

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. ORGANIZATIONAL OBJECTIVES

Section 2.1 The objectives of this association shall be:

2.1.1 To 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 Classification

3.1.1 Classes of membership shall be consistent with the NATA By-Laws.

Section 3.2 Application and Approval

3.2.1 Members will be assigned to the MAATA according to the NATA By-Laws.

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 Cancellation of Membership

3.3.1 Membership cancellation shall be consistent with the NATA By-Laws.

3.3.2 Membership appeals shall be consistent with NATA policy.

Article 4. MEMBERSHIP DUES

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

Article 5. VOTING POWERS

Section 5.1 All Certified members and Athletic Trainer-Retired members shall be entitled to one (1) vote upon questions submitted to the Association for decisions.

Section 5.2 Officer elections require a majority (50% plus one) 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 Executive Council. It shall be their responsibility to conduct appropriate business and to hold elections.

Section 6.2 THE EXECUTIVE COUNCIL

6.2.1 The Executive Council shall consist of the District Director, District Secretary, District Treasurer, and the Past Director. The Past Director shall cast a vote only in the case of a tie.

6.2.2 The District Director serves as chair and official spokesperson for the Executive

and District Councils and shall preside over all District Meetings.

6.2.3 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.

6.2.4 No District III elected official may concurrently hold another elected office within the District Council. If such a situation arises, the individual must relinquish the current position before starting another position.

6.2.46.2.5 The Chair of the Athletic Training Student Committee shall participate as a non-voting member of the District Council.

Section 6.3 ELECTION COMMITTEE

6.3.1 The Past Director shall appoint two (2) 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 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 IMPEACHMENT OF OFFICERS

6.4.1 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 members either electronically or by mail. The ballots must be returned, prior to the established deadline, to a neutral party for tabulation of the impeachment results.

6.4.2 The Election Committee will then communicate results to the Past Director.

Section 6.5 THE DISTRICT COUNCIL

6.5.1 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.

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

6.5.3 All District Council members shall be MAATA members.

Article 7. DUTIES OF THE 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. ELECTION OF OFFICERS

Section 8.1 Any MAATA member shall be entitled to run for any elected office provided he/she meets qualifications set forth in the MAATA Constitution.

8.1.1 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 according to applicable state law.

8.1.2 Individuals desiring to be a candidate for a MAATA elected office shall make a written application to the Election Committee Chair by July 1st in the year preceding the vacancy. A biographical sketch shall be included.

8.1.3 Elections shall be completed by November 1st in the year preceding the vacancy.

8.1.4 A candidate may run unopposed for District III offices. Said candidate shall be considered elected unanimously if no other candidate(s) are nominated by the close of nominations.

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This deters a member of the District Council (ex: state president) from also holding a position on the Executive Council. For example, a state president could not also be the District Secretary.

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This has happened in the past. This adds our practice to the document. If a candidate is eligible for office, and no other eligible person applies to run for that office, the District will not spend time and funds to run an election with only 1 candidate.

8.1.5 No candidate may run for more than one (1) office in the same election.

8.1.6 If no candidate is identified to run for an elected office, the Executive Council will appoint someone to fill one (1) term of the office until such time that an election occurs through the election process.

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Running for 2 offices at the same time requires the District to run extra elections if a candidate wins both elections.

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This protects the District from having no one to fulfill the duties of an officer for the time it takes to conduct an election. One term allows an appointed officer time to learn the job and function in the position. An election will be held at the very next designated time for officer elections. The appointed officer may run for the position during this election.

Article 9. QUALIFICATIONS FOR OFFICE

Section 9.1 Years of service shall be determined from the actual date the candidate took office.
DISTRICT DIRECTOR

9.1.1 Candidates for District Director shall have a minimum of three (3) years of service in the seven (7) year period immediately preceding the election. Sources of service shall include:

9.1.1.1 Executive Council of the MAATA; or

9.1.1.2 National committee of the NATA, or its Strategic Alliance; or

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

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

DISTRICT SECRETARY AND TREASURER

9.1.2 Candidates for District Secretary or District Treasurer shall have a minimum of two (2) years of service in the seven (7) years immediately preceding the election for the office sought. Sources of service shall be:

9.1.2.1 Executive Council of the MAATA; or national committee of the NATA, or its Strategic Alliance; or

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

9.1.2.3 Position appointed by the District Director; or

9.1.2.4 District Committee Member.

Article 10. COMMITTEES

Section 10.1 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. THE ANNUAL BUSINESS MEETING

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

Section 11.2 During the Annual Business Meeting the leadership may bring action items to the membership requiring a vote. A simple majority of votes cast by certified and Athletic Trainer Retired members in attendance is required for passage of these actions items unless otherwise set forth in this Constitution. In the case of a tie the District Director shall cast the deciding vote.

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 Business Meeting.

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

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 amendments shall be presented and a two-thirds (2/3) majority vote shall be necessary for the adoption of said amendments.

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 addition or change of the By-Law shall be read and a two-thirds (2/3) majority vote shall be necessary for the adoption of the said amendments.

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 All qualified MAATA voters will receive ballots, either electronically or by mail. Ballots will be returned either electronically or by mail within an established deadline.

Section 2.2 Elections shall be completed by November 1st in the year preceding the vacancy.

Section 2.3 The appointed Election Committee shall oversee the election of all district officers. The Election Committee's duties shall be:

2.3.1 Reviews candidates' qualifications and validates nominations;

2.3.2 Informs the Executive Council of the candidates for office;

2.3.3 Prepares, distributes, and collects ballots, electronically or by mail; and

2.3.4 Reports the results to the District Director.

Section 2.4 Elected officers shall take office at the next NATA Annual Meeting following their election.

Section 2.5 Terms of Office

2.5.1 The District Director and District Secretary shall have an elected term of office consistent with the NATA Board of Directors and District Secretary-Treasurers' Committee term limits. These officers may not be elected for more than two (2) consecutive terms.

2.5.2 The District Treasurer shall have ~~one (1)~~ one (1) elected term of office of two (2) years, but may ~~serve a second two (2)-~~ be re-elected for up to two (2) additional two-year terms (not more than a total of 6 years elected years).

2.5.3 Newly elected District Directors, District Secretaries, and District Treasurers shall serve in an "elect" capacity from the time of election to the time the office is formally conferred.

2.5.4 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.

2.5.5 Should the District Secretary or District Treasurer be unable to serve out the term of office, the remaining members of the Executive Council will appoint an interim officer to serve out the term of office, an election shall be held and office assumed at the next MAATA Symposium and Annual Business Meeting for the remainder of that term.

2.5.6 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 2.6 Duties of Office

2.6.1 DISTRICT DIRECTOR DUTIES

2.6.1.1 Serve as chair and spokesperson for the Executive and District Councils; and preside over all District Meetings;

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

2.6.1.3 Keep the Executive Council informed of any and all NATA business that may affect the MAATA or its Membership;

2.6.1.4 The District Director-Elect shall attend all required NATA Board of

Commented [P5]: This is a proposed change to the current By-Laws which limited the Treasurer's position to 2-2 year terms (4 years total).

Given the skill set and time-consuming duties of the Treasurer, this allows the new Treasurer time to learn the job and become proficient before having to be replaced.

This would allow the current Treasurer to run for a 3rd term. Upon approval by vote of the membership, changes to the By-Laws are immediately initiated.

All new Treasurers would be up for re-election every 2 years and serve a total of 6 years if he/she continued to win elections.

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This is consistent with 2.5.4 and also allows the Executive Council quick recourse to replace an officer to fulfill the duties of the office until a regular fall election can be held (rather than vote at the Annual Meeting as was the practice before electronic voting).

The DD position is separated from the DS and DT offices because the positions have different terms (3-2 and 2-2)

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Director meetings and functions; including, but not limited to conference calls.

2.6.2 DISTRICT SECRETARY DUTIES

- 2.6.2.1 Record the minutes of all meetings of the MAATA and keep records of attendance of members;
- 2.6.2.2 Conduct correspondence of the MAATA with other organizations and individuals;
- 2.6.2.3 Receive reports from all MAATA committees;
- 2.6.2.4 Attend all NATA District Secretary/Treasurer meetings;
- 2.6.2.5 Send out notices of all MAATA meetings;
- 2.6.2.6 Keep the District Director informed as to the status of members; Provide the District Director with any amendments to the Constitution and
- 2.6.2.7 By-Laws to be discussed by the membership at the Annual Business Meeting;
- 2.6.2.8 Prepare the MAATA Newsletter and coordinate its publication;
- 2.6.2.9 Obtain appropriate mailing lists and contact information regulated by the NATA;
- 2.6.2.10 Provide membership status statements to states in the MAATA, including the District of Columbia;
- 2.6.2.11 Serve as custodian of committee records;
- 2.6.2.12 Maintain all records for MAATA;
- 2.6.2.13 Solicit and provide information to the *NATA News* for publication; and
- 2.6.2.14 Maintain and update the MAATA website.
- 2.6.2.15 The District Secretary-Elect shall attend all required NATA Secretary/Treasurer meetings and functions; including, but not limited to conference calls.

2.6.3 DISTRICT TREASURER DUTIES

- 2.6.3.1 Receive and deposit all MAATA monies in the name of the Association;
- 2.6.3.2 Issue receipts and pay all accounts as authorized by the Executive Council of the MAATA;
- 2.6.3.3 Ensure any payment for an amount in excess of \$10,000 is sent to the Executive Council for approval;
- 2.6.3.4 Furnish a detailed statement of the financial affairs of the MAATA at the Annual Business Meeting;
- 2.6.3.5 Make a detailed statement of the financial affairs of the MAATA available to the Executive Council upon request;
- 2.6.3.6 Act as the custodian of all financial records, books and papers, and the Group Exemption Policies of the District, belonging to the MAATA;
- 2.6.3.7 Attend all NATA District Secretary/Treasurer meetings;
- 2.6.3.8 Communicate with the NATA regarding the collection of membership dues from the NATA;
- 2.6.3.9 Distribute grant money awards as directed by the Grants and Research Committee;
- 2.6.3.10 Distribute scholarship money awards as directed by the Scholarship Committee;
- 2.6.3.11 Work with the Site Selection Committee to identify sites for future meetings; and Chair the Annual Symposium Committee and oversee the District Meeting Planner.
- 2.6.3.12 The District Treasurer-Elect shall attend all required NATA Secretary/Treasurer meetings and functions; including, but not limited to

conference calls.

2.6.3.13 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 the Annual Business Meeting.

Article 4. DISTRICT COUNCIL DUTIES

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 Appointment of both MAATA representatives to national committees and District Committee Chairs shall be managed according to Executive Council Duties and applicable NATA rules set forth in the NATA Policies and Procedures Manual. With the exception of the National Athletic Trainer Student Committee, all committee chairs shall be certified members of the NATA and MAATA regulated according to legal statute in their respective states.

Section 5.3 Committee chairs shall appoint representatives from each state and the District of Columbia for their respective MAATA committee.

Section 5.4 The District representative to a national committee shall inform the Executive Council of the state representatives via the District Secretary.

Section 5.5 Additional committee chair duties specific to MAATA representatives to NATA Committees can be found in the NATA Policies and Procedures Manual.

Section 5.6 MAATA Committee Terms

5.6.1 All MAATA committee terms shall be for three years.

5.6.2 Members cannot serve more than two consecutive terms.

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

5.6.4 State representatives must be approved by the Executive Council.

Section 5.7 Duties of State Representatives

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

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

Section 5.8 SCHOLARSHIP COMMITTEE

5.8.1 The Scholarship Award Committee shall be comprised of a chairperson and one (1) certified member from each state within the MAATA, including the District of Columbia.

5.8.2 The Duties of the Scholarship Award Committee shall include:

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

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

5.8.2.3 Devise and maintain a scholarship award application; and

5.8.2.4 Provide the Executive Council with records of scholarship award recipients.

5.8.3 The chairperson will be responsible for all scholarship related communication including:

- 5.8.3.1 Dissemination and collection of nominating materials;
 - 5.8.3.2 Communications with committee members; and
 - 5.8.3.3 Notification of awards to nominees and National Scholarship Committee.
- 5.8.4 A committee member may not cast a vote in a category in which his/her institution has a nominee.

Section 5.9 HONORS AND AWARDS COMMITTEE

- 5.9.1 The Honors and Award Committee shall be composed of a chairperson and one (1) certified member from each state within the MAATA, including the District of Columbia.
- 5.9.2 The duties of the Honors and Awards Committee shall be:
- 5.9.2.1 Devise criteria for selection of fellow members and guests for award presentation;
 - 5.9.2.2 Develop a budget for the committee honors;
 - 5.9.2.3 Maintain records of the awards presented; and
 - 5.9.2.4 Present awards in the following categories: Hall of Fame, Most Distinguished Athletic Trainer, Service Award, and District Director's Award;
 - 5.9.2.5 Notify recipients and remaining nominees of award results;
 - 5.9.2.6 Provide the MAATA Executive Council with award results.

Section 5.10 ANNUAL SYMPOSIUM COMMITTEE

- 5.10.1 The Annual Symposium Committee shall be comprised of the District Director, District Secretary, District Treasurer, Educational Program Chair, Meeting Planner, Exhibits Coordinator, Registration Coordinator, Social Chairman, and a Local Liaison Representative. All shall be certified members of the MAATA. The District Treasurer serves as chair of the Annual Symposium Committee. The Annual Symposium Committee shall include the Site Selection Committee and the Educational Program Committee.
- 5.10.2 The Site Selection Committee
- 5.10.2.1 The Chairperson and Meeting Planner will coordinate with a professional planner to receive Requests for Proposals (RFPs) from properties within each state of the District.
 - 5.10.2.1.1 State representatives will investigate the RFPs in their state and report positive and negative aspects of the properties in their state to the Chairperson.
 - 5.10.2.1.2 The Chairperson, Meeting Planner, and Educational Program Chair will choose 1-3 potential properties to present to the Executive Council for approval and eventually to the membership for final determination by general election.
 - 5.10.2.1.3 The selected property will be announced at the following Annual Business Meeting.
 - 5.10.2.1.4 Governs the collection of fees and the payment of expenses at the Symposium and Annual Business Meeting of the MAATA;
 - 5.10.2.2.5 Organizes the social program of the annual symposium and business meeting; and
 - 5.10.2.2.6 Provides the proper clinical meeting, exhibits and social spaces needed for an annual symposium and business meeting;
- 5.10.3 The Educational Program Committee
- 5.10.3.1 The Educational Program Committee shall be composed of the

Educational Program Chair, Student Educational Program Chair, and a certified member from each state within the MAATA, including the District of Columbia. The responsibilities shall include development of the clinical and student program for the Symposium and Annual Business Meeting and;
5.10.3.2 Present an annual clinical meeting to the membership that will be educational and that will provide for continuing education units;
5.10.3.3 Provide an opportunity for the members to discuss the business of the MAATA and be informed of the latest developments within their association;
5.10.3.4 Provide an opportunity for the members to have fellowship with one another;
5.10.3.5 Administer the educational program of the meeting;
5.10.3.6 Provide the necessary equipment needed to hold an annual meeting; and
5.10.3.7 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.

Section 5.11 YOUNG PROFESSIONALS' COMMITTEE

5.11.1 The Young Professionals' Committee shall be comprised of a chairperson, a Certified member from each MAATA state, including the District of Columbia, and two (2) Members-at-Large.

5.11.2 Eligible candidates for MAATA Chair, State Representative, or Member-at-Large positions must have been NATA members at least one year and are within 9 years of their initial certification/licensure, 32 years of age or younger by July 1 of the appointment year.

5.11.3 The term of service of The Young Professionals' Committee Chair will be consistent with NATA Policy. State Representatives shall serve one (1) year terms, renewable two (2) times for a three (3) year total possible duration of service. Members-at-Large shall serve one (1) year terms, renewable one (1) year for a two (2) year total possible duration of service.

5.11.4 The functions and responsibilities of the Young Professionals' Committee shall be to:

5.11.4.1 Support the initiatives of the NATA YPC;

5.11.4.2 Develop strategies to increase recruitment, retention, volunteer involvement and annual meeting attendance among young athletic training professionals;

5.11.4.3 Provide programs, activities and educational opportunities to address the needs of young professionals; and

5.11.4.4 Promote professional socialization of young professionals.

Section 5.12 GRANTS AND RESEARCH COMMITTEE

5.12.1 The Grants and Research Committee shall be composed of a chairperson and one certified member from each state within the MAATA and District of Columbia.

5.12.2 The functions of the Grants and Research Committee shall be to:

5.12.2.1 Devise criteria for research proposal development and submission;

5.12.2.2 Develop criteria for research proposal evaluation and selection;

5.12.2.3 Recommend funding for selected proposals; and

5.12.2.4 Notify proposal author(s) and the MAATA Executive Council of selection and funding.

Article 6. MEETINGS

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

Commented [AP8]: This updates the language for YP membership to match the NATA definition.

The MAATA Chair, State Representatives, and Members-at-Large of the YPC must have 1 year of AT experience, thus be within 9 years of his/her initial certification with the BOC or license with the state of Texas. This means the appointed officers will be considered YPs the entirety of the 3 year term in their position.

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 Reading or the disposal of any unapproved Minutes

7.2.2 Reports of Officers

7.2.3 Committee Reports

7.2.4 Unfinished Business

7.2.5 New Business

7.2.6 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. 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 NATA Research and Education Foundation, Dallas, Texas.

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

Revised and approved by the District III membership on May 2~~4~~0, 2016~~7~~ at the 2016~~7~~ MAATA Annual Business Meeting.

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