



American Therapeutic
Recreation Association

BY-LAWS
(revised March 2005)

Founded in 1984

Article I

Name

The name of this organization is the American Therapeutic Recreation Association, hereinafter called ATRA or the Association.

Article II

Purpose

The Association is established to further the objectives set forth in the Articles of Incorporation by serving as an advocate for therapeutic recreation in order to promote the health and well being of the public through service, education, research and the development and enforcement of standards.

Article III

Membership

Section 1

Membership Classes: The Association shall have two-membership classes, individual and organizational.

- A. Individual members shall be:
- 1) Certified Therapeutic Recreation professionals hereinafter referred to as professional members;
 - 2) associate members
 - 3) supporting members;
 - 4) provisional professional members;
 - 5) student members; and
 - 6) professional emeritus members.
- B. Organization members are organizations or agencies interested in supporting therapeutic recreation.

Section 2

- A. Individual Members:
- 1) Professional member- an individual who holds current Certified Therapeutic Recreation Specialist (CTRS) credentials from the National

Council for Therapeutic Recreation Certification. 2) Associate Member-an individual who currently meets the definition of therapeutic recreation assistant based on ATRA's *Standards of Practice for Therapeutic Recreation Assistants*.; 3) Supporting Member- any person interested in promoting the therapeutic recreation profession. 4) Provisional Professional Member- a one year non-renewable membership open to past student members for the first year following their graduation; dues paid by the provisional professional members will be the same as student members. 5) Student member- any individual enrolled in a therapeutic recreation education program. 6) professional emeritus member - an individual who is retired from the practice of therapeutic recreation and holds or previously held the Certified Therapeutic Recreation Specialist (CTRS) credential from the National Council for Therapeutic Recreation Certification.

- B. Organization Members: Any organization interested in promoting and supporting the therapeutic recreation profession shall be eligible for membership in the association.

Section 3

Members in Good Standing

- A. Individual Members. An individual who meets the qualification for membership in the appropriate classification, has paid the appropriate fees, and agrees to uphold the standards and ethics of the Association, is a member in good standing.
- B. Organizational Members. An organizational member, which meets the criteria set by the Association and has paid the appropriate fee, is in good standing.

Section 4

Rights and Privileges of Members in Good Standing

- A. Individual members. All members shall receive regular membership services including publications, reduced registration fees at conferences, and be qualified for membership in local chapter affiliate organization when one exists. Professional, Associate, Provisional Professional, and Student members may vote. Professional and Associate members may serve on the Board of Directors of the Association. The Office of President, President-Elect, Secretary, and Treasurer of the Association shall be reserved for Professional members in good standing.
- B. Organizational members shall have no voting rights in the Association but shall be entitled to all other rights and services designated by the Board of Directors.

Section 5

Dues

The Board of Directors of the Association shall determine the dues structure and designate the period in which the membership will be in effect.

Section 6

Termination of Membership

Membership in the Association shall be terminated for the following reasons: A) For non-payment of dues after sixty (60) days of delinquency. Membership may be reinstated by payment of current membership dues. B) For failure to meet any of the membership qualifications as delineated in Article III, Section 3.

Article IV

Officers

Section 1

Officers Listed: The officers of the Association shall be President, President-Elect, Secretary and Treasurer, and five (5) Members-at-large.

Section 2

Qualifications: The President, President-Elect, Secretary and Treasurer shall be selected from among the Professional members of the Association and Members-at-large shall be selected from the Professional and Associate members of the Association.

Section 3

Duties: A) The President of the Association shall guide and direct the organization in its policy-making and management functions. She/he shall perform all duties as cited in the Charter and By-laws and other usual duties as cited in Roberts Rules of Order, Revised. B) The President-Elect of the Association shall assist the President and act in his or her absence. C) The Secretary and the Treasurer shall perform all duties as cited in the Charter and By-laws and other usual duties as cited in Roberts Rules of Order, Revised. D) Members-at-large shall participate in deliberation on Association matters, contribute to formulating decisions, assist in carrying out recommended actions and monitor committee functions and make reports required.

Section 4

Term of Office: A) The President and the President-Elect shall hold office for a period of one (1) year, beginning at the end of the annual membership meeting immediately following their election and ending at the close of the following annual membership meeting. At this time the President-Elect automatically becomes the President of the Association. B) The term of office of the Secretary, the Treasurer and the Members-at-large shall be two (2) years after which they may be re-elected for one (1) additional term.

Section 5

Unexpired Terms: The Board of Directors shall be empowered to fill vacancies among the officials and Member-at large.

Article V

Board of Directors

Section 1

Composition: The Board of Directors, hereafter referred to as the Board shall include the President, President-Elect, Secretary, Treasurer, and five (5) Members-at-large.

Section 2

Duties and Responsibilities: The Board shall supervise and direct the affairs of the Association, shall determine it's policies or changes therein within the limits of the By-laws, and shall actively prosecute it's purposes. It may adopt such rules and regulations for the conduct of it's business as shall be deemed advisable. The Board shall appoint an Executive Committee of the Board which shall have the power to act for the Board between official meetings.

Section 3

Executive Committee: The Executive Committee shall include the President, President-Elect, Secretary or Treasurer, and one (1) Member-at-large. All action taken by the Executive Committee for the Board between official meetings shall reflect a three-fourths (3/4) majority vote of the members of the Executive Committee.

Section 4

Meetings of the Board: There shall be two (2) regular meetings of the Board each year. The first meeting shall be immediately following the annual membership meeting; the second between the annual meetings (mid-year). A call for a special meeting of the Board may be issued by the President when deemed necessary or by written request of

four (4) members of the Board. Thirty (30) days notice shall be required for all regular meetings of the Board.

Section 5

Executive Committee Meetings: Executive Committee meetings may be called by the President with (2) days written notice, except in usual circumstances when immediate action is required. The agenda is to be sent to all members of the Board and minutes of the Executive Committee meeting shall be distributed at the next regular meeting of the Board.

Section 6

Quorum for a Board Meeting: The presence of a majority of the Board shall constitute a quorum at a regular meeting of the Board.

Section 6

Conduct of Board Business: During regularly scheduled meetings of the Board of Directors, motions regarding the conduct of the business of the Board shall be determined by a voice vote or ballot of Board members in attendance. In the periods between regularly scheduled meetings of the Board, business of the Board shall be conducted by the Board of Directors using methods of absentee voting.

Article VI

Nominations and Elections

Section 1

Nominations Committee: The President shall appoint a committee chairperson who shall select not less than three (3) ATRA members from various geographical areas to serve as members as the Committee. The committee shall conduct the nomination and election of officers in accordance with the By-laws.

Section 2

Nominations: The Committee shall solicit nominations of one or more candidates for each of the positions to be filled. In selecting the candidate, consideration should be given to professional qualifications, service to the Association and the field of therapeutic recreation, geographical balance on the Board and other factors. Each candidate shall confirm, in writing, his/her intent to serve if elected. The Nominations Committee shall present to the Board a slate of candidates for the Board vacancies at least ninety (90) days prior to the annual membership meeting.

Section 3

Election: The slate and ballot shall be mailed to all voting members in good standing at least sixty (60) days prior to the annual meeting, and the ballot shall be returned within thirty (30) days. The ballot shall provide each voting member the option of write-in candidates for each office, if prior consent has been received.

The candidates receiving the highest majority of votes cast shall be declared elected. In the event of a tie, the officer shall be elected by a majority vote of the Board. The Chairperson of the nominating committee shall notify all candidates of their status immediately following the tabulation of the ballots.

Section 4

Election Schedule: The Treasurer and two (2) Members-at-large shall be elected on odd calendar years. The Secretary and the remaining three Members-at-large shall be elected on even calendar years. A President-Elect will be elected each year to serve one (1) year term after which she/he shall become President for one (1) year term.

Article VII

Committees

Section 1

Standing Committees: The Board shall establish standing committees and the President shall establish such special committees as may be required to further the work of the Association.

Chairpersons of such committees shall be Professional, Associate or Student members of the Association and shall be appointed by the President with the approval of the Board.

Section 2

Finance and Budget Committee: The Finance and Budget Committee shall consist of the President, President-Elect, Treasurer and one (1) Member-at-large selected by the Board. The Treasurer shall chair the Finance Committee, which shall prepare the annual budget, monitor and report to the Board on the financial status of the Association and develop long range financial plans for the Association.

Section 3

Personnel Committee. The Personnel Committee shall consist of the President, President-Elect, Treasurer and one (1) Member-at large selected from the Board. The President shall chair the Personnel Committee, which shall apprise, monitor and report to the Board on the personnel issues of the Association.

Article VIII

Chapter Affiliate Associations

Section 1

Definition: Chapter Affiliate Associations shall be a group of at least (15) Association members in a specific geographic area who are chartered by the Board.

Section 2

Formation: Upon petition to the Board by a simple majority (over 50%) of the active members within the area of the proposed Chapter, the Board may establish a chapter by the issuance of the charter. No charter shall be issued that would establish a chapter within the territorial jurisdiction of an existing chapter, unless, in the opinion of the Board and after consultation with the existing chapter, a compelling reason for the formation of a new chapter is found. Where two or more chapters wish to merge to form a single chapter, a petition signed by at least three-fourths of the members of each of the executive boards of the existing chapters must be submitted to the Board.

Section 3

Charters: All charters issued by the Association shall include; 1)) The name of the Chapter, which shall include the name of the geographical area over which the chapter shall have territorial jurisdiction. 2) The territorial jurisdiction of the chapter, which must coincide with or be confined within the legally constituted boundaries of the city, region, state, province, territory, or commonwealth of the United States or Canada or the District of Columbia. 3) A statement that the chapter is governed in all respects by the Association By-laws.

Section 4

Structure: Every chapter shall enact By-laws, which, in their original form and as amended, shall have been approved in writing by the Association (ATRA) Board. If a chapter is to be incorporated, it shall submit its proposed certificate of incorporation to the Board for prior approval in writing, and any other proposed amendment to any certificate on incorporation shall also be submitted for approval. The Association board must have thirty (30) day prior notification for any by-laws amendments and/or revisions. A chapter may create districts within its territorial jurisdiction that operates under By-laws or rules of order, which shall not be in

conflict with chapter or Association By-laws and which shall be approved by the Chapter. A chapter that has created districts may create a representative body for the transaction of chapter business provided that the chapter By-laws include the basis for apportioning the membership of the representative body

Article IX

Affiliate Council

The Affiliate Council shall consist of the Chair, Chair-Elect, Secretary-Treasurer and one representative designated by each chapter. The ATRA President-Elect shall serve as an ex-officio member to the Council. The Affiliate Council shall meet at the annual and mid-year Association meetings and shall serve as a liaison between Chapter Affiliate Associations and the Board, and fulfill other functions necessary to achieve the goals of the Association.

Article X

Presidents Forum

The Association President shall chair a meeting of state and local presidents of therapeutic recreation societies, sections and associations at the annual and mid-year Association meetings. The meetings shall serve as an opportunity for the elected leadership of state and local therapeutic recreation societies, sections, and associations, and the President of the Association to exchange views on professional issues of mutual interest. Issues identified by a majority of forum participants shall be referred to the Association Board for discussion and action.

Article XI

Liaisons

The Association shall develop formal and informal liaisons with other organizations whose purposes are consistent with the purposes of the Association and

when such collaborative relationships will promote the purposes of the Association.

Article XII

Meetings

Section 1

Annual: There shall be an annual meeting of the Association. Notice of such meetings shall be mailed to the officers of the Board and all of the members of the Association at least sixty (60) days before the time appointed for the meeting.

Section 2

Special: Special membership meetings may be called by the Board. Upon written request of fifteen percent (15%) of the voting members of the Association, the Board shall call a special membership meeting. Notice of such meetings shall be mailed to all members of the Association at least thirty (30) days before the time appointed for the meeting.

Section 3

Quorum: Voting members present at any duly called membership meeting shall constitute a quorum.

Article XIII

Parliamentary Authority

Roberts Rules of Order, Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the Association may adopt.

Article XIV

Amendment of By-Laws

Amendments to the Charter and/or By-laws may be made by two-thirds (2/3) majority vote of all voting members present at any duly called membership meeting, with at least (30) days prior notification.

Article XV

Dissolution

No part of the net earnings of ATRA shall inure to the benefit, or be distributed to, its members, officers, or other private persons, except that ATRA shall be authorized and empowered to pay reasonable compensation of services rendered and to make payment and distributions in furtherance of the purpose set forth in Article II hereof. No substantial part of the activities of ATRA shall be the carrying on or propaganda, or otherwise attempting to influence legislation, and ATRA shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, ATRA shall not carry on with any other activities not permitted to be carried on (a) by an association exempt from federal income tax under 501 (C) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any further United States Internal Revenue Law) or (b) by an association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law). Upon dissolution of ATRA, the Board of Directors or as may be called the members of the Board shall, after paying or making provisions for payment of all the liabilities of ATRA, dispose of all the assets of ATRA exclusively for the purpose of ATRA in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall, at the time, qualify as an exempt organization or organizations under Section 501 (C) (6) of the Internal Revenue Code of 1954 (or the

corresponding provision of any future United States Internal Revenue Law) as the Board of Directors or as sometimes known herein as the Board, shall determine.