attend the district and/or state meeting not to exceed amount approved in the annual budget.

Article X IMMEDIATE PAST-PRESIDENT

A. Selection: Assumes this position following their term as President. If a Past-President is unable to serve, the current President will appoint a former Past-President pending approval by the Executive Committee. The Immediate Past-President is not a member of the Executive Committee.

B. Term of Office: Will serve this office until succeeded by current president at the end of their term.

C. Functions and Responsibilities:

1. Serve as election officer (collect nominees' information, determine method of voting, establish voting period, count final votes with the President-Elect) and announce winner.
2. At the request of the Executive Committee, may serve as a tie-breaker in Executive Committee voting.
3. Serve as a tie-breaker in Executive Committee elections.
4. Review list of MoATA members in good standing and identify those eligible for district and national awards.
5. Secure sponsors for members who are eligible for district and national awards.
6. Receives no payment for this position. However, the individual will be reimbursed for expenses incurred to attend the state meeting not to exceed amount approved in the annual budget

Article XII STANDING COMMITTEES

A. COLLEGE/UNIVERSITY ATHLETIC TRAINING COMMITTEE (CUATC)

1. **Selection of chair:** The Chairperson is appointed by the MoATA President and approved by the Executive Committee. The Chairperson will serve on the District V committee, report to the district chair, and serve as a liaison to MoATA.

2. **Terms office:** The Chairperson will serve a three year term. Each individual is limited to two consecutive terms unless approved by the Executive Committee for additional terms.

3. **Committee members:** Committee members are appointed by the Committee Chair.

4. Functions and responsibilities:

- a. To enhance the educational and professional opportunities for the College/University certified- licensed Athletic Trainer.
- b. To address any issues pertinent to the practice setting of College/University Athletic Trainers.
- c. The Chairperson will represent MoATA to the district level committee.

d. Prepare a written report about committee activities which is to be submitted to the secretary two weeks prior to all regularly scheduled MoATA meetings. Additional reports may be requested by the Executive Committee.

B. COLLEGE/UNIVERSITY ATHLETIC TRAINING STUDENTS' COMMITTEE (CUATSC)

1. **Selection of chair:** The Chairperson is appointed by the MoATA President and approved by the Executive Committee. This individual will represent Missouri to the District V College/University Athletic Training Students' Committee.

2. **Terms of office:** Three year term for all members. Each individual is limited to two consecutive terms unless approved by the Executive Committee for additional terms.

3. **Committee members:** Members are appointed by the Committee Chair.

4. Functions and responsibilities:

a. To enhance the educational and professional opportunities for the College/University Athletic Training Student.

b. To address any issues pertinent to the practice and educational setting of the Athletic Training Student.

c. Communicate with the student membership of MoATA, (i.e. Athletic Training Student liaison).

d. Promote and conduct activities to encourage MoATA membership to Athletic Training Students.

e. Provide a mentor for the MoATA Student Leadership Council.

f. The Chairperson shall serve on the District V committee, and will serve as the MoATA representative in organizing the student educational section of the District Meeting as necessary.

g. Prepare a written report about committee activities which is to be submitted to the secretary two weeks prior to all regularly scheduled MoATA meetings. Additional reports may be requested by the Executive Committee.

C. SECONDARY SCHOOLS ATHLETIC TRAINING COMMITTEE:

1. **Selection of chair:** Committee Chair is appointed by the MoATA President and approved by the Executive Committee. This individual will represent Missouri to District V Secondary School Athletic Trainers' Committee.

2. **Terms of service:** Three year term for Chairperson. Each individual is limited to two consecutive terms unless approved by the Executive Committee for additional terms.

3. **Committee members:** Members are appointed by the Committee Chair

4. Functions and responsibilities:

- a. To address current issues germane to the practice setting of Secondary School Athletic Training.
- b. To enhance and promote the practice setting of Secondary Schools.
- c. Prepare a written report about committee activities which is to be submitted to the secretary two weeks prior to all regularly scheduled MoATA meetings. Additional reports may be requested by the Executive Committee.

D. COMMITTEE ON PROFESSIONAL ADVANCEMENT (COPA)

1. **Selection of chair:** Chairperson is appointed by current President and approved by the Executive Committee. This individual will represent Missouri on the District V COPA Committee.
2. **Terms of service:** Three year term for Chairperson. Each individual is limited to two consecutive terms unless approved by the Executive Committee for additional terms.
3. **Committee members:** Members are appointed by the Committee Chair.
4. **Functions and responsibilities:**
 - a. Distribute information to state members regarding issues from the NATA COPA
 - b. To educate the public on the value of Athletic Trainers in the clinical and emerging practice settings of Athletic Training.
 - c. To educate Athletic Training students to prepare them for employment in these settings.
 - d. Prepare a written report about committee activities which is to be submitted to the secretary two weeks prior to all regularly scheduled MoATA meetings. Additional reports may be requested by the Executive Committee.

E. PROFESSIONAL MEETINGS COMMITTEE:

1. **Selection of chair:** The Committee Chairperson is appointed by current MoATA President and approved by the Executive Committee.
2. **Terms of service:** Three year term for Chairperson. Each individual is limited to two consecutive terms unless approved by the Executive Committee for additional terms.
3. **Committee members:** Members are appointed by the Committee Chair.
4. **Functions and responsibilities:**
 - a. Select the site of the Annual Meeting, with the approval of the Executive Committee.
 - b. Designate and work with an on-site coordinator.
 - c. Coordinate all programs and functions at the Annual Meeting and Clinical Symposium (e.g. program, meals, speakers, registration).

- 1) Work with Honors and Awards Committee

2) Maintain all requirements for BOC CEU documentation

3) Coordinate all expenses and income with the Treasurer (i.e. exhibitors, fundraiser, meal expenses, sponsorships, etc.)

d. Prepare a written report about committee activities which is to be submitted to the secretary two weeks prior to all regularly scheduled MoATA meetings. Additional reports may be requested by the Executive Committee.

e. The Chair of this committee receives no payment for this position. However, the individual will be reimbursed for expenses incurred to attend the state meeting not to exceed amount approved in the annual budget.

F. GOVERNMENTAL AFFAIRS COMMITTEE:

1. **Selection of chair:** The Committee Chairperson is appointed by current MoATA President and approved by the Executive Committee. The Committee Chair will represent Missouri to the District V Governmental Affairs Committee.

2. **Terms of service:** Three year term for Chairperson. Each individual is limited to two consecutive terms unless approved by the Executive Committee for additional terms.

3. **Committee members:** Members are appointed by the Committee Chair.

4. Functions and responsibilities:

a. Monitor State and Federal legislation affecting health care and the practice of Athletic Training.

b. Liaison to MoATA lobbyist(s) and report to Executive Committee with any legislation in the interest of MoATA.

c. Represent Missouri on the District V Governmental Affairs Committee.

d.. Prepare a written report about committee activities which is to be submitted to the secretary two weeks prior to all regularly scheduled MoATA meetings. Additional reports may be requested by the Executive Committee.

e. The Chair of this committee receives no payment for this position. However, the individual will be reimbursed for travel expenses related to Governmental Affairs responsibilities, not to exceed amount approved in the annual budget.

G. HONORS AND AWARDS COMMITTEE:

1. **Selection of chair:** The Committee Chairperson is appointed by current President and approved by the Executive Committee. This individual will represent Missouri on the MAATA Honors and Awards Committee.

2. **Terms of service:** Three year term for Chairperson. Each individual is limited to two consecutive terms unless approved by the Executive Committee for additional terms.

3. **Committee members:** Members are appointed by the Committee Chair.

4. **Functions and responsibilities:**

- a. Review nomination guidelines for the following awards: Missouri Athletic Trainers' Association Hall of Fame, Outstanding Athletic Trainer of the Year Award, and the Glenn L. McElroy, MD Outstanding Service Award.
- b. To select deserving members, and special non-members, to the Missouri Athletic Trainers' Association Hall of Fame.
- c. To recognize a BOC certified member for the Outstanding Athletic Trainer of the Year Award.
- d. To recognize a BOC certified member for the Glenn L. McElroy, MD Outstanding Service Award.
- e. Post the guidelines for the MoATA awards on the MoATA website for access by the membership. All guidelines for awards and new awards must be approved by the Executive Committee.
- f. Post, on the MoATA website, a list of MoATA members who are eligible for national, district, and state honors and awards.
- g. Prepare a written report about committee activities which is to be submitted to the secretary two weeks prior to all regularly scheduled MoATA meetings. Additional reports may be requested by the Executive Committee.

H. **YOUNG PROFESSIONALS COMMITTEE**

1. **Selection of chair:** The Committee Chairperson is appointed by current President and approved by the Executive Committee. This individual will represent Missouri on the District V Young Professionals' Committee.

2. **Terms of service:** Three year term for Chairperson. Each individual is limited to two consecutive terms unless approved by the Executive Committee for additional terms.

3. **Committee members:** Members are appointed by the Committee Chair.

4. **Functions and responsibilities:**

- a. Develop strategies to increase recruitment, retention, volunteer involvement and annual meeting attendance among young athletic training professionals,
- b. Provide programs, activities and educational opportunities to address young professional needs.
- c. Promote professional socialization of young professionals.

- d. Prepare a written report about committee activities which is to be submitted to the secretary two weeks prior to all regularly scheduled MoATA meetings. Additional reports may be requested by the Executive Committee

OTHER COMMITTEES AND OR REPRESENTATIVES

A. NATA RESEARCH AND EDUCATION FOUNDATION

1. **Selection of chair:** The Committee Chairperson is appointed by current President and approved by the Executive Committee. This individual will represent Missouri on the District V Honors and Awards Committee.
2. **Terms of service:** Three year term for Chairperson. Each individual is limited to two consecutive terms unless approved by the Executive Committee for additional terms.
3. **Committee members:** Members appointed by the Committee Chair.
4. **Functions and responsibilities:**
 - a. Promote the mission of the Foundation to the members of MoATA,
 - b. Advise members of developments affecting the practice of athletic training
 - c. Encourage participation in Foundation initiatives and activities.
 - d. Prepare a written report about committee activities which is to be submitted to the secretary two weeks prior to all regularly scheduled MoATA meetings. Additional reports may be requested by the Executive Committee

B. ATHLETIC TRAINING STUDENT LEADERSHIP COUNCIL (AT-SLC)

1. **Council Structure:** The Athletic Training Student Leadership Council is comprised of elected officers and appointed representatives. Each professional education program is represented on the council.
2. **Functions and Responsibilities:**
 - a. Promote student involvement in professional development activities;
 - b. Enhance communication among athletic training students across the state;
 - c. Develop leadership skills among the student members of MoATA.
 - d. Work with CUATSC Chair to develop additional educational opportunities for student members.

Revised May 2014. Supersedes all previous forms.