



Maine **Athletic Trainers'** Association

# MATA Bylaws

## Section 3.04 Dues Structure

- (e) Any member may terminate membership at any time by notifying the Treasurer of the MATA in writing. Such termination shall not give the terminating member any right to a ~~rebate~~ **partial refund** of dues paid.

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## Article V. Election of Officers

Section 5.02 The Secretary of the MATA shall call for nominations ~~three (3)~~ ~~six (6)~~ months prior to the ~~fall~~ ~~spring~~ business meeting. All MATA members will be notified via email and the website. Nominations for the Executive board positions can be made by any MATA certified member in good standing. Nominations must be formally submitted in writing and or via email to the Secretary of the MATA, ~~two (2)~~ ~~five (5)~~ months prior to the ~~fall~~ ~~spring~~ state meeting.

Section 5.04 Elections shall be web based ~~and run prior to the fall~~ ~~for a period of three weeks during the month of October~~. The candidate receiving the majority of votes shall be declared the winner ~~and begin their transition period at the Fall meeting~~. The MATA webmaster will notify the Executive Board of the results ~~prior to the fall-spring meeting~~ ~~at the conclusion of the elections in November~~ ~~October~~.

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## Article VI. Officers and Duties

### Section 6.02 The Vice President shall assume the following authority and tasks

- (a) To serve as President Pro-temp in the absence of the President
- (b) To serve as a member of the Executive Board
- (c) To elicit and receive nominations for Scholarships and Awards
- (d) Assist the President accordingly
- (e) Complete and file any and all documents with the BOC on a yearly basis for the purpose of maintaining our approved provider status.
- (f) Review with the Chair and Members of the Honors and Awards Committee all nominations and supporting documents. Prior to awarding the D1 Carl Nelson Scholarship, complete the D1 Scholarship request form and submit to the D1 Treasurer for review by the D1 Treasurer and Secretary to confirm eligibility.

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Section 6.04 The Secretary shall assume the following authority and tasks:

- (a) Record the minutes of all meetings and distribute to the membership
- (b) Conduct official correspondence of the MATA
- (c) To serve as a member of the Executive Board
- (d) To coordinate elections for the Executive Board as noted in Article 5 Section 5.02 of the MATA By-Laws
- (e) Store and maintain all documents relating to MATA business
- (f) Maintain the MATA mailing list, keep a record of all committee members
- (g) Assist the President accordingly
- (h) Comply with all NATA policies regarding member information
- (i) Assist the newly elected Secretary for a 6 month transition period.

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Section 6.05 The Treasurer shall assume the following authority and tasks:

- (a) Collect membership dues and submit reports to the Executive Board
- (b) Deposit and withdraw all funds as approved by the Executive Board
- (c) To serve as a member of the Executive Board
- (d) To provide a bi-annual financial report to the membership
- (e) File tax returns on behalf of the MATA with the IRS
- (f) Collect fees for MATA events, i.e. continuing education, fundraising efforts, etc.
- (g) Ensure that the Articles of Incorporation are updated as needed and pay to the State of Maine the fee associated with that.
- (h) Any spending or requests for spending more than \$100, needs approval of at least 3 board members, and if this money is spent outside the realm of the Association and the membership, that there is written documentation for this money to be spent.
- (i) Assist the newly elected Treasurer for a 6 month transition period.

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## Article VII. Terms of Officers

Section 7.02 The term of the Vice President shall be two consecutive years **and assist the newly elected Vice President for a 6 month transition period.** The Vice President shall be elected in the even numbered years. The term of the Vice President shall be limited to two consecutive terms of office.

Section 7.03 The term of Secretary shall be two consecutive years **and assists the newly elected Secretary for a 6 month transition period** . The Secretary shall be elected in odd numbered years. The term of the Secretary shall be limited to two consecutive terms of office.

Section 7.04 The term of Treasurer shall be two consecutive years **and assist the newly elected Treasurer for a 6 month transition period.** The Treasurer shall be elected in odd numbered years. The term of the Treasurer shall be limited to two consecutive terms of office.

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## Article IX. Committees

(g) ~~Young Professionals-~~ Early Professionals/Career Advancement Committee

(j) LGBTQ+

(k) Ethnic Diversity Advisory Committee

(l) Mentoring



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## Article XII. Amendments

Section 12.01 The By-Laws shall be amended **either** at the *Fall or* Spring Membership meeting, with the vote being decided by majority rule. Any amendments to the By-Laws of the MATA must be presented by e-mail and the website, ninety days prior to a vote.