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Bylaws of the Mississippi Athletic Trainers’ Association

Contents

[ARTICLE 1. ASSOCIATION NAME 2](#_Toc65835019)

[ARTICLE 2. OBJECTIVES OF THE ASSOCIATION 2](#_Toc65835020)

[ARTICLE 3. MEMBERSHIP 3](#_Toc65835021)

[Section 3.1 Membership Eligibility 3](#_Toc65835022)

[Section 3.2 Classes of Membership and Qualifications 3](#_Toc65835023)

[Section 3.3 Active Duty Military 3](#_Toc65835024)

[Section 3.4 Membership Application 4](#_Toc65835025)

[Section 3.5 Membership Dues 4](#_Toc65835026)

[Section 3.6 Denial of Membership and Removal from Membership 4](#_Toc65835027)

[Section 3.7 Continuing Education Requirements 5](#_Toc65835028)

[ARTICLE 4. OFFICERS 6](#_Toc65835029)

[Section 4.1 Nominations of Officers 6](#_Toc65835030)

[Section 4.2 Elections 6](#_Toc65835031)

[Special Elections. Special Elections: Vacancies and/or Removal of Executive Council Members 6](#_Toc65835032)

[Section 4.3 Removal of Executive Council Members: Impeachment 7](#_Toc65835033)

[Section 4.4 Removal of Executive Council Members: Inability to Maintain or Complete Duties 8](#_Toc65835034)

[Section 4.5 Regular Election Cycles 8](#_Toc65835035)

[Section 4.6 Officers Roles and Duties 8](#_Toc65835036)

[ARTICLE 5. MEETINGS 13](#_Toc65835037)

[Section 5.1 Robert’s Rules of Order 13](#_Toc65835038)

[Section 5.2 Annual Business Meetings 13](#_Toc65835039)

[Section 5.3 Executive Board Meetings 13](#_Toc65835040)

[Section 5.4 Emergency Meetings 13](#_Toc65835041)

[ARTICLE 6. EXECUTIVE BOARD 14](#_Toc65835042)

[Section 6.1 Executive Board 14](#_Toc65835043)

[Section 6.2 Executive Board Privileges, Terms, and Limits 14](#_Toc65835044)

[ARTICLE 7. COMMITTEES 16](#_Toc65835045)

[Section 7.1 Standing Committees 16](#_Toc65835046)

[ARTICLE 8. PARLIAMENTARY AUTHORITY. 18](#_Toc65835047)

[Section 8.1 Order of Proceedings 18](#_Toc65835048)

[ARTICLE 9. AMENDING PROCESS. 18](#_Toc65835049)

# ARTICLE 1. ASSOCIATION NAME

The name of this organization shall be the Mississippi Athletic Trainers’ Association, herein after referred to as the Association.

# ARTICLE 2. OBJECTIVES OF THE ASSOCIATION

1. To promote, maintain, and develop high standards for the profession of Athletic Training in the State of Mississippi.
2. To promote legislation for the public good and the betterment of Athletic Training within the State of Mississippi.
3. To organize, cooperate with and aid other groups dedicated to safety in sports competition.
4. To promote the exchange of knowledge and information within the profession of Athletic Training.
5. To represent Athletic Trainers before governmental, professional, voluntary groups, agencies and the public.
6. To support the concept of interscholastic competition within the framework of the total educational concept.
7. To provide such services that will further the Association.

# ARTICLE 3. MEMBERSHIP

Section 3.1 Membership Eligibility

Eligibility for membership is determined by conditions and obligations as outlined in these Bylaws. All Members will abide by the Code of Ethics of the National Athletic Trainers’ Association, Incorporated, (hereafter, designated NATA) and the Standards of Professional Practice as set forth by the Board of Certification, Incorporated, (hereafter, designated BOC), or its successor, and any applicable state laws and/or regulations.

## Section 3.2 Classes of Membership and Qualifications

Membership in the Mississippi Athletic Trainers’ Association, (MATA) will mirror membership in the National Athletic Trainers’ Association (NATA) and the Southeast Athletic Trainers’ Association, (hereafter, designated SEATA). Eligibility for these classifications is defined as follows:

1. **Licensed**: Members in this classification will be licensed by the Mississippi State Board of Health. They shall be eligible to hold office and have full voting privileges.
2. **Associate**: Members in this classification shall be members of allied health professions. They will be ineligible to hold office and will have no voting privileges.
3. **Student**: Members in this classification shall be students in college setting that are active as students of an accredited athletic training program. Students will be ineligible to hold Executive Board officer positions and will have no voting privileges.
4. **Honorary**: Members in this classification will consist of those who have made significant contributions to athletic training, sports medicine, or athletics. Membership is obtained by a majority two-thirds vote of the entire Association’s membership. They will be ineligible to vote or hold office.
5. **Retired**: Members in this classification will not pay dues. They will have voting privileges and will be eligible to hold office.
6. **Corporate**: This membership classification will be open to any corporation that is interested in the promotion of Athletic Training in the State of Mississippi.
7. **Affiliate**: This membership classification is open to schools, physician groups, or other professional organizations that are interested in the promotion of Athletic Training in the State of Mississippi.

##  Section 3.3 Active Duty Military

A Member called up for active duty may request Military Inactive membership status for a maximum of 2 years. A copy of proof of active military service must accompany the request. A member in Military Inactive status remains a member in good standing, with all the rights and privileges of a regular member, but receives no mailings and pays no dues. Upon discharge from the military or on the 2-year anniversary of his/her request, the member will return to their pre-military membership status by notifying MATA and by paying the appropriate dues amount (from the dues schedule for new members). If the member does not contact MATA by the 2-year anniversary of his/her request, he/she will be changed to nonmember status.

##  Section 3.4 Membership Application

An individual Member of the NATA, Inc., in good standing, shall automatically be a Member of MATA, in the same category of membership as the NATA, Inc., upon payment of their annual dues through the NATA, Inc. dues renewal process. A non-NATA Member individual requesting membership to MATA shall complete an application and submit it to the MATA Secretary. The Executive Board shall approve or reject all applications subject to the review. Any applicant shall be denied membership if the information on their application is found to be false or if the applicant fails to meet the requirements for any of the membership categories. Individuals who apply for membership into a category for which they are not eligible shall be automatically transferred by MATA to the appropriate category. Non-NATA member dues are payable by February 1 of each year to the MATA treasurer. If not received by the required date, the member’s name shall be removed from the membership rolls.

## Section 3.5 Membership Dues

1. **Payment**. A qualified applicant shall become a Member upon the acceptance of their application for NATA, Inc. membership and payment of dues. Thereafter, dues shall be paid annually prior to January 1st. Honorary, Licensed/Certified Retired, and Mississippi Licensed Retired Members shall pay no dues. Membership shall be renewed without notice and a Member who does not give termination of membership shall be liable for all dues and assessments relating to the current dues period.
2. **Amount**. The dues structure shall be proposed by the Executive Council and set by the membership of MATA at the annual business meeting by a two-thirds majority vote of the ballots cast by the Association voting membership. Dues shall be increased or decreased as deemed necessary. Dues shall not be prorated.

## Section 3.6 Denial of Membership and Removal from Membership

1. Any person will be denied membership if information on the application form is found to be false. Also, if the individual does not fulfill any of the classes of membership.
2. Any member may be removed from the Association when complaints concerning their conduct or ethical standards are found to be not in alignment with the NATA Code of Ethics and ideas upon which this Association is based. The Ethics Committee will decide whether to submit a vote on the individual’s removal to the membership-at-large. Following a two-third vote of the membership-at-large in attendance, the individual’s name will be removed from the Association’s rolls.

## Section 3.7 Continuing Education Requirements

Licensed members will be required to meet the Continuing Education Units as outlined by the Rules and Regulation Governing Athletic Trainers written by the Mississippi State Department of Health.

# ARTICLE 4. OFFICERS

## Section 4.1 Nominations of Officers

Nominations for officers shall be made by a licensed member in good standing with the Association. Nominations will be accepted by mail (electronic) or in person prior to the last day of January of each election year. Nominations should be made to and recorded by the Parliamentarian.

## Section 4.2 Elections

1. **Elections shall be by a majority vote of the valid ballots received from the voting membership of the Association. Defined as 50% +1 of the received vote.**
	1. Vote shall be by mail and/or with the advance of applicable computer technology through means of online voting.
	2. Election results shall be tabulated by an independent accounting agency retained by the Association.
	3. Election results should be read to the Executive Board and a Motion be Made to Accept the Results.
	4. The President (or VP if President is on Ballot) will then second and declare winner(s) of election
	5. Results should be recorded in official minutes of association business.
2. Run-Offs
	1. In the event of no candidate receiving the majority vote a run-off election may be held. The run-off shall be between the two candidates receiving the greatest number of popular votes in the first round of elections.
	2. Run-Off Elections will be called for by the President or Vice President when the Election results are read to the Executive Board and a motion made for a Run-Off Election is to be held.
	3. No call for new nominations may be opened in a run-off election.
	4. Run-Off Elections will follow the tabulation and result procedures of a regular election from this point forward.

## Special Elections. Special Elections: Vacancies and/or Removal of Executive Council Members

1. The Vice President shall become President in the event that the office of the President becomes vacant before the end of the term for which the President was elected. In the event of the simultaneous vacating of both the President and Vice-President, a special election shall be held by mail and/or applicable electronic technology. Special Elections shall be conducted in an orderly, efficient, equitable and secure manner. A ballot shall be sent to each member entitled to vote on MATA affairs, as set forth in Article 4 Section 1 of these bylaws.

An election shall not be held if there is only one candidate.

* 1. In the event the offices of Vice-President, Secretary, Treasurer and/or a Non-Officer Member becomes vacant during their respective terms, a special election shall be held by mail and/or applicable electronic technology. Refer to section 4.1 of these Bylaws to determine the terms of those elected by special elections. Special Elections shall be conducted in an orderly, efficient, equitable and secure manner. A ballot shall be sent to each member entitled to vote on MATA affairs.

An election shall not be held if there is only one candidate.

* 1. In the case where it is known in advance that an elected official will be leaving office for any reason, a special election may take place immediately instead of waiting for the respective office to be vacated. Advance notifications must come in written form, via mail and/ or applicable electronic technology, to each person on the Executive Council. Any person elected in this manner shall take office at the time the vacating member officially leaves office. Special Elections shall be conducted in an orderly, efficient, equitable and secure manner. A ballot shall be sent to each member entitled to vote on MATA affairs, as set forth in Article 4 Section 1 of these bylaws.

An election shall not be held if there is only one candidate.

## Section 4.3 Removal of Executive Council Members: Impeachment

Any Executive Council Member may be impeached and removed from office on the following grounds: embezzlement, malfeasance in office, conflict of interest with the goals of MATA or actions contrary to or in violation of the Policy and Procedures and/or these Bylaws. Before impeachment proceedings can be instituted, a brief containing the charges shall be drawn up and presented by a MATA Member in good standing to the Executive Council in person and/or applicable electronic technology to each person on the Executive Council. The aforementioned brief must then be adopted by a majority vote of the Executive Council prior to the formal presentation of the charges to the membership. Impeachment and removal from office of any officer shall require a two-thirds vote of the voting membership of MATA present at the Annual Business Meeting. If a quorum is not present at the annual business meeting, a two-thirds majority vote of the ballots cast, by mail and/or with the advance of applicable electronic technology of the Association’s voting members shall be necessary.

## Section 4.4 Removal of Executive Council Members: Inability to Maintain or Complete Duties

1. If any Executive Council Member is unable to maintain or complete the duties and/or responsibilities of their respective office for any reason, then a quorum of the Executive Council may call for a vote to ask for resignation of that Member and proceed with a special election to fill that vacancy as outlined in these Bylaws.
2. Any Executive Council Member shall be deemed to have resigned their office and the office shall be deemed vacant when that Member:
	* 1. resigns their membership in MATA
		2. ceases to be a Certified/Licensed or Licensed Member in good standing;
		3. ceases to be actively involved in the profession of athletic training;
		4. cessation of duties
		5. is deceased
3. In the event that an officer is unable to complete the full term of the office, the President will call for nominations to elect an interim officer to fulfill the remainder of the term.
4. The call for nominations of special elections is to be conducted within 15 days of the notification of the office vacancy. Nominations are to be made by mail (electronic or standard) or in person by a licensed member in good standing with the Association to the Parliamentarian.
5. Special elections are to be held within 30 days of the notification of the office vacancy with the newly elected officer taking office at the next State Advisory Council Meeting (Winter or Summer).
6. Members who serve a partial term (not greater than two years) due to a vacancy in their office may serve their office’s term in full, in addition to the partial term.

## Section 4.5 Regular Election Cycles

**Elections will be held in cycles**.

1. President/Secretary/Physician Member/Member At Large – Every four years (2020)
2. Vice President/ Director of Professional Improvement/ Treasurer - Every four years (2022).

## Section 4.6 Officers Roles and Duties

1. **President**

**Qualifications:**

In order to hold the office of President, a person must be a licensed member in good standing of the Association. The person must also have been employed as an Athletic Trainer in the State of Mississippi for two calendar years.

**Duties:**

1. The President shall preside at all meetings of the Executive Committee and the Association.
2. The President shall be an ex-officio member of 50% of all standing committees (Legislative, Professional Development, MarCom, Finance).
3. The President shall call special meetings of the Association when there is a need, at the request of the Executive Committee or at the written request of five licensed members.
4. The President will remove committee chairs and members for failure to perform assigned duties.
5. The President shall be the official representative of the Association before all outside groups, organizations, or agencies.
6. The President shall make a yearly report on the standing, functions, and programs of the Association for the past year. This report is to be made at the summer meeting.
7. The President shall supervise the other officers in the performance of their duties as outlined herein.
8. The President shall also be empowered to assign other duties to officers or members for the good of the Association and to carry out the Associations’ objectives.
9. **Vice-President**

**Qualifications**: In order to hold the office of Vice-President, a person must be a licensed member in good standing in the Association.

**Duties**:

* 1. The Vice-President shall take charge of membership applications, classifications of membership, and membership rolls.
	2. The Vice-President shall twice yearly prepare membership roll of all classification upon request by other members, outside agencies, organizations, etc.
	3. In the absence of the President, the Vice-President shall preside at all meetings.
	4. The Vice-President will be in charge of all arrangements for the Association’s business meetings, to be held in conjunction with the summer symposium.
	5. The Vice-President shall be an ex-officio member of 50% of all standing committees (Bylaws, Ethics, Regional-Reps, Finance).
	6. The Vice-President will serve as Interim President in the event the President cannot fulfill the duties of office until the next scheduled business meeting.
1. **Secretary**

**Qualifications**: In order to hold the office of Secretary, a person must be a licensed member in good standing in the Association.

**Duties**:

1. The Secretary shall keep the minutes of the proceedings of all meetings of the Association and the Executive Committee.
2. The Secretary shall see that copies of both the Winter and Summer Meeting minutes are made available to those members who were not able to attend.
3. The Secretary shall send notices of the times, places, and agendas for meetings in advance to all members of the Association.
4. The Secretary shall perform all duties as assigned to him/her by the President.
5. **Treasurer**

**Qualifications**: In order to hold the office of Treasurer, a person must be a licensed member in good standing in the Association.

**Duties**:

1. The Treasurer shall perform all duties as assigned by the President.
2. The Treasurer shall collect all dues from the entire membership on an annual basis.
3. The Treasurer, on the request and with the assistance of the Executive Committee, will compile a budget for the operation of the Association.
4. The Treasurer will make all financial arrangements for all business meetings.
5. The Treasurer shall make an annual report to the membership of the Association at the summer meeting.
6. The Treasurer with the assistance of the Executive Committee shall oversee the MATA PAC.
7. The Treasurer will Chair the Finance Committee
8. **The Director of Professional Improvement**

**Qualifications**: In order to hold office of Director of Professional Improvement, a person must be a licensed member in good standing in the Association.

**Duties**:

1. The Director of Professional Improvement shall organize the agenda and conduct the symposium held at the summer meeting.
2. The Director of Professional Improvement shall determine the qualifications for Continuing Education Units for Association approved symposiums, clinics and workshops related to sports medicine and held in the State of Mississippi.
3. The Director of Professional Improvement shall make efforts to see that members are used as resource personnel and speakers in as many opportunities as possible.
4. The Director of Professional Improvement shall conduct post symposium evaluations to determine quality of the presentations and educational needs of the membership.
5. The Director of Professional Improvement shall chair the Professional Improvements Committee.
6. **Physician Member**

**Qualifications**: In order to hold the office of Physician Member, a person must be a licensed Physician in good standing in the Association and have an interest in sports medicine and strong passion to support the profession of athletic training.

**Duties**:

1. The Physician Member shall advise and inform the Executive Board of medical conditions, and news that will affect the athletic training profession.
2. The Physician Member shall help determine the qualifications for Continuing Education Units for Association approved symposiums, clinics and workshops related to sports medicine and held in the State of Mississippi.
3. The Director of Professional Improvement shall chair the Ethics Committee.
4. **Member At Large**

**Qualifications**: In order to hold the office of Member-At Large, a person must be a licensed member in good standing in the Association.

**Duties**:

1. The Member At-Large shall perform all duties as assigned to him/her by the President.
2. The Member At-Large shall Chair the Regional Representative Committee
3. **Parliamentarian: Non-Voting Member**

**Qualifications**: In order to hold the office of Parliamentarian, a person must be a licensed member in good standing in the Association.

**Duties**:

1. The Parliamentarian shall have a thorough knowledge of parliamentary procedure and an understanding of Robert's Rules of Order.
2. The Parliamentarian shall be in charge of keeping the Executive Board and annual business meetings operating under parliamentary procedure as prescribed by the Robert's Rules of Order.
3. The Parliamentarian shall be responsible for oversight of elections, gathering of nominations for office, and the receipt, tabulation and verification of votes cast for the election of officers.
4. **Student Member: Non-Voting Member**

**Qualifications**: In order to hold the office of Student Member, a person must be a student member in good standing in the Association.

**Duties**:

1. The Student member shall serve as a liaison to the student members of the association.
2. The Student member shall serve MATA in the role as rep to the SEATA Student Senate.
3. The Student Member shall carry out other duties as assigned by the President.

# ARTICLE 5. MEETINGS

## Section 5.1 Robert’s Rules of Order

All business meetings in person, phone or virtual will follow Robert’s Rule of Order and Standard Parliamentarian Procedure.

## Section 5.2 Annual Business Meetings

1. All business meetings will be publicized and made know to the membership for at least 14 days prior.
2. All business meetings will be public for all members to attend.
3. Winter Business meeting will be held annually in conjunction with the MSDH Advisory Board Meeting.
4. Summer Business meeting will be held annually in conjunction with the MATA Clinical Symposium and Member’s Meeting.

## Section 5.3 Executive Board Meetings

1. Executive Board will meet bi-monthly.
	1. All minutes will be kept and published for all association members
	2. Any new agenda item is due to the Secretary in writing or by email, by noon the Wednesday prior to each meeting.
2. Meetings will be open to the public, unless the Board calls to go into a closed session.
	1. Closed session minutes will be kept, confidential to Executive Board members only.
	2. No votes that effect the membership may take place during closed sessions.

## Section 5.4 Emergency Meetings

President may call for an emergency meeting when needed at the request of another Executive Board Member or by the written request of 5 members in good standing.

# ARTICLE 6. EXECUTIVE BOARD

## Section 6.1 Executive Board

The Executive Board is comprised of 7 voting members and 2 non-voting members. Term time frames and limits are listed below for each member.

## Section 6.2 Executive Board Privileges, Terms, and Limits

1. **President**:
2. Voting Member
3. 4 Year Term
4. 2 Term Limit
5. **Vice President**:
6. Voting Member
7. 4 Year Term
8. 2 Term Limit
9. **Secretary**:
10. Voting Member
11. 4 Year Term
12. 2 Term Limit
13. **Treasurer**:
14. Voting Member
15. 4 Year Term
16. 3 Term Limit
17. **Director of Professional Improvement:**
18. Voting Member
19. 4 Year Term
20. 2 Term Limit
21. **Physician Member:**
22. Voting Member
23. 4 Year Term
24. 2 Term Limit
25. **Member At Large:**
26. Voting Member
27. 4 Year Term
28. 2 Term Limit
29. **Parliamentarian:**
30. Non- Voting Member
31. Appointed by majority vote of the Executive Board, each election cycle
32. No Term Limit
33. **Student Senate Member:**
34. Non- Voting Member
35. Appointed by President
36. 2 Year Term Limit

# ARTICLE 7. COMMITTEES

## Section 7.1 Standing Committees

The following standing committees shall be composed of three members each, excluding the Chairman. Chairmen for each committee will be appointed by majority vote of the Executive Board, committee members may be selected by the Chairmen with the approval of the Executive Board. All committee chairmen and members must be current MATA members and in good standing.

1. **Legislative Committee:**

The purpose of the Legislative Committee is to organize and lobby for legislation in the best interest of the profession of Athletic Training. The Vice President will chair this committee.

1. **By-Laws Committee:**

The purpose of the By-Laws Committee is to update and assist in amendments to the Association’s By-Laws. The Secretary will chair this committee.

1. **Professional Improvement Committee:**
	1. The purpose of the Professional Improvement Committee shall be to assist the Director of Professional Improvement in any function to improve the knowledge and skills of the members of the Association.
	2. They will be chosen by the Director of Professional Improvement and approved by the President.
2. **Ethics Committee:**
	1. The purpose of the Ethics Committee shall be to advise the President and the general membership in obtaining the highest professional standards and ethics possible for the Association. It shall be the responsibility of the Ethics Committee to recommend the sanctions to the Executive Committee, up to and including removal from the rolls, for violation of ethics by officers or members of the Association.
3. **MarCom Committee:**

The purpose of the MarCom Committee is to be the administrators for the associations, website, social media, and App platforms. The MarCom Committee will be co-chaired by the MATA Secretary.

1. **Regional Reps Committee:**

The purpose of Regional Reps Committee will be to have representation from each area of the state and have relevant issues from the members brought the attention of the Executive Board and association in a timely manner. The 3 regions will be north, south and central. Plus, and additional chair member at the discretion of the president. The Member At Large will co-chair this committee.

1. **Finance Committee:**

Chaired by the MATA Treasurer the Finance committee will serve as an oversight and budgetary committee for the association. They will serve the purpose to develop a yearly budget and make recommendations to the Executive Boards in purchases or expenditures in expenses over $2000.00.

# ARTICLE 8. PARLIAMENTARY AUTHORITY.

## Section 8.1 Order of Proceedings

The order of all official MATA business meetings will be as follows:

1. Roll Call
2. Reading or Disposal of any Unapproved Minutes
3. Reports of Officers
4. Committee Reports
5. Old Business
6. New Business
7. Adjournment

**Robert’s Rules of Order**

The Robert’s Rules of Order will govern all parliamentary procedures and matters not included in these bylaws.

# ARTICLE 9. AMENDING PROCESS.

Proposed amendment(s) to the By-Laws shall be submitted to the Secretary in writing at least sixty (60) days prior to the Summer Business Meeting in order to be discussed by the Executive Committee. Passage of proposed amendment(s) will be by mail vote or applicable computer technology and will require a two-thirds majority vote of the valid votes received by the eligible voting membership of the Association.