

**BY-LAWS  
OF THE  
MARYLAND ATHLETIC TRAINERS' ASSOCIATION**

**June 2012**

**Revised.**

**PREAMBLE**

**We, the members of the Maryland Athletic Trainers' Association, in order to embody common goals, encourage and improve the health care in the State of Maryland, and to elevate the level of athletic training as a profession, and provide a means for achievement within our profession, do ordain and establish these By-Laws for the Maryland Athletic Trainers' Association.**

## **ARTICLE I – MEMBERSHIP**

### **Section 1 – Membership Classes**

The Membership of the Maryland Athletic Trainers’ Association is composed of five (5) Classifications. The qualifications for each Class are the same as those of the National Athletic Trainers’ Association. No individual shall be eligible for more than one (1) class of membership simultaneously.

The classes of membership as follows:

1. Certified-Regular
2. Associate
3. Certified-Student
4. Non-certified Student
5. Retired

#### **A. Certified**

##### 1. Qualification for Membership:

- a. Must be a NATABOC Certified Athletic Trainer.
- a. It is required that Certified Members of the MATA live in or be employed in the state of Maryland. Exceptions to this shall be made by the Executive council only on the recommendation of the Membership Committee.
- c. Certified members are entitled to serve on committees and to vote on MATA affairs and to hold MATA office and/or chair committees.

##### 2. Dues:

- a. Annual dues will be determined by each district and collected by the National Athletic Trainers’ Association via the annual membership fee. The collected dues will then be placed in an account at the district level, at which then the collected monies will be disseminated to each States Treasurer.
- b. Non-NATA members must submit an annual renewal of membership form to the Association’s Membership Committee in conjunction with the Treasurer
- c. Non-NATA member dues will be set at \$40.00 annually.

## **ARTICLE I – MEMBERSHIP-(continued)**

### **B. Associate**

1. Qualifications of Membership:
  - a. An individual who is working professionally in athletics, education, research, medicine, or other profession related to athletic training.
  - b. Associate members are not entitled to vote on MATA affairs or to hold MATA office.
2. Dues:
  - a. Annual dues will be determined by each district and collected by the National Athletic Trainers' Association via the annual membership fee. The collected dues will then be placed in an account at the district level, at which then the collected monies will be disseminated to each States Treasurer.
  - b. Non-NATA members must submit an annual renewal of membership form to the Association's Membership Committee in conjunction with the Treasurer
  - c. Dues will be set at \$40.00 Annually

### **C. Certified-Student**

1. Qualifications for Membership:
  - a. Enrollment as a full-time graduate student or intern working towards an advanced degree at an accredited college or university.
  - b. Maximum of seven (7) years is allowed in this category.
  - c. Members in this category are entitled to vote on MATA affairs.
2. Dues:
  - a. Annual dues will be determined by each district and collected by the National Athletic Trainers' Association via the annual membership fee. The collected dues will then be placed in an account at the district level, at which then the collected monies will be disseminated to each States Treasurer.
  - b. Non-NATA members must submit an annual renewal of membership form to the Association's Membership Committee in conjunction with the Treasurer
  - c. Non-NATA member dues will be set at \$30.00 annually.

## **ARTICLE I – MEMBERSHIP-(continued)**

### **D. Non-Certified Student**

#### 1. Qualifications for Membership:

- a. Enrollment in a Maryland college or university CAATE Accredited (or its successor organization) or CAATE Candidacy ATEP, or reside in the state of Maryland.
- b. Making progress toward the fulfillment of the requirements for NATA Certification through the NATA-BOC.
- c. The college or university's program director will provide a yearly list of students enrolled in their respective program.
- d. A person shall not be eligible for Student membership for more than six (6) membership years.
- e. The time during which a person is a Student member shall not count as time engaged in athletic training for purposes of determining the number of years in the profession.
- f. Student members are not entitled to vote on MATA affairs or to hold MATA office.

#### 2. Dues:

- a. Annual dues will be determined by each district and collected by the National Athletic Trainers' Association via the annual membership fee. The collected dues will then be placed in an account at the district level, at which then the collected monies will be disseminated to each States Treasurer.
- b. Non-NATA members must submit an annual renewal of membership form to the Association's Membership Committee in conjunction with the Treasurer
- c. Non-NATA member dues will be set at \$20.00 annually.

### **E. Retired**

#### 1. Qualifications for Membership:

- a. This category is open to any certified member who has followed the NATA-BOC procedures to resign certification, has provided written documentation to the NATA membership department attesting that he/she is retired from the practice of athletic training, and has been an NATA member for 20 continuous years at the time of resignation.

## **ARTICLE I – MEMBERSHIP-(continued)**

b. Members in this category are entitled to vote on MATA affairs.

### **2. Dues:**

There will be no dues to retired members.

### **Section 2 - Approval of Application for Membership**

- A. Application: Anyone who is not already a member of the NATA shall submit a Membership Application stating their desire and intention to become a member of the Association.
- B. The applicant shall accept the Associations Constitution and By-Laws as binding which will ensure the advancement and best interests of the Association in every reasonable way.
- C. Membership in the MATA must come through and be approved by the Executive Council. In case of doubt regarding an applicant's qualifications for membership, the MATA Membership Committee shall be consulted.

### **Section 3 – Change in Membership Classification**

- A. If a member wishes to change his/her membership class and believes that he/she is eligible for such a change, they must submit a letter along with an updated membership form (two copies) requesting membership class change to the Executive Council. If approved, the change is recorded and the form is sent to the Secretary and Membership Committee.
- B. If a member is found by the Executive Council to be in the wrong membership class, the Membership Committee will reclassify him/her. This will be done without the member making a request for a change. Should a change be made in this way, the Membership Committee will notify the member, the Executive Council and the Secretary.

### **Section 4 – Suspension of Membership**

- A. Membership cancellations may be recommended by any member of the Association for a cause, and the membership of any member canceled by a two-thirds (2/3) majority vote of those members present at the Annual Business Meeting.
- B. Appeals: An individual whose membership is canceled in accordance with "A" shall be allowed, either in person or through some member of the Association, to appeal to the MATA Executive Council for reconsideration. Information in the

## **ARTICLE I – MEMBERSHIP-(continued)**

appeal shall be presented to the Executive Council and the Council shall, by majority vote, decide whether to submit the question of the membership cancellation to the Association membership for another vote in accordance with “A”.

- C. Membership cancellation will be automatic for non-payment of dues beyond the deadline (March 1<sup>st</sup>).

## **ARTICLE II - DUES**

### **Section 1 - Dues Payment:**

1. The Directors at the District level shall set MATA dues for NATA Certified members.
2. MATA dues for NATA Certified members shall be collected by the NATA in conjunction with the annual national and district dues.
  - a. MATA dues for non-NATA members shall be collected annually by the MATA Membership Committee in cooperation with the Executive Council.
3. If dues are not paid in full by March 1st, the member is suspended and must apply for reinstatement. A fee of \$40.00 (payable to MATA) is charged for reinstatement.
4. The MATA Executive Council should consider the circumstances of non-payment of dues and make a judgment as to the reinstatement of a suspended member to the previous class of membership later in the year. However, if a member is suspended for non-payment of dues for a full year (the calendar year for which dues are first not paid) or more he/she must apply for membership as a new member and meet the current qualifications for membership in the class of membership for which he/she is applying.

### **Section 2 - Dues & Suspension:**

The time for which suspension is in effect, one year or more, shall not count as time qualifying a person for certain classes of membership or as time engaged in the profession.

### **ARTICLE III - VOTING POWER**

Certified members, Certified-Student members, and Retired members shall be entitled to one vote upon all questions submitted to the Association for decision.

### **ARTICLE IV – EXECUTIVE COUNCIL**

The governing body of this Association shall be the Executive Council, which shall manage and supervise the affairs of this Association.

#### **Section 1 – Council Make up**

The Executive Council will be composed of the elected officers (President, Vice-President, Secretary, Treasurer, and Immediate Past-President), regional representatives, Governmental Affairs Chair, Membership Chair, Public Relations Chair, Secondary Schools AT Chair, College & University Chair, and CEPAT Chair.

#### **Section 2 - Functions and Responsibilities:**

- A. Meets at any time during the year the President determines it necessary to call a Council meeting. At least two (2) times per year in addition to the annual State Association Business meeting.
- B. Serves as the official legislative body of the Association
- C. Approves appointment of all committee chairpersons and standing committee members.
- D. Approves the appointment of all special committees deemed necessary for the conduction of special Association projects of study.
- E. Continually evaluates and defines the roles and functions of all Association officers, standing committees and special committees.
- F. Receives recommendations, suggestions and requests from Association members and makes recommendations to the President for their inclusion in the agenda of the Executive Council meetings.
- H. Continually re-evaluates the goals and objectives of the Association and accepts primary responsibility for progress toward these goals.



## **ARTICLE IV – EXECUTIVE COUNCIL- Functions and Responsibilities- (cont.)**

- I. Receives and acts on matters of unethical conduct. Notifies the accused person of charges pending and advises him or her of their right to appear before the Executive council prior to Council action on the charges. The decision of the Executive Council in the Code of Ethics matters is final, except that if the decision is initiate cancellation of membership, such cancellation shall be done as prescribed in Article III, Sections 4, of the By-Laws.
- J. Continually review the Association By-Laws in terms of newly enacted legislation.
- K. Maintains an accurate and current record of newly enacted legislation and incorporates it into the By-Laws.
- L. Acts as an auditing committee for MATA financial affairs and reviews the financial statement of the Treasurer.
- M. Acts as a resource for current and future Association members in their application and maintenance of licensure under the Maryland Board of Physicians.
  - 1. Information on licensure will be annually updated by the Executive Council and maintained on the Association’s web site under the Governance section.

## **ARTICLE V - OFFICERS**

### **Section 1 - Elected Officers**

#### **A. PRESIDENT**

- 1. Elevated to this position from Vice-President.
- 2. The term of office of the President shall be for two (2) years and may not serve more than one concurrent term.
- 3. Function and Responsibilities:
  - a. Serves as official spokesman for the Executive Council.
  - b. Calls all meetings of the Executive Council as deemed necessary and advisable.
  - c. Presides over all meetings of the Executive council.
  - d. Presides over all meetings of the Association.
  - e. Implements the mandates and policies of the Association as determined by the Executive Council.
  - f. Keeps the Executive Council informed about Association affairs between Council meetings.

## **ARTICLE V – OFFICERS-(continued)**

- g. Serves as ex-officio member of all Association committees.
- h. Appoints with agreement of the Executive Council all representatives of the Association to allied organizations.
- i. Transact all business for and on behalf of the Association subject to the provisions of the By-Laws.
- j. Will attend or will appoint a representative to attend annual District 3 (MAATA) meetings and national meetings of The National Athletic Trainers' Association.
- k. Periodically reviews the Association's Constitution and By-Laws and suggests changes per Constitution guidelines
- l. This is a non-paying position.
  - a. Reimbursement for costs incurred due to Association matters shall be subject to approval by the Executive Council.

### **B. VICE PRESIDENT**

1. Elected by majority popular vote of Certified MATA Membership.
2. Term of Office: Elected for a Six (6) year term. Two (2) years as Vice-President, two (2) years as President, and two (2) years as Past-President.
3. May not serve more than one concurrent term.
4. The term of office of the Vice-President shall begin at the time of the Annual Business Meeting of the Association
5. In the event that the office of President becomes vacant before the end of the term for which the President was elected, one of two scenarios will occur. (1) The vacancy occurs within the first half of the Presidency the Past President will take over the Presidency until the end of the elected term at which time the Vice-President shall become President. (2) The vacancy occurs after the first half of the term has expired in which case the Vice President shall become President immediately and shall serve as President for the remainder of the term or period for which the previous President was elected. The normal elected term of office will be served following that point. If scenario two (2) occurs an election will be held to elect a new Vice President who will serve the remaining term and his or her elected term.
6. Functions and Responsibilities:
  - a. Serves as President pro-tempore with the absence of the President.
  - b. Serves as a member of the Executive Council.
  - c. Appoints with agreement of the Executive Council all committee chairpersons.

## **ARTICLE V – OFFICERS-(continued)**

### **C. SECRETARY**

1. Elected by majority popular vote of Certified MATA membership.  
Nominations will be submitted to the Executive council for selection prior to presentation to the membership for a vote.
2. Elected for a two (2) year term and may not serve more than two (2) consecutive terms.
3. Functions and Responsibilities:
  - a. Serves as a member of the Executive council.
  - b. Serves as custodian of all records, books, papers and documents belonging to the Association.
  - c. Records minutes of all Association meetings and distributes them to the Association membership.
  - d. Records minutes of all Executive Council meetings and distributes necessary information to the Association membership.
  - e. Conducts the official correspondence of the Association including such matters as notifying members of meetings, officers of their election, committee persons of their appointment and transactions between the Association and all other organizations.
  - f. Maintain a record of current and accurate mailing list, using the place of employment address (also included will be work telephone number and email address) and official records of the Association membership. To maintain a record of committee chairperson, committee members and members of the Executive Council.
  - g. To provide the President with a detailed order of business including reports and announcements prior to each Executive Council and business meeting.
  - h. To bring to each meeting a copy of the By-Laws, standing rules, voting membership roll and a list of standing and special committees.

## **ARTICLE V – OFFICERS-(continued)**

- i. Periodically review the bylaws and make appropriate recommendations for consideration to the Executive Council. Such changes/addition/deletions as seen appropriate are to be acted upon for approval by the Executive Council.
- j. Serve as the Executive Council liaison to the Continuing Education committee

### **D. TREASURER**

1. Elected by majority popular vote of Certified MATA membership.  
Nominations will be submitted to the Executive council for selection prior to presentation to the membership for a vote.
2. Elected for a two (2) year term and may not serve more than two (2) consecutive terms.
3. Functions and Responsibilities:
  - a. Serves as a member of the Executive Council.
  - b. Possesses full power and complete responsibility to transact all financial business for and on behalf of the Association as approved by the Executive Council.
  - c. To commit the Association to no financial obligations in excess of its available financial resources.
  - d. Submit a financial report to the Executive Council prior to all Association meetings and upon request.
  - e. Submit a financial report to the Association membership at Association meetings.
  - f. To collect dues and other special assessments from the membership.
  - g. To maintain a permanent and accurate record of all receipts and disbursements of the Association.
  - h. Maintain, submit State Tax information / records.
  - i. Serve as Executive Council liaison to the Finance committee

## **ARTICLE V – OFFICERS-(continued)**

### **E. PAST PRESIDENT**

1. Assumes this position at the conclusion of his/her term of office.
2. Term of office shall be two (2) years and may not serve more than one- (1) concurrent term, nor may be re-nominated by the Executive Council to any elected office for a minimum of two (2) years upon completion of his/her term of elected office, at which time the individual may follow the usual process of nomination of elected officers.
3. If the office of President becomes vacant within the first half of the term the Past President shall serve as President for the remainder of the elected term.
4. Functions and Responsibilities:
  - a. Serves as a voting member of the Executive Council.
  - b. Shall be elevated to this position from the position of President.
  - c. Shall fulfill responsibilities as designated by the President.
  - d. Shall serve as parliamentarian.
  - e. Serve as Executive Council liaison to the Governmental Affairs committee in the event that the chair position remains open.
  - f. Serve as the Executive Council liaison to the PAC sub-committee.

## **ARTICLE VI - POWERS AND DUTIES OF OFFICERS**

The powers and duties of the elected officers are as prescribed in the By-Laws and Article VIII Section 2 of the Constitution.

## **ARTICLE VII - COMMITTEES**

All committees shall be appointed or dissolved by the Vice President with the approval of the Executive Council and shall mirror committees of the National Athletic Trainers' Association and Mid-Atlantic Athletic Trainers' Association.

### **Section 1. Committees**

A. There shall be the following standing committees of this association.

CEPAT	Honors and Awards
College/ University	Membership
Continuing Education	Newsletter
Education & Research	Nominations and Elections
Ethics	Public Relations
Event Coverage	Secondary Schools
Finance	Website & Electronic Communications
Governmental Affairs	Young Professionals
History & Archives	

### **Section 2. – Function & Responsibilities**

1. Each standing committee shall submit a written annual report to the Executive Council at least four (4) weeks prior to the annual state meeting.
2. Each committee and its Chairperson shall be appointed by the Vice President, with the approval of the Executive Council, for a two (2) year renewable term.
3. The number of members on each committee shall be determined by the Committee Chairperson to form a workable group.
4. The Chairperson of each committee shall be a Certified Member of this Association and hold certification with the NATABOC.
5. Any chairperson, committee member, or liaison may be removed from a position at the discretion of the Vice President with the approval of the Executive Council.

## **ARTICLE VII – COMMITTEES-(continued)**

### **Section 3. - Standing Committees**

#### **A. Clinical and Emerging Practices in Athletic Training (CEPAT)**

1. Duties and Responsibilities of this committee shall be to:
  - a. Communicate all pertinent information to the CEPAT athletic trainers in the state of Maryland as it pertains to the CEPAT setting.
  - b. Educate and inform CEPAT members on the laws and regulations of the athletic training practice act.
  - c. Act as the liaison between the CEPAT membership and the Executive Council.
  - d. Submit the appropriate committee report to the Executive Council by the established deadlines.
  - e. Complete the assigned Executive Council charges given to the committee by the established deadlines.
  - f. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

#### **B. College and University**

1. Duties and Responsibilities of this committee shall be to:
  - a. To promulgate and disseminate pertinent information to the membership from the various universities and colleges throughout the state of Maryland.
  - b. Act as the liaison between the college/university membership and the Executive Council.
  - c. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

## **ARTICLE VII – COMMITTEES-(continued)**

### **C. Continuing Education**

1. Duties and Responsibilities of this committee shall be to:
  - a. Coordinate and develop the annual Symposium,
  - b. Select the symposium site and hotel according to guidelines established by the Executive Council.
  - c. Coordinate society symposium functions.
  - d. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

### **D. Education and Research**

1. Duties and responsibilities of this committee shall be to:
  - c. Implement and conduct research studies as directed by the Executive Council based on community interest and interaction with the state, district, and national levels.
  - b. Provide other MATA standing committees with research support as directed by the Executive Council.
    - a. Serve as a liaison between the Association and the CAATE accredited Athletic Training Education Programs within the state.
    - b. Work in conjunction with the Continuing Education committee to organize the Quiz Bowl at the state symposium.
  - c. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.



## **ARTICLE VII – COMMITTEES-(continued)**

### **E. Ethics**

1. Duties and Responsibilities of this Committee shall be to:
  - a. Accept and investigate reports of violations of the National Athletic Trainers' Association's Code of Ethics, MATA By-Laws, and Maryland Board of Physicians' credentialing rules and regulations.
  - b. Report to the Executive Council the Committee's findings and recommendations regarding violations.
  - c. Maintain the Code of Ethics consistent with the National Athletic Trainers' Association.
  - d. Circulate the NATA Code of Ethics to the membership.
  - e. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.
  - f. Membership in this Committee is restricted to the Certified membership of this society.

### **F: Events Coverage**

1. Duties and Responsibilities of this committee shall be to:
  - a. Coordinate the volunteer medical coverage according to any and all special interest groups who wish to associate with the MATA.
  - c. Coordinate the medical coverage of all Maryland Public Secondary Schools Athletic Association (MPSSAA) Championship events designated by the MPSSAA.

## **ARTICLE VII – COMMITTEES-(continued)**

### **G. Finance**

1. Duties and Responsibilities of this committee shall be:
  - a. Review and develop a fiscal plan to meet the future needs of the society.
  - b. Cooperate with the honors and awards committee in the identification and procurement of moneys to be applied to MATA undergraduate and graduate scholarships.
  - a. Work with the continuing education committee in the development of potential sponsors for future society events and activities.
  - b. Manage the Association’s PAC account in cooperation with the NATA and the PAC Executive Council liaison.
  - c. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

### **H. History & Archives**

1. Duties and Responsibilities
  - a. Committee chair shall act as the caretaker of all official documents of the Association.
  - b. Work closely with the Executive Council and in particular the secretary in maintaining records of all official minutes both written and recorded.
  - c. Work closely with the honors and awards committee to maintain accurate records of all award winners.
  - d. Work with the symposium committee to accurately report all pertinent history at the annual awards banquet.
  - e. Submit a committee report to the Executive Council approximately one month in advance of the Executive Council meeting. This report shall include a financial statement, and will be submitted on the appropriate form or a reasonable facsimile.

## **ARTICLE VII – COMMITTEES-(continued)**

### **I. Honors and Awards**

1. Duties and Responsibilities of this committee shall be:
  - a. Coordinate and supervise the establishment and disbursement of all recognitions and awards presented under the auspices of the Association.
  - b. Receive and review all proposals for the initiation of new or additional honors and awards, and make recommendations of the Executive Council for approval.
  - c. Promote and encourage scholarship through gifts, loans, and grants-in-aid.
  - d. Establish guidelines and criteria for the awarding of educational grants and scholarships.
  - e. Stimulate and develop scholarships sponsored by industry, individual donors, service clubs, minority groups, associations, athletic conferences, and professional sports groups.
  - f. Receive, review and screen all recommendations for awards prior to April 1 and make suggestions to the Executive Council for approval or rejection.
  - g. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

### **J. Governmental Affairs (formerly Legislative)**

1. Duties and Responsibilities of this committee shall be:
  - a. Develop liaisons with the various state of Maryland credentialing authorities, legislators, and agencies and attend appropriate meetings.
  - b. Cooperate with the National Athletic Trainers' Association, Inc. regarding opinions and clarification of matters relating to governmental affairs.

## **ARTICLE VII – COMMITTEES-(continued)**

- c. Cooperate with the Chair of the public relations committee and webmaster in regards to keeping the membership of the Association informed of matters, which are of concern to the MATA membership.
- d. Investigate and recommend to the Executive Council possible avenues through which the Association may enhance its professional image and interpret its purposes and objectives in relation to other allied medical associations.
- e. Develop an appropriate working relationship with a state recognized legal lobbyist to promote concerns of the Association and the athletic training profession.
- f. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

### **K. Membership**

- 1. Duties and responsibilities of this committee shall be to:
  - a. Receive and review membership lists from NATA to identify non-members
  - b. Receive and process all applications for membership from non-NATA members.
  - c. Develop liaisons with the various state credentialing authorities.
  - d. Cooperate with the National Athletic Trainers Association Inc. regarding opinions and clarification of matters relating to membership.
  - e. Periodically review the various membership classifications and make recommendations to the Executive Council for change.
  - f. Cooperate with the public relations and education committees in relation to continuing education and membership.
  - g. Periodically review, update and maintain current mailing list.

## **ARTICLE VII – COMMITTEES-(continued)**

- h. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meeting. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

### **L. Newsletter**

1. Duties and Responsibilities of this committee shall be:
  - a. Serve as the editorial committee for the Maryland Athletic Trainers Association newsletter, with the chairperson as its Editor in chief.
  - c. Publish a bi-annual newsletter to be disbursed to the MATA members in the months of April and October.
  - d. Contact persons 30 days prior to projected publication date to obtain content for the newsletter. The persons should include, but are not limited to: Executive Council and Committee Chairs.
  - e. Send final proof of the newsletter to the President and Vice President to review and approve prior to it being distributed to the membership via the President.
  - f. Publish the newsletter in a digital format utilizing PDF in order for it to be distributed to the membership electronically via email, as well as being posted and archived on the Association's web site.
  - e. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

## **ARTICLE VII – COMMITTEES-(continued)**

### **M. Nominations and Elections**

1. Duties and Responsibilities of this committee shall be:
  - a. Invite each person nominated for an elected position within the Association to submit his/her name as a candidate for office by indicating his/her willingness to serve and by submitting a short biographical sketch of him//herself.
  - b. Submit a slate of nominees for the elected offices of Vice President/ President Elect, Secretary, and Treasurer to the appropriate membership for vote.
  - c. Conduct all elections of this Association.
    - i. Elections will be by mail, e-mail, or internet ballot.
    - ii. The offices of President-Elect, Secretary, and Treasurer, are elected by a majority of the returned ballots.
    - iii. In the event there are more than two (2) candidates nominated for the same office, a preferential voting system will be used (as per Robert’s Rules of Order, Revised.)
    - iv. In the event only one nomination is received by the nomination and election committee for any given office, an election by ballot will not take place for this office. A vote of affirmation will be conducted at the general business meeting of the Association’s annual meeting and/or symposium. Any “nay” votes at that time will necessitate the nominations to be reopened from the floor. A written ballot would then be distributed. If there are no new nominations from the floor, the chairperson of the nomination and election committee will cast a vote, representing the Association.
  - d. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

## **ARTICLE VII – COMMITTEES-(continued)**

### **N. Public Relations**

1. Duties and responsibilities of this committee shall be to:
  - a. Establish and maintain an effective public relations program for the Association by preparing and distributing appropriate news releases, feature stories, etc., to the various news media: radio, television, and newspapers.
  - b. Maintain updated records on public relations contacts made including name, organization, position, phone number, address, and email address.
  - c. Investigate and recommend to the Executive Council possible avenues through which the society may enhance its professional image and interpret its purposes and objectives to allied associations; high schools, colleges and universities, medical providers, hospitals, allied health professionals and the general public.
  - c. Submit a committee report to the Executive Council approximately one month in advance of their Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form or a reasonable facsimile.

### **O. Secondary Schools**

1. Duties and Responsibilities
  - a. To promote and disseminate pertinent information to the membership from the various high schools throughout the state of Maryland.
  - b. Act as the liaison between high school membership and the Executive Council.
  - c. Submit a committee report to the Executive Council approximately one month prior to the Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form.

## **ARTICLE VII – COMMITTEES-(continued)**

### **P. Website and Electronic Communications**

1. Sub-Committees:
  - a. Website Content and Management
  - b. List Serv Moderator
  - c. Social Media Content
2. Duties and Responsibilities of this committee shall be to:
  - a. Coordinate with all other committees to share relevant information with the membership as well as the general public in a timely manner across all electronic platforms
  - b. Continue to refine and develop the MATA website with fresh and pertinent content for the membership as well as the general public
  - c. Monitor content on the List Serv so that it meets the standard criteria for posting information to the group
  - d. Explore avenues in the newest social media platforms to expand the presence of the MATA in cyberspace
  - e. Submit a committee report to the Executive Council approximately one month prior to the Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form.

### **Q. Young Professionals**

1. Duties and Responsibilities of this committee shall be to:
  - g. Identify the needs and goals of young professionals in the state
  - h. Maintain regular communication and a working relationship with YPC District 3 chair and the state executive council
  - i. Distribute YPC minutes, news, and updates to the state members
  - j. Serve as a member of a working group that includes other MAATA state representatives
  - k. Solicit new young professional athletic trainers in the state to join the YPC and encourage current YP members to remain active
  - l. Responsible for promoting the YPC goals and ideas to state institutions, clinics, student programs and professional settings



## **ARTICLE VII – COMMITTEES-(continued)**

- m. Develop, implement and forecast projects designed for young professionals
- n. Attend the District Annual Meeting and State Annual Meeting as available
- o. Perform duties as assigned by the District 3 YPC Chair
- p. Submit a committee report to the Executive Council approximately one month prior to the Executive Council meetings. This report shall include a financial statement, a listing of the current committee members, and will be submitted on the appropriate form.

### **Section 4. Special Committees**

The President shall be entitled to appoint ad-hoc, and special committees with such composition, responsibilities, and authority as may be approved by the Executive Council.