

**ACTIVITY PROFESSIONALS ASSOCIATION OF GREATER DALLAS  
BY-LAWS**

ARTICLE I.  
NAME AND PURPOSE

Section A. NAME

The name of the association shall be Activity Professional's Association of Greater Dallas and shall be referred to as APAGD. The name may be changed by a majority vote of the members.

Section B. PURPOSE

The primary purposes of this association are:

1. To enhance the professional and educational standards of the members.
2. To improve the quality of activities provided by professionals employed in senior facilities.
3. To educate other social and health professionals as to what our association represents.
4. To raise awareness of the value of the life enrichment profession within the elder care industry and the contributions made to person-centered care.

ARTICLE II.  
ACTIVE MEMBERSHIP, DUES, PRIVILEGES, ASSOCIATE MEMBERSHIP  
AND SUPPORTIVE MEMBERSHIP

Section A. ACTIVE MEMBERSHIP

Active Membership is open to any activity professional employed at least 20 hours per week in a senior facility, or a qualified activity professional as defined by the Guidance of Surveyors-Long Term Care Facilities (TAG NUMBER F248), even if not currently employed in the activities profession.

Section B. DUES

Annual dues of \$35 are due and payable to APAGD by January of each year. Membership shall be forfeited if dues are not paid within ninety (90) days of the due date.

Section C. PRIVILEGES

Members in good standing shall have the right to vote, participate in meetings, serve on committees, and obtain continuing education certificates. Active Members who are also vendors may not use APAGD membership rosters or meetings to promote their business unless requested by an executive board officer for educational purposes.

Section D. CONTINUING EDUCATION CREDIT

Active members wishing to acquire Continuing Education Credit must be present throughout the entire session of the educational portion of the program to obtain a Certificate of Attendance. Each general meeting will provide a range of CEU's from 1.0 to 1.50 to Active Members. Each resource fair will provide 2.0 CEU hours. Each seminar will provide 6.0 CEU hours. APAGD will provide a total of 14 CEU hours each calendar year.

Section E. ASSOCIATE MEMBERSHIP

Associate Membership shall be open to anyone who is interested in promoting the purpose of APAGD. The Associate Member shall pay the same membership fee as Active Members. They shall participate in meetings and are eligible to be appointed on committees. Associate Members shall not vote or hold Executive Office. Associate Members who are also vendors may not use APAGD membership rosters or meetings to promote their business unless requested by an executive board officer for educational purposes.

Section F. SUPPORTIVE MEMBERSHIP

Supportive Membership shall be open to those organizations, state activity associations, agencies, health care associations, service providers, allied professional groups, and/or other groups interested in or being supportive of the activity profession. This is a non-voting, non-serving membership category. Supportive Members who are also vendors may not use APAGD membership rosters or meetings to promote their business unless requested by an executive board officer for educational purposes.

ARTICLE III.  
MEETINGS AND MINUTES

Section A. Meetings

Meetings for APAGD membership shall be held regularly and in accordance with the by-laws of APAGD.

1. APAGD shall meet bi-monthly, beginning in January. The meetings will be held the second Monday of the month. In the event of a special occasion falling on the second Monday, the Association will meet the third Monday. It may necessitate holding the meeting the first Monday of some months.
2. The meeting date, time, and location shall be posted on the association's website.
3. The Executive Board shall meet bi-monthly, beginning in February.
4. Additional meetings for the association may be called by the Executive Board. Only business pertaining to the stated purpose of a special meeting shall be transacted at that special meeting.

Section B. Minutes

Accurate minutes of the Executive Board as well as regular meetings of the association will be taken and kept on record. The minutes of the regular meetings will be available to the general membership.

ARTICLE IV.  
OFFICERS, TERMS, QUALIFICATIONS, AND DUTIES

Section A. Executive Board

The Executive Board shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Historian and Webmaster.

### Section B. Terms

Officers shall serve a term of two (2) years, and may serve a maximum of two (2) consecutive terms in the same office. The term limit does not apply to the Webmaster position. The Webmaster will be appointed by or at the discretion of the President for an unlimited term due to the knowledge required for the position.

### Section C Attendance, Preparation, and Fulfillment of Responsibilities

1. Executive Board members are expected to make every effort to attend all board and general meetings throughout their term. If a board member is not able to attend a board meeting or general membership meeting, that officer is to contact the President and advise 24 hours prior to such meeting that they will be absent. A maximum of one (1) board meeting and two (2) general meetings may be missed by an individual board member within a calendar year.
2. Absences other than the ones mentioned above will be reviewed at the Board's discretion.
3. Meetings may be conducted by telephone conference with 24 hours' notice.

### Section D. Qualifications for the Executive Board

The following qualifications must be met before a member of the APAGD can be nominated for office. The nominee must:

1. Be a member of APAGD for at least one(1) year;
2. Be a current paid member of APAGD in good standing; and
3. Be currently employed as an Activity Professional, or currently NCCAP, OTR, CTRS, ADCTX, and/or RMT certified.

### Section E. Qualifications for the Committee Chairpersons

The following qualifications must be met before a member of APAGD is appointed by the President to be a Committee Chairperson. The appointee must:

1. Be a current paid member of APAGD in good standing; and
2. Be currently employed as an Activity Professional, or currently NCCAP, OTR, CTRS, ADCTX, and/or RMT certified.

### Section F. Qualifications for Activity Professional of the Year

Qualified Nominees must be submitted to the Nominating Committee for approval by the Executive Board.

1. Be a current paid member of APAGD in good standing;
2. Be employed as an Activity Professional within the past six (6) months; and
3. Be currently certified by a recognized accrediting body (NCCAP, OTR, CTRS, ADCTX, and/or RMT) or have completed the NCCAP 90 Hour Modular Education Program for Activity Professions: Basic Education Course Part One and the Advanced Management Course Part Two.
4. This award will occur when sufficient nominations are submitted.

### Section G. Qualifications for Community Servant of the Year

Qualified Nominees must be submitted to the Nominating Committee for approval by the Executive Board.

1. Be a volunteer, CNA, caregiver, administrator or any person who has gone above and beyond their duties or responsibilities for the enrichment of the community.
2. This award will occur when sufficient nominations are submitted.

### Section H. Duties

The President of the Association shall:

1. Be the chief executive officer of APAGD.
2. Preside at all meetings and will represent or appoint a representative to activity functions that would be of interest to APAGD.
3. Appoint committee heads for the Nominating Committee, Membership Committee, Programs Committee, Seminar Committee, Awards Committee, and Ways and Means Committee.
4. Work with the Nominating Committee to identify and nominate qualified individuals for available Executive Board positions.
5. Name special committees at his/her discretion that will serve for the duration of the President's tenure.
6. Have authority and responsibility for the normal operation of APAGD.
7. Complete the C.E.U. certificates for each meeting.
8. Submit an appropriate article to be published on the association's website as needed to the Corresponding Secretary to proofread and forward to the Webmaster.
9. On request of the President, the Executive Board by an affirmative vote may at any time approve the appointment of such other officers, as deemed necessary.

The First Vice President of the Association shall:

1. Assume the duties of the President in his/her absence.
2. Work with the President in the development of the APAGD.
3. Notify members of regulations that affect them in their personal capacity.
4. Work with the Membership Committee to continuously promote the membership of APAGD.
5. Provide current mailing labels to the Corresponding Secretary.

The Second Vice President of the Association shall:

1. Assume the duties of the 1<sup>st</sup> Vice President in his/her absence or the duties of the President should the 1<sup>st</sup> Vice President be unable to assume the duties.
2. Be responsible for Program Development for the general meetings of the Association.
3. Work with the Programs Committee to provide quality educational programs during the general meetings of the APAGD.
4. Work with the Programs Committee in scheduling programs for special seminars and events.

5. Work with the Awards Committee to coordinate the nomination process for the Activity Professional of the Year and Community Servant of the Year.
6. Work with the Seminar Committee in developing a theme and scheduling speakers for the annual seminar.
7. Assure the membership of the APAGD is operating within its by-laws.
8. Submit a an appropriate article to be published on the association's website as needed to the Corresponding Secretary to proofread and forward to the Webmaster in areas concerning the next scheduled meeting (i.e., guest speaker, time and location of the meeting, map to the facility, and any special event seminars that might be of interest to the association).

The Corresponding Secretary of the Association shall:

1. Carry out all correspondence for APAGD.
2. Carry out all correspondence for the Seminar.
3. Work with the Awards Committee and 2<sup>nd</sup> Vice President to coordinate the nomination process for the Activity Professional of the Year and Community Servant of the Year when nominations are submitted.
4. Initiate and email a "Get Well" or "Congratulations" card to APAGD members when appropriate.
5. Handle all public relations and community outreach.
6. Update information and submit an appropriate article to be published on the association's website as needed to the Webmaster.
7. Serve as a liaison between executive board officers and general membership.

The Recording Secretary of the Association shall:

1. Keep accurate records of the proceedings of all meetings (minutes).
2. Read the minutes during each meeting or have them available for the membership.
3. Report job openings and suggestions of available entertainment groups to the Corresponding Secretary to proofread and forward to the Webmaster.

The Treasurer of the Association shall:

1. Be legally responsible for all monies of APAGD.
2. Pay all expenses incurred by APAGD.
3. Keep accurate records of all income and expenses of APAGD.
4. Receive money during each meeting.
5. Submit a treasurer's report during each meeting.
6. Be responsible for collections of fund raisers.
7. Submit a report of all new members to the 1<sup>st</sup> Vice President.
8. Work with the Ways and Means Committee to raise funds for the association.

The Historian of the Association shall:

1. Take pictures during each meeting and submit to the Webmaster.
2. Submit "Special Occasion" articles and pictures to the Corresponding Secretary to proofread and forward to the Webmaster.
3. Offer help and coordinate as needed with the Webmaster to maintain the current website for APAGD.

4. Be responsible for coordinating and managing the thematic décor and meeting space environment and set up for each general meeting. A committee may be appointed to assist at the discretion of the Historian.

The Webmaster of the Association shall:

1. Be responsible for the design and maintenance of the association's website.
2. Work with the executive board members in regards to posting the association's information and industry news to the general membership.
3. Shall not be an elected position. It shall be an appointed position on the Executive Board due to the knowledge required for the job. The position will be appointed by or at the discretion of the President for an unlimited term.

## ARTICLE V. STANDING COMMITTEES AND ELECTIONS

The Standing Committees shall consist of the Nominating Committee, Membership Committee, Programs Committee, Seminar Committee, Awards Committee and Ways and Means Committee who's Chairs shall be appointed by the President.

### Section A. Nominating Committee

1. The Nominating Committee will be appointed at the discretion of the President.
2. If an Executive Board member is unable to fill his/her position, the President can appoint a qualified member to fill that role if less than six (6) months since elected. If more than six (6) months, a Nominating Committee is appointed by the President and another election is held.
3. The Chair of the Nominating Committee must be appointed at least one (1) week prior to the September meeting during the election year.
4. Anyone wishing to run for an Executive Board position may give their name along with the office of their choice to the Chair of the Nomination Committee at the September general meeting or via email. Anyone wishing to be nominated or who would like to nominate someone other than on the slate must do so with the individual's prior approval.
5. All nominations need to be submitted by the end of September.
6. The slate will be presented on October 1st on the website and via email.
7. Ballots will be emailed out towards the end of October during the election year. Elections will conclude the first week of November of the election year.
8. A plurality of votes (two-thirds of those who voted) will constitute an official election and these results shall be announced during the November meeting.
9. Installation of new officers will be held during the January meeting following the election. The outgoing board will run the entire January meeting. The newly elected board will assume leadership immediately following the conclusion of the January meeting. The Presidents will coordinate a joint executive board meeting of the outgoing board and newly elected board will be held in February to exchange information and details for training. The new board will preside beginning with the March meeting.
10. This Committee will work with the President to nominate qualified individuals for the available positions.

Section B. Membership Committee

1. The Membership Committee will be appointed at the discretion of the President. The committee shall be responsible for new and innovative ideas for membership drives.
2. The Membership Committee will work with the 1<sup>st</sup> Vice President.

Section C. Programs Committee

1. The Programs Committee will be appointed at the discretion of the President.
2. This committee will work with the 2<sup>nd</sup> Vice President in scheduling speakers for the bi-monthly meetings.
3. The Programs Committee will also help the 2<sup>nd</sup> Vice President in scheduling programs for special seminars and events.

Section D. Seminar Committee

1. The Seminar Committee will be appointed at the discretion of the President.
2. The Seminar Committee will work with the 2<sup>nd</sup> Vice President in developing a theme and scheduling speakers for the annual seminar.

Section E. Awards Committee

1. The Awards Committee will be appointed at the discretion of the President.
2. The Awards Committee will work with the 2<sup>nd</sup> Vice President in coordinating the nomination process of the “Activity Professional of the Year,” “Community Servant of the Year,” and the Awards Program (dinner/gala meeting).
3. The Awards Committee will start collecting nominations in September and concluded in December.
4. Announcement of the winners will be at the January meeting.
5. The Awards Committee will work with the 2<sup>nd</sup> VP for the January awards meeting and/or dinner gala with planning specifics as décor, entertainment, food and location.

Section F. Ways & Means Committee

1. The Ways & Means Committee will be appointed at the discretion of the President.
2. The Ways & Means Committee will work with the Treasurer to raise funds for the association.

ARTICLE VI.  
PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order that APAGD may adopt.

ARTICLE VII.  
AMENDMENTS

These by-laws can be amended or rescinded, subject to review and approval of the Executive Board and approved by a two-thirds vote of the voting members of the association. Such an amendment shall become effective immediately and result in a change to the by-laws. The results of any by-law change or amendment shall be announced at the next general membership meeting and posted on the website.