

By-Laws
Georgia Association of Activity Professionals
GAAP

1. Purpose of the Association:

The purpose of the association is to encourage, support, and promote programs of continuing education, training, and networking for paid and volunteer staff members who have responsibilities for planning activities for aging residents. We will establish and maintain liaisons with other senior living associations.

We will also seek to identify methods of promoting senior lifestyles, sponsor senior lifestyle programming, and facilitate coordination of senior living activities related to services and programs.

2. Membership:

Any paid or volunteer staff member whose responsibility is planning activities for seniors may be a member of this association.

Members may belong to GAAP without belonging to the national association, National Association of Activity Professionals, NAAP. Each of the associations have independent membership requirements.

Non-members, those persons wishing to work in the field but not associated with a facility at the time of a meeting, may attend membership meetings for the cost of the individual meeting.

3. Dues/Finances

The annual dues for active member facilities are \$50.00 per year and \$10.00 for each additional person. If your facility has 3 staff members that plan to belong and attend meetings, the dues would be \$70.00.

Active member facilities are required to pay dues in January. New members pay the facility fee anytime during the calendar year as they join the association. Any number of employees from one facility can join GAAP.

Membership meetings cost \$20.00 per member per meeting. This pays for speakers and lunch. Fees for membership meetings are separate from special events and training opportunities. All checks should be payable to GAAP.

Members must pre-register for meetings. A meeting registration deadline will be stated on all meeting notices. If a member plans to pay on the day of the meeting, the member must either fax or verbally inform the Communication Chair/Secretary prior to the meeting. A late fee of \$5.00

per person will be imposed for registrations that are postmarked after the deadline date.

All funds will be deposited into an account established under the association name in a timely manner. Voluntary or specified donations will be accepted by the treasurer and deposited in the account at any time.

4. Officers:

There will be four elected offices in the Association: President, Vice President, Communications Chair/Secretary, and Treasurer. The office of President may be shared, thus creating co-presidents whose duties may be divided as the individuals deem necessary.

5. Duties of Officers:

The president shall prepare an agenda for the business meeting in concert with the other officers and be the presiding officer of said business meeting. The President will represent the association in any meeting with related senior living groups. The President shall have the right to appoint committee chairs and serve ex-officio member of any appointed committee. The President will approve disbursement of funds for all speakers, seminar training costs or events. The President shall give prior approval of all mailings, newsletters, or announcements sent to the membership in the name of the association. The President shall appoint a nominating committee chair each year to conduct the nominations of new officers.

The Vice-President shall perform the duties of the President when the President is absent or unable to serve. In addition, the Vice-President will serve as program chairman for each of the three membership meetings. The Vice President is chairman of the Program Committee, which consists of another two to three volunteer members to assist in suggesting meeting topics, securing speakers and planning the program part of each membership meeting.

The Communications Chair/Secretary will keep a current and accurate roll of members, handle any and all correspondence of the association as directed by the officers, take notes during the business meetings, keep the web site current and add/delete entries into the GAAP Resource Guide.

The Treasurer will make bank deposits and disburse all funds for the association as directed by the President. The Treasurer will make deposits and pay bills in a timely manner. The GAAP Treasurer will receive and record all funds from the membership meetings, training sessions/seminars and all GAAP events.

6. Elections:

Officers will be elected at the January business meeting. They will serve for two calendar years with an option of a third year. Nominations will be made with the consent of the nominee. Elections shall be conducted by the President from the recommendations of a Nominating Committee consisting of at least three and no more than five members. A simple majority of votes cast is required for election. The President would vote in the case of a tie.

7. Resignations:

Resignations of officers shall be made in writing and sent to the President or Vice-President in the absence or resignation of the President. An officer pro-tem will be appointed by the President to complete and unfinished term. It is required that at least 60 days advance notice be given.

8. Meetings:

There will be three membership meetings per year for training opportunities, continuing education credits, and networking purposes.

Meetings will be held the third Mondays of January, May, and September unless the day is a legal or religious holiday at which time, the fourth Monday is used. The time and place is to be mutually agreed upon by a simple majority of the association. The association will meet in various quadrants of the city to provide geographical advantage to all members whenever possible. Each meeting is hosted by a member facility. The meeting fee is waived for the hosting facility members.

Additional meetings may be called by the President at any time or at request of a majority of the membership.

9. Certification Process:

GAAP will offer to help any member attain certification in the activity planning profession. A completion of equivalency requirements can be verified for any specific governing body the member seeks. Continuing education credits will be issued at each membership meeting for all parts of the GAAP program that qualify for credit.

10. Association Events:

All events will be arranged and organized by an Events Committee appointed by the president. The Events Committee is responsible for developing events that enhance our professional image and increase GAAP's visibility in the senior living field.

11. Resource List:

A Resource Directory will be available to all members online. A hard copy will be made available to members without computer access. A current list

of performers, attractions, theaters, speakers and trips, recommended by our members is available online at gaap.net. The Communications Chairman/Secretary will coordinate and continually update the names and information on this website.

12. Advisory Committee

An Advisory Committee will be appointed by each President for the purpose of providing continuity to the association. This committee will also assist the officers and committees do the work of the association. This committee of members can include the officers, past officers, and/or any other member(s) the President invites to attend. The Advisory Committee meets prior to the membership meetings to help plan and give input to the officers and program committee.