

- 34 b) All members have the right to discuss and debate issues within the meetings
35 c) Only ~~BOC~~ certified members, ~~BOC~~ certified student members and ~~BOC~~ retired
36 members have the right to bring forth motions and vote on issues.

37 E. Dues are determined by the MoATA Executive Committee upon consultation with, and
38 majority vote by the membership; collected annually by the NATA; and distributed from the Mid-
39 America Athletic Trainers' Association (MAATA) District 5.

40 41 **ARTICLE V MEETINGS**

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

- 43 1. MoATA Annual Meeting and Symposium
44 2. ~~Mid America Athletic Trainers' Association (MAATA) District 5 Annual Meeting &~~
45 ~~Symposium~~

46 B. The Executive Committee may meet in person, via conference call, or electronic
47 communication at other times when deemed necessary to conduct business of the association.

48 C. Business meetings for the membership will be held at a minimum of two (2) times per year.
49 Meetings will be conducted following the ~~most recent edition of Robert's Rules of Order~~
50 ~~parliamentary process outlined in the policies and procedures:~~

- 51 1. MoATA Annual Meeting and Symposium ~~(date and location determined annually by~~
52 ~~_____ the MoATA executive committee)~~
53 2. MAATA District 5 Annual Meeting & Symposium ~~(date and location determined~~
54 ~~annually by the~~
55 ~~_____ MAATA executive committee)~~

56 D. ~~Outside the annual meeting, all~~ MoATA committees shall meet as established by the
57 chair/President, and may meet in person, via conference call, or via electronic communication.

58 E. A quorum will be required in order to conduct business at any MoATA executive committee,
59 MoATA membership meeting, and MoATA committee meeting.

- 60 a) MoATA Executive Committee Quorum – three (3) of five (5) voting members
61 b) MoATA Business/Membership Meeting Quorum – ~~25~~ 50 voting members

62 **ARTICLE VI ORGANIZATION**

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

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

- 65 1. President
66 2. President-Elect

- 67 3. Secretary
- 68 4. Treasurer
- 69 5. Public Relations Chair
- 70 6. Past-President, **non-voting member**

71 C. The members of the Executive Committee are elected by the MoATA membership to
72 manage and conduct the affairs of the MoATA. ~~The Executive Committee shall exercise all~~
73 ~~powers granted under the MoATA Articles of Incorporation.~~

74 D. Elections **for Executive Committee positions**

- 75 1. A call for nominations will be announced by the MoATA President
- 76 2. **In cases where there are more than two (2) nominations, the MoATA Executive**
77 **Committee will exercise a majority vote to place only two (2) candidates on the ballot.**
78 **If fewer than two (2) nominations are brought forth by the membership, the MoATA**
79 **Executive Committee will may nominate candidate(s) to ensure so that there are two**
80 **nominees on the ballot.**
- 81 3. **Elections will be conducted electronically. Voting members must present their**
82 **NATA and BOC numbers at the time of voting.**
- 83 4. The winning candidate will be determined by a ~~plurality~~ **majority** vote of **the ballots**
84 **received from the** MoATA membership.
- 85 5. Once the candidates have been notified of the election results, the announcement
86 shall be made to the MoATA membership.
- 87 6. ~~Individuals in "elect" positions shall~~ **Newly elected positions that have not yet**
88 **assumed office may** be invited to attend Executive Committee meetings as a non-
89 voting member after January 1st following the election.
- 90 7. Executive Committee member is not allowed to hold two positions on the
91 Executive Committee, simultaneously. In the event an Executive Committee member
92 is elected to a new position, he or she shall maintain their current position until a
93 replacement is identified, and approved by the Executive Committee per the election
94 Policies and Procedures.

95 E. Removal From Office

- 96 1. Any MoATA officer may be ~~impeached and convicted~~ **removed from office for reasons**
97 **as follows: as a result of actions that are not conducive to that office and/or MoATA.**

98 a) Conflict of Interest: The officer enters into a relationship that represents a
99 serious conflict of interest with the goals of MoATA and the rights and obligations of the
100 office.

101 b) Incompetence: The officer is no longer able to fill the obligations of the
102 office competently.

103 c) violation of the Missouri Athletic Trainer Practice Act, ~~or~~ NATA Code of
104 Ethics, or the BOC Standards of Professional Practice

105
106 2. Any member of MoATA who becomes aware of such behavior is encouraged to report
107 the incident(s) in writing to the Executive Committee. A written report describing the
108 transgression will be prepared and presented to the Executive Committee for review.
109 Once reviewed, the Executive Committee will provide the accused officer with written
110 notification of the accusation and charges. The report must then be adopted by a
111 majority vote of the Executive Committee members not mentioned in the report.

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

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

116 5.-4. If the charges are suspected to be in violation of the Missouri Athletic Trainer
117 Practice Act, ~~or~~ NATA Code of Ethics, or the BOC Standards of Professional Practice,
118 the transgression will be reported to the appropriate ~~state~~ association and/or regulatory
119 agencies and the Board of Certification, which could also jeopardize good standing and
120 the ability to serve.

121 6. 5- An officer removed from office shall be allowed to appeal, in writing, to the
122 Executive Committee. Such appeal must be received within 30 days of receipt of written
123 notification of removal. The Executive Committee shall determine, by a majority vote, to
124 accept or reject the appeal. The decision shall be made, and the individual shall be
125 notified in writing within 30 days of receipt of the appeal.

126 F. Committees

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

131 2. Types of Committees:

- 132 a. Standing Committees
- 133 i. ~~Shall~~ MoATA may establish committees that reflect those
- 134 Committees established by the NATA. ~~that serve the needs of the~~
- 135 ~~association.~~
- 136 ii. The organization and responsibilities of each committee shall be set
- 137 forth in the Policies & Procedures Manual.
- 138 iii. Each Committee shall be charged with advising the Executive
- 139 Committee on matters germane to committee charges.
- 140 ~~iv. Additional committees may be added or dissolved as recommended~~
- 141 ~~by the President and approved by the executive committee.~~

- 142 b. Special Committees
- 143 i. Committees and/or Task Forces may be created by the President
- 144 and approved by the Executive Committee to perform specific tasks.
- 145 The special committee will be dissolved by the President with
- 146 approval of the Executive Committee.
- 147 ii. Special Committees shall be comprised of a Chair appointed by the
- 148 President and approved by the Executive Committee
- 149 iii. The Chair and/or President will identify and contact Members to
- 150 serve on the Special Committee
- 151 iv. The Chair shall report directly to the President or the President's
- 152 designee

153 G. Amendments to the Bylaws:

- 154 1. All proposed amendments to the ~~Constitution and~~ By-laws shall be submitted in
- 155 writing to the Executive Committee at least six weeks prior to the MoATA Annual
- 156 Meeting. The President shall distribute copies of the proposal to all voting members at
- 157 least three weeks prior to the Annual Meeting.
- 158 2. A proposed amendment to the ~~Constitution~~ By-laws shall be presented at the Annual
- 159 Meeting. A ~~two-thirds~~ majority vote of the current voting membership ~~all present and~~
- 160 ~~voting members~~ shall be necessary for the adoption of the amendment. ~~Voting will take~~
- 161 ~~place via written electronic ballot.~~
- 162 3. The MoATA ~~Constitution and~~ By-laws shall not be in conflict with those of the NATA or
- 163 MAATA (District 5V). ~~Should those Constitutions be amended such that the MoATA~~
- 164 ~~Constitution is in~~ In cases which may create direct conflict, the NATA and MAATA

165 District 5 ~~Constitution~~ By-laws shall prevail. ~~It~~ and the MoATA ~~Constitution~~ By-laws
166 shall then be amended to resolve the conflict.

167 4. When an emergency issue arises, the ~~Constitution and~~ By-laws may be amended and
168 acted upon by a majority vote of the Executive Committee. ~~Any such amendment shall~~
169 ~~be presented to the membership for ratification at the next business meeting. In case(s)~~
170 ~~of perceived emergency, the President may call an emergency meeting of the~~
171 ~~membership to consider amending the By-laws.~~

172 5. Every five (5) years, the President ~~will~~ may appoint a task force to fully review the By-
173 laws and make recommendations to the Executive Committee. ~~Upon approval from the~~
174 ~~Executive Committee, the proposed changes will be presented to the membership at the~~
175 ~~MAATA annual meeting (MoATA business meeting) for discussion and debate. Any~~
176 ~~proposed changes from the membership will be sent back to the task force for~~
177 ~~consideration. The changes will then be presented to the MoATA membership in writing~~
178 ~~at least three weeks prior to the annual MoATA business meeting. Voting will take place~~
179 ~~via written ballot at the MoATA annual meeting.~~

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181

182

ARTICLE VII PRESIDENT

183 A. Selection: Elevated to this position from President-Elect ~~at the MoATA annual meeting.~~

184 B. Vacancy: If the President's position becomes vacant, the President-Elect will assume the
185 position.

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

187 D. 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
190 advisable.

191 3. Preside over all meetings of the MoATA, including the Executive Committee.

192 4. ~~May choose to appoint a parliamentarian who is not a member of the executive~~
193 ~~committee at all association meetings of the membership.~~

194 5. Implement the mandates and policies of the MoATA as determined by the
195 Executive Committee.

196 6. Keep the Executive Committee informed about the MoATA affairs between
197 regularly scheduled Executive Committee meetings.

- 218 7. Appoint, with agreement of the Executive Committee, all representatives of the
219 MoATA to allied organizations subject to the approval of the Executive
220 Committee.
221 8. Transact all business for and on behalf of the MoATA, subject to the provisions of
222 the Bylaws.
223 9. Represent the MoATA to MAATA District 5 and serve on the MAATA District 5
224 Board of Directors.
225

226 ARTICLE VIII PRESIDENT-ELECT

- 227 A. Selection: Elected by ~~plurality~~ majority vote of the eligible voting membership.
228 B. Vacancy: The Executive Committee may appoint an interim member to serve on the
229 Executive Committee if the President-Elect position becomes vacant. Candidates for President-
230 Elect will be nominated during the next Annual MoATA Meeting.
231 C. Term of Office: Two and one-half years as President-Elect and three years as President.
232 D. Functions and Responsibilities:
233 1. Serve as President Pro-Tempore in the absence of the President.
234 2. If the President office becomes vacant, the President-Elect will assume the office
235 of the President for the remainder of that term.
236 3. Serve as parliamentarian for the MoATA meetings ~~should one not be unless one~~
237 ~~is appointed by the President.~~
238 4. Assist the Election Officer per the Policy & Procedure Manual.
239 5. Serve other duties as assigned by the President
240

241 ARTICLE IX SECRETARY

- 242 A. Selection: Elected by ~~plurality~~ majority vote of the eligible voting membership.
243 B. Vacancy: The Executive Committee may appoint an interim Secretary if the position becomes
244 vacant. Candidates for Secretary will be nominated no earlier than the next MoATA Annual
245 Meeting.
246 C. Term of Office: Three years, may not serve more than two consecutive terms.
247 D. Functions and Responsibilities:
248 1. Serve as custodian of all records, books, papers, and documents belonging to
249 the MoATA.
250 2. Collect, organize, and provide the President with committee reports and
251 announcements prior to each Executive Committee and business meeting.

- 232 3. Record minutes of all Executive Committee meetings and distribute necessary
233 information to the MoATA membership.
- 234 4. Record minutes of all the MoATA meetings and make them available to the
235 MoATA membership upon request.
- 236 5. Conduct the official correspondence of the MoATA including such matters as
237 notifying members of MoATA business
- 238 6. Maintain a record of committee chairpersons, committee members, and
239 members of the Executive Committee including a record of these persons' dates
240 of service and alert the President of approaching term limits.
- 241 7. Maintain a current list of the MoATA members as provided by the MAATA District
242 5 Secretary.
- 243 8. Bring to each meeting, a copy of the Bylaws and a list of all standing committees
244 and task forces.
- 245
- 246
- 247

248 **ARTICLE X TREASURER**

- 249 A. Selection: Elected by ~~plurality~~ majority vote of the eligible voting membership. The Executive
250 Committee may appoint an interim Treasurer if the position becomes vacant. Candidates for
251 Treasurer will be nominated during the next Annual MoATA Meeting.
- 252 B. Vacancy: The Executive Committee shall appoint an interim Treasurer if the position
253 becomes vacant. Candidates for Treasurer will be nominated no earlier than the next MoATA
254 Annual Meeting.
- 255 C. Term of Office: Three years, may not serve more than two consecutive terms.
- 256 D. Functions and Responsibilities:
- 257 1. Maintain a detailed summary report of financial records.
- 258 2. Submit a financial report to the President prior to the MoATA Business Meeting
259 and upon request.
- 260 3. Submit a financial report to the MoATA members prior to the MoATA Business
261 Meeting
- 262 4. Maintain a permanent and accurate record of all receipts and disbursements of
263 the MoATA.
- 264 5. Transact ~~all~~ financial business for and on behalf of the MoATA as approved by
265 the Executive Committee.

266 6. Serve as custodian of all financial records belonging to the MoATA.

267 7. Maintain good financial standing of the MoATA.

268

269

ARTICLE XI PUBLIC RELATIONS CHAIR

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

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

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

278 D. Functions and Responsibilities:

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

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

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

287

288

ARTICLE XII IMMEDIATE PAST-PRESIDENT

289 A. Selection: Assumes this position following their term as President.

290 B. Vacancy: If a Past-President is unable to serve, the current President may appoint a former
291 Past-President with approval by the Executive Committee.

292 C. Term of Office: Three Years

293 D. Functions and Responsibilities:

294 1. The Immediate Past-President is ~~not a regular~~ a non-voting member of the
295 Executive Committee, but may serve as a tie-breaker in Executive Committee
296 voting and elections.

297 2. Serve as an ex-officio member of the Governmental Affairs Committee

298 3. Serve as Election Officer per the Policy & Procedure Manual

299 4. Review list of the MoATA members in good standing and identify those eligible
300 for district and national awards.

301

302

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ARTICLE XIII PAYMENT

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

306

307

ARTICLE XIV DISSOLUTION OF THE ASSOCIATION

308 A. Upon permanent dissolution, all assets will be donated to the ~~MAATA, an organization of the~~
309 National Athletic Trainers' Association (NATA) Research and Education Foundation

310

311 Revised ~~June 4, 2016~~ **May 30, 2020**. Supersedes all previous forms.

312