

PURPOSE OF THIS UNDERTAKING:

- 1. Properly align the MoATA Bylaws with the MAATA District 5 and NATA Bylaws**
- 2. Utilize proper terminology regarding the use of the terms Constitution and Bylaws**
- 3. Creation of the MoATA Policies & Procedures Manual**
 - a. Creates a fluid document which will be easier to align with the MAATA and NATA (i.e. Committees)**
 - b. Allows the document to be changed by the Executive Committee to properly conduct the business of the association**
 - c. Serve as a reference for current and future Executive Committee members to better outline the day-to-day operations of the Association**

GUIDE TO REVIEWING THE PROPOSED CHANGES:

- 1. The document shows the current language in black**
- 2. The proposed language changes are listed in red. If a large amount of text has been changed, the changes will appear as a whole paragraph below the original paragraph.**
- 3. The highlighted language in yellow will be moved to the MoATA Policy & Procedure Manual**

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

2 **MISSOURI ATHLETIC TRAINERS' ASSOCIATION**
3 **BYLAWS**

4
5 **Article I NAME**

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

7 **Article II OBJECTIVES**

8 The objectives of MoATA shall be:

9 A. To advance, encourage and improve the Athletic Training profession.

10 B. To promote better working relationships among those persons interested/involved with the problems
11 inherent in caring for the health and well-being of the physically active individual.

12 C. To enhance the professional capabilities of each of its members.

13 **C. To enhance the professional capabilities and knowledge of each of its members.**

14 D. To better serve the common interest of its members by providing a means for exchange of ideas
15 within the profession.

16 E. To promote the profession of Athletic Training.

17
18 **Article III FISCAL YEAR**

19
20 **A. The fiscal year shall be July 1st – June 30th annually as established by the MoATA**
21 **Executive Committee**

22
23 **Article III MEMBERSHIP**

24 **Article IV MEMBERSHIP**

25 A. Membership in MoATA is automatic with membership in the National Athletic Trainers' Association
26 (NATA). All members of MoATA must be current members of the NATA, and be in good standing with
27 the NATA.

28 B. The classification of members shall be in accordance with the guidelines established by the NATA.

29 **B. The classification, standards, voting rights, and qualifications of members shall be in**
30 **accordance with the guidelines established by the NATA Bylaws.**

31 C. Rights of members

32 1. BOC certified members shall be entitled to all membership privileges including the right to
33 vote and to hold office and committee appointments.

34 2. Retired Certified members shall have the right to attend meetings, to vote, and to hold office
35 and committee appointments.

36 3. Associate, Student, and Honorary members have the right to hold committee member
37 appointments and to attend meetings, with the right to speak, but not to make motions or vote.

38 4. Retired non-Certified members have the right to attend meetings but not the right to vote, to
39 hold office, or to hold committee appointments.

40 5. Honorary members of MoATA are not required to maintain membership in the NATA.

41 **C. Membership will be revoked for anyone who is no longer a member in good standing of the**
42 **NATA.**

43 D. Membership will be revoked for anyone who is no longer a member in good standing of the NATA.

44 **D. Dues are determined by the MoATA membership, collected annually by the NATA, and**
45 **distributed from the Mid-America Athletic Trainers' Association (MAATA) District 5.**

46

47 **Article V MEETINGS**

48

49 **A. The Executive Committee shall meet a minimum of two (2) times per year during the:**

50 1. MoATA Annual Meeting and Symposium

51 2. MAATA District 5 Annual Meeting & Symposium

52 **B. The Executive Committee may meet in person, via conference call, or electronic**

53 **communication at other times when deemed necessary to conduct business of the association.**

54 **Article IV ORGANIZATION**

55 **Article VI ORGANIZATION**

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

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

59 **B. The MoATA Executive Committee, in rank order, shall consist of the following:**

60 1. President

61 2. President-Elect

62 3. Secretary

63 4. Treasurer

64 5. Public Relations Chair

65 6. Past-President

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

67 **C. The members of the Executive Committee are elected by the MoATA membership to manage and**

68 **conduct the affairs of the MoATA. The Executive Committee shall exercise all powers granted under the**

69 **MoATA Articles of Incorporation.**

70

71 **D. Elections**

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

88 ***PLEASE NOTE: #2-5 will be moved to the P&P Manual***

89 **D. Elections**

- 90 1. A call for nominations will be announced by the MoATA President
- 91 2. The winning candidate will be determined by a plurality vote of the MoATA membership.
- 92 3. Once the candidates have been notified of the election results, the announcement shall
93 be made to the MoATA membership.
- 94 4. Individuals in "elect-" positions shall be invited to attend Executive Committee meetings
95 as a non-voting member after January 1st following the election.
- 96 5. Executive Committee member is not allowed to hold two positions on the Executive
97 Committee, simultaneously. In the event an Executive Committee member is elected to a
98 new position, he or she shall maintain their current position until a replacement is
99 identified, and approved by the Executive Committee per the election Policies and
100 Procedures.

101 **E. Removal from office**

- 102 1. Any MoATA officer may be impeached and convicted as a result of actions that are not
103 conducive to that office and/or MoATA.
- 104 2. Any member of MoATA who becomes aware of such behavior is encouraged to report the
105 incident(s) in writing to the Executive Committee. A written report describing the transgression

106 will be prepared and presented to the Executive Committee for review. Once reviewed, the
107 Executive Committee will provide the accused officer with written notification of the accusation
108 and charges. The report must then be adopted by a majority vote of the Executive Committee
109 members not mentioned in the report.

110 3. Following the adoption of charges, the officer will be suspended from all duties. Conviction of
111 any officer shall require a two-thirds majority vote of the eligible voting membership of MoATA,
112 present at any meeting of the membership. If the charges are suspected to be in violation of the
113 Missouri Athletic Training Practice Act, the transgression will be reported to the Missouri Board
114 of Healing Arts.

115 3. Following the adoption of charges, the officer will be immediately suspended from all
116 duties. Conviction of any officer shall require a two-thirds majority vote of the eligible
117 voting membership of MoATA, present at any meeting of the membership

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

123 4. If the charges are suspected to be in violation of the Missouri Athletic Trainer Practice
124 Act or NATA Code of Ethics, the transgression will be reported to the appropriate state
125 regulatory agencies and the Board of Certification.

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

131 **F. Standing committees:** Each standing committee must be recognized in the Constitution and By-laws
132 of MoATA.

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

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

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

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

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

144 **F. Committees**

- 145 1. The President shall coordinate, appoint a Chair, and serve (or appoint a
146 designee to serve) as an ex-officio member of all committees as set forth in the
147 Policies & Procedures
- 148 2. Types of Committees:
- 149 a. Standing Committees
- 150 i. Shall reflect those Committees established by the NATA that serve
151 the needs of the association.
- 152 ii. The organization and responsibilities of each committee shall be set
153 forth in the Policies & Procedures Manual.
- 154 iii. Each Committee shall be charged with advising the Executive
155 Committee on matters germane to committee charges.
- 156 b. Special Committees
- 157 i. Committees and/or Task Forces may be created by the President
158 and approved by the Executive Committee to perform specific tasks.
159 The special committee will be dissolved by the President with
160 approval of the Executive Committee.
- 161 ii. Special Committees shall be comprised of a Chair appointed by the
162 President and approved by the Executive Committee
- 163 iii. The Chair and/or President will identify and contact Members to
164 serve on the Special Committee
- 165 iv. The Chair shall report directly to the President or the President's
166 designee
167

168 **H. Amendments to the constitution and by-laws:**

169 **G. Amendments to the Bylaws:**

- 170 1. All proposed amendments to the Constitution and By-laws shall be submitted in writing to the
171 Executive Committee at least six weeks prior to the MoATA Annual Meeting. The President shall
172 distribute copies of the proposal to all voting members at least three weeks prior to the Annual
173 Meeting.
- 174 2. A proposed amendment to the Constitution shall be presented at the Annual Meeting. A
175 majority vote of the current voting membership shall be necessary for the adoption of the
176 amendment.
- 177 3. The MoATA Constitution and By-laws shall not be in conflict with those of the NATA or
178 MAATA (District V). Should those Constitutions be amended such that the MoATA Constitution is
179 in direct conflict, the NATA and District V Constitution shall prevail. The MoATA Constitution
180 shall then be amended to resolve the conflict.
- 181 4. When an emergency issue arises, the Constitution and By-laws may be amended and acted
182 upon by a majority vote of the Executive Committee.

183 **Article V PRESIDENT**

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

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

187 C. **Functions and Responsibilities:**

- 188 1. Serve as official spokesperson for the MoATA.
- 189 2. Call all meetings of the Executive Committee as deemed necessary and advisable.
- 190 3. Preside over all meetings of the MoATA, including the Executive Committee.
- 191 4. Implement the mandates and policies of MoATA as determined by the Executive Committee.
- 192 5. Keep the Executive Committee informed about MoATA affairs between regularly scheduled
- 193 Executive Committee meetings.
- 194 6. Serve as ex-officio member of all MoATA committees.
- 195 7. Appoint, with agreement of the Executive Committee, all representatives of the MoATA to
- 196 allied organizations (e.g. MSHSAA, Governor’s Council on Physical Fitness).
- 197 8. Transact all business for and on behalf of the MoATA, subject to the provisions of the
- 198 Constitution and By-laws.
- 199 9. Represent MoATA to District V and serve on the District V Board of Directors.
- 200 10. Receives no payment for this position. However, the President will be reimbursed for
- 201 expenses incurred to attend the district and state meeting or to conduct other MoATA business
- 202 not to exceed amount approved in the annual budget
- 203 11. Appoint and remove any Committee Chairpersons with approval of the Executive
- 204 Committee.

205 **Article VII PRESIDENT**

- 206
- 207 A. Selection: Elevated to this position from President-Elect.
- 208 B. Vacancy: If the President’s position becomes vacant, the President-Elect will assume the
- 209 position.
- 210 C. Term of Office: Three years. May not be elected to consecutive terms.
- 211 D. Functions and Responsibilities:
- 212 1. Serve as official spokesperson for the MoATA.
- 213 2. Call all meetings of the Executive Committee as deemed necessary and
- 214 advisable.
- 215 3. Preside over all meetings of the MoATA, including the Executive Committee.
- 216 4. Implement the mandates and policies of the MoATA as determined by the
- 217 Executive Committee.
- 218 5. Keep the Executive Committee informed about the MoATA affairs between
- 219 regularly scheduled Executive Committee meetings.
- 220 6. Appoint, with agreement of the Executive Committee, all representatives of the
- 221 MoATA to allied organizations subject to the approval of the Executive
- 222 Committee

- 223 7. Transact all business for and on behalf of the MoATA, subject to the provisions of
224 the Bylaws.
225 8. Represent the MoATA to MAATA District 5 and serve on the MAATA District 5
226 Board of Directors.

227 **Article VI PRESIDENT-ELECT**

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

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

233 C. **Functions and Responsibilities:**

- 234 1. Serve as President Pro-Tempore in the absence of the President.
235 2. If the President office becomes vacant, the President-Elect will assume the office of the
236 President.
237 3. Serve as a member of the Executive Committee.
238 4. Serve as parliamentarian for MoATA meetings.
239 5. Serve as election officer (collect nominees’ information, determine method of voting,
240 establish voting period, count final votes with the Immediate Past-President) and announce
241 winner.
242 6. Receives no payment for this position. However, the individual will be reimbursed for
243 expenses incurred to attend the district and state meeting not to exceed amount approved in
244 the annual budget.

245 **Article VIII PRESIDENT-ELECT**

- 246
247 A. **Selection:** Elected by plurality vote of the eligible voting membership.
248 B. **Vacancy:** The Executive Committee may appoint an interim member to serve on the
249 Executive Committee if the President–Elect position becomes vacant. Candidates for
250 President-Elect will be nominated during the next Annual MoATA Meeting.
251 C. **Term of Office:** Two and one-half years as President-Elect and three years as
252 President.
253 D. **Functions and Responsibilities:**
254 1. Serve as President Pro-Tempore in the absence of the President.
255 2. If the President office becomes vacant, the President-Elect will assume the office
256 of the President for the remainder of that term.
257 3. Serve as parliamentarian for the MoATA meetings.
258 4. Assist the Election Officer per the Policy & Procedure Manual.

- 293 1. Serve as custodian of all records, books, papers, and documents belonging to
294 the MoATA.
- 295 2. Collect, organize, and provide the President with committee reports and
296 announcements prior to each Executive Committee and business meeting.
- 297 3. Record minutes of all Executive Committee meetings and distribute necessary
298 information to the MoATA membership.
- 299 4. Record minutes of all the MoATA meetings and make them available to the
300 MoATA membership upon request.
- 301 5. Conduct the official correspondence of the MoATA including such matters as
302 notifying members of MoATA business
- 303 6. Maintain a record of committee chairpersons, committee members, and
304 members of the Executive Committee including a record of these persons' dates
305 of service and alert the President of approaching term limits.
- 306 7. Maintain a current list of the MoATA members as provided by the MAATA District
307 5 Secretary.
- 308 8. Bring to each meeting, a copy of the Bylaws and a list of all standing committees
309 and task forces.

310 **Article VIII TREASURER**

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

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

315 C. **Functions and Responsibilities:**

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

Article X TREASURER

- 329
330
331 A. Selection: Elected by plurality vote of the eligible voting membership. The Executive
332 Committee may appoint an interim Treasurer if the position becomes vacant. Candidates
333 for Treasurer will be nominated during the next Annual MoATA Meeting.
334 B. Vacancy: The Executive Committee shall appoint an interim Treasurer if the position
335 becomes vacant. Candidates for Treasurer will be nominated no earlier than the next
336 MoATA Annual Meeting.
337 B. Term of Office: Three years, may not serve more than two consecutive terms.
338 C. Functions and Responsibilities:
339 1. Maintain a detailed summary report of financial records.
340 2. Submit a financial report to the President prior to the MoATA Business Meeting
341 and upon request.
342 3. Submit a financial report to the MoATA members prior to the MoATA Business
343 Meeting
344 4. Maintain a permanent and accurate record of all receipts and disbursements of
345 the MoATA.
346 5. Transact all financial business for and on behalf of the MoATA as approved by
347 the Executive Committee.
348 6. Serve as custodian of all financial records belonging to the MoATA.
349 7. Maintain good financial standing of the MoATA.

Article IX PUBLIC RELATIONS OFFICER

- 350
351 A. **Selection:** Elected by plurality vote of the eligible voting membership. The Executive Committee may
352 appoint an interim Public Relations Officer if the position becomes vacant. Candidates for Public
353 Relations Officer will be nominated during the next Annual MoATA Meeting.
354 B. **Term of Office:** Three years, may not serve more than two consecutive terms.
355 C. **Functions and Responsibilities:**
356 1. Serve as a member of the Executive Committee.
357 2. Collect and distribute public relations information (e.g. legislative accomplishments,
358 newspaper articles about members, MoATA accomplishments) to appropriate venues including
359 the District and National Public Relations Chairs.
360 3. Investigate and recommend to the Executive Committee possible avenues through which the
361 MoATA may enhance its professional image and to promote Athletic Trainers as health care
362 professionals.
363 4. Ensure that MoATA news, information, and announcements are posted on the website.
364 5. Ensure the MoATA website is current and accurate.
365 6. Direct the members, through e-blast or other electronic means, to the MoATA website for
366 updates on MoATA activities. This should be performed at least biannually.

367 7. Answer correspondence and inquiries concerning the professional preparation of Athletic
368 Trainers.

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

372 **Article XI PUBLIC RELATIONS CHAIR**

373
374 **A. Selection:** Elected by plurality vote of the eligible voting membership. The Executive
375 Committee may appoint an interim Public Relations Officer if the position becomes
376 vacant. Candidates for Public Relations Officer will be nominated during the next Annual
377 MoATA Meeting.

378 **B. Vacancy:** The Executive Committee shall appoint an interim Public Relations Officer
379 Chair if the position becomes vacant. Candidates for Public Relations Officer Chair will
380 be nominated no earlier than the next MoATA Annual Meeting.

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

382 **C. Functions and Responsibilities:**

383 1. Coordination and dissemination of public relations information to appropriate
384 venues including the MAATA District 5 and NATA Public Relations Chairs, such
385 as news stories, MoATA member activities, newspaper articles and other
386 accomplishments.

387 2. Investigate and recommend to the Executive Committee possible avenues
388 through which MoATA may enhance its professional image and to promote
389 Athletic Trainers as health care professionals.

390 3. Ensure the MoATA website is current and accurate.

391 **Article X IMMEDIATE PAST-PRESIDENT**

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

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

396 **C. Functions and Responsibilities:**

397 1. Serve as election officer (collect nominees' information, determine method of voting,
398 establish voting period, count final votes with the President-Elect) and announce winner.

399 2. At the request of the Executive Committee, may serve as a tie-breaker in Executive
400 Committee voting.

401 3. Serve as a tie-breaker in Executive Committee elections.

402 4. Review list of MoATA members in good standing and identify those eligible for district and
403 national awards.

- 404 5. Secure sponsors for members who are eligible for district and national awards.
405 6. Receives no payment for this position. However, the individual will be reimbursed for
406 expenses incurred to attend the state meeting not to exceed amount approved in the annual
407 budget

408 **Article XII IMMEDIATE PAST-PRESIDENT**

- 409
410 A. Selection: Assumes this position following their term as President.
411 B. Vacancy: If a Past-President is unable to serve, the current President may appoint a
412 former Past-President with approval by the Executive Committee.
413 C. Term of Office: Three Years
414 D. Functions and Responsibilities:
415 1. The Immediate Past-President is not a voting member of the Executive
416 Committee, but may serve as a tie-breaker in Executive Committee voting and
417 elections.
418 2. Serve as an ex-officio member of the Governmental Affairs Committee
419 3. Serve as Election Officer per the Policy & Procedure Manual
420 4. Review list of the MoATA members in good standing and identify those eligible
421 for district and national awards.

422 **Article XIII PAYMENT**

- 423
424 A. Executive Committee members do not receive payment for their position but may be
425 reimbursed for MoATA related expenses as allowed in the annual budget
426

427 **ARTICLE IXX DISSOLUTION OF THE ASSOCIATION**

- 428
429 A. Upon dissolution, all assets will be donated to the MAATA, an organization of the
430 National Athletic Trainers' Association (NATA).

*****Remaining sections will be moved to the MoATA**

Policy & Procedure Manual***

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 ADANCEMENT (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.

Revised May 2016. Supersedes all previous forms.