

Master of Athletic Training Student Society (MATSS)

Constitution

Article I – Name:

The name of this organization shall be the Master of Athletic Training Student Society (MATSS)

Article II – Purpose:

It shall be the primary purpose(s) of this organization to

- A. Provide organizational structure for the Master of Athletic Training (MAT) students
- B. Promote educational events and opportunities for the MAT students
- C. Provide teamwork building opportunities for the MAT students
- D. Expand future employment opportunities for the MAT students
- E. Provide mentorship opportunities for new cohort students

Article III – Membership

Section 1: Membership shall not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation

Section 2: Anti-hazing clause: This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Section 3: Regular membership shall consist of those students of the University of Houston who have agreed to uphold this Constitution and to participate fully in the activities of this organization.

Section 4: Requirement for membership in MATSS is full-time enrollment in the Master of Athletic Training program

Section 5: MATSS members must be active participants in MATSS functions (e.g. meetings, fundraising opportunities, etc) to keep voting rights.

Dues

50 US dollars are collected annually to be a member of the MATSS.

50 dollars (Dues) will be collected during the first meeting in June upon entering program (Returning students dues will be collected at this time also)

Dues will aid in paying for future conferences, Board Examination, and other necessities needed for organization function

For every week dues are late an additional 5 dollars will be added to the previous balanced owed

Active Member Clause

- Requires 3 points per month, in each category (Meetings (1), Outreach (1), Fundraising (1)) total including the monthly meeting.
- Involvement includes: Attendance of Meetings (that you are expected to attend), Event involvement, Event Planning
 - Secretary will carry attendance records entities.
- If involvement does not occur (excluding circumstantial emergencies, MATSS Faculty Advisor and President of MATSS will determine validity of absence) Student will not receive financial compensation for board examinations, traveling expense, conferences, etc..
- If the points are not met for one month, you may get extra points the next month to make up for points that were missed in the month prior.
 - Once the required 3 points are met per month and minimum requirements are met. A member may make up all points missing, but once back on track they may not accumulate more than 3 extra points.
- Volunteer opportunities through the MAT Program events that do not count as clinical education hours may be counted towards the point total for the month.

MATSS Attendance Sheet and Rules

Guest speakers are a part of the meeting, if member is late to the guest speaker portion of the meeting they will be counted tardy.

If not labeled "mandatory", the meeting is considered to be "as needed" if member is not present they will be counted absent.

If signed up to volunteer for an event, and the member is not present for the time they signed up, this will count as an absence.

- If able to find a substitute, the student will not be counted absent and the substitute will earn the point.

Article IV – Officers

The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, Outreach Coordinator / Fundraiser, Historian, and Parliamentarian Position shall collectively be referred to as the Executive Board.

Officer Elections

Elections will occur during the first week of the fall semester

Vice President must be filled by a first year student

Serves as the interim president from time of president's graduation in May until August elections are held

The responsibilities of the President shall be as follows:

- Presides over meetings of MATSS
- Calls special meetings of MATSS
- Facilitates executive board meetings
- Prepares and files any report required
- Appoints committee chair people
- Maintains contact with MATSS adviser
- Maintains contact with MATSS alumni
- Maintains contact with affiliated university department or community partner
- Represents MATSS to the University
- Serves as a spokesperson for MATSS
- Serves as a secondary signatory on financial accounts
- Provides follow-up to MATSS tasks
- Represents MATSS at official functions

The responsibilities of the Vice President shall be as follows:

- Assumes the duties of the President in his/her absence
- Serves as an ex-officio member of standing committees
- Directs Constitutional updating and revisions
- Facilitates election of officers
- Represents Organization at official functions
- Develops plan for Organization fundraising
- Coordinates fundraising events
- Remains fair and impartial during Organizational decision making process
- Performs other duties as directed by the President

The responsibilities of the Secretary shall be as follows:

- Obtains appropriate facilities for MATSS activities

- Keeps a record of all members of MATSS
- Prepares an agenda with the President for all meetings
- Notifies all members of meetings
- Prepares MATSS' calendar of events
- Keeps MATSS informed of both Organizational and university business
- Keeps and distributes minutes of each meeting of MATSS
- Creates and distributes agendas for each meeting of MATSS
- Records attendance at all meetings
- Prepares and files any report required
- Handles all official correspondence of MATSS
- Collects MATSS mail from the adviser or wherever mail is received
- Works with the President to represent MATSS at official functions ☒
- Remains fair and impartial during Organization decision-making process
- Performs other duties as directed by the President

The responsibilities of the Treasurer shall be as follows:

- Is familiar with accounting procedures and policies
- Serves as the primary signatory on financial accounts
- Serves as chair of the finance committee
- Pays MATSS' bills
- Collects MATSS' dues if required
- Keeps all financial records of MATSS
- Prepares an annual budget
- Prepares all budget requests for funds
- Prepares and submits financial reports to the members
- Maintains a financial history of MATSS
- Provides advisor with summary of financial records at the end of the academic year
- Advises members on financial matters (i.e. vendors, ticket selling procedures)
- Prepares purchase orders, requisition forms, or supply requests
- Files reports on all stolen or lost equipment
- Maintains an inventory of all equipment and its condition
- Performs other duties as directed by the President

The responsibilities of the Outreach Coordinator / Fundraiser shall be as follows:

- Develops plan for MATSS fundraising
- Coordinates fundraising events
- Coordinates solicitations
- Coordinates community outreach events (e.g. food drive)
- Coordinates ideas to increase MATSS marketing within the local community
- Initiates contact with potential MATSS stakeholders after discussing with MATSS advisor
- Works with other MATSS office holders to represent MATSS at official functions
- Remains fair and impartial during MATSS decision making processes

- Performs other duties as directed by the President

The responsibilities of the Historian shall be as follows:

- Keeps a record of all activities of MATSS including digital pictures and social media updates
- Works with other MATSS office holders to represent MATSS at official functions
- Remains fair and impartial during MATSS decision making processes
- Performs other duties as directed by the President

Responsibilities of Parliamentarian shall be as follows:

- Keep meeting in order
- Keep track of time and enforce agenda
- Limit distractions and questions not recognized by the floor/ person speaking

Article V – Elections

Candidates for any office of this organization must be voting-eligible members and thereby members of MATSS and a student of the University of Houston.

Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves. Nominations for each position will be open for a period of one minute, time and controlled by the President. All nominations must be seconded by a different voting member of MATSS.

Nominated candidates who accept their nomination must interview with the current office holder and MATSS president, and must give a 5-10 minute PowerPoint presentation to MATSS during a regularly scheduled meeting to outline their goals and vision for the office position should they be elected.

Election of officers shall take place at a meeting of this organization called for that purpose to occur within the (DAYS) of the spring semester, with term of office lasting one year.

Voting will occur via secret ballot, with all votes counted separately by first the current secretary and then verified by the vice president.

In the case of a tie, the membership will cast another vote during which the members may only vote for a candidate who is in a tie vote for a position

If there is only one candidate applying for an office, that candidate must be interviewed and voted in by a majority (>50%) vote

Officers may be re-elected for a period of more than one one-year term

Article VI – Removal

Any officer may be removed by greater than three-fourths vote of the membership

A vacancy of any office shall be filled by Presidential appointment

Article VII – Meetings

Professional Development

Meetings that host a professional speaker or that are considered “Professional Development Meetings” will be mandatory for MATSS Members to attend.

- Only clinical rotations that require that involve travel or game day needs, approved by MATSS faculty adviser and President will be excused
- If a member must miss the meeting for any other reason, the member must contact both the President and the faculty advisor and receive approval.
- (Emergency Situations are exempt)
- Other Meetings may be made mandatory by the board if it is voted upon. If this occurs every MATSS member must be notified about the meeting two weeks in advance.

Agenda and News

- No new news may be added to the agenda within 24 hours of the meeting time that is scheduled.
- Meetings are for MATSS news and business only and should not be used for MAT Program updates or news. This must be put into the agenda if it is needed for collaboration of events.

Meetings of this organization shall occur bi-weekly during fall, spring, and summer semesters, with the expected time and date set by the voting membership at the first meeting of the fall semester

Special meetings shall be called at the discretion of the President upon the request of any five voting members of this organization.

The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization

Article VIII – Rules of Procedure

The organization shall use Robert’s Rules of Order, current edition, as its authority on parliamentary procedure

Quorum

One more than half the voting membership shall constitute a quorum

No business shall be conducted without the presence of a quorum

Business shall be decided by a majority vote

All references to voting or approval of the membership of this organization refers to voting membership except where specified

Article IX – Amendments

One or more voting members of this organization may author an amendment to the constitution

The amendment shall be submitted in writing to the President and Vice President for review and recommendation concerning legality, punctuation, placement, and word order.

The President and Vice President shall present the amendment at the next meeting of this organization. First, the relevant parts of the constitution specific to the amendment, as currently written, will be read. The amendment will then be read as it would be inserted into the constitution. The floor will then open for discussion a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading. The

At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

EFFECTIVE DATE: _____