



## **Milwaukee Area Activity Professionals BY-LAWS**

### **ARTICLE I NAME**

The Name of the association shall be "Milwaukee Area Activity Professionals", (MAAP).

### **ARTICLE II OBJECTIVES**

#### **SECTION I**

The objectives are as follows:

1. To promote the professionalism of Activity Professionals
2. To offer continuing education to its members.
3. To promote quality of life programming in Retirement, Senior Centers, Assisted Living Facilities, Skilled Nursing Facilities, Adult Day Care Facilities and/or any facility providing supportive services for seniors .

#### **SECTION II**

In pursuit of these objectives, the association shall exist in non-profit status and will not discriminate as to race, color or creed.

#### **SECTION III**

MAAP is a regional group of WRAP. Regional group is defined as:

1. MAAP will work in conjunction with WRAP towards state goals.
2. Governing of MAAP will be independent to its own members.

#### **SECTION IV**

Activity Professional is defined as an Activity Consultant, Activity Director, Assistant Activity Director, Activity Therapist, Specialist or Activity Assistant who is employed to provide leisure services as all or part of their duties.

### **ARTICLE III MEMBERSHIP**

#### **SECTION I**

Membership in MAAP is open to all persons who are interested in the Activity Profession and who are willing to conform to the by-laws of the association. Membership dues shall be payable on a yearly basis, determined by the member's anniversary date. Membership shall be forfeited if Annual Membership dues are not paid within 30 days.

#### **SECTION II**

1. A Professional member shall be one who meets the requirements of an Activity Professional as stated in Article II, Section IV, shall have the right to vote, participate in meetings and to hold office in the association.

## **ARTICLE IV DUES AND CONTRIBUTIONS**

### **SECTION I**

The Board, with the majority vote of all members present at the annual membership meeting, shall propose annual membership dues. All dues shall be payable on the member's anniversary date, and shall be delinquent if not paid within 30 days of this date.

### **SECTION II**

Reinstatement - paying dues in full for the current year may reinstate any person whose membership has been terminated for non-payment of dues.

### **SECTION III**

All dues or contributions paid or made to MAAP become the property of MAAP and the members and contributors have no further claim to.

## **ARTICLE V MEETINGS**

### **SECTION I**

Meetings shall be held on a basis determined by a majority vote of its full members present at the annual business meeting.

### **SECTION II**

The Executive Committee will determine the date of the annual business meeting.

## **ARTICLE VI OFFICERS AND DUTIES**

### **SECTION I**

The elected officers of the association shall be: President, Vice President, Secretary and Treasurer, otherwise known as the Executive Committee.

### **SECTION II**

The Executive Committee shall act for the association in all matters arising in the regular course of business.

### **SECTION III**

The duties and responsibilities of the officers are as follows:

**PRESIDENT:** The President shall preside at all meetings of the association and Executive Committee. He/she should call a special meeting whenever the business of the association warrants. He/she should be an ex-official member of all committees.

**VICE PRESIDENT:** The Vice President shall perform the duties of the President in his/ her absence or resignation. He/she shall be the chair of the program committee.

**SECRETARY:** The Secretary shall be chair of the nomination committee. The secretary shall keep full minutes of all meetings of the association and the executive committee. He/she should keep all papers and records of the association not otherwise provided for in the by-laws. He/she shall conduct the general correspondence of the organization, that is, correspondence that is not a function proper to other offices or committees. He/she shall be responsible for sending notices of the meetings to each of its members at least two weeks in advance of the meetings. He/she shall be responsible for updating all mailing lists.

**TREASURER:** The Treasurer shall have charge of all the funds belonging to the association and keep account of the financial status of the organization. There will be a ceiling amount on checks written. All checks over a certain amount, determined by the board, will require two signatures, Treasurer and President. He/she will also give a financial report at all meetings. He/she will also be the chairperson of the membership committee.

**WRAP REPRESENTATIVE:** The WRAP Representative shall be MAAP's state liaison for meetings. He/She will attend all WRAP Board meetings as scheduled. The WRAP Representative will be responsible to provide a written report to the MAAP Membership at the membership meeting following the WRAP Board meeting. The WRAP representative will agree to follow WRAP Guidelines for Regional Representatives. The WRAP Representative will attend MAAP Executive Board meetings as requested by the President. The position of WRAP Representative shall be a two year term and shall be appointed by the President. The expenses of gas and lunch incurred by the WRAP Representative to attend WRAP Board meetings will be reimbursed by MAAP as well as the cost of one oil change per year (WRAP Representative will provide receipts for reimbursement).

**PARLIAMENTARIAN:** The Parliamentarian shall be chairperson of the by-laws committee and keep a current list of standing rules. He/she shall advise the Board on any question of parliamentary law which may arise at any meeting, and at the meeting held for the election of officers, shall read those sections from the by-laws pertaining to elections and nominations. The president shall appoint position.

**HISTORIAN:** The Historian shall keep the history of the association up to date, and keep a scrapbook of newspaper clippings, pictures and items pertinent to the association's history. The President shall appoint position.

## **ARTICLE VII COMMITTEES**

The standing committees shall be membership, program and nominating. Additional committees will be established if the need arises.

**MEMBERSHIP:** It shall be the duty of the membership committee to recruit new members and mail out notices of need to renew membership.

**PROGRAM:** It shall be the duty of the Vice President to work with meeting hosts and appropriate committee chairs to assure programs of interest and education for each regular meeting and additional educational opportunities as approved by membership.

**NOMINATING:** The nominating committee shall be composed of three members, chairperson being the Secretary. No member shall serve on the nominating committee for more than four years.

1. Members of the nominating committee may be candidates for office as defined by Article III, Section II.

## **ARTICLE VIII VOTING**

### **SECTION I**

During the election of officers, shall there be a tie; the President will step down from the voting.

### **SECTION II**

Election of officers will be held by mail ballot.

### **SECTION III**

Business items requiring a vote shall be listed on the meeting agenda. Items on the agenda will be passed by a majority vote of the full members present.

## **ARTICLE IX AMENDMENTS**

These by-laws may be amended at any regular meeting by a majority vote of the full members present, due notice of the proposal to amend having been given at least two weeks in advance.

**ARTICLE X**  
**PARLIAMENTARY AUTHORITY**

All meetings shall be governed by “Modern Parliamentary Procedure” when not covered by the by-laws of the association.

*Original Bylaws set and passed by vote 1995*

*Revised by vote November, 2001, Typed and revised April, 2002  
Vanessa Wade’Jarrett, MAAP Secretary*

*Revised by vote October 2008, Typed and revised November2008  
Patti Utesch, ACC, MAAP Parliamentarian*

*Revised by vote March 2009, Typed and revised March 2009  
Patti Utesch, ACC, MAAP Parliamentarian*

*Revised by vote May2010, Typed and revised October 2010  
Patti Utesch, ACC, MAAP parliamentarian*