



Georgia Society of Nursing Home Activity Directors Constitution & Bylaws October 2009

Article I - Name

Section 1: The name of this organization shall be the Georgia Society of Nursing Home Activity Directors.

Article II - Sponsor

Section 1: The sponsoring organization shall be the Georgia Health Care Association (GHCA).

Section 2: The sponsoring organization (GHCA) shall appoint a member of the GHCA Board which is in good standing in GHCA; and this person will serve on the Board of Directors of GSNHAD and act as liaison between the GSNHAD Board and the GHCA Board.

The sponsoring organization shall appoint a staff member of GHCA to assist GSNHAD with any administrative responsibilities deemed necessary; and this person shall serve as a member of the GSNHAD Board of Directors.

Article III - Objectives

Section 1: The objectives of this organization shall be:

- (a) To promote principles and programs designed to upgrade continually resident activities within GHCA facilities.
- (b) To function as a local and state organization to serve the best interests of the activity directors within GHCA facilities.
- (c) To encourage, support, and promote programs of continuing education and training for nursing home activity directors.
- (d) To establish and maintain active liaison with other health-oriented professional groups.

Article IV - Membership

Section 1: Membership in this organization shall be open to the person or persons responsible for resident activities within any facility which is a member in good standing of GHCA with each facility represented having only one vote on the state level.

- a. The amount of dues shall be established by recommendation of the GSNHAD Board of Directors with the Approval of the GHCA Board of Directors

Section 2: Associate membership shall be granted to any person who is interested in the objectives of this organization, pays the annual membership dues, **(\$25.00)** and is approved by the Board of Directors of GSNHAD. Individuals employed by facilities that are not members of GHCA are not eligible for Associate Membership. An associate member shall have all rights except the right to vote or to hold office. The annual dues may be pro-rated and can be renewed annually.

Section 3: Termination of membership in this Society shall be effective simultaneously with the termination of employment in a GHCA facility in resident activities; or if the facility is not a member in good standing.



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Article V - Officers and Their Duties

- Section 1:** The State officers of this Society shall consist of a President, Vice President, Secretary, and Treasurer.
- Must be actively employed with a GHCA member facility for at least two (2) years.
 - Must have actively held an office at the Council Level for at least one (1) year.
- Section 2:** The officers of this Society shall be elected by a majority vote at the annual meeting and should be installed promptly. State officers will assume the responsibility of their office upon installation. Upon accepting a State Office, the State Officer's responsibilities include attending all State Board Meetings and two (2) of the four (4) Council Meetings.
- In the event of two absences of the officer or board member without representation, the State Board will subject that individual to review by the GNSHAD Ethics Committee.
- Section 3:** The President shall preside at all business meetings of this Society and of the Board of Directors. The President shall serve as an ex-officio non-voting member of all committees except the nominating committee. The President shall appoint all committee chairpersons.
- Section 4:** The Vice President shall perform the duties of the President in the event of absence or disability of the President. The Vice President shall serve as chairperson of the program committee for the annual meeting.
- Section 5:** The duties of the Secretary may be divided into recording secretary and corresponding secretary. The Secretary shall prepare and keep the minutes of the Representative Assembly and Board of Directors, and shall be responsible for the correspondence relating to the affairs of the Society. In the event the duties are divided, the corresponding secretary will serve as chairperson of the membership committee.
- Section 6:** The duties of the Treasurer shall be to receive and disburse monies, chair the budget and finance committee, and be responsible for the financial affairs of the Society.
- Section 7:** The term of office for President, Vice-President and Secretary shall be for one year, not to exceed two consecutive terms. Treasurer shall be for one year, not to exceed three consecutive terms. No person shall assume any council position while holding state office.
- Section 8:** Any member of GSNHAD that holds a council or state office in this Society cannot hold any other office in another organization that is sponsored by GHCA.

Article VI - Board of Directors

- Section 1:** There shall be a Board of Directors consisting of the officers elected from the membership at large of the State Society, the President of each district council, the immediate Past President of the state Society, the Historian (an appointed Position), the Public Relations Advisor (an appointed position), the Constitution and Bylaws Advisor (an appointed position), the GHCA Board liaison, and the staff member appointed by GHCA.



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Section 2: The officers elected from the general membership at large of the state Society; and the President of each district council and the immediate Past President of the State Society shall have equal voting rights.

Should the Council President be unable to attend a board meeting, the voting privileges would be transferred to an appointed council officer, who would vote in the council's best interest in the absence of the President. The State President is to be notified as soon as possible in this event.

The appointed Historian, the appointed Public Relations Advisor, the appointed Constitution and Bylaws Advisor, the selected liaison appointed by the sponsoring organization, and the GHCA staff representative selected by the sponsoring organization shall have no voting privileges.

Section 3: A Quorum shall consist of seven members of the Board of Directors with voting rights.

Section 4: Between regular meetings, the Board of Directors of this Society shall have general management of the affairs of this Society in the best interest of all GSNHAD members, in conjunction with the sponsoring organization, GHCA. Due to the importance of each member and council's interest, Council Presidents must attend all State Board Meetings or appoint a Council Officer to attend these meetings. If a Council President/State Officer does not attend or send a representative to the State Board Meeting, the State President will contact the Board Member and speak with them about their commitment to the GSNHAD. Upon second violation, the State Board will subject the individual for review by the GSNHAD Ethics Committee.

a. The Ethics Committee will consist of State Past President, State Nominating Chairperson, State Constitution and By-laws, State Secretary, State Constitution and Bylaws Advisor, and the GHCA staff representative. The Ethics Committee will review absenteeism of the board member. The Ethics committee has the authority to recommend to the state board impeachment or of resignation of person(s) in violation of the Constitution and Bylaws. They may further recommend that the said party not hold any official office on State/Council level for a maximum of two (2) years. The Ethics Committee is responsible for contacting the alleged and notifying him/her of the allegations and the meeting, date, time, and location. The alleged may appeal the allegations as follows: Submit to the Ethics Committee a *written* explanation regarding the allegations and be present to verbally explain his/her version of what has transpired. All information will be submitted to the state board for a vote of action.

Section 5: The Board of Directors shall have the power to fill unexpired terms of officers. The district councils retain the right to select their own district council President.

Article VII - District Councils

Section 1: The Society shall have geographical council districts in accordance with the councils of GA.

Section 2: The officers of each district shall be composed of President, Vice President, Secretary, and Treasurer upon installation. The term of office for President shall be for one (1) year, not to exceed two consecutive terms. The term of office for Vice President, Secretary, and Treasurer for one year and not to exceed three (3) consecutive terms.



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- a. A council officer must attend all Council Meetings, in the event a Council Officer cannot, the Council President is to be notified.

Section 3: Each council shall meet at least once each quarter.

Section 4: Each council shall have a standing education committee with the responsibility of planning educational programs. Other committees may be created as deemed necessary by the district council.

Article VIII - Voting Rights

Section 1: Only one (1) Activity Director of any health care facility which is in good standing with GHCA is qualified to vote on matters affecting the Society on the state level.

Article IX - Parliamentary Procedure

Section 1: Robert's Rules of Order shall govern all deliberations and procedures of this organization. The President and/or Constitution & By Laws person shall maintain and assure "Robert's Rules of Order" is present at each Council and Board Meeting.

Section 2: Where procedural or parliamentary questions and problems arise during sessions of the Board of Directors or at the annual meeting of this Society, the President shall refer the matter to the parliamentarian who has been appointed for consultation.

Section 3: Revised copies of the Constitution and Bylaws of GSNHAD must be approved by both the GSNHAD membership and the sponsoring organization and be dated to be valid.

Article X - Meetings

Section 1: The annual meeting of the Society shall be held at a date and location approved by the GSNHAD Board of Directors and the Host Council.

Article XI - Quorum

Section 1: At any meeting of the general membership of the Society, a quorum shall be a majority of the qualified voting members registered for the meeting.

Section 2: In the district council meetings, a quorum shall be a majority of the qualified voting members in attendance.

Article XII - Amending the Constitution and Bylaws

Section 1: Amendments to the Constitution and Bylaws shall be acted upon by this Society at the general membership meetings upon recommendation of the Constitution and Bylaws Committee, or upon written requests from a district council, provided notice of the proposed amendment shall have been sent to each member and the President at least thirty (30) days prior to the date of the meeting.

Section 2: Amendments to the Constitution and Bylaws may be proposed at any general meeting of the membership of the Society by any member; however, amendments proposed in this manner shall not be acted upon until the next general meeting. If not acted upon at the next meeting, the amendment shall be deemed defeated.

Section 3: Amendments to the Constitution and Bylaws shall require an affirmative vote of two-thirds (2/3) of those qualified members present and voting.



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Article XIII - Committees

Section 1: The following shall be the standing committees of GSNHAD:

- (a) Budget and Finance (Chaired by Treasurer)
- (b) Public Relations
(1) Public Relations Advisor (Annually Appointed by State President)
- (c) Education
- (d) Constitution and Bylaws
(1) Constitution and Bylaws Advisor (Annually Appointed by the State President)
- (e) Nominating
- (f) Annual Meeting (Chaired by Vice President)
- (g) Membership (Chaired by Secretary)
- (h) Historian
- (i) Scholarship (Chaired by Immediate Past President)

Section 2: The President shall create other committees as needed.

Article XIV - GSNHAD Education Credit

The following shall be standard credit for GSNHAD members:

1. Annual Meeting
2. Quarterly Council Meetings
3. Other workshops, conferences, and meetings with approval from the GHCA Board. Examples: Remotivation Course, Board and Planning Meetings, and Active for Life, etc.

Article XV - Activity Director of the Year

Section 1: The nominee should have one (1) year experience as an activity director in a GHCA Facility.

Section 2: The Nominee must be active by attending two (2) of four (4) meetings on the Council Level per year.

Section 3: Once the honor has been given to an individual as "Activity Director of the Year," this individual is no longer eligible for nomination as Activity Director of the Year.

Article XVI – Skip Mulligan Scholarship or Grant

The purpose of the Skip Mulligan Scholarship *or Grant* is to benefit the Georgia Society of Nursing Home Activity Directors (GSNHAD) by providing a \$500 scholarship or Grant to one worthy Activity Director per year who is working toward a degree. A scholarship or grant will be awarded annually.

Section 1: \$500 award will be granted each year to the applicant who best meets the criteria set forth by the Scholarship or Grant Committee and as agreed upon by the GSNHAD State Board.



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(a) Criteria for Scholarship

- (1) Must be an active GSNHAD member for at least two (2) years. Nominee should be attending 2 of the 4 meetings on the Council Level to be considered active.
- (2) Must be attending an accredited college.
- (3) May be attending classes on full or part time basis.
- (4) Must maintain 3.0 grade point average or higher.
- (5) Applicant must remain active in GSNHAD for one (1) year after receiving scholarship.

(b) Grant Criteria

- (1) Must be an active GSNHAD member for at least (5) years. Nominee should attend 4 of the 4 meetings on the Council Level to be considered active.
- (2) Applicants name and situation must be presented to the State Board for consideration.
- (3) Grant will be awarded to the applicant in terms of Annual Meeting Fees and difference applied to room charges totaling \$500.00

Section 2: Chairperson of the Scholarship Committee will be the Immediate Past State President. Scholarship Committee will consist of Chairperson, GSNHAD Affiliate Group Coordinator, and two other GSNHAD members (appointed by the State President and Scholarship Chairperson).

Section 3: GSNHAD will provide \$250 each year for the scholarship. A fundraiser will be held each year at the Annual Meeting to raise funds for the additional \$250 for this scholarship. If the fundraiser is not successful, the State Board may approve to pay the full amount, and then encourage Councils to make a donation to the fund. Each year will be different in raising the funds for the scholarship. How to raise the funds should be addressed annually at the State Board Orientation.