

Bylaws

of the

Michigan Athletic Trainers' Society, Inc.

(MATS)

Founded: 1980

(Official State Association Member of NATA District IV, National Athletic Trainers' Association, Inc. 1967)

TABLE OF CONTENTS

ARTICLE I	NAME.....	3
ARTICLE II	OBJECTIVE.....	3
ARTICLE III	MEMBERS.....	3
ARTICLE IV	OFFICERS.....	4
ARTICLE V	DUTIES OF OFFICERS.....	5
ARTICLE VI	MEETINGS.....	9
ARTICLE VII	STANDING COMMITTEES.....	10
ARTICLE VIII	SPECIAL COMMITTEES.....	11
ARTICLE IX	OTHER COMMITTEES AND APPOINTED POSITIONS.....	18
ARTICLE X	PARLIAMENTARY AUTHORITY.....	20
ARTICLE XI	AMENDMENTS TO THE BYLAWS.....	20

ARTICLE I – NAME

The name of this organization will be the Michigan Athletic Trainers' Society (MATS).

ARTICLE II – OBJECTIVE

The objective of MATS is to advance, encourage and improve the Athletic Training profession in the state of Michigan through education, legislation, and other professional opportunities.

ARTICLE III – MEMBERS

Section 1 – Membership Categories

- a. BOC Certified/MI AT licensed
- b. Associate (non-BOC certified/MI AT licensed)
- c. Student
 - i. Undergraduate (non- BOC certified/ non-MI AT licensed)
 - ii Graduate (BOC certified)
- d. NATA Career Starter BOC Certified/MI AT Licensed
- e. BOC Certified retired (non-dues paying)
- f. Honorary (non-voting/non-dues paying)

Section 2

MATS encourages qualified members to have membership in NATA (which will provide automatic membership into MATS) however, members also have the opportunity to become MATS members without becoming members of NATA.

Section 3

Qualifications for membership and the respective rights, obligations, and privileges of membership will be set forth in the MATS Bylaws.

Section 4

The MATS Executive Board will establish the annual dues of all membership classes in accordance with the established GLATA State Dues Allocation Program.

Section 5

MATS dues will be collected, administered, and distributed by the NATA/GLATA. Members who select to become MATS ONLY members, with have dues collected directly by MATS.

Section 6

Membership cancellations and revocations will be in accordance with NATA or MATS policy.

ARTICLES IV – OFFICERS**Section 1**

The governing body of this organization will be the Executive Board which consists of elected executive committee and 5 elected state regional representatives and the state representative to GLATA.

Section 2

The Executive Committee of this organization will consist of the President, President-Elect, Vice-President, Secretary, Treasurer, and the State Representative to GLATA.

Section 3

The Executive Council of this organization will consist of the Executive Board and appointed chairs of special committees.

Section 4

The President-Elect, Vice-President, Secretary, Treasurer, and State Regional Representatives will be nominated on or before September 30 with nominations of officers of said year based on office rotation (See Section 6). Newly elected Executive Board members will assume their duties after the conclusion of old business at the ANNUAL MATS Executive Board and Council meeting.

Section 5

The President-Elect will accept nominations for upcoming open Executive Board officer positions any time during the calendar year in which the election will be held. Nominations will remain open until September 30. Nominations may be submitted in two ways:

1. A BOC certified/licensed member in good standing can nominate another BOC certified/licensed member in good standing. Nominees must declare their willingness to accept the nomination by submitting the nomination form, a letter of intent, and a current vita to the Elections Chairperson.
2. A BOC certified/licensed member can self-nominate. Nominees must declare their willingness to accept the nomination by submitting the nomination form, a letter of intent, and a current vita to the Elections Chairperson.

Section 6

The Executive Board will be elected by a majority of the ballots cast electronically by the voting membership of the MATS. Elections will be held annually, with each member permitted one vote per open office. Elected officers will be installed at the January Winter Business Meeting. The President-Elect, Secretary and 2 regional representatives elections will be conducted on opposite years of the Vice-President and Treasurer elections and 3 regional representatives .

Section 7

To be eligible for the office of MATS President-Elect, the candidate must have served on the Executive Council.

Section 8

No person will hold office who is not a member and no member shall hold more than one elected office simultaneously other than to fulfill temporary duties.

Section 9

Any Executive Board member may be removed from office with cause, at any time, by a majority vote of the Executive Board at a Regular or Special Meeting of the Executive Board. An Executive Board member under consideration for removal will be notified of such consideration at least five days prior to the meeting. Such removal will take place without prejudice.

Section 10

When the President is unable to complete his or her term, the President-Elect will fill the vacancy in the office of President for the unexpired term. When the President-Elect is unable to fulfill this role, the next highest ranking Executive Committee member will take over duties of the president.

The President or next highest-ranking Executive Committee member has the authority, with Executive Board approval, to appoint temporary officers to fill an unexpired term for the offices of President-Elect, Vice-President, Secretary, Treasurer, and Regional Representatives.

ARTICLE V – DUTIES OF OFFICERS**Section 1 – President**

The President-Elect will assume the office of President immediately following the conclusion of the President's term of office.

Term: Elected and serves two years as President-Elect and two years as President. The President cannot serve consecutive terms.

Duties:

- a. Serves as chair, voting member, and official spokesperson for the Executive Committee, Board, Council, and Society.
- b. Possesses full power and responsibility to transact business for and on behalf of the MATS.
- c. Calls all meetings of the Executive Board and Council.
- d. Implements the mandates and policies of the MATS as determined by the Executive Board.
- e. Presides over Executive Board meetings and Society Business Meetings.
- f. Appoints and evaluates committee chair positions including: Communications, Professional Education, Public Relations, Athletic Training Student, Governmental Affairs, and Honors and Awards committees.
- g. Appoints and evaluates sub-committee chair positions including: Revenue, Golf Outing, and Historical Committees.
- h. Submits an annual budget request per Finance Committee specified time lines.
- i. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- j. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.

Section 2 – President-Elect

Term: Elected and serves a two-year term. Term is followed by position as President. The President-Elect cannot serve consecutive terms.

Duties:

- a. Serves as a member of the Executive Committee and Board.
- b. Serves as Chairperson of the Nominations Committee.
- c. Serves as President pro-tempore in the absence of the President.
- d. Serves as the Chairperson of the Finance Committee.
- e. Submits an annual budget request per Finance Committee specified time lines.
- f. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- g. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- h. Provides additional duties as assigned by the President.

Section 3 – Vice-President

Term: Elected and serves a two-year term. May serve a maximum of three consecutive two-year terms.

Duties:

- a. Serves as a member of the Executive Committee and Board.

- b. Assumes, under direction of the President, the responsibility of an Executive Committee Member in the event of absence.
- c. Serves as Parliamentarian for Executive Board meetings and Association Business Meetings.
- d. Serves as chair of Ethics Committee as needed.
- e. Serves as the district caretaker of memorial information.
- f. Ensures proper routing and recognition of information concerning deceased members.
- g. Submits an annual budget request per Finance Committee specified time lines.
- h. Solicits and compiles reports from Executive Board and Council members for presentation at Annual Business Meeting.
- i. Maintains and updates MATS Policies and Procedures document.
- j. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- k. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- l. Provides additional duties as assigned by the President.

Section 4 – Secretary

Term: Elected and serves a two-year term. May serve a maximum of three consecutive terms.

Duties:

- a. Serves as a member of the Executive Committee and Board.
- b. Serves as the custodian of all Society official records and documents.
- c. Records minutes at all Executive Board meetings and Society Business Meetings and distributes minutes to Executive Board and general membership.
- d. Submits an annual budget request per Finance Committee specified time lines.
- e. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- f. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- g. Provides additional duties as assigned by the President.

Section 5 – Treasurer

Term: Elected and serves a two-year term. May serve a maximum of three consecutive terms. Secures bonding status for length of term.

Duties:

- a. Serves as a member of the Executive Committee and Board.
- b. Responsible for all financial business for and on behalf of the MATS with approval of the President and/or Executive Board.

- c. Ensures the MATS does not commit to financial obligations that exceed available resources.
- d. Secures formal agreements with external financial planner and accountants as needed to assist with the financial management of the Society.
- e. Submits a financial report to the Executive Board prior to all Executive Board meetings, excluding special meetings, unless specifically requested.
- f. Submits an audited financial report to the membership at the Annual GLATA Winter Business Meeting.
- g. Serves as a member of the Finance Committee.
- h. Coordinates an annual internal audit for the MATS.
- i. Ensures all checks written without prior budgetary approval, have Executive Committee Approval.
- j. Manages membership database in conjunction with NATA and GLATA policy.
- k. Submits an annual budget request per Finance Committee specified time lines.
- l. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- m. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- n. Provides additional duties as assigned by the President.

Section 6 – State Representative to GLATA

Term: Appointed by President with Executive Committee approval. One year renewable term with a 3 term maximum.

Duties:

- a. Serves as a member of the Executive Committee and Board.
- b. Performs all duties as described by the GLATA Bylaws.
- c. Provides the Executive Board and membership with regular updates concerning GLATA business.
- d. Attends/participates in all GLATA Executive Board meetings.
- e. Recruits and recommends candidates for GLATA standing committees.
- f. Coordinate application and selection process for GLATA Student Senators.
- g. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- h. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- i. Provides additional duties as assigned by the President.

Section 7 – MATS Regional Representative

Term: Elected and serves a two year term. May serve a maximum of three consecutive terms. Individual regional representatives will be elected from

five geographical locations throughout the State of Michigan (Upper Peninsula, Northern Lower Peninsula (all AT who live in the counties of Oceana, Newaygo, Mecosta, Isabella, Midland, Bay, Tuscola, Sanilac, and Huron; and north to the Mackinac Bridge), South West Lower Peninsula (all AT who live in the counties of Muskegon, Ottawa, Kent, Montcalm, Ionia, Barry, Allegan, VanBuren, Kalamazoo, Calhoun, Branch, St. Joseph, Cass and Berrien), South Central Lower Peninsula (all AT who live in the counties of Gratiot, Saginaw, Genesee, Shiawassee, Clinton, Eaton, Ingham, Livingston, Jackson and Hillsdale), and South East Lower Peninsula (all AT who live in the counties of Lapeer, St. Clair, Macomb, Oakland, Washtenaw, Wayne, Lenawee and Monroe).

Duties:

- a. Serves as a member of the Executive Board.
- b. Recognized by the Executive Board as the individual who possesses responsibility to transact MATS business for and on behalf of their respective region, as the official representative of said region.
- c. Represents his or her individual region regarding MATS issues, with full consideration of Society goals and functions.
- d. Assist in identification of candidates for nominations, committee service, honors, and awards from respective region.
- d. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- e. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- f. Provides additional duties as assigned by the President.

ARTICLE VI – MEETINGS

Section 1

Annual Society membership meetings will be held in conjunction with the GLATA Winter Meeting and NATA Annual Symposium, as well as, the MATS Professional Education Conference. A quorum consists of voting members present.

Section 2

BOC certified/MI AT licensed and BOC certified retired members are entitled to one vote on all motions presented to the membership. Majority vote of the quorum signifies a passing motion.

Section 3

Executive Board meetings will be held each year at times and places as determined by the President. A quorum for an Executive Board Meeting will be six voting members present. If the President is absent for a meeting, the President-Elect will preside. Executive Board members will be notified

of all meetings with a draft agenda a minimum of two weeks prior to the meeting.

ARTICLE VII – STANDING COMMITTEES

Section 1 – Finance Committee

Chair: President-Elect

Chair Term: Term of President-Elect

Committee Composition: Executive Committee

Duties:

- a. Ensures sound fiscal operation and integrity of the Society.
- b. Develops and establishes annual recommendations for guidelines for the preparation of all revenue, expenditures, and capital budgets.
- c. Reviews and analyzes all budget requests.
- d. Monitors cash flow, revenues, expenditures, and ensures proper external reporting requirements in compliance with the Internal Revenue Service, federal, and any State and local requirements.
- e. Conducts and annual internal audit to ensure proper compliance with established policies and procedures.
- f. Reviews fundraising projects to ensure compliance with State and federal financial regulations.
- g. Performs a quarterly review of the Society's financial reports as prepared by the contracted accountant.
- h. Develops and recommends policies and procedures for the fiscal operation of the Society.
- i. Meets during the fourth quarter of the fiscal year to prepare and recommend the annual budget for approval by the Executive Board.
- j. Submits an annual budget request per Finance Committee specified time lines.
- k. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- l. Provides additional duties as assigned by the President.

Section 2 – Ethics Committee

Chair: Vice President

Chair Term: Term of Vice President

Committee Composition: MATS Regional Representatives

Duties:

- a. Investigates, informs, and recommends sanctions for unethical behavior of MATS members for issues not under purview of State of Michigan Athletic Training Board.
- b. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- c. Provides additional duties as assigned by the President.

Section 3 – Nominations Committee

Chair: President-Elect

Chair Term: Term of President-Elect

Committee Composition: MATS Regional Representatives

Duties:

- a. Solicits and presents nominees for open offices.
- b. Verifies candidate nomination eligibility according to Bylaws.
- c. Ensures membership is informed of annual election information.
- d. Conducts nominations and elections within established time period in accordance with Society policy and procedure.
- e. Ensures a system of electronic balloting is available to the membership.
- f. Utilizes the single transferable vote system in accordance to Robert's Rules of Order to conduct membership voting in elections.
- g. The Chair will notify all candidates of election results following confirmation of election results.
- h. Submits an annual budget request per Finance Committee specified time lines.
- i. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- j. Provides additional duties as assigned by the President.

ARTICLE VIII – SPECIAL COMMITTEES

Section 1 – Honors and Awards Committee

Chair: Honors and Awards Committee Chairperson or Co-Chairperson

Coordinator Selection: Appointed by the President with approval of the Executive Board.

Chair Term: Appointed for a one-year term. May serve more than one term.

Committee Composition: State regional representatives.

Coordinator Evaluation: Coordinator will be evaluated by the President and the Treasurer prior to a request and/or consideration for re-appointment.

Duties:

- a. Chair attends executive board meetings in a non-voting capacity.
- b. Identifies and solicits nominations of individuals who qualify for honors and awards.
- c. Recommends award winners to Executive Board for approval based on established selection criteria.
- d. Submits an annual budget request per Finance Committee specified time lines.
- e. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- f. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- g. Provides additional duties as assigned by the President.

Section 2 – Sponsorship and Donations Committee

Coordinator: Sponsorship and Donations Chairperson or Co-Chairpersons

Coordinator Selection: Appointed by the President with approval of the Executive Board.

Coordinator Term: Appointed for a one-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and the Treasurer prior to a request and/or consideration for re-appointment.

Committee Composition: Solicited by the chairperson(s), with approval of the Executive Board.

Duties:

- a. Coordinates fundraising activities including but not limited to the developing, securing, and conducting of corporate sponsorships.
- b. Collaborates with Committee on fundraising projects.
- c. Chair attends Executive Board meetings in a non-voting capacity as requested by the President.
- d. Coordinator ensures Executive Board receives regular communication regarding committee activity.

- e. Submits an annual budget request per Finance Committee specified time lines.
- f. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
- g. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- h. Provides additional duties as assigned by the President.

Section 3 – Professional Education Committee

Coordinator: Professional Education Committee Chairperson or Co-Chairperson

Coordinator Selection: Appointed by the President with approval of the Executive Board.

Coordinator Term: Appointed for a one-year term and may serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President and the President-Elect prior to a request and/or consideration for re-appointment.

Committee Composition: The Education Coordinator will solicit and recommend committee members with approval from the Executive Board.

Duties:

- a. Chair attends Executive Board meetings in a non-voting capacity at the request of the President.
- b. Ensures collaboration with Professional Education Committee members to coordinate educational activities for members.
- c. Establishes and maintains a system for assessment and evaluation of all Association educational offerings.
- d. Conducts an educational needs-assessment every 3-5 years in order to establish membership needs/desires for continuing education.
- e. Oversees and coordinates all educational components of the Annual Education Conference and other MATS educational programs.
- f. Submits an annual budget request per Finance Committee specified time lines.
- g. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- h. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- i. Provides additional duties as assigned by the President.

Section 4 – Public Relations Committee

Coordinator: Public Relations Chairperson or Co-Chairpersons

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a one-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President prior to a request and/or consideration for re-appointment.

Committee Composition: Solicited by the chairperson(s), with approval of the Executive Board.

Duties:

- a. Chair attends Executive Board meetings in a non-voting capacity at the request of the president.
- b. Serves as a member of the GLATA Public Relations Committee.
- c. Assists in the identification of State public relation initiatives and provides resources as requested.
- d. Organizes and coordinates all Society Public Relations Projects.
- e. Serves as the coordinator of all Society media events.
- f. Solicits and Coordinates all Society Public Relations information for submission to the GLATA and NATA electronic and written publications.
- g. Coordinates the use of the MATS informational materials.
- h. Submits an annual budget request per Finance Committee specified time lines.
- i. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- j. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- k. Provides additional duties as assigned by the President.

Section 5 – Athletic Training Student Committee

Chair [Coordinator]: AT Student Committee Chairperson or Co-Chairpersons.

Chair Selection: Appointed by the President with approval by Executive Board

Chair Term: Appointed for a one-year term. May serve more than one term.

Chair Evaluation: Chair will be evaluated by the President.

Committee Composition: Solicited by the chairperson(s), with approval of the Executive Board. Additional student committee members include GLATA Student Senators and selected MATS student members.

Duties:

- a. Chair attends all Executive Board meetings.
- b. Develop and coordinate student educational programming.
- c. Develop and coordinate student sponsorship and donations.
- d. Maintain subcommittees and coordinate responsibilities for the following: Annual Student Education meeting, Sponsorship/Donations, and Quiz Bowl.
- e. Submits an annual budget request per Finance Committee specified time lines.
- f. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- g. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- h. Provides additional duties as assigned by the President.

Section 6 – Governmental Affairs

Coordinator: Governmental Affairs Chairperson or Co-Chairpersons

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a one year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President prior to a request and/or consideration for re-appointment.

Committee Composition: Solicited by the chairperson(s), with approval of the Executive Board.

Duties:

- a. Chair attends Executive Board meetings in a non-voting capacity at the request of the President.

- b. Oversees and coordinates activities relative to legislation, political action, and regulatory activity within the State.
- c. Annually reviews and analyzes all State regulatory bills
- d. Provides direction and assistance to the members in the areas of legislation, political action, and regulatory activity.
- e. Works collaboratively with the Professional Education Committee to provide educational programming regarding legislation, political action, and regulatory activity for the members.
- f. Coordinates and develops projects for the members that will enhance areas of legislation, political action, and regulatory activity.
- g. Communicates, educates, and assists with State efforts to obtain support from other medical professions.
- h. Serves as a member of the GLATA GAC.
- i. Assists the president with all financial considerations of the legislative process and grant applications by the State in coordination with the Finance Committee and Executive Board.
- j. Coordinator attends Executive Board meetings in a non-voting capacity
- k. Submits an annual budget request per Finance Committee specified time lines.
- l. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- m. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- n. Provides additional duties as assigned by the President.

Section 7 – Communications

Coordinator: Communications Chairperson or Co-Chairpersons

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a one year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President prior to a request and/or consideration for re-appointment.

Committee Composition: State regional representatives.

Duties:

- a. Chair attends Executive Board meetings in a non-voting capacity at the request of the President.
- b. Maintains a contractual agreement with an external web hosting company, with Executive Board approval.
- c. Updates website materials as appropriate and as needed.

- d. Disseminates Society information to the membership via newsletter, emails, and other methods.
- e. Submits an annual budget request per Finance Committee specified time lines.
- f. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- g. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- h. Provides additional duties as assigned by the President.

Section 8 – Committee on Revenue

Coordinator: Committee on Revenue Chairperson or Co-Chairpersons

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a one-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President prior to a request and/or consideration for re-appointment.

Committee Composition: Membership representation from various work settings as solicited by the Revenue chairperson and approved by the Executive Board.

Duties:

- a. Attends Executive Board meetings in a non-voting capacity at the request of the President.
- b. Develops, enhances, and supports opportunities for revenue for the profession of Athletic Training within the Society.
- c. Provides direction and assistance to the members in the areas of revenue.
- d. Provides education regarding areas of revenue for the members.
- e. Coordinates and develops projects for the members that will enhance areas of revenue.
- f. Coordinates educational opportunities with the Education Director that involves Revenue and revenue models for Athletic Trainers.
- g. Serves as a member of the GLATA COR.
- h. Assists with the dissemination of Revenue and revenue information provided from State regulatory boards for the Athletic Trainer.
- i. The Chairperson attends the Executive Board meetings in a non-voting capacity.
- j. Submits an annual budget request per Finance Committee specified time lines.

- k. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- l. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- m. Provides additional duties as assigned by the President.

ARTICLE IX – OTHER COMMITTEES AND APPOINTED POSITIONS

Section 1 – Historical Committee

Coordinator: Historical Committee Chairperson or Co-Chairpersons

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a one-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President prior to a request and/or consideration for re-appointment.

Committee Composition: Solicited by the chairperson(s), with approval of the Executive Board.

Duties:

- a. Attends Executive Board Meetings in a non-voting capacity at the request of the President.
- b. Serves as a member of the GLATA History and Archives Committee.
- c. Solicits, collects, and preserves historical Society articles and documents.
- d. Establishes and updates criteria and plans for retention, preservation and the displays of historical articles and documents.
- e. Serves as a resource regarding preservation of historical articles and documents.
- f. Submits an annual budget request per Finance Committee specified time lines.
- g. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- h. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- i. Provides additional duties as assigned by the President.

Section 2 – Golf Outing

Coordinator: Golf Outing Chairperson or Co-Chairpersons

Coordinator Selection: Appointed by the President with approval from the Executive Board.

Coordinator Term: Appointed for a one-year term. May serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the President prior to a request and/or consideration for re-appointment.

Committee Composition: Solicited by the chairperson(s), with approval of the Executive Board.

Duties:

- a. Coordinates all aspects of the annual Carrier Classic Golf Outing for MATS members and guests.
- b. Works closely with Sponsorship and Donations committee to obtain sponsorship and donations to offset cost of hosting golf outing.
- c. The Chairperson attends the Executive Board meetings in a non-voting capacity.
- d. Submits an annual budget request per Finance Committee specified time lines.
- e. Provides a written report for presentation to the Executive Board at all scheduled meetings.
- f. Annually signs and submits the MATS Disclosure Statement, to be kept on file by the President.
- g. Provides additional duties as assigned by the President.

Section 3 – President’s Advisory Group

Coordinator: President

Coordinator Selection: Appointed by the President.

Coordinator Term: Appointed for a one-year term. May serve more than one term.

Committee Composition: Previous MATS Presidents, Executive Committee or Board members, or others who have proven leadership track records within regional/national organizations or workplace as solicited by the President.

Duties:

- a. Advise the President and Executive Board on current issues affecting athletic trainers in the State of Michigan from a historical and/or workplace expertise perspective.
- b. Provide leadership and guidance on various issues facing athletic trainers within the State of Michigan.
- c. Provides additional duties as assigned by the President.

ARTICLE X – PARLIAMENTARY AUTHORITY

In the absence of any provisions in the Bylaws to the contrary, all meetings of the Executive Board and Council and the membership will be governed by the parliamentary rules and usage contained in the current edition of Robert's Rules of Orders Newly Revised.

ARTICLE XI – AMENDMENTS TO THE BYLAWS

Section 1

All proposed amendments to the Bylaws, with the exception of Article V, VI, VII, VIII and IX must be submitted to the President at least eight weeks prior to the Annual MATS Business meeting held in conjunction with annual MATS PEC Meeting. The President will distribute the proposed amendment to all MATS members at least four weeks prior to the Annual MATS Business meeting held in conjunction with annual MATS PEC Meeting. A proposed amendment to the Bylaw Articles I, II, III, IV, X, XI that has been submitted will be read at the Annual MATS Business meeting held in conjunction with annual MATS PEC Meeting. A two-thirds (2/3) majority vote of the voting membership present will be necessary for the adoption of the said amendment.

Section 2

All proposed amendments to Bylaw Articles V, VI, VII, VIII, and IX may be amended by a majority vote of the Executive Board.