



## **Bylaws of the Mid-America Athletic Trainers' Association**

### **1) ARTICLE 1: Name and Geographical Area**

- a) The name of this organization shall be the Mid America Athletic Trainers' Association (MAATA)
- b) The organization may be referred to by the National Athletic Trainers' Association (NATA) District 5.
  - i) The area from which the membership of the Association shall be drawn includes the states of:
    - (1) Iowa
    - (2) Kansas
    - (3) Missouri
    - (4) Nebraska
    - (5) North Dakota
    - (6) Oklahoma
    - (7) South Dakota

### **2) ARTICLE 2: Objectives**

- a) The objectives of the MAATA shall include, but are not limited to:
  - i) To enhance the quality of health care provided by athletic trainers.
  - ii) To advance, encourage, and improve the athletic training profession.
  - iii) To promote better inter-professional relationships among medical professionals involved with the problems inherent in caring for the health and well-being of individuals.
  - iv) To enhance the professional capabilities of its members.
  - v) To serve the common interest of the membership by encouraging and providing the opportunities among members of the athletic training profession.
  - vi) To meet the specific professionally-related needs of MAATA members.

### **3) ARTICLE 3 : Membership**

- a) Classes, standards, voting rights and qualifications of Membership shall be consistent with those established by the NATA.
- b) Application
  - i) An individual applying for any class of membership in the MAATA shall apply to the NATA membership department on forms furnished for that purpose and must include complete payment of the required dues.
- c) Membership retention in the MAATA requires that a member remain in good standing with the NATA.
- d) Membership suspension in the MAATA shall be automatic with membership suspension by the NATA.



- e) Dues
  - (i) Dues for all membership classes are defined in the MAATA Policies and Procedures.
  - (ii) Dues shall be collected by the NATA and then dispersed to the district and the states via the District Treasurer.

#### **4) ARTICLE 4 : Committees**

- a) The District President, as necessary, shall coordinate, appoint chairs and be an ex-officio member of all committees as set forth in the Policies and Procedures.
- b) There shall be two types of committees:
  - i) Standing Committees
  - ii) Special Committees
- c) Standing Committees
  - i) The MAATA committees shall represent those committees established by the NATA.
  - ii) The organization and responsibilities of each committee shall be set forth in the MAATA Policies and Procedures.
  - iii) The committees shall be charged with advising the MAATA Board of Directors (BOD).
- d) Special Committees
  - i) Ad Hoc committees, Task Forces/Think Tanks, Councils, Project Teams and other MAATA Special Committees may be created and dissolved by the District President with the approval of the Board of Directors.
  - ii) Special Committees shall be composed of a chairperson appointed by the District President and approved by the MAATA BOD.
  - iii) The District President and/or Committee Chairperson shall identify and contact Members to serve on the committee.
  - iv) The Chairperson will report directly to the District President.
  - v) The District President shall charge each special committee with specific tasks and the committee shall dissolve when its tasks have been completed.

#### **5) ARTICLE 5 : Organization**

- a) Member State Associations
  - i) Each states' athletic trainers' association will be self-governing as per its own specific governing documents.
  - ii) Nothing in a state's Governing Documents shall be contrary to the NATA or MAATA Governing Documents.
  - iii) Each state shall designate a representative to the MAATA BOD who must be a certified member of the NATA.
  - iv) The Representative shall act with full authority on the state's behalf in carrying out the functions and responsibilities of the MAATA BOD.



- b) Governing Body
  - i) Self-Governing Body
    - (1) The MAATA shall be self-governing in all areas not covered by the Governing Documents of the NATA.
  - ii) The governing body of the MAATA shall be the Board of Directors.
    - (1) Only voting members of the BOD may bring motions forward for consideration and vote during BOD meetings.
    - (2) All members of the MAATA BOD may engage in business discussion, unless the Board is retired into Executive Session.
  - iii) The Board of Directors shall consist of the following:
    - (1) The Executive Committee / Voting Officers:
      - (a) District Director (DD)
      - (b) District President (DP)
      - (c) District Secretary (DS)
      - (d) District Treasurer (DT)
      - (e) District Vice-President (DVP)
    - (2) Elected Officers/Voting Members:
      - (a) Iowa Representative
      - (b) Kansas Representative
      - (c) Missouri Representative
      - (d) Nebraska Representative
      - (e) North Dakota Representative
      - (f) Oklahoma Representative
      - (g) South Dakota Representative
    - (3) Advisory/Non-Voting Members:
      - (a) Annual Meeting and Symposium Coordinator
      - (b) Communications and Engagement Committee Representative
      - (c) Early Professional Committee Representative
      - (d) Career Advancement Committee Representative
      - (e) Athletic Training Student Representative
      - (f) Past District President
- c) The Executive Committee /Voting Officers are elected by the general district membership with the exception of the District Vice-President. The duties and election process for each are specified in the MAATA Policies and Procedures.
  - i) The following are the qualifiers for any member of the Executive Committee or Voting Officer.
    - (1) Must be a current MAATA member in good standing AND;
    - (2) Must be a Certified Member of the NATA in good standing AND;
    - (3) Must be a BOC Certified Athletic Trainer in good standing.
  - ii) District Director
    - (1) The term of office for the District Director shall be consistent with the NATA Governing Documents.



- (2) The incoming District Director shall assume the new duties during the NATA Annual Meeting and Clinical Symposium.
  - (3) The incoming District Director may attend MAATA Board of Directors meetings and conference calls prior to taking office.
  - (4) Qualifications to run for the office of District Director shall:
    - (a) Be a current MAATA member in good standing AND:
    - (b) Be a Certified Member of the NATA for at least 8 years in good standing AND:
    - (c) Be a BOC Certified Athletic Trainer for at least 8 years in good standing AND:
    - (d) Have served as a voting member of the MAATA BOD OR:
    - (e) Have served as an elected member on another NATA Board of Directors.
- iii) District President.
- (1) The term of office for the District President shall be three (3) years
  - (2) A District President may not serve consecutive terms, a full term must have passed before an individual who has previously served can be elected to the office again.
  - (3) The incoming District President shall assume the new duties at the MAATA Board of Directors Meeting at the MAATA summer business meeting.
  - (4) The incoming District President may attend MAATA Board of Directors meetings and conference calls prior to taking office.
  - (5) Qualifications to run for the office of District President shall:
    - (a) Be a current MAATA member in good standing AND:
    - (b) Be a Certified Member of the NATA for at least 5 years in good standing AND:
    - (c) Be a BOC Certified Athletic Trainer for at least 5 years in good standing AND:
    - (d) Have served as an elected member on another NATA District Board of Directors OR:
    - (e) Have served as an elected officer within a state association OR:
    - (f) Have served as the chair for a standing MAATA Committee.
- iv) District Secretary
- (1) The term of office for the District Secretary shall be two (2) years and individual may serve two (2) consecutive terms.
  - (2) A full term must have passed before an individual who has previously served can be elected to the office again.
  - (3) The incoming District Secretary shall assume the new duties at the MAATA Board of Directors Meeting at the MAATA summer business meeting.



- (4) The incoming District Secretary may attend the NATA District Secretaries' and Treasurers' Committee Mid-Year meeting (in the year of taking office), the MAATA Board of Directors meetings and conference calls prior to taking office.
- v) District Treasurer
  - (1) The term of office for the District Treasurer shall be three (3) years and the individual may serve two (2) consecutive terms.
  - (2) A full term must have passed before an individual who has previously served can be elected to the office again.
  - (3) The incoming District Treasurer shall assume the new duties at the MAATA Board of Directors Meeting at the MAATA summer business meeting.
  - (4) The incoming District Treasurer may attend the NATA District Secretaries' and Treasurers' Committee Mid-Year meeting (in the year of taking office), the MAATA Board of Directors meetings and conference calls prior to taking office.
- vi) District Vice President
  - (1) The term of office for the Vice President shall be (1) one year and an individual may serve only two (2) consecutive terms
  - (2) Qualifications to run for the office of District Vice-President
    - (a) Individual must be a current state representative
    - (b) The Vice-President office is elected yearly by the MAATA BOD during the summer MAATA Board of Directors meeting.
- d) Elected State/Voting Board Members:
  - i) Each state shall appoint one state representative in accordance with each respective state's documents to the MAATA BOD.
    - (1) The term of the state representative shall be three (3) years starting on-boarding during a spring MAATA Board of Directors meeting and assuming responsibilities at the Summer MAATA Board of Director meeting.
- e) Advisory/Non-Voting Board Members:
  - i) Whenever possible, Advisory Board Members shall be appointed a year prior to taking office, in accordance with the MAATA Policies and Procedures.
  - ii) Advisory Board Members are subject to removal by a majority vote of the ballots cast by the MAATA Board of Directors.
  - iii) Advisory Board Members are:
    - (1) Annual Meeting and Symposium Representative:
      - (a) The Representative is appointed by the District President and approved by the MAATA Board of Directors.
      - (b) The term of office for shall be identified in the MAATA Policies and Procedures.



- (c) The Representative serves no more than two (2) consecutive terms.
  - (d) The procedures for appointment are outlined in the MAATA Policies and Procedures.
  - (e) The incoming Representative shall assume the new duties during the MAATA Annual Meeting and Clinical Symposium. In the event the Annual Meeting and Clinical Symposium is cancelled, the representative shall assume the new duties during the Board of Directors Meeting immediately following the date that the Annual Meeting would have been held.
  - (f) The incoming Representative may attend MAATA Board of Directors meetings and conference calls prior to taking office.
- (2) Communications and Engagement Committee Chair
- (a) The Representative is appointed by the District President and approved by the MAATA Board of Directors.
  - (b) The term of office for shall be identified in the MAATA Policies and Procedures.
  - (c) The Representative serves no more than two (2) consecutive terms.
  - (d) The procedures for appointment are outlined in the MAATA Policies and Procedures.
  - (e) The incoming Representative shall assume the new duties during the MAATA Annual Meeting and Clinical Symposium. In the event the Annual Meeting and Clinical Symposium is cancelled, the representative shall assume the new duties during the Board of Directors Meeting immediately following the date that the Annual Meeting would have been held.
  - (f) The incoming Representative may attend MAATA Board of Directors meetings and conference calls prior to taking office.
- (3) Early Professional Committee Representative ✕
- (a) The Representative shall be selected and serve their term(s) in accordance with the procedures identified in the NATA Governing Documents.
- (4) Career Advancement Committee Representative
- (a) The Representative shall be selected and serve their term(s) in accordance with the procedures identified in the NATA Governing Documents.



- (5) Athletic Training Student Representative
  - (a) The Athletic Training Student Representative shall be selected and serve in accordance with the Governing Documents of the MAATA Student Leadership Council.
- (6) Past District President
  - (a) The Past District President may be invited to serve with the MAATA Board of Directors for a period of one (1) year.
- f) Resignations
  - i) Any Board Member may resign at any time by notifying the District President, in writing of such resignation.
  - ii) If the District President resigns, the MAATA Executive Committee shall be notified in writing.
  - iii) Such resignations shall take effect at the time therein specified.
- g) Elected officers are subject to removal by a two-thirds majority vote of the ballots cast by the voting members of the Mid-America Athletic Trainers' Association.
  - i) Vote shall be by mail and/or applicable computer technology.
- h) Vacancies
  - i) In the event of the death, resignation, retirement, removal or disqualification from office of a Board Member, an interim replacement will be appointed in accordance with the MAATA Policies and Procedures.

#### **ARTICLE 6: Government**

- a) The administration of the MAATA shall be entrusted to the BOD.
- b) Board of Directors' Meetings
  - i) The BOD shall meet a minimum of two (2) times per year, including in conjunction with the annual meetings of the MAATA and NATA.
  - ii) Exceptions shall be made to this section in the event that the MAATA or NATA annual meetings are canceled or changed in delivery format..
  - iii) The BOD may meet in person, via conference call or electronic communication at other times when deemed necessary.
  - iv) Electronic Meetings
    - (1) Members of the BOD may convene using technology rather than an in-person meeting as long as there is an audio or visual "reply to all" component whereby participants can hear or see each other or their responses.
  - v) The quorum for a BOD meeting shall be six (6) elected/voting members.
  - vi) Executive Session
    - (1) At any meeting of the BOD, the Board may adjourn into Executive Session. A summary of the subject matters discussed at Executive Session shall be entered into the minutes of the next meeting of the Board, subject to such protections of





confidentiality and privilege as may be deemed necessary by a majority of the participants in the Executive Session.

(2) Only voting members/officers will be allowed to be in the room and participate in the conversation during executive session.

(3) Other individuals may be asked to participate in the Executive Session upon majority vote of the executive members.

c) Proxy

i) Any member of the Board of Directors unable to attend a meeting may send a designate who shall be identified to the BOD prior to the meeting.

d) Voting by Board Members at times other than a BOD meeting

i) The District President may submit appropriate items of association business to the Board of Directors for a vote by mail or electronic mail.

ii) The District President shall obtain a "second" to any association business prior to the vote.

iii) Each member of the Board shall be emailed or postal mailed a request to vote on the association business.

iv) The return vote deadline must be specified but may be within seven (7) days after the initial mailing.

v) Board approval of items so submitted shall require a "yes" vote of the majority of those voting, of which there must be at least enough votes to have a quorum of the Voting Members of the Board of Directors.

e) MAATA Business Meetings

i) With the membership present, two (2) meetings shall be held each year, in conjunction with the annual meetings of the MAATA and NATA.

(1) Exceptions shall be made to this section in the event of cancellation or change of delivery format of the MAATA and NATA Annual Meeting.

ii) The MAATA may convene using technology rather than an in person meeting as long as there is an audio component whereby participants can hear each other.

iii) A quorum shall be a simple majority of the voting membership present.

## **ARTICLE 7: Amendments**

a) By-Laws:

i) All proposed amendments to the MAATA By-Laws shall be submitted in writing to the District President at least six (6) weeks prior to a Board of Directors' meeting, except as identified in section vi) below.

ii) The proposed amendment(s) shall be visible by the MAATA membership via email, MAATA website or by hard copy (by request) at least three (3) weeks prior to a MAATA Business Meeting.

iii) The proposed amendment(s) shall be read and may be discussed at a regularly scheduled Business Meeting, but no changes to that amendment may be made prior to a membership vote.





- iv) Voting process is defined in the MAATA Policies and Procedures manual.
  - v) Items shall require a "yes" vote by a majority of the votes cast for the adoption of the amendment.
  - vi) The MAATA By-Laws shall not be in conflict with the Governing Documents of the NATA. Resolution of conflict shall be immediate with change to the Governing Documents.
  - vii) Should the name of the NATA or the NATA Governing Documents be amended such that the MAATA By-Laws are in conflict, the NATA Governing Documents shall prevail.
    - (1) The MAATA By-Laws shall then be immediately amended by action of the MAATA BOD to resolve the conflict.
    - (2) The membership shall be notified of the NATA change that required an immediate change to the MAATA By-Laws.
- b) Policies and Procedures
- The MAATA Policies and Procedures may be amended at any official meeting of the Board of Directors by a majority vote.

#### **ARTICLE 8: MISCELLANEOUS PROVISIONS**

- a) Fiscal Year

The fiscal year shall be established by the MAATA Finance Committee and approved by the MAATA BOD.

- b) Capital Expenditures

Except as expressly delegated by the Board, no capital expenditure or investment shall be made without the approval of the Board.

- c) Contracts

The Board may authorize any officer or officers, agent, or agents of the MAATA in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the MAATA and such authority may be general or confined to specific instances.

- d) Checks

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the MAATA, shall be signed by such officer or officers, agent, or agents of the MAATA and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer or designated office of the MAATA.

- e) Books

The MAATA shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board and committees having any of the authority of the Board of Directors.

- f) Selection of Auditor.



- i. The Treasurer, with approval of the MAATA BOD, shall retain an accounting firm to annually audit the MAATA's financial records.
- ii. The Treasurer will identify the Auditor during a MAATA Board of Directors meeting.

#### **ARTICLE 9: INDEMNITY**

- a) Subject to the provisions of any relevant statute, members of the BOD and other office bearers shall be indemnified by the MAATA for all acts done by them in good faith on its behalf.
- b) It shall be the duty of the MAATA to pay all costs and expenses which any such person incurs or becomes liable for as a result of any contract entered into, or act done by him or her, in his or her said capacity, in the discharge, in good faith, of his or her duties on behalf of the MAATA.
- c) Subject to the provisions of any relevant statute, no member of the Board of Directors and or other office bearer of the MAATA shall be liable for the acts, receipts, neglects or defaults of any other member or office bearer, or for any loss, damage or expense suffered by the MAATA, which occurs in the execution of the duties of his or her office, unless it arises as a result of his or her dishonesty, or failure to exercise the degree of care, diligence and skill required by law.

#### **ARTICLE 10: DISSOLUTION OF THE ASSOCIATION**

- a) If the MAATA should be dissolved, all assets remaining after the payment of outstanding debt, shall be transferred to an organization meeting the mission as recommended by the Board and approved by the voting membership. Any such vote shall be taken at meeting of the MAATA, scheduled and noticed in accordance with article on government, with a minimum of sixty (60) days' notice to the membership that dissolution of the MAATA is an agenda item for the meeting, but a quorum shall not be necessary to vote on any dissolution issues.