

**BYLAWS
ARIZONA ASSOCIATION OF ACTIVITY PROFESSIONALS**

ARTICLE 1. NAME

The name of this organization shall be Arizona Association of Activity Professionals, hereinafter referred to as AAAP.

ARTICLE 2. OBJECTIVES

As an educational organization, the objectives of this representative association shall be the cultivation of excellence in the provision of activities services for long term health care facilities, assisted living facilities, independent retirement living communities, adult day care service providers, senior centers, sub-acute care centers and related facilities/centers.

AAAP will be an advocate to/for the individuals providing activities services.

AAAP will accomplish these objectives through the following events:

1. Foster and maintain the highest standards of excellence to qualify, train, and educate the Activity Professional.
2. Define and identify the role of the Activity Professional.
3. Set and maintain professional ethics for the members and the board.
4. Monitor changes in regulatory compliance and communicate to membership.
5. Promote membership in the State and National Associations of Activity Professionals.
6. Set educational standards and curriculum and influence regulatory agencies.
7. Provide information about National Certification.

ARTICLE 3. MEMBERS

Section 1. Definition

Membership in AAAP shall be open to individuals employed in, interested in, or supportive of the provision of activities services for primarily aging populations and/or other related populations.

Section 2. Classification

- A. ACTIVE.** An active member in good standing shall have full voting privileges, the right to hold office, and the right to serve on committees.
1. Individuals currently employed in providing activities in long-term health care facilities, retirement housing, adult day care programs, assisted living facilities or related special needs populations.
 2. Individuals currently employed as activity consultants and/or educators in field of activities whose primary employment focus is the aging population and/or other related population.

3. Individuals who maintain an interest in the activity profession with the intent of re-entering the field.
4. Lifetime member
 - a. Paid
 - b. Honorary

B. ASSOCIATE. An associate member has the opportunity to participate in an advisory, non-voting capacity on committees. Individuals not meeting the criteria for active membership, but having an interest in or being supportive of the activity profession qualify as associate members.

C. HONORARY. An honorary membership shall be awarded to an AAAP member who has retired and has made a significant contribution to AAAP. He/She shall be recommended by a member and approved by the Board. An honorary member shall pay no dues, may not vote or hold office.

Section 3. Good Standing

A member in good standing shall be one whose current dues have been paid and who is not under disciplinary action.

Section 4. Admission of Members

Applicants shall be admitted to membership upon submission of an application and payment of dues.

Section 5. Dues

Annual dues payable to the Association by active or associate members shall be such amount as may be determined by resolution of the Board. Honorary members shall pay no dues.

- A. The Board shall determine annual dues. Area Chapters may determine if additional Area Chapter Membership dues are appropriate and needed, upon agreement and voted on by the Area Chapter Membership.
- B. The deadline for annual dues is August 1 of each year. Dues are payable to the AAAP Membership Chairperson or Treasurer.
- C. Dues shall be reviewed annually by the Board.

Article 4. MEETINGS OF THE BOARD

Section 1. Regular Meetings

- A. The Board shall meet a minimum of eight regular meetings per year.

Section 2. Special Meetings

- A. Special meetings of the Board may be called by a President or Board members within 10 days notice and at such time and place as designated by the person/persons calling the meeting.

Section 3. Reporting to Membership

- A. Actions taken by the Board shall be reported to the Area Chairpersons for them to present at their local chapter meeting; at the general membership meeting; in the AAAP Newsletter and/or the AAAP web site, theaaap.org.

Section 4. Quorum/Voting

- A. To constitute a quorum, all business transactions will be validated by a majority vote of active AAAP Board members present.

Section 5. Compensation

- A. Board members shall serve without compensation with the exception of approved expenses.

ARTICLE 5. OFFICERS

Section 1. Qualification

- A. To be eligible for the office of President or Vice President, a person shall have been an active AAAP member in good standing for at least two (2) years and shall have served on the Board for at least one (1) year.
- B. Other elected officers shall have been active AAAP members in good standing for at least one (1) year.
- C. Officers must be certified and/or licensed by a nationally recognized accrediting body (i.e. ADC, ACC, CTRS, OTR, COTA, MT-BC, ATR, etc.) and be able to sign as an AAAP sponsor for the Certificates of Attendance.

Section 2. Term of Office

Newly elected officers shall assume their duties immediately following the close of the annual fall meeting and will meet with the outgoing Board members within twenty four (24) hours after the installation to facilitate a smooth and timely transition.

- A. Elected Officers will serve a two (2) year term of office.
- B. No officer shall serve more than two (2) consecutive full terms in the same office.
- C. President, Recording Secretary, one (1) Member at Large, Newsletter Editor and Website Editor will expire on an odd number year. Nominations Chair, Membership, Conference Chair, Vice President, Treasurer and one (1) Member at Large term of office will expire on an even number year.

Section 3. Vacancy in Office

A. The Vice President shall automatically fill a vacancy for the office of President. Any other elective office shall be filled by appointment of the Board for the remainder of the term.

B. The Nominations Committee shall assist by providing names of qualified members.

Section 4. Removal and Resignation

A. An officer and or member may be removed from office by majority vote of the Board for conduct unbecoming an officer of the Association, for acts detrimental to the Association, or for dereliction of duty.

B. Before action is taken, the officer shall be notified in writing of the charge and requested to appear before the Board for hearing. In the event that the officer does not respond or appear as specified, the Board shall proceed.

C. Any officer may resign at any time by giving written notice to the Board.

D. Any such resignation shall take effect immediately upon receipt.

Section 5. Duties of Officers

A. Officers shall perform the duties provided in the section and such other duties as are prescribed in these bylaws; shall make an annual report; shall fulfill such other duties as may be assigned by the Board and the President; and shall be guided at all times by the AAAP bylaws. Officers shall carry out, or cause to be carried out, rules, regulations, motions, and orders of AAAP.

B. All Officers will keep accurate and complete records, to include correspondence, sent and received contacts and references, beneficial to the AAAP membership. Such records will be passed to the next elected officer.

C. All officers shall submit approved expenses to the treasurer within 30 days of expenditure.

D. Duties of President:

1. Preside at all Association meetings, chair the Board meetings and be an ex-officio member of all committees except the Nomination Committee.
2. Be the official spokesperson and representative for the Association.
3. With the advice and consent of the Board, appoint committee chairpersons, not otherwise specified in these bylaws, and assist the chairs in the appointment of their committees. Remain certified, licensed, or registered by a nationally accredited body.
4. With the Treasurer, the President will approve the payment of bills and all Association checks and authorize all checks written.

5. Appoint a parliamentary authority as needed.
6. Appoint a liaison to related organizations.
7. Be an authorized signature of financial contracts.

E. Duties of Vice President:

1. Oversee continuing education courses sponsored by AAAP.
2. In the absence of the President, or in the event of his or her disability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting, shall have all the powers of the President.
3. Will oversee the Bylaws Committee.

F. Duties of Recording Secretary:

1. Be responsible for keeping in permanent form the minutes of general membership meetings and Board meetings. Furnish copies to members as directed by the President or upon member request.
2. Receive, and give receipt for monies due and payable to the Association from any source whatsoever.
3. Keep the original document of the bylaws as amended or otherwise altered to date.
4. See that all meeting notices are duly given in accordance with these bylaws or required by law.

G. Duties of Treasurer:

1. Shall have charge and custody of monies and funds of the Association, and deposit such funds in the name of the Association in such banks as selected by the Board in conjunction with the President.
2. Receive, and give receipt for monies due and payable to the Association from any source whatsoever.
3. Disburse or cause to be disbursed the funds of the Association on direction by the Board, taking proper vouchers for such disbursements. All disbursements shall be made by check.
4. Association expenditure needs prior Board or President approval for expenditure after consultation with the Treasurer.
5. Give an oral and/or written report at the general membership meeting and at the board meetings as requested by the President.
6. The Board will audit accounts annually prior to December 31st of each year.
7. Keep and maintain accurate accounts of the Association's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.
8. Handle reports filed for fundraisers of the Association and keep as a permanent record.
9. Purchase postage, letterhead paper, envelopes and other needed supplies for State Association business and give to Board members or other designated active members upon request and approval of the President.

H. Duties of the Membership Chair:

1. Mail renewal notice 60 days prior to August 1.
2. Accurately record all membership received.
3. Mail membership card within 30 days of receipt to all new members.
4. Mail membership card to renewed memberships within 30 days.
5. Give membership report at Board meetings, including total number of membership.
6. Purge records of all lapsed memberships annually.
7. Provide membership article in AAAP Newsletter.

I. Duties of the Conference Chair:

1. Oversee and assist in all conference/seminar/workshop planning.
2. Review all contracts and forward approved contracts to President for signing.
3. Assist in negotiating all speaker fees.
4. Help in securing vendors and exhibitors.
5. Will approve conference site/location/speakers and coordinate with President and Board.
6. Appoint conference committee and recruit volunteers from the membership.
7. Oversee local arrangements for meetings.
8. Will provide newsletter updates in a timely manner.
9. Tabulate all speaker evaluations and forward results to speaker within 45 days of conference.
10. Tabulate all conference evaluations and report to Board.
11. Mail conference/seminar registrations 2 months in advance of event.
12. Tabulate with Treasurer all registrations.

J. Duties of the Member at Large:

1. Serve at liaison to all Area Chapter Chairpersons.

K. Duties of the Nominations Chair:

1. Issue a call for nominations from the membership through the official AAAP publication and website or written correspondence and verbal communication.
2. Consider qualifications of all proposed candidates.
3. Submit nominee(s) for each office to be filled in accordance with the provisions of these Bylaws. Confirmation of Nominee(s) acceptance will be verified in written form.
4. Assist the Board by making nominations when vacancies occur in elected positions.
5. Submit the printed slate of nominees and written biographies to the official AAAP publication.

L. Duties of the Newsletter Editor:

1. Create a quarterly newsletter for review by President prior to publication.
2. Publish and mail newsletter with current membership labels.

M. Duties of the Web Site Editor:

1. Keep web site content accurate, current, and updated in a timely manner.
2. Maintain related website functions.

ARTICLE 6. ELECTION

- A. All Officers shall be elected by AAAP membership mail-in ballots.
- B. The Nominations Chair shall assist with the preparation, distribution, collection and counting of ballots and inform President of results.
- C. The Board shall call for special elections as deemed necessary.
- D. Officers are installed at the AAAP annual conference.

ARTICLE 7. COMMUNICATIONS

Section 1. There are two (2) official formats for AAAP membership communications: the AAAP Newsletter and the AAAP Web Site, theaaap.org. Both will serve the following purposes:

- A. Inform the membership of work in progress of the Board, Chapters and Committees.
- B. Facilitate professional development of AAAP members through information and education.
- C. In addition, workshop/seminar brochures will be distributed on an as needed basis.

ARTICLE 8. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the proceedings of AAAP in cases to which they are applicable and in which they are not inconsistent with these Bylaws in any special rules or order that AAAP may adopt.

ARTICLE 9. Amendments

Section 1 The AAAP Bylaws shall be reviewed every two years by the appointed Bylaws Committee.

Section 2. Proposed amendments to the Bylaws shall be submitted in writing to the Board for consideration.

Section 3. Upon majority approval by the Board, the proposed amendment (s) shall be distribute to the AAAP members to vote.

Section 4. Amendments shall be adopted by a majority vote of the mail ballots received within thirty (30) days of postmarked date.

Article 10. DISSOLUTION

In the event the AAAP should be dissolved, but prior to the completion thereof and after satisfying all outstanding debts and obligations, the Board shall disburse all money to active AAAP members in equal portions.

Article 11. COMMITTEES AND MEETINGS

Section 1. Composition

- A. Qualifications – all committee chairpersons and committee members shall be active members in good standing.
- B. Each committee shall consist of no less than two (2) AAAP members in good standing.
- C. The President shall be an ex-officio member of all committees except the Nomination Committee.
- D. Minutes and/or Reports must be approved by the AAAP Board.

Section 2. General Meetings

- A. There shall be no less than one (1) general membership meeting each year. More than one (1) general membership meeting may be held as needed with sufficient notice. The Board will determine the purpose and agenda of the meeting(s).
- B. The meeting shall be held at a time, place and duration designated by the Board, and announced at least thirty (30) days before the date as fixed.
- C. The annual general membership meeting shall be held at the Annual State Association Conference.
- D. At this meeting report of officers and committees shall be presented and newly elected officers will be installed.

Section 3. Special Meetings

- A. Special meetings of the Association may be called by the Board or by the President upon request and determined as needed.
- B. Notice of any special meeting shall be mailed to each voting member at his/her last recorded address at least ten (10) working days in advance announcing the time, place and purpose of the meeting.

Section 4. Postponement or Cancellation

In the event of an emergency, the Board majority in session, by mail, or by telephone, or by email, may postpone or cancel a membership meeting and/or conference. All members shall be notified of the postponement or cancellation.

Section 5. Quorum

To constitute a quorum at any business session duly convened, all transactions of business will be valid with a majority of the active members present.

Section 6. Voting

Cumulative, proxy, and telephone voting are prohibited.

ARTICLE 12. AREA CHAPTER NAME

The state will be divided geographically into areas, according to boundaries of East, West, North, Central, South and Scottsdale, as such to be determined. The name of each geographic area will be referred to in conjunction with its location as “AAAP _____ Area Chapter” (geographic areas: i.e. East, West, North, Central, South, and Scottsdale or as such areas to be determined). No other area name will be accepted or allowed by the Board.

ARTICLE 13. AREA CHAPTER PURPOSE

The purpose of AAAP Area Chapters is to provide an organized structured program for activity professionals who have an interest in such topics as:

1. Self development within their chosen vocation in a rapidly growing health field.
2. On-going continued education programs.
3. Exchange of ideas and resources.
4. Professional growth.
5. Establishment of standards for Activity Professionals.
6. Communication among its members.
7. Promote and support the Membership and representative Association in adherence with the current written Bylaws.

ARTICLE 14. AAAP AREA CHAPTER MEMBERSHIP

AAAP Area Chapter members shall be professionals in the health care field in good standing and who either are employed under/or live in the designated geographic area location are in compliance with the current AAAP Bylaws and are AAAP members in good standing. Guests may attend but are not allowed continuing education certificates without paying a small fee as determined by the AAAP Board to the Area Chapter Treasurer.

ARTICLE 15. AAAP AREA CHAPTER MEETINGS AND EDUCATIONAL SESSIONS/INSERVICES

Section 1. AAAP Area Chapter business meetings and educational seminars/in-services shall be held on a regular schedule as determined appropriate and agreed to by the Area Chapter Membership.

Section 2. The date, location and the time of the Area Chapter business meetings and educational seminar/in-services will be determined and agreed upon by each geographic Area Chapter Members.

Section 3. Area Chapter business meetings and education seminars/in-services will be scheduled at least two (2) weeks in advance. The information shall be communicated to the AAAP Chapter members. They shall be notified of current scheduled business meetings and educational session/in-services at least one (1) month or two (2) weeks in advance by a designated Area Chapter member.

Section 4. Each AAAP Chapter will be responsible for providing educational sessions/in-services for a minimum of one (1) clock hour (60 minutes), by a leader and in-group setting in accordance with NCCAP standards under the Body of Knowledge. Credentialed speakers shall provide education. Additional clock hours of educational sessions/in-services may be provided as determined by each Area Chapter, but must be approved by the AAAP Board prior to notification of AAAP members.

Section 5. AAAP Certificate of Attendance will be provided free to AAAP members in good standing in attendance and for non-members for a fee (i.e. \$ 5.00) to be collected at the time they receive the certificate. This fee will go to the Area Chapter to cover costs of speaker(s) or areas to be determined. AAAP Certificates of Attendance will be written in accordance with NCCAP standards.

ARTICLE 16. AAAP CHAPTER ORGANIZATION

Section 1. Area Chapter Leadership and Committee Organization

Each AAAP Area Chapter consists of the following voluntary membership leaders: One (1) Chairperson or Two (2) Area Co-Chairpersons, one (1) Area Chapter Recording Secretary (note taker) and one (1) Area Chapter Treasurer. All Chapter leaders will be selected by the Area Chapter Membership in conjunction and communication with the AAAP Board. Each position may serve at least a one (1) year term, not to exceed three (3) years. Special committees can be appointed by the Area Chairperson (s) consisting of but not limited to Education, Hospitality, and Parliamentary Authority. All Area Chapter meetings will be governed informally by the Robert's Rules of Order.

Section 2. Qualifications

All leaders must be an AAAP member in good standing. Area Chapter Chairperson (s) must be employed as an Activity Professional for two (2) of the past three (3) years.

A. Area Chapter Chairperson (s) Duties:

1. Chair meetings.
2. Appoint committees as necessary.
3. Attend two (2) scheduled Board meetings a year.
4. Schedule educational sessions with AAAP Vice President approval.
5. Distribute signed AAAP Certificates of Attendance for approved continuing AAAP education credits.
6. Submit information for AAAP Newsletter and Web Site.

B. Secretary Duties:

1. Record, file and mail copy of the minutes of Area Chapter meetings and related continuing educational information to the President.
2. Keep and file records of attendance of all meetings, current AAAP Bylaws and appropriate correspondence.
3. Assist Area Chairperson (s) in notifying membership of scheduled meetings and educational sessions/in-services.
4. Make a one (1) year voluntary minimum commitment.

C. Treasurer Duties:

1. Keep and maintain adequate and printed accurate accounts of the Area Chapter properties, monies, and business transactions including accounts of its assets, liabilities, receipts, gains, disbursements, and losses.
2. Communicate accurate and complete accounts of expenditures and current status to Area Chapter Recording Secretary to be included in the regular business meeting minutes. Area membership and AAAP President and Treasurer will be informed of these accounts.
3. Submit an accurate and complete account of Area Chapter business transactions and monies no later than January 15th to the AAAP Treasurer and/or AAAP Board to be audited annually.
4. Make a one (1) year voluntary minimum commitment.

Review of AAAP Bylaws completed by Diane Mockbee, BS,ACC, Kyle Kopecky, ADC, Linda Petty, ADC, & Karen C. Jacobson, ADC

Approved by AAAP Membership, September 15, 2010