

Constitution

Maryland Activity Coordinators Society, Inc.

Revised April 2020

Article 1 – Name

The name of this organization shall be the Maryland Activity Coordinators Society, Inc, which shall hereafter be referred to as the Society.

Article 2-Statement of Purpose

Section 1 – It is the purpose of this Society to foster awareness of therapeutic activity programs in a predominantly geriatric setting; to increase knowledge of techniques and skills through continuing education and training of administrators, staff and the public; and to act as a forum for its members to network.

Section 2 – The purpose of therapeutic activity programs in predominately geriatric settings is to help residents lead meaningful lives through spiritual, rehabilitative, educational, cultural, social and recreational opportunities.

Article 3 – Objectives of the Society

Section 1 – To promote therapeutic programs designed to continually improve the residents'/clients' quality of life.

Section 2 – To unify activity professionals by sponsoring, supporting and promoting programs of continuing education, training and meetings for activity professionals and other staff.

Section 3 – To educate administrators, their staff and the public toward a better understanding of the value of therapeutic activity programs through demonstration of performance, in-service education and public relations.

Section 4 – To establish and maintain an active liaison with other related professional groups.

Section 5 – To establish and maintain an active liaison with local, state, and federal governments regarding the promotions and regulations of therapeutic activity programs.

Section 6 – To establish and maintain a political liaison with local, state and federal governments regarding the regulation and standards of activity professionals.

Article 4 – Membership

Section 1 – Individual Membership

- A. Shall be open to all health care professionals, retired professionals, interns, students, volunteers or business associates with an interest in therapeutic activities in a predominately geriatric setting.
- B. Full membership privileges shall include the right to make motions, to vote on the state level, to hold office, to chair committees, to receive the State newsletter, listing on the membership roster, and reduced fees to MACS-sponsored continuing education programs.

Section 2 – Community Membership

- A. Shall be open to individual health care facilities/communities. CCRC's, skilled nursing care centers, rehabilitation and assisted living facilities are all examples of communities which may desire Community Membership in order to benefit more people within their community.
- B. Community membership privileges shall include those of full membership.
- C. One appointed person shall be the Community contact and 1 vote per community shall be cast. This contact will receive communications and is responsible for distributing throughout Community
- D. Community Membership privileges adhere to specific Communities not Corporations. Corporations will need separate membership per facility/Community

Section 3- Members are responsible for notifying the State Membership Chairperson of any changes to their contact information.

Section 4- The State Board of Directors reserves the right to remove an individual or community from MACS membership if he/she fails to adhere to professional ethics.

Article 5 - State Board of Directors

Section 1 – The following persons shall comprise the membership of the State Board of Directors: the State Officers, the immediate past President, the Appointed Chairpersons of all standing committees, The Liasons for the West and East Regions of MACS, Inc, and the Conference Chairperson for the upcoming conference year.

Section 2 – The State Board of Directors, hereafter referred to as the Board or State Board, will transact the business of the Society for the fiscal year from October 1st or first date after conference ends through September 30th or end of Annual Conference whichever date comes first.

Section 3 – The Office of the President shall be filled by the Vice President if the President is unable to complete the term. For all other State Officer vacancies that occur before a term has ended, it is the responsibility of the Board to fill any vacancies by accepting nominations from members of the Board. Voting for the replacement officer shall be by secret ballot of Board members and require a simple majority.

Section 4 – The Board shall report to the members of the Society by email, updates and event notifications

Section 5 – The Board shall meet no less than quarterly. The meeting date to be set by the President; the meetings shall rotate from the west to east regions as agreed upon by the Board. Special meetings may be called upon the request of a simple majority of the Board or upon the call of the President.

Section 6 – A Quorum shall consist of a simple majority (50% + 1) of the members of the Board.

Article 6 – State Board Elected Officers and Duties

Section 1– The elected State Officers of the Society shall be President, Vice-President, Secretary, Treasurer and Parliamentarian.

Section 2 – The term of office shall commence with the new fiscal year (October 1st or first date after conference ends through September 30th or end of Annual Conference whichever date comes first) and shall be for one (1) year. Officers shall not serve more than two (2) consecutive terms in the same office except in extenuating circumstances and when voted on by a simple majority of Board members.

Section 3 - Qualifications: must be a member of the Society and have been a member in good standing.

Section 4 – The President shall be the chief executive of the Society. The President shall preside over all State Board meetings; shall serve as chair of the Board; and shall supervise the business of the Society. The President shall perform other duties as authorized by the Board and the voting membership. The President shall be a member pro-tem of all committees, and shall name special committees and shall make appointments to standing committees.

Section 5 – The Vice President shall serve in the absence, death, resignation or incapacity of the President and shall be familiar with the duties of the office of the President. The Vice President will serve as the chairperson of the Nominating Committee and will perform other duties as authorized by the President.

Section 6 – The Secretary shall keep an accurate record of attendance and all proceedings of the State meetings of the Society in a permanent file, and shall carry on all correspondence for the Society. Minutes of the State Board meetings shall be sent to State Board members within a month following the meeting.

Section 7 – The Treasurer shall keep an accurate record of all income and expenses of both state and regional transactions. These records are subject to an annual independent financial review. The Treasurer will also be responsible for completing all required forms annually to maintain tax exempt status. A public

official bond will be held for the following positions: Board Treasurer, Board President, Ways and Means Chairperson, and Regional Liaisons. The Board Treasurer shall be responsible for making the bonding application annually. The Board Treasurer will be responsible for the oversight of the conference and all financial responsibilities in that regard. The State Board Treasurer will be listed on any accounts within region, conference or state to supervise transactions.

Section 8 – The Parliamentarian shall ensure that the Society follows the rules found in “Robert’s Rules of Orders, Newly Revised” in all cases to which they are applicable, and in which they are not inconsistent with the Constitution of the Society.

Section 9 – Nominations may be received by mail in or email to the Board. Officers shall be elected by mail-in ballots by the members. Each member/community may vote only once. Election will be by a simple majority of ballots returned.

Section 10 – Removal from State Office

A. Cases for removal from office shall be one of the following:

1. Failure to adhere to professional ethics or to the rules of the Society as prescribed in this Constitution.
2. More than one unexcused absence in a fiscal year, as determined by the State Officers.
3. Failure to perform the duties of the elected office.
4. Failure to maintain status as a current paid member of the Society.

B. Recommendation for removal of any officer may be made by any Board member and desire to proceed with removal process shall be voted upon by simple majority vote of the Board members present. Notice shall be sent to the officer who is entitled to appeal to the Board at the next Board meeting. Following appeal, a two-thirds majority vote by secret ballot of Board members shall be required for removal.

Article 7 – State Board Appointed Positions

The following positions shall be appointed by the President of the Board with appointees representing various regions. The member holding the position can hold the position a maximum of three years, except as determined by the Board under extenuating circumstances. The Chairperson in each position will, as needed, form ad hoc committees to assist them with their duties.

Section 1 - Constitution Chairperson

- A. Under the guidelines set forth in Article 11 of this Constitution, the Chairperson will oversee the process for making amendments to the Society’s Constitution.
- B. The Chairperson will maintain copies of the Constitution

Section 2 – Information Management Chairperson

- A. This Chairperson shall oversee the roles of Webmaster and Social Media as it relates to the Society. This chairperson will serve in at least one of the three roles directly and can appoint up to 2 persons to fulfill the duties of the other roles.
- B. The Chairperson will serve on the State Board as historian
- C. Each Regional Liaison shall forward any information about regional events or opportunities to the chairperson.
- D. The Webmaster will be responsible for maintaining and updating the Society website on a regular basis to include job postings, conference information, contacts for State Board members and other pertinent information.
- E. The Information Management Chairperson will be responsible for the upkeep and renewal of the website as appropriate and can work on this directly or with the support of the Webmaster.
- F. The Social Media Liaison will be responsible for maintaining, upkeep and sharing of all information on social media which could include but not limited to Facebook, Twitter and Instagram. The social media liaison should follow all the professional guidelines and ethics of the Society and will be supervised directly by Information Management Chairperson.

Section 3 – Ways and Means Chairperson

- A. The Chairperson shall coordinate special fundraising projects and product sales with the approval of the State Board.
- B. The Chairperson shall keep a ledger of all revenues and expenses related to fundraising projects and product sales and submit a report to the State Board at each meeting.
- C. The Chairperson shall keep an inventory record of all State-purchased items.
- D. The Chairperson shall submit any money received by Ways & Means to the State Board Treasurer before or during the next State Board Meeting.

Section 4 – Membership Chairperson

- A. The Chairperson shall be responsible for the recruitment of new members, public relations and publicity for the Society, with Board approval.
- B. The Chairperson shall be responsible for maintaining current membership roster, notifying regional liaisons of new members in a timely manner and notifying the Regions of pertinent changes quarterly. The quarterly report shall include updated address labels/rosters to give to the State Newsletter Chairperson as well as each Regional Liaison, State President and Secretary.
- C. The Chairperson shall be responsible for sending Society applications out to members at least 45 days in advance of their membership

expiration as well as advertising to help increase membership as needed.

Section 5- Professional Review Chairperson

- A. The Professional Review Chairperson will work with the the conference chairperson and State Board Regional Liaisons to ensure that the professional qualifications of any speakers will provide maximum benefits to the membership and to ensure the timely submission of CEU applications.
- B. Attendance and CEU paperwork for MACS educational programs will be maintained by Professional Review for at least 5 years.
- C. The Professional Review Chairperson will submit quarterly reports to the Board from state contacts as outlined below:
 - 1. State contacts for NAAP and NCCAP will act as liaisons between the Society and their respective national organizations.
 - 2. The state contacts, selected by the Board, must be members of their respective organizations.
 - 3. The state contacts shall keep the membership informed of conferences, workshops, educational opportunities and any other information pertinent to the Activity Professional via a quarterly report to the Professional Review Chairperson prior to Board meetings.
- D. The Professional Review Chairperson is responsible for the filing and storage of CEU certificates from conferences to be kept for a minimum of 5 years

Section 6- Removal from Appointed Positions

- A. Cases for removal from an appointed Board position shall be one of the following:
 - 1. Failure to adhere to professional ethics or to the rules of the Society as prescribed in this Constitution.
 - 2. More than one unexcused absence in a fiscal year, as determined by the State Officers.
 - 3. Failure to perform the duties of the position.
- B. Recommendation for removal of any appointed position may be made by any Board member and shall be voted upon by simple majority vote of the Board members present. Notice shall be sent to the Chairperson who is entitled to appeal to the Board at the next Board meeting. Following appeal, a two-thirds majority vote by secret ballot shall be required for removal.

Article 8 – Regional Organization

Membership of the society will be represented by two regions led by a Regional Liaison who reports to the State Board:

- A. East Region including following counties:

Cecil, Kent, Queen Anne, Caroline, Worcester, Dorchester, Talbot, Wicomico and Somerset, Baltimore City, Baltimore County, Anne Arundel, Harford, Prince George's, St. Mary's, Calvert, and Charles
West Region including following counties:
Montgomery, Carroll, Howard, Frederick, Washington, Alleghany, and Garrett

The Regional Liaisons will work with members in the region and be responsible for items including but not limited to:

- A. Sponsor and plan networking events as desired
- B. Plan educational opportunities as desired or appropriate
- C. Support with membership drives with support of State Board
- D. Fundraising opportunities for MACS Inc. within Region
- E. Work with professional review on education opportunities
- F. Communicate any events to State Board and membership to include all members of both regions (not limited solely to own region)
- G. Serve as Treasurer for Region with a cap of \$250.00 for events without advance approval from Board; additional approval needed by State Board for events requiring more than this amount.

Regional Liaisons will be appointed by the State Board and can serve for maximum of 3 consecutive years, except in extenuating circumstances when voted upon by the State Board. Eligible members will have been a member in good standing for at least 1 year prior to nomination and acceptance of Liaison position.

No Board business will be conducted at Regional level.

Article 9 – State Conference

Section 1 – The Society's annual educational Conference shall be held during the month of September and/or into October dependent on calendar year.

Section 2 – Notice of the time and place of the conference shall be sent to the Regions at least 90 days in advance of the conference. The Board shall set standards for the selection of conference sites.

Section 3 - An annual report by the Board to the members shall be given at the annual Conference.

Section 4 – The Society will hold annual conference at a location that benefits the budget and needs of the Society. The region will provide a Conference Chairperson who oversees all conference planning committees. In the event the region is unable to fill the Conference Chairperson or committee positions, the State Board will provide assistance.

Section 5 – The Conference Chairperson and Professional Review Chair will serve on the Society Board for the host year to provide quarterly reports.

Section 6- The State Board Treasurer will serve as Conference Treasurer and Registrar for that conference year.

Article 10 – Financial Proceedings

Section 1 – The fiscal year of the Society shall begin October 1st or first date after conference ends through September 30th or end of Annual Conference whichever date comes first.

Section 2 –Membership dues shall be determined by the State Board. All funds will be paid to the State treasury. Society dues shall be paid annually on the anniversary date when first paid.

Section 3- Regional Liaisons will maintain a cap of \$1000 in regional account as applicable and if additional funds are needed for specific event, this will be approved and determined by the Board. Any amount that exceeds the cap shall be deposited to the State Treasury once event is complete.

Section 4- Region Liaisons will report quarterly to the State Treasurer all financial transactions for their region on a Board-approved ledger.

Section 5- Each year in January or February, appropriate tax paperwork must be filed by the Board in order to maintain the tax exempt and non profit (501c6) status of the Society. During this same period, a meeting will be held with an accountant to complete a review of financial transactions from the prior fiscal year as needed annually, bonding documentation will also be completed to remain compliant with our constitution and processes.

Section 6 – In the event of the discontinuation of the Society, all existing funds of the Society shall be donated to an institution or organization with an interest in therapeutic activity programs, age- specific to the geriatric population.

Article 11 – Amendments to the State Constitution

Section 1- The Constitution Chairperson will present proposed Constitutional amendments to the Board for consideration. Once a Constitutional amendment is approved by the Board, the Chairperson will submit the amendment(s) to all Society members for a final vote. The amendment(s) will be ratified by majority vote of returned ballots. Each member may vote only once. Voting will take place by mail-in or email ballots.

