

**MONTANA ATHLETIC TRAINER'S ASSOCIATION  
(MTATA)  
BY-LAWS/CONSTITUTION**

**Article I**

Name and office

The name of the corporation is Montana Athletic Trainer's Association, Inc. (MTATA). The principal office of the corporation will be located within the professional confines of the presiding MTATA President, currently, the address being:

MSU-Northern  
PO Box 7751  
Havre, MT 59501-7751

**Article II**

Purposes

The purposes for which MTATA is organized and shall be operated are as follows:

- A) To enhance the quality of healthcare for the physically active.
- B) To adhere to the standards, rules and laws established by the National Athletic Trainers Association (NATA) and the state of Montana.
- C) To promote the advancement of athletic training through education and research in the prevention, evaluation, management and rehabilitation of athletic injuries.
- D) To safeguard and advance the interests of its members by presenting the professions' viewpoints, concerns and other important information to the media, appropriate legislative, administrative, regulatory and private sector bodies.
- E) To promote and unify working relationships among the professionals engaged within the practice of athletic training in the state of Montana.

## Article III

### Membership

The classification of members shall be in accordance with the guidelines as described in Article III of the National Athletic Trainer's Association (NATA) By-laws.

### Membership Classifications

MTATA shall have the following membership classifications. No individual or representative of an entity shall be eligible for more than one classification of membership at the same time. Membership classifications are:

- A) Certified – Regular
- B) Certified – Retired
- C) Certified – Student
- D) Certified – International
- E) Associate
- F) Non Certified – Student
- G) Non Certified – International
- H) Corporate
- H) Honorary

### Membership Qualifications

- A) Certified – Regular members. Certified – Regular membership shall be open to any non – student NATA certified athletic trainer (ATC) possessing a current certification card from the NATABOC and is in good standing with NATABOC.
- B) Certified – Retired members. Certified – Retired members shall be open to any certified member who possesses current NATABOC and establishes that he/she is now retired from the practice of athletic training.
- C) Certified – Student. Certified – Student members shall be open to individuals possessing current NATABOC certification and in good standing with the NATABOC who is enrolled as a full-time graduate student working toward an advanced degree at an accredited college or university. An individual may not be classified as a certified – student for a combined total of more than three years.

- D) Certified – International members. Certified – International membership shall be open to individuals possessing current NATABOC certification and in good standing with NATABOC who presently and temporarily reside within the state of Montana.
- E) Associate members. Associate membership shall be open to individuals who are working professionally in athletics, education, research, medicine or an allied health profession related to athletic training. An individual who has fulfilled the requirements to apply for the NATABOC certification examination and is not currently enrolled as a full-time student shall be eligible for the Associate membership classification. In addition, the membership classification of a certified member in good standing with the NATABOC who has been placed on inactive status by the NATABOC shall be changed to Associate member.
- F) Non – Certified student members. Non – Certified student membership shall be open to individuals meeting the following criteria:
- 1) Non – Certified individuals enrolled as full-time graduate students in an accredited college or university.
  - 2) Individuals making progress toward the fulfillment or the requirements for NATABOC certification.
  - 3) Non – Certified individuals enrolled as full-time high school and presently involved with an athletic training program.
- G) Non – Certified International members. Non – Certified International membership shall be open to those individuals who otherwise meet the requirements for certified membership but do not possess current NATABOC certification.
- H) Corporate Partner Membership shall be open to those entities that are suppliers and/or manufacturers of athletic training materials, supplies, equipment and/other services.
- I) Honorary members. An individual may be awarded honorary membership in MTATA only by MTATA. Persons who show profound interest in and promote the athletic training profession shall be eligible. Nominations shall only be made by certified members of the MTATA.

## Application for membership

All applications for membership shall be made in writing to the Secretary-Treasurer of MTATA on application forms furnished for that purpose and must include complete payment of applicable dues. Membership shall run from January 1 until December 31 of the year.

## Membership standards

All members must comply with the NATA Code of Ethics and NATA membership standards, eligibility requirements and membership sanctions and procedures.

## Membership rights and privileges

- A) Certified members. Each certified member shall have the right on one (1) vote on any matter coming before the members and the right to attend the annual state meeting of MTATA. Only certified regular members and certified student members shall be eligible to serve as officers of MTATA. Certified members shall have the right to exercise such other privileges as may be prescribed from time to time by the Executive Council and set forth in these by-laws.
- B) All other membership. These membership classifications shall have the right to attend the annual state meeting of MTATA, but shall have no voting rights and shall not be eligible to serve as officers of MTATA. Such members shall have other rights and privileges as may be prescribed from time to time by the Executive Council and set forth in these by-laws.

## Membership Dues

- A) Amount. A qualified applicant shall become a member upon payment of the annual MTATA dues prescribed for such member's classification by the NATA. Dues for membership classifications shall be determined by the District 10 Executive Council after consultation with the membership.
- B) Payment. Dues will be paid as part of Northwest Athletic Trainers Association (District 10) which is paid with the National Athletic Trainers Association dues.
- C) Arrears. Any member whose dues remain in arrears (as determined by MTATA and the Executive Council), shall be suspended from membership in MTATA. In case of hardship, the Executive Council shall have the power to extend the time of payment on unpaid dues.

## Termination of membership

Any member may terminate membership at any time by notifying the MTATA Secretary-Treasurer of the intent to terminate. Such termination shall not relieve the terminating member from payment of dues for the expired portion of the members' current cycle billing year or give the terminating member any right to rebate of dues paid.

## **Article IV**

### Annual Members Meeting

An annual member's meeting of MTATA shall be held. The location and time of the annual meeting shall be published and/or mailed to all MTATA members at least 90 days in advance of the meeting. This meeting will be held during the spring months. The meeting will rotate from Western Montana to Eastern Montana to Central Montana. This meeting may be incorporated with other symposiums. At no time will a member be required to pay for the Annual Members Meeting.

### Purposes

The annual meeting shall be held for the purpose of delivering the President's annual report, the Secretary-Treasurer's annual report regarding MTATA membership and financial status and for reporting of committee reports as well as other information as the Executive Council may determine is important to MTATA and its members.

### Special Meetings

Special meetings of the MTATA Executive Council may be called at any time by the President, or at the request in writing, or a majority of the number of Executive Council members in office. Minutes of each meeting shall be taken.

### Telephone Conferencing

Members of the Executive Council or any committee designated by the President of MTATA may participate in a meeting by conference telephone or similar communications. A written record will be kept of all meetings and filed with the Secretary-Treasurer.

## Article V

### MTATA Executive Council

Management and conduct of the affairs of the MTATA shall be vested in and controlled by the Executive Council comprised of the following offices:

- A) President
- B) President – Elect
- C) Vice – President
- D) Secretary – Treasurer
- E) Committee Chairpersons

### President

The President shall preside at the annual state meeting as well as all meetings of the Executive Council. The President shall have general charge of the business of MTATA, and carry out its policies under the direction of the Executive Council. The President shall serve as the ex-officio member of all MTATA committees, and appoint all committee chairs, subject to the approval of the Executive Council.

- 1) **Nomination.** The Executive Council shall nominate two candidates for President at the annual state meeting one year prior to the expiration of the term of the current President. Each candidate must be a Certified – Regular or Certified – Student member of NATA and MTATA.
- 2) **Election.** A ballot shall be mailed to each certified member immediately following the nomination of the candidates for President. The mailing shall instruct the members to mail their ballots no later than a specified date to the Secretary-Treasurer for tabulation. The candidate receiving the largest number of votes shall take office as MTATA President at the next annual state meeting.

- 3) Re-election. If the President desires to serve in office for a second term, he/she should make their intention known in writing to the Secretary/Treasurer one year prior to the end of their term. If this is conducted, a vote of confidence will be given to the membership. If there is not a vote of confidence (greater than 50% cast votes), then election of a President-Elect will occur.
- 4) Term of office. The term of office of the President shall be two years, commencing at the end of the annual state meeting of the president's full year. The President may not serve more than two consecutive terms.
- 5) Selection. Moves to this position from President-Elect.

#### President – Elect

The president –elect shall serve as a member of the executive committee. The President-Elect shall serve as the President-Protempore with the absence of the President, Shall assume the responsibility of any other officer who might be absent.

Selection. Elected by popular vote of the registered membership.

Term. Elected for a three-year term- one year as president elect, two years as president.

#### Vice – President

The Vice – President shall act in the absence of the President or President-Elect and shall perform other duties as the Executive Council may prescribe. This position shall also act as the newsletter editor and the coordinator for web site activities.

- 1) Nomination. Members of the Executive Council or general membership may nominate members for the Vice-President of the MTATA.
- 2) Selection. Elected by popular vote of the registered membership. In the event of no nominations for this position, the President may select an individual to be the Vice-President. The selection will occur at the same time as the President-Elect.
- 3) Term of office. The term of office of the Vice – President shall be three year.

## Secretary – Treasurer

The Secretary – Treasurer shall supervise the keeping of the general records of the MTATA, including the minutes of meetings of the Executive Council and the annual state meeting. He/she shall supervise all financial activities of MTATA and submit reports to the Executive Council, and shall perform such other duties as usually pertain to that office or as shall from time to time be delegated by the President or prescribed by the Executive Council.

- 1) Appointment. The Secretary – Treasurer shall be appointed by the President and be approved by a majority of members of the Executive Council.
- 2) Term of office. The Secretary – Treasurer shall serve a term of three years and may be re-appointed for consecutive terms.
- 3) Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money issued in the name of MTATA shall be signed by the Secretary – Treasurer and approved by the President of MTATA.
- 4) Gifts. The Executive Council or any other officer, employee, or agent of MTATA, without further authorization, may accept, on behalf of MTATA, any contribution, gift, bequest, or device. Any such gift made with limitations or conditions imposed by the donor may not be accepted without express approval by the President and the Executive Council.
- 5) Deposits. The funds of MTATA shall be deposited in such depositories, as the Executive Council shall select.

## Committees

Committees of the MTATA may be established, at any time, by the President and/or the Executive Council. The authority, responsibilities and organization of each committee shall be set forth by the President and/or Executive Council.

Committees of the MTATA are:

- 1) By-laws. Revision and update of state by-laws on an annual basis.
- 2) Government Affairs. Handle all legislative and regulatory affairs of the MTATA as required or as designated by the President and/or the Executive Council.
- 3) Public Relations. Handle education and development to promote the profession of athletic training within the state of Montana.
- 4) Scholarship. Development of criteria and resources to supplement educational opportunities for students pursuing a career in athletic training.

Committee Chairpersons will serve as members of the Executive Council and report directly to the President of the MTATA.

### Article VI

#### Amendments

These by-laws may be altered, amended, supplemented or repealed after any such changes are approved by the Executive Council by a majority vote. Changes shall not become effective until 30 days after the membership has been advised of the changes.

In witness whereof, we, being members of the Executive Council of the Montana Athletic Trainers' Association (MTATA), have signed these by-laws effective this \_\_\_\_\_ (day) of the \_\_\_\_\_ (month) of the current year \_\_\_\_\_.

\_\_\_\_\_, MTATA President

\_\_\_\_\_, Vice – President

\_\_\_\_\_, Secretary – Treasurer

\_\_\_\_\_, By-laws Committee Chairperson

2007  
RS/Bylaws Committee

**MONTANA ATHLETIC TRAINER’S ASSOCIATION  
(MTATA)  
BY-LAWS/CONSTITUTION**

**Article I – NAME AND OFFICES**

- 1.1 Name. The name of the corporation is MONTANA ATHLETIC TRAINER’S ASSOCIATION INC., (“MTATA”). Date of incorporation 4/06/83. Non- profit status and is currently Tax Exempt with a Federal Employee Identification Number.
- 1.2 Offices. The principal office of the corporation will be located within the professional confines of the presiding MTATA President, currently, the address being: University of Montana – Missoula, Rhinehart ATC, Missoula, MT 59812. The MTATA may also have offices at such other places as the Executive Council may from time to time appoint or the purpose of the MTATA may require.

**Article II - PURPOSES**

- 2.1 To enhance the quality of healthcare for the physically active.
- 2.2 To adhere to the standards, rules and laws established by the National Athletic Trainers Association (NATA), *the Montana State Board of Athletic Trainers*, and the state Montana.
- 2.3 To promote the advancement of athletic training through education and research in the prevention, evaluation, management and rehabilitation of athletic injuries.
- 2.4 To safeguard and advance the interests of its members by presenting the professions’ viewpoints, concerns and other important information to the media, appropriate legislative, administrative, regulatory and private sector bodies.
- 2.5 To promote and unify working relationships among the professionals engaged within the practice of athletic training in the state of Montana.

**Article III - MEMBERS**

- 3.1 Membership. Application, qualification and eligibility for membership, conditions and obligations of membership, classes of membership, transfer of State membership and reinstatement of membership are governed by the Bylaws of the National Athletic Trainers’ Association, Inc. (NATA)
- 3.2 Honorary members. An individual may be awarded honorary membership in MTATA only *by the voting membership* of the MTATA. Persons who show profound interest in and promote the athletic training profession shall be eligible.

Nominations shall only be made by certified members of the MTATA *and will be reviewed by the executive council of the MTATA. Qualified nominations will then be brought in front of the membership for a vote.*

3.3 Membership standards. All members must comply with the NATA Code of Ethics, the *Montana State Board of Athletic Trainers code of ethics*, and the NATA membership standards, eligibility requirements and membership sanctions and procedures.

3.4 Membership rights and privileges.

(1) Certified members. Each certified member *in good standing* shall have the right of one (1) vote on any matter coming before the members and the right to attend the annual state meeting of MTATA. Only certified regular members ~~and certified student members~~ shall be eligible to serve as officers of MTATA. Certified members shall have the right to exercise such other privileges as may be prescribed from time to time by the Executive Council and set forth in these by-laws.

(2) All other membership. These membership classifications shall have the right to attend the annual state meeting of MTATA, but shall have no voting rights and shall not be eligible to serve as officers of MTATA. Such members shall have other rights and privileges as may be prescribed from time to time by the Executive Council and set forth in these by-laws.

3.5 Membership Dues

(1) Amount. A qualified applicant shall become a member upon payment of the annual MTATA dues prescribed for such member's classification by the NATA. Dues for membership classifications shall be determined by the District 10 Executive Council after consultation with the membership.

(2) Payment. Dues will be paid as part of Northwest Athletic Trainers Association (District 10) which is paid with the National Athletic Trainers Association dues.

(3) The amount of the annual dues may be changed by a majority vote of the voting Members casting votes in favor of a resolution proposing a change to the dues as per NWATA bylaws (2.4.2)

3.6 Termination of membership. Any member may terminate membership at any time by notifying the MTATA Secretary-Treasurer of the intent to terminate. Such termination shall not relieve the terminating member from payment of dues for the expired portion of the members' current cycle billing year or give the terminating member any right to rebate of dues paid.

### 3.7 Member Meetings.

- (1) Annual Meeting. An annual member's meeting of MTATA shall be held. The location and time of the annual meeting shall be published and/or mailed *and/or emailed* to all MTATA members at least 90 days in advance of the meeting. This meeting will be held during the spring months. The meeting will rotate from Western Montana to Eastern Montana to Central Montana. This meeting may be incorporated with other symposiums. At no time will a member be required to pay for the Annual Members Meeting.
- (2) Purposes. The annual meeting shall be held for the purpose of delivering the President's annual report, the Secretary-Treasurer's annual report regarding MTATA membership and financial status and for reporting of committee reports as well as other information as the Executive Council may determine is important to MTATA and its members.

## **Article IV – EXECUTIVE COUNCIL**

- 4.1 Powers. Business and affairs of the MTATA shall be vested in and controlled by the Executive Council.
- 4.2 Number. There shall be at least four (4) members of executive council for the MTATA. The Executive council shall consist of officers and council members as directed in Section 4.3 below.
- 4.3 Election, Term of Office, and Qualifications
  - (1) Five of the council members shall be the President, **Past-President**, Vice – President, Secretary/ Treasurer, and President-Elect. These Officers of the MTATA shall serve as executive council members for a term as set forth in Article 5 below.
  - (2) The chairperson of each MTATA committee shall serve as a member of the Executive Council. These members shall serve as executive council members for a term set forth in Article 5 below.
- 4.4 Special Meetings. Special meetings of the MTATA Executive Council may be called at any time by the President, or at the request in writing, of a majority of the number of Executive Council members in office. Minutes of each meeting shall be taken.
- 4.5 Telephone Conferencing. Members of the Executive Council or any committee designated by the President of MTATA may participate in a meeting by conference telephone or similar communications. A written record will be kept of all meetings and filed with the Secretary-Treasurer.

- 4.6 Committee Meetings. At the beginning of any and all committee meetings someone will be designated to take notes. These notes are to be filed with the Secretary – Treasurer within 30 days of the end of the meeting. In the case of a telephone conference call or email discussion the president of the committee is responsible to file a report with the Secretary – Treasurer.

## **Article V – OFFICERS**

- 5.1 Number and Offices The MTATA shall have at least four of five officers: President, President-elect, Immediate Past President, Vice-President, Secretary/Treasurer.
- 5.2 President The President shall preside at the annual state meeting as well as all meetings of the Executive Council. The President shall have general charge of the business of MTATA, and carry out its policies under the direction of the Executive Council. The President shall serve as the ex-officio member of all MTATA committees, and appoint all committee chairs, subject to the approval of the Executive Council.
- 1) Nomination. The Executive Council shall nominate two candidates for President at the annual state meeting one year prior to the expiration of the term of the current President. Each candidate must be a Certified – Regular ~~or Certified – Student~~ member of NATA and MTATA.
  - 2) Term of office. The term of office of the President shall be two years, commencing at the end of the annual state meeting of the president’s full year. The President may not serve more than two consecutive terms
  - 3) Re-election. If the President desires to serve in office for a second term, he/she should make their intention known in writing to the Secretary/Treasurer one year prior to the end of their term. The Secretary/Treasurer then must conduct a vote of the members present.
    - a) Vote of confidence. Vote of greater than 50% of the votes cast. President continues in office until end of second term. He/She begins process of finding President – elect one year ahead of term end.
    - b) Vote of no confidence. Vote of less than 50% cast votes. If this happens then election of President -Elect will occur.
  - 5) Selection. The person becomes President from the position of President – elect. If for what ever reason there is not a President –elect when the presidency becomes vacant then the executive council will find qualified nominations. The nominees will then be brought to the members for a

vote. The person with the most votes will take over the president duties immediately.

5.3 President – Elect. The President –Elect shall serve as a voting officer of the executive committee. The President-Elect shall serve as needed on the Executive Committee and as directed by the current President. The purpose of this position is to gain continued understanding of the position of President of the MTATA.

- 1) Election. A ballot shall be mailed to each certified member immediately following the nomination of the candidates for President. The mailing shall instruct the members to mail their ballots no later than a specified date to the Secretary-Treasurer for tabulation. The candidate receiving the largest number of votes shall ***become the President-elect, and*** take office as MTATA President at the ***end of the*** next annual state meeting. ***If the time comes when an electronic vote can be utilized by all members and can be shown to be just as valid, then electronic voting can replace a mail in vote.***
- 2) Term. Elected for a maximum of a one-year term with the intent to move into a term as President.

5.4 Vice – President. The Vice – President shall serve as a voting officer of the Executive Committee. The Vice-President shall act at the discretion of President and shall perform other duties as the Executive Council may prescribe. This position shall also act as the newsletter editor and the coordinator for web site activities.

- (1) Nomination. Members of the Executive Council or general membership may nominate members for the Vice-President of the MTATA.
- (2) Selection. Elected by popular vote of the registered membership. In the event of no nominations for this position, the President may select an individual to be the Vice-President. The selection will occur at the same time as the President-Elect.
- (3) Term of office. The term of office of the Vice – President shall be three years.

5.5 Secretary – Treasurer. The Secretary – Treasurer shall supervise the keeping of the general records of the MTATA, including the minutes of meetings of the Executive Council and the annual state meeting. He/she shall supervise all financial activities of MTATA and submit reports to the Executive Council, and shall perform such other duties as usually pertain to that office or as shall from time to time be delegated by the President or prescribed by the Executive Council.

- 1) Appointment. The Secretary – Treasurer shall be appointed by the President and be approved by a majority of members of the Executive Council.
  - 2) Term of office. The Secretary – Treasurer shall serve a term of three years and may be re-appointed for consecutive terms.
  - 3) Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money issued in the name of MTATA shall be signed by the Secretary – Treasurer and approved by the President of MTATA.
  - 4) Gifts. The Executive Council or any other officer, employee, or agent of MTATA, without further authorization, may accept, on behalf of MTATA, any contribution, gift, bequest, or device. Any such gift made with limitations or conditions imposed by the donor may not be accepted without express approval by the President and the Executive Council.
  - 5) Deposits. The funds of MTATA shall be deposited in such depositories, as the Executive Council shall select.
- 5.6 Past- President The Immediate Past-President of the MTATA shall be a voting officer of the Executive Committee. The Past -President shall serve as needed on the Executive Committee and as directed by the current President. The purpose of this position is to maintain consistency and continuity with in the MTATA.
- 5.7 Vacancies. If any office becomes vacant, the remaining council members shall select an interim officer to fill the vacancy. The interim officer shall serve in that capacity until the point in time when the proper procedure can take place to replace them appropriately and in accordance with the office as set in these bylaws.
- 5.8 Removal of Officer.
- 1) Any officer of the MTATA may be removed from office on the following grounds: embezzlement, malfeasance in office, and action contrary to or in violation of these Bylaws.
  - 2) Before impeachment proceeding can be instituted, a brief containing the charges shall be prepared setting forth the basis for the removal and presented by an officer of the MTATA to the Executive Council as a business meeting. The aforementioned brief must then be adopted by the majority vote of the Council prior to the final presentation of the charges to the membership. A removal proceeding of any officer shall require a vote of two-thirds (2/3) of the voting membership casting ballots in the proceedings.

5.9 Committees. Committees of the MTATA may be established, at any time, by the President and/or the Executive Council. The authority, responsibilities and organization of each committee shall be set forth by the President and/or Executive Council. Committee Chairpersons will serve as members of the Executive Council and report directly to the President of the MTATA. Committees of the MTATA are:

- 1) By-laws. Revision and update of state by-laws on an annual basis.
- 2) Government Affairs. Handle all legislative and regulatory affairs of the MTATA as required or as designated by the President and/or the Executive Council.
- 3) Public Relations. Handle education and development to promote the profession of athletic training within the state of Montana.
- 4) Scholarship. Development of criteria and resources to supplement educational opportunities for students pursuing a career in athletic training.
- 5) Secondary School. Interact with the MHSAA. Work to build relationship with in and among the states high schools.
- 6) Hall of Fame. Take and review nominations for MTATA Hall of Fame and other awards as deemed by the Executive Council.

## **Article VI**

6.1 Amendments. These by-laws may be altered, amended, supplemented or repealed after any such changes are approved by the Executive Council by a majority vote. Changes shall not become effective until 30 days after the membership has been advised of the changes.

In witness whereof, we, being members of the Executive Council of the Montana Athletic Trainers' Association (MTATA), have signed these by-laws effective this \_\_\_\_\_ (day) of the \_\_\_\_\_ (month) of the current year \_\_\_\_\_.

\_\_\_\_\_, MTATA President

\_\_\_\_\_, Vice – President

\_\_\_\_\_, President - Elect

\_\_\_\_\_, Past - President

\_\_\_\_\_, Secretary – Treasurer

\_\_\_\_\_, By-laws Committee Chairperson

2009  
JCW/President