

**THE BY-LAWS OF  
SOUTH CAROLINA ACTIVITY PROFESSIONAL ASSOCIATION**

**ARTICLE I. NAME**

The name of this organization shall be the South Carolina Activity Professional Association, herein after referred to as SCAPA.

This Association shall be governed by the following By-Laws.

**ARTICLE II. Purpose**

To maintain a state-wide Activity Professional organization which shall reflect the interest and needs of the members to:

- A. Expand and improve the quality of life for primarily geriatric populations within the various health care facilities and centers.
- B. Ensure better interaction and communication among activity and other health
- C. care professionals, regulatory agencies and professional groups.
- D. Promote and provide appropriate educational opportunities specifically geared to
- E. the primarily geriatric activity professional and the needs of the people served.
- F. Advance professional recognition.
- G. Educate membership of legislation affecting and activity profession.

**ARTICLE III. MEMBERSHIP**

Membership is open to any individual interested in activity services in the various health care facilities and centers.

**SECTION 1. Professional Membership (voting members):**

- A. Presently employed as an Activity Professional.
- B. Presently employed as a full-time Activity Consultant.
- C. An Activity Professional who is unemployed but who has maintained minimum of 10 (ten) hours of related continuing education within the last year and would submit documentation upon request to the Executive Committee.
- D. Any other Health Care Professional who maintains their SCAPA membership.

**SECTION 2. Honorary Membership/Life membership:** Are confirmed by the board for individuals who:

- A. Honorary members are those who have rendered distinguished service to the health care field or to the Association.
- B. Life members are those who have completed holding the office of, or are currently serving as, the President of SCAPA.
- C. Retired members are those who have been an active SCAPA member and retire completely from the field. Their membership fees will be waived unless they re-enter the field.

**SECTION 3. Termination of Membership:** Upon determination by the Executive Board that a member has engaged in conduct contrary to the interests or purpose of the Association, membership shall be terminated. Membership fees will not be refunded.

**SECTION 4: Member in good standing:** A member in Good Standing is defined as a member who follows the SCAPA Standards of Practice/Code of Ethics

**SECTION 5. Appeals:** A person making an appeal must present the case in writing and request an in-person hearing at the next Board Meeting.

## ARTICLE IV. FINANCES

### SECTION 1. Dues:

- A. Professional members shall pay dues annually at an amount specified by the Board.
- B. Dues shall be due and payable annually on member's anniversary date.
- C. Membership shall be forfeited if dues are not paid within 30 days of member's anniversary date.

**SECTION 2. Budget:** A proposed budget shall be submitted annually by the Treasurer to the Executive Board for approval during annual meeting.

**SECTION 3. Audit:** The financial records of SCAPA shall be audited by the Finance Committee annually at the convention, and at other times as requested by the Executive Board. All audits shall be approved by the Executive Board.

## ARTICLE V. MEETINGS

**SECTION 1. The annual meeting** of the membership shall be during a conference each year. The location and date shall be approved by the Executive Board.

**SECTION 2. A one-day workshop** shall be in the summer of each year as determined by the Executive Board.

**SECTION 3. Quorum:** At any meeting of the membership, a quorum shall consist of a majority of members present. Proxy voting shall not be permitted.

## ARTICLE VI. OFFICERS

**SECTION 1. The elected officers** of the Association shall be President, Vice President, Recording Secretary, and Treasurer.

### SECTION 2. Criteria for nomination for office:

- A. Must be an active Professional Member of the Association as defined by the By-Laws, Article III. Section I. Professional Membership
- B. Must be able to attend all general, and called meetings.
- C. Demonstrate ability to perform the duties provided in the job description for their office as described in the SCAPA Policy and Procedure Manual, and be guided at all times by the By-Laws and policies of the Association.

### SECTION 3. Qualifications for holding office:

- A. To be eligible for the office of President, or Vice-President, a person shall be:
  - 1. Have been a member in good standing for at least three (3) years and
  - 2. Have served on the SCAPA Board for at least two (2) years prior to nomination.
- B. To be eligible for the office of Recording Secretary, Treasurer and appointed officers, a person shall:
  - 1. Have been a member in good standing for at least (2) years and
  - 2. Shall have served at least one (1) year on a SCAPA committee prior to nomination.
- C. Fulfill any other qualifications as specified elsewhere in SCAPA policies and job descriptions.

### SECTION 4. Election of Officers:

- A. The Nominating Committee shall draw up a slate of officers and present them to the membership during the annual convention. Any SCAPA members may nominate any eligible member for office.
- B. Nominations may be accepted from the floor provided a detailed biographic sketch has been submitted to the Nominating Committee, in writing at least one month prior to the business meeting.

- C. The election shall take place at the Annual Convention with valid Membership.
- D. Officers shall assume their duties at the close of the annual convention.

**SECTION 5. Term of Office:** Term of office shall be for two (2) years.

- A. The President, and Treasurer shall be elected in even number years.
- B. The Recording Secretary & Vice-President shall be elected in odd number years.
- C. All Officers shall be elected for a two-year term. No officer shall serve more than three consecutive terms in any offices without special vote of the Board.
- D. If the President shall become unable to perform the duties of his/her office for any cause, the Vice-President shall succeed the office of President for the balance of the un-expired term.
- E. Vacancies of other officers shall be filled for the balances of the unexpired term as appointed by the President, with approval of the Executive Board.

**SECTION 6. Duties of the Officers:** The duties are as described in the SCAPA Policy and Procedure Manual.

## **ARTICLE VII. COMMITTEES**

**SECTION 1. Executive Board:**

- A. Composed of the elected officers, immediate Past-President and all appointed positions.
- B. Meet at least two times per year. Meetings may also be held by digital means and business conducted by email as needed.
- C. Fill vacancies of officers and Committee Chairpersons for unexpired terms.
- D. Report the business of the Association at least annually to the membership.
- E. A quorum shall be a majority of the Executive Board.
- F. Serve as By-laws Committee.

**SECTION 2. Nominating Committee:**

- A. The Nominating Committee shall be composed of the District Representatives or their designee.
- B. The President with the approval of the Executive Board shall appoint the Chairperson of the Nominating Committee.

**SECTION 3. SCAPA Board Positions**

- A. President
- B. Past President
- C. Vice President
- D. Treasurer
- E. Secretary
- F. Professional Development Chair
- G. Marketing Chair
- H. Conference Chair
- I. Publications Chair
- J. Historian/Awards Chair
- K. District Representatives (4)

**SECTION 4. Ethics Committee**

- A. Shall be composed of the President, Past President and 3 other members of the Board as appointed by the President.
- B. Shall be called together and meet as necessary to review any ethical issues.
- C. Shall follow the SCAPA Ethics policies and procedures

## SECTION 5. Governance Committee

- A. Shall be composed of the President, Past President and 3 members of the Board as appointed by the President.
- B. Shall be called to meet to discuss any personnel or governance concerns as they arise.
- C. Shall report any findings or decisions to the Board

## ARTICLE VIII. POLICY AND PROCEDURE MANUAL

**SECTION 1.** Purpose: To clearly define operational and administrative functions of the Association.

**SECTION 2.** Review: The manual shall be reviewed at least annually by the Executive Board and revised as needed. All revisions shall be approved by a majority vote of the Executive Board.

## ARTICLE IX. AMENDMENTS AND REVISIONS

**SECTION 1.** Proposed amendments to the by-laws shall be presented in writing to the by-laws committee for consideration.

**SECTION 2.** Voting on Amendments: Upon majority approval of the Executive Board at a duly called meeting, proposed amendments to the by-laws shall be submitted to the active SCAPA membership through a ballot. Electronic ballot is acceptable.

**SECTION 3.** Adoption: Amendments shall be adopted by a two-thirds vote of the mail ballots returned within thirty (30) days of mailing.

## ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of SCAPA in cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order that SCAPA may adopt.

### *2019 Bylaws Committee*

Amy Jackson – President  
Lorre Baird – Past President  
Carol Evers, Professional Development Chair  
Jenny Juhasz – Recording Secretary  
Bill Webb – Corresponding Secretary  
Renee Bledsoe – Marketing Chair  
Debbie Bouknight – Vice-President  
Linda Wright - Treasurer

SCAPA By-laws written 1989. Reviewed and Revised 1993, 1995, 2001, 2006, 2015, 2019