

# BY-LAWS OF THE NM ATHLETIC TRAINERS ASSOCIATION, INC

## Duties of Officers

### A. The President shall:

1. Be the chief executive officer, chair of Board of Directors and the official representative of the NMATA, Inc. The President shall also represent the NMATA, Inc. on the RMATA, Inc. Board of Directors.
2. Preside at the meetings of NMATA, Inc. and the Board of Directors.
3. Appoint a parliamentarian with approval of the Board of Directors.
4. Appoint the Secretary/Treasurer.
5. Serve as an ex-officio member of all committees.
6. Sign all contracts with the Secretary/Treasurer.

### B. The Vice President shall:

1. Investigate and recommend to the Board of Directors possible avenues through which the NMATA may enhance its professional image.
2. Interpret the purposes and objectives of the corporation to allied associations and professions, high schools, colleges, universities, and the general public.
3. Continually review the Articles of Incorporation in terms of newly enacted legislation by the State of New Mexico and make recommendations to the Board of Directors for amendments.
4. Shall preside in the absence of the President.
5. Succeed to the office of President for the unexpired term in the event of a vacancy in that office.
6. Answer correspondence, inquiries, and requests for guidance and counseling concerning the professional preparation of athletic trainers.
7. Serve as chair of the annual convention committee and select the other members of that committee.

### C. The District Representatives shall:

1. Reside or be employed in the district being represented.
2. Act as liaison between the district and the Board of Directors.
3. Assist the Vice President with planning the annual convention when the convention is held in the district they represent.

### D. The At-Large Member Shall:

1. Reside or be employed in the State of New Mexico.
2. Act as a liaison between the members and the Board of Directors.
3. Assist the Vice-President with planning the annual convention.
4. Oversee social media and technology impacts.

E. The College/University Representative shall:

1. Act as liaison between college/university student members of the NMATA and the Board of Directors.

F. The Secretary/Treasurer shall:

1. Serve as custodian of all records, books, and papers belonging to NMATA, Inc.
2. Record the proceedings of all meetings of the NMATA, Inc. and the Board of Directors.
3. Maintain a current copy of the Articles of Incorporation and the By Laws.
4. Conduct the official correspondence of the corporation, including such matters as notifying members of meetings, officers of their election, and notices as required by Articles or at the request of the President or the Board of Directors.
5. Post minutes of NMATA, Inc. Board of Director Meetings to the association web page.
6. In consultation with the secretary of the RMATA, Inc. keep current and accurate records of member classification, mailing addresses, email addresses, and current active membership.
7. In consultation with the President and Board of Directors publish a newsletter at least twice per year, which can be distributed by either the U.S. Postal Service or by electronic mail.
8. With the President, be responsible for all official press releases of the NMATA.
9. Along with the President sign all contracts entered into by NMATA, Inc.
10. Be custodian of all funds, keep itemized accounts of all receipts and expenditures, and deposit all NMATA funds in a bank account approved by the Board of Directors.
11. Pay all bills as authorized by the President or the Board of Directors.
12. Submit a financial statement to the Board of Directors prior to the mid-winter conference call or meeting and then post the financial statement to the NMATA web page.
13. Submit financial records to the audit committee for review within 60 days of close of the fiscal year (January to December).

G. Nominations and Elections:

A. Nominations may be made either by written request directed to the Secretary of NMATA, Inc. prior to the annual Business Meeting of the association or by nomination from the floor at the annual Business Meeting. Nominations shall close at the conclusion of annual Business Meeting.

B. Any nominee for elected office shall have 10 calendar days from the close of the annual Business Meeting to inform the Secretary, in writing, that they wish to decline nomination.