

# **The Constitution of the Mid-Atlantic Athletic Trainers' Association**

**Article 1.** The name of this organization shall be the Mid-Atlantic Athletic Trainers' Association (MAATA), District III of the National Athletic Trainers' Association (NATA).

**Article 2.** Objectives

Section 2.1 The objectives of this association shall be:

2.1.1 Advance, encourage, and improve the athletic training profession in all of its phases, and to promote a better working relationship among those persons interested in athletic training;

2.1.2 To further develop the ability of each of its members;

2.1.3 To better serve the common interest of its members by providing a means for a free exchange of ideas within the profession; and

2.1.4 To enable the members to become acquainted personally through casual good fellowship.

**Article 3.** Membership

Section 3.1 Classes of membership shall be consistent with the NATA.

Section 3.2 Assignment

3.2.1 Members will be assigned to the MAATA by NATA policy.

3.2.2 Members are assigned to MAATA by geographical addresses within the states of Maryland, North Carolina, South Carolina, Virginia, West Virginia and the District of Columbia.

Section 3.3 Membership cancellation shall be consistent with NATA policy.

Section 3.4 Membership appeals shall be consistent with NATA policy.

**Article 4.** Dues

Section 4.1 The dues for all classes of district membership shall be prescribed in The By-Laws.

**Article 5.** Voting

Section 5.1 Certified members and Athletic Trainer-Retired members shall be entitled to vote upon all questions submitted to the MAATA for decisions.

Section 5.2 Officer elections require a majority vote.

Section 5.3 If the majority vote is not attained, a second election shall be held between the top two candidates as determined by the number of votes received.

**Article 6.** Organization

Section 6.1 The Governing body of the MAATA shall be the certified members and Athletic Trainer-Retired members of the MAATA. It shall be their responsibility to conduct appropriate business and to hold elections.

Section 6.2 The Executive Council shall include the voting positions of District Director, District Secretary, and the District Treasurer. The Past Director shall be a non-voting member and vote only in the event of a tie.

6.2.1 The District Director serves as chair and official spokesperson for the Executive and District Council (as described in Constitution 6.5) and shall preside over all District Meetings.

6.2.2 If the District Director is unable to attend a function, the District Secretary shall preside. If the District Secretary is also unavailable, the District Treasurer shall preside.

Section 6.3 Election Committee

6.3.1 The Past District Director shall appoint two certified or Athletic Trainer-Retired members of the MAATA with past leadership experience to constitute the Election Committee.

6.3.2 The proposed Election Committee members shall be approved by the District Council, and the Past District Director shall not have a vote.

6.3.3 The Election Committee coordinates all elections including reviewing all candidates' qualifications, validating nominations, ballot preparation, audit of votes, and impeachment proceedings.

Section 6.4 Individual elected officers are subject to impeachment by two-thirds (2/3) majority of the returned votes of the eligible members. Impeachment ballots will be delivered to all eligible voters. The ballots must be returned, prior to the established deadline, to a neutral party for tabulation of the impeachment results. The Election Committee will then communicate results to the Past District Director.

Section 6.5 The District Council shall be comprised of the members of the Executive Council and the president of each of the states in the MAATA including the District of Columbia.

6.5.1 A representative of the District Council shall be appointed as a liaison to each District committee.

6.5.2 All District Council members shall be MAATA members.

**Article 7.** Duties of Executive Council

Section 7.1 Transact business pertaining to the MAATA as deemed necessary.

Section 7.2 Approve all amendments to the Constitution of the MAATA prior to the vote on the amendment by the membership.

**Article 8.** Elections

Section 8.1 In order to run for and hold an elected office of the MAATA, the candidate must be a member of the MAATA, a Board of Certification (BOC) Certified Athletic Trainer in good standing, and if applicable, must be regulated as an Athletic Trainer.

**Article 9.** District Officers

Section 9.1 Any MAATA member shall be entitled to run for any elected office provided he/she meets qualifications set forth in the MAATA Constitution.

Section 9.2 Qualified candidates desiring to be a candidate for a MAATA elected office shall make a written application to the Election Committee Chair by January 15<sup>th</sup> of the election year. A biographical sketch shall be included.

Section 9.3 Elections shall be completed by May 1.

Section 9.4 Qualifications for Office.

9.4.1 Years of service shall be determined from the actual date the candidate took office.

9.4.2 Candidates for District Director shall have a minimum of three years of service in the five year period immediately preceding the election. Sources of service shall include:

9.4.2.1 Executive Council of the MAATA; or

9.4.2.2 National committee of the NATA; or

9.4.2.3 State President of a state in the MAATA including the District of Columbia; or

9.4.2.4 Served the MAATA in an elected office or appointed position by the District Director.

9.4.3 Candidates for District Secretary or District Treasurer shall have a minimum of two years of service in the five years immediately preceding the election for the office sought. Sources of service shall be:

9.4.3.1 Executive Council of the MAATA; or

9.4.3.2 National Committee of the NATA; or

9.4.3.3 State officer of a state in the MAATA including the District of Columbia; or

9.4.3.4 Position appointed by the District Director; or

9.4.3.5 District Committee Member.

**Article 10.** The District Director shall appoint all District Chairs, and District Committee and National Committee members with the approval of the Executive Council. The District Director shall serve as an ex-officio member of all committees, except the Election Committee if he/she is running for office.

**Article 11.** Meetings

Section 11.1 The Symposium and Annual Business Meeting shall be held each year at a time and place voted by the certified and Athletic Trainer-Retired membership of the MAATA.

Section 11.2 A quorum shall consist of fifty percent (50%) of the pre-registered certified and Athletic Trainer-Retired membership of the MAATA. A quorum must be present in order to conduct District business.

**Article 12.** Amendments to the Constitution

Section 12.1 All proposed amendments shall be submitted in writing to the District Secretary of the MAATA at least six (6) weeks prior to the annual meeting.

Section 12.2 Any change to the Constitution must be approved by the Executive Council prior to presenting this information to the MAATA.

Section 12.3 The District Secretary shall inform all voting members of the proposal at least three (3) weeks prior to the Annual Business Meeting.

Section 12.4 The proposed amendment shall be presented and a two-thirds (2/3) majority vote of the quorum shall be necessary for the adoption of said amendment.

**Article 13.** Amendments to the By-Laws

Section 13.1 The MAATA By-Laws may only be amended at the Annual Business Meeting.

Section 13.2 The proposed By-Law shall be read and a majority vote of the quorum shall be necessary for the adoption of the said amendment.

# **The By-Laws of the Mid-Atlantic Athletic Trainers' Association**

**Article 1.** The name of this organization shall be the Mid-Atlantic Athletic Trainers' Association (MAATA), District III of the National Athletic Trainers' Association (NATA).

**Article 2.** Election of Officers

**Section 2.1** Voting for all elected officers shall be conducted by ballot. All qualified MAATA voters, as specified in the Constitution, will receive ballots with an established return deadline.

**Section 2.2** The appointed Election Committee shall oversee the election of all district officers. The Election Committee's duties shall be:

**2.2.1** Validating candidates' qualifications;

**2.2.2** Inform the Executive Council of the candidates for office;

**2.2.3** Prepare ballots; and

**2.2.4** Report the results to the District Director

**Section 2.3** Elections for the office of District Treasurer shall begin in Fall 2009.

**Section 2.4** Elections for the office of District Secretary shall begin in Fall 2008.

**Section 2.5** Elections for the office of District Director shall begin in Fall 2010.

**Section 2.6** Elected officers shall take over office at the next Annual Business Meeting in May following their election.

**Section 2.7** Terms of Office

**2.7.1** The District Director, District Secretary, and District Treasurer shall have an elected term of office of two (2) years, but may serve a second two (2) year term.

**2.7.2** Officers may not be elected for more than two consecutive terms.

**2.7.3** Should the District Director be unable to serve out the term of office, the Executive Council shall appoint a District Director to serve for the remainder of the term.

**2.7.4** Should the District Secretary or District Treasurer be unable to serve out the term of office, an election shall be held and office assumed at the next Symposium and Annual Business Meeting for the remainder of that term.

**2.7.5** Any appointed officer who assumes a partial term upon the resignation or removal of the previous officer, or upon vacancy occurring in the office for any reason, may serve two (2) full terms in addition to the partial term.

**Section 2.8** Duties of Office

**2.8.1** The District Director shall have the following duties:

**2.8.1.1** Represent the MAATA at all required NATA Board of Director meetings and functions; and

**2.8.1.2** Keep the Executive Council informed of any and all NATA business that may affect the MAATA or its membership.

- 2.8.2 The District Secretary shall have the following duties:
- 2.8.2.1 Record the minutes of all meetings of the MAATA and keep records of attendance of members;
  - 2.8.2.2 Conduct correspondence of the MAATA with other organizations and individuals;
  - 2.8.2.3 Receive reports from all MAATA committees;
  - 2.8.2.4 Attend all national Secretary/Treasurer meetings;
  - 2.8.2.5 Send out notices of all MAATA meetings;
  - 2.8.2.6 Keep the District Director informed as to the status of members;
  - 2.8.2.7 Provide the District Director with any amendments to the Constitution and By-Laws to be discussed by the membership at the Annual Business Meeting;
  - 2.8.2.8 Prepare the MAATA Newsletter and coordinate its publication;
  - 2.8.2.9 Obtain appropriate mailing lists and contact information regulated by the NATA;
  - 2.8.2.1.0 Serve as custodian of committee records;
  - 2.8.2.1.1 Maintain all records for MAATA; and
  - 2.8.2.1.2 Provide information to the *NATA News* for publication.
- 2.8.3 The Treasurer shall have the following duties:
- 2.8.3.1 Receive and deposit all MAATA monies in the name of the Association;
  - 2.8.3.2 Issue receipts and pay all accounts as authorized by the Executive Council of the MAATA;
    - 2.8.3.2.1 Any payment for an amount in excess of \$500 shall be co-signed by the District Director.
  - 2.8.3.3 Furnish a detailed statement of the financial affairs of the MAATA at the Annual Business Meeting; this information shall also be made available to the officers of the MAATA at any time requested;
  - 2.8.3.4 Act as the custodian of all financial records, books and papers belonging to the MAATA;
  - 2.8.3.5 Attend all national Secretary/Treasurer meetings;
  - 2.8.3.6 Provide membership status statements to states in the MAATA including the District of Columbia;
  - 2.8.3.7 Distribute scholarship money awards as directed by the Scholarship Committee;
  - 2.8.3.8 Work with Site Selection Committee to identify sites for future meetings;
  - 2.8.3.9 Serve as Meeting Planner for the Symposium and Annual Business Meeting and chairs the Annual Symposium Committee. Duties include:
    - 2.8.3.9.1 Coordinate registration of all members; and
    - 2.8.3.9.2 Solicit vendors for exhibiting at Symposium and Annual Business Meeting.
  - 2.8.3.1.0 The District Treasurer must be bonded.

**Article 3.** MAATA dues shall be collected by the NATA and forwarded to the District Treasurer. Dues shall be set by the members at a regular business meeting.

**Article 4.** The District Council duties shall include:

Section 4.1 Disseminate information from the District Director to the membership within the MAATA;

Section 4.2 Provide input to the District Director on issues affecting the NATA and the membership of the MAATA; and

Section 4.3 Inform the District Director of the state issues and concerns that may have an effect on the NATA and the membership of the MAATA.

**Article 5.** Committees

Section 5.1 Committee appointments are set forth by the constitution.

Section 5.2 Committee Terms

5.2.1 All committee terms shall be for three years.

5.2.2 Members cannot serve more than two consecutive terms.

5.2.3 All district representatives of national committees shall chair and may appoint representatives from each state and the District of Columbia for the MAATA committee.

5.2.3.1 State representatives must be approved by the Executive Council.

5.2.3.2 District representative of national committees shall inform the District Secretary of the state representatives.

5.2.3.3 Duties of state representatives shall include:

5.2.3.3.1 Represent their states or the District of Columbia relative to committee issues; and

5.2.3.3.2 Disseminate information from the national committee to the state members.

5.2.4 The Scholarship Award Committee shall be comprised of a chairperson and a certified member from each MAATA geographical area. The Duties of the

Scholarship Award Committee shall include:

5.2.4.1 Devise criteria for selection of student members to be awarded scholarship award(s) from the MAATA;

5.2.4.2 Screen all applicants for such scholarship awards and select the best qualified candidate;

5.2.4.3 Devise and maintain a scholarship award application; and

5.2.4.4 Provide the District Secretary with records of scholarship award recipients.

5.2.4.5 The chairperson will be responsible for all Scholarship related communication including:

5.2.4.5.1 Dissemination and collection of nominating materials;

5.2.4.5.2 Communications with committee members; and

- 5.2.4.5.3 Notify awards to nominees and National scholarship committee.
- 5.2.4.6 A committee member may not cast a vote in a category in which his/her institution has a nominee.
- 5.2.5 The Honors and Award Committee shall be composed of a chairperson and one certified member from each state within the MAATA and the District of Columbia. The duties of the Honors and Awards Committee shall be:
- 5.2.5.1 Devise criteria for selection of fellow members and guests for award presentation;
- 5.2.5.2 Develop a budget for the committee honors;
- 5.2.5.3 Maintain records of the awards presented; and
- 5.2.5.4 Present awards to those deserving of such honors in the field of athletic training.
- 5.2.6 Annual Symposium Committee shall be comprised of the District Director, District Secretary, District Treasurer, Educational Program Chair, Exhibits Coordinator, Registration Coordinator, Social Chairman, and a Local Liaison Representative. All shall be certified members of the MAATA. The District Treasurer – Meeting Planner serves as chair of the Annual Symposium Committee. The duties of the Annual Symposium Committee shall include:
- 5.2.6.1 Present an annual clinical meeting to the membership that will be educational and that will provide for continuing education units;
- 5.2.6.2 Provide an opportunity for the members to discuss the business of the MAATA and be informed of the latest developments within their association;
- 5.2.6.3 Provide an opportunity for the members to have fellowship with one another;
- 5.2.6.4 Administer the educational program of the meeting;
- 5.2.6.5 Govern the collection of fees and the payment of expenses at the Symposium and Annual Business Meeting of the MAATA;
- 5.2.6.6 Organize the social program of the annual meeting;
- 5.2.6.7 Provide the proper clinical meeting, exhibits and social spaces needed for an annual meeting;
- 5.2.6.8 Provide the necessary equipment needed to hold an annual meeting; and
- 5.2.6.9 Prepare a budget for cost estimates and revenues prior to the annual meeting to the Director and provide a detailed financial report of the revenues and expenditures of the Symposium and Annual Business Meeting.
- 5.2.7 The Educational Program Committee shall be composed of a chairperson, a certified member from each state within the MAATA and the District of Columbia, and the chairperson of the student program. The responsibilities shall include development of the clinical and student program for the Symposium and Annual Business Meeting.

**Article 6.** Meetings

Section 6.1 The Annual Business Meeting of the MAATA is to be held during the MAATA Annual Symposium.

Section 6.2 The District Parliamentarian shall be a certified or Athletic Trainer-Retired member from the MAATA responsible for overseeing proper parliamentary procedures are followed at each business meeting of the membership of the MAATA. The Parliamentarian shall be appointed by the District Director. If this individual cannot be in attendance at any business meeting, it is his/her responsibility, with the approval of the District Director, to designate someone who can serve in this capacity in his/her absence.

**Article 7.** Suggested Order of Business

Section 7.1 The usual Order of Business procedure is as follows:

7.1.1 Establish a Quorum

7.1.2 Reading or the disposal of any unapproved Minutes

7.1.3 Reports of Officers

7.1.4 Committee Reports

7.1.5 Unfinished Business

7.1.6 New Business

7.1.7 Adjournment

**Article 8.** All parliamentary procedures and matters not included in this Constitution and By-Laws shall be governed by the Roberts Rules of Orders.

**Article 9.** Organization. If and when the MAATA should dissolve for any reason, the balance of funds on and, after all debts have been paid for the fiscal year May 1 to April 30, shall be rendered to the Research and Education Foundation of the NATA, Dallas, Texas.

**Article 10.** These Bylaws shall not conflict with the Bylaws of the NATA. In the event of a conflict, the NATA Bylaws will take precedence and the District Bylaws will be amended accordingly.

*Revised and approved by the membership on May 16, 2008 at the 2008 MAATA Symposium and Business Meeting.*