Activity Professionals of North Dakota Bylaws

# Article I — Name

Section I — The name of this organization shall be: Activity Professionals of North Dakota (APND). The name may be changed by the simple majority Of members voting in goqd standing.

# Article Il — Purpose

Section Il — Our purpose is to promote the professionalism of activity individuals and enhance the life of residents we serve; to promote better relationships and understanding with all disciplines within facilities; to educate the public in regard to the Activity Department's role in the functioning of residential facilities; to cosponsor the NDLTCA convention, one annual business meeting, two combined area workshops and two combined area business meetings within each of the four areas, each year for continuing education and training of its members in conformity with the North Dakota State Department of Health and Consolidated Laboratories, the National Certification

Council of Activity Professionals and the National Association of Activity Professionals.

# Article Ill —Membership, Dues and Finances

Section I — Membership is open to all activity professionals. Membership is non-transferable. Membership in APND shall be open to individuals employed, individuals or groups interested in, or supportive of the provision of activities programming for primarily geriatric population and also including population with special needs.

A Active: An active member in good standing shall have full voting privileges, the right to hold office and serve on committees. Only the following personnel shall qualify.

I Individuals currently employed in providing activities in long term health care facilities, retirement housing, adult day care programs or senior centers.

1. Individuals currently employed as activity consultants and/or educators in the field of activities whose employment focus is primarily the geriatric population, and also include populations with special needs.
2. Individuals who maintain an interest in the activity profession with the intent Of reentering the field within one year.

If a longer time is needed the APND Board shall review this matter.

1. 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 have an interest in or being supportive of the activity profession qualify as associate members.
2. Supportive: A supportive membership is open to those organizations, state activity association agencies, health care associations, and/or other groups interested in or being supportive of the activity profession. This is a non-voting, non-serving membership category.

Section Ill — Dues:

Dues are $30.00 per person per fiscal year (July I — June 30). Each area will be allotted monies for area workshop expenses.

Section IV — Voting

Voting members may determine and vote to change the amount of annual dues.

Section V — Fiscal Year

The fiscal year begins July I and ends June 30.

Section VI —Good Standing

A member in good standing shall be one whose dues are current and who is not under disciplinary action with APND procedure.

Section VII — Budget

A proposed budget shall be submitted annually by the treasurer to the board. Section Vlll — Audit

The financial records of APND shall be audited annually at the end of the fiscal year, and at other times as requested by the board. All audit reports shall be approved by the board.

Article IV — Election of State Officers and Area Representatives Section I — State officers:

State officers shall be elected for a term of two years at the annual business meeting. Officers can serve no more than two consecutive terms in any one office. Candidates for the office of President must have two years previous board experience and have been a member in good standing for at least three (3) years prior to nomination. The President and Secretary shall be elected in odd years. The Vice President and Treasurer shall be elected in even years. State officers and area representatives must fulfill any other qualifications as specified elsewhere in APND policies and positions descriptions. The President, Vice President, Secretary, and Treasurer shall take over duties at the fall board meeting with the transfer of records from outgoing officers.

Section Il — Area Representatives:

Area Representatives shall be elected for a term of two years within the area for no more than two consecutive terms. Area I and Area Ill shall be elected in odd years. Area Il and Area IV shall be in even years. Election shall be held at the area spring business meeting with duties to begin at the fall board meeting with the transfer of records from outgoing area representative.

Section Ill — Vacancy in Office

A vacancy in any office other than the President shall be appointed by the president with the approval of the board.

# Article V — State Officers and Duties

Section I — We shall have four (4) state officers; President, vice President, Secretary, and Treasurer. Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws; shall make annual report; shall fulfill such other duties as may be assigned by the President and/or the board; and shall be guided at all times by bylaws and policies of APND. Their duties are as follows:

President: To organize and preside over all board meetings; to appoint members to fill vacant positions for all officers in case of unexpired terms; to handle all correspondence with national organization; be an authorized signatory on check and financial contacts.

Vice President: To serve in absence, death, resignation or incapacity of President; to serve as website coordinator and post APND meeting minutes on the APND website.

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Secretary: To keep an accurate record of all meetings of the organization; receive applications for verification of hours; maintain an office file. Be responsible for keeping in permanent form the minutes of all meetings of APND board and the annual state meeting; and request Vice President to post minutes on website within two weeks of said meetings.

Treasurer: Be responsible for paying expenses and receiving income of the organization; to submit a treasurer's report to the membership; to collect dues and maintain an updated membership list; to have gooks ready for audit.

Section Il — All state officers shall earn 10 hours of continuing education credit each fiscal year.

# Article VI Area Representatives and Duties

Section I — The organization is divided into four geographical areas. Each area is required to have a Representative. Their duties area as follows:

Each Area Representative shall be responsible for planning and organizing one six (6) hour continuing education workshop and conducting one business meeting each fiscal year; Area I and Area Ill plan a spring workshop and Area

Il and Area IV plan a fall workshop; each Area Representative shall attend all board meetings and act as a liaison between the board and members. Each Area Representative shall earn 10 hours of continuing education credit each fiscal year.

# Article Vll — Business Meetings

Section I - The board shall meet no less than three (3) times a year.

Section Il — Area business meetings shall be held two times per fiscal year in conjunction with area workshops.

Section Ill —An annual business meeting for APND members will be scheduled during the state convention. No concurrent workshop sessions will be held during this time frame.

Section IV — Meetings:

1. Meetings of the board shall be the call of the president, or at the request of five (5) members of the board. At least five (5) days prior notice shall be given each member of the board except for a meeting the President may call during a session of the state convention.
2. Meetings may be conducted by telephone conference with 24 hour notice. These must be initiated by the President and conducted in a

professional manner and adhere to APND bylaws and policies.

Section V Business:

1. Business may be conducted by mail/email or telephone when necessary. This business must be initiated and at the discretion of the President and done in a professional manner and follow APND bylaws and policies.
2. Action taken by mail/email or telephone shall be verified and a concise accurate report will be made a

part of the minutes of the next meeting of the board.

Section VI — Quorum

Five members of the board shall constitute a quorum during a meeting. If a mail/email or telephone meeting is essential all members must be included and initially contacted by the President. Article Vlll Parliamentary Authority

Section I The rules contained in Democratic Rules of Order shall govern the proceedings of APND in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that APND may adopt in points not provided in these bylaws.

# Article IX Quorum

Section I — A simple majority, fifty ne (51) percent of the (active) voting members, (registered at the annual convention, or area workshop) shall constitute a quorum for conducting business meetings.

# Article X — Members Duties

Section I — The duties of individual members are: observe bylaws; further the association's objectives; take an active role in the organization; attend area and annual business meetings.

# Article Xl — State Committees

Section I — All committee recommendations are subject to Board approval.

Section Il — All committee members shall earn five (5) hours of continuing education credit per fiscal year.

Article XII — Dissolution

Section I — In case of dissolution of the organization, all outstanding debts and obligations shall be satisfied prior to completing the dissolution. The Board members shall elect an organization which will qualify under Section 301 (3) of the Internal Revenue Code to receive any remaining money to be used for the purpose mutually agreed on by the association and selected organization.

Article Xlll — Amendments

Section I — The bylaws shall become effective upon adoption and shall not be amended, altered, or replaced except under the following conditions:

1. Proposed amendments shall be published, posted on the APND website and mailed or emailed to every active member sixty (60) days prior to the opening date of the annual business meeting of the association.
2. Any changes adopted by a two-thirds vote of the active members present at the annual business meeting shall become effective immediately unless otherwise stipulated in the proposed changes.

Section Il —The Bylaw Review committee shall meet every two years in conjunction with a Board meeting to review the bylaws and submit amendment changes.

# Article XIV — Procedure for APND

Verification of Continuing Education

Section I — The following standards must be met before continuing education credit will be approved by APND:

A The course must have material content pertinent to and designed to enhance the Activity Professional competence, and: B the course must be sponsored or cosponsored by one of the following (each sponsor must actively plan and participate in the course:

I A state or national activity professional organization such as APND or NAAP.

2 North Dakota Long Term Care Association 3 University or college, or; 4 approved by the board

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1. The sponsor or cosponsor must certify by letter, certificate or proof of attendance, name, course, location, date and credit and hours earned. The verification letter, certificate or proof of attendance must have a brochure or course material attached.
2. College course used for continuing education credit count as 15 hours for each semester credit; 10 hours for each

quarter credit.

I The college transcript is proof of attendance

5 ND State Health Department

E Members must forward application for certification of continuing education hours to the State Secretary by July 31 of each fiscal year. (Please note that A, B, C, D, and E are accumulative and must all be met before credit will be recognized by the Board.

Section Il — APND has established the following professional guidelines before continuing education hours will be recognized. These criteria follow the NCCAP guidelines.

Recommended Guidelines:

1. Each Activity Coordinator/Director shall acquire a minimum of 15 hours of continuing education per fiscal year, of which 10 hours must be from APND sponsored workshops;
2. Each Assistant Activity coordinator/Director shall acquire a minimum of 10 hours of continuing education per fiscal year, of which 6 hours must be APND sponsored workshops;
3. Each Activity Assistant shall acquire a minimum of 5 hours Of continuing education per fiscal year of which 5 hours must be APND sponsored workshops;
4. Each Associate member must acquire a minimum of 5 hours Of continuing education per fiscal year of which 5 hours must be APND sponsored workshops;
5. The Board will only verify APND paid members in good standing that have applied.

Section Ill —The sponsor or cosponsor may compute their own number of continuing education hours for attendance provided that A. B, C, D and E of Article XIV, Section I have been met.

Section IV — The Secretary will issue a certificate of verification of continuing education hours on an annual basis to all activity professionals who apply for and have met the standards and requirements listed in Article XIV, Sections l, Il and Ill.

Section V — The Activity Professionals of North Dakota may amend this policy at its annual business meeting if deemed necessary.

Section VI — All Activity Professionals shall maintain a person record of continuing education hours.

# Article W — Disciplinary Procedure

Section I — Termination of Membership

1. Upon a determination by the board that the member has engaged in conduct materially and seriously prejudicial to the interest or purposed of the association shall have their membership terminated. Membership fees will not be refunded.
2. All membership decisions are open to appeal according to APND policies.

Section Il — Censure

1. the censure process shall function to assure that all persons who are serving APND in an official capacity, either elected or appointed, uphold the duty responsibilities of their position in an ethical manner and as prescribed in the established APND policies.
2. Censure of a person serving in an official capacity for APND shall be defined as removing said person from functioning in any official capacity for AOND.
3. The censure process shall proceed according to APND policies.

Section Ill — Appeals

1. an appeal shall be defined as a complaint made by any person involved with APND concerning a decision made by a person or group acting in an official capacity for APND.
2. The Board is designated as the appeals board. At least three (3) members Of the board are required to act on appeals.
3. A member or applicant must appeal to the appeals board within thirty (30) days of the postmark on their termination or rejection of membership censure.
4. After a person has served written notice that they wish to appeal, a formal hearing must be scheduled for the next board meeting. The person must be notified of the scheduled date for the hearing within sixty (60) days of their formal written notice to appeal board. The person making the appeal must present his/her case in writing and may request an in person hearing.
5. The appeals process shall function to assure that all person involved with APND receive speedy and fair resolution of any conflicts, and shall proceed according to APND policies.

REVISED: MAY 2008

REVISED: MAY 2013

REVISED: MAY 2020