

Lancaster Activities Directors Association

Constitution



Article 1 – Name

The name of this organization shall be the Lancaster Activities Directors Association. The organization shall also be referred to by the acronym, “LADA.”

Article II – Purpose / Vision Statement

Enhancing the lives of elders by supporting the people who work with the senior population, as activity professionals or in a similar capacity, in Lancaster County and the surrounding area.

To that end the organization shall:

1. Provide opportunities for networking
2. Provide a forum for sharing new ideas and methods
3. Mentor those who are new to the profession
4. Work together to provide solutions to common problems within our profession
5. Provide opportunities for continuing education by engaging qualified speakers with topics related to the field and which are included in the National Certification Council of Activity Professional’s (NCCAP) “Body of Knowledge”
6. Encourage members to become highly qualified in the profession either through continuing education or certification
7. Promote the work of activity professionals within facilities serving seniors and to the public
8. Encourage and support state and national participation within our organization

Article III – Membership

The LADA membership shall consist of those persons meeting the requirements provided in the By-Laws.

Article IV – Officers

Section 1. Officers: LADA officers shall be the president, vice-president, secretary, treasurer, program chairperson and public relations.

Section 2. Qualifications: Each officer shall be an active member in good standing.

Section 3. Election of Officers: The officers shall be elected by the membership in the manner prescribed in the By-Laws.

Section 4. Term of Office: The term of each elected officer shall commence on June 1 and shall continue for two years. Each officer shall serve until his or her successor shall have been elected.

Article V – Committees

Section 1. There shall be a program committee composed of the program chairperson and vice-president. Other members may be appointed to the program committee as recommended by the officers and approved by the program chairperson.

Section 2. Other committees may be appointed by the president as are deemed necessary in the interest of LADA. An officer shall be appointed to preside over any committees.

Article VI – Revenue and Dues



Section 1. Fiscal year: The fiscal year for LADA shall begin on June 1.

Section 2. Annual membership forms are provided to the membership and other interested parties by June 1 of each year. Facility or individual membership dues shall be payable by the September meeting of each year.

Section 3. The amount paid for membership dues (facility and individual) will be assessed yearly, in April, by the officers. Any changes made will be announced to the general membership at the May meeting giving at least 30-days' notice before being put into effect.

Section 4. The funds received from the dues shall be deposited in the treasury and expended for the operating expenses of LADA as provided in the By-Laws.

Section 5. Scholarships

1. LADA will offer scholarship monies each year based on the funds available, at the discretion of the Board.

2. Deadlines for Scholarship Applications will be due by the March meeting. The Board will review and discuss the applicants, and the recipients will be announced at the May meeting.

3. Criteria to follow

a. One must be a good standing member of LADA.

b. Generally, LADA awards scholarships only for NCCAP certification. Other scholarship requests will be reviewed at the discretion of the Board.

c. The course must begin within the calendar year that you are applying.

d. One is not eligible for a scholarship if your facility pays for the cost of the course. A letter from the HR Department of copy of the HR policy stating lack of reimbursement for classes is also required.

e. The monies will be given at course enrollment, specifically to the instructor. Failure to complete the course (including notification from the instructor) will result in a repayment of the monies to LADA from the student.

f. Everyone who receives a scholarship from LADA is expected to give back to the organization, by offering to run or help run a committee, fill an open position or another request from the Board.

Article VII – By-Laws

By-Laws not inconsistent with the Constitution embodying additional provisions for LADA shall be adopted, and may be amended by a proposal in writing to the president to be considered and acted upon. By-Laws shall be adopted by a majority vote of the members present at a regular monthly meeting of LADA.

Article VIII – Parliamentary Authority

“Robert’s Rules of Order” shall be the parliamentary authority for all a matters of procedures not specifically covered by this Constitution and By-Laws.

Article IX – Amendments to the Constitution

Section 1. Changes to the Constitution and By-laws may be proposed by any member of the organization.

Section 2. A proposed change must be submitted in writing to the president.



Section 3. The president will present a proposed change at the next association meeting and the membership will have until the following meeting to present comments or ask questions.

Section 4. At the following association meeting the president will open for discussion the proposed change. Following the discussion a vote will be held.

By-Laws

Article I – Membership

Section 1. Individual: Membership shall consist of activity professionals and other people who work with the senior population, in a similar capacity, in Lancaster County and the surrounding area.

Section 2. Facilities: Facility memberships include all activity professionals associated with a facility, or anyone who works in a similar capacity. Other people associated with a facility may be invited to attend meetings, but are not considered members of the organization and may not vote. Membership will be determined based on facility mailing address, not parent company affiliation. (*i.e. – if Facility A and Facility B are owned by the larger Company XYZ but have different mailing addresses, both Facility A and Facility B must submit separate membership forms and membership fees for the year.)

Section 3. Members (individuals or facilities) failing to pay their dues shall forfeit all rights of membership, their names shall be dropped from the active attendance rolls and they will not be considered a member in good standing.

Article II – Duties of officers

Section 1. President: The president shall oversee the activities of LADA including but not limited to: calling officer meetings as deemed necessary, opening all general membership meetings, presiding over LADA business and is responsible for creating continuing education certificates for qualifying LADA programs.

Section 2. Vice-president: The vice-president shall perform the duties of the president in the officer's absence. The vice-president shall serve on the program committee and any other committees as appointed by the president.

Section 3. Secretary: The secretary shall record the minutes of LADA meetings, officer meetings, keep monthly meeting attendance, maintain other documents as deemed necessary by the officers and shall attend to other secretarial duties as assigned by the officers.

Section 4. Treasurer: The treasurer shall maintain financial records for LADA and as such shall collect dues, pay expenses as approved, keep an itemized account of all receipts and disbursements, work with the secretary to maintain an updated membership list, give written financial reports monthly to the officers and annually to the general membership.

Section 5. Program committee chairperson: The program committee chairperson is responsible for overseeing the program committee and maintaining a resource library of speaker information. The program committee chairperson must present speakers and topics to the Board for approval before the beginning of the association year and may spend no more than \$75 (or at the discretion of the Board) per speaker.



Section 6. Public relations: The public relations officer shall be responsible for the publicity for LADA and maintenance of the association web-site and other social media outlets.

Section 7. Retirement from office: Upon retirement from office, whether during or at the end of a term, no officer shall be relieved of position until they have met with his or her successor to explain the duties of the office and turn over any records of the Association in his or her possession.

Article III – Program committee

Section 1: Program committee shall be responsible for the programs at LADA meetings including: ensuring the programs meet the qualifications as outlined in the LADA Constitution and By-Laws, making any arrangements necessary and announcing program topics to the general membership.

Section 2. The committee shall be responsible to plan and organize a Spring Seminar during odd years.

Article IV – Meetings

Section 1. LADA meetings shall be held monthly except during the following months: June, July, August and December.

Section 2. The LADA membership shall take turns hosting monthly meetings.

Article V – Voting

Section 1. Only members in good standing are permitted to vote on LADA business or in LADA elections.

Section 2. Voting on LADA business will be done, during monthly meetings, by show of hands.

Section 3. A majority vote of members present shall be necessary for the passing of any business or adoption of proposed amendments.

Section 4. Voting for officers shall be done by secret ballot.

Article VI – Election of officers

Section 1. Elections of officers shall be held annually during the April meeting.

Section 2. The office of president, secretary and public relations shall be elected during even years. The office of vice-president, treasurer and program chairperson shall be elected during odd years.

Section 3. The president shall appoint a nominating committee annually.

Article VII - Nominating committee

Section 1. The nominating committee made of two (2) members shall be appointed during the January meeting each year and will dissolve following the April election.

Section 2. This committee shall be responsible to advise members of the upcoming elections and positions that will be vacated, seek nominees for the positions, construct a ballot for elections, hold elections and report the results of the election to the officers and general membership during the April meeting.



Article VIII – Vacancies of office

Section 1. The president shall have the power to fill vacancies in any one of the offices.

Section 2. In the event of a vacancy in the office of president or program committee, the vice-president shall fill the vacancy for the duration of the term.

Section 3. In the event of a vacancy in the office of vice-president, treasurer, secretary or public relations the remaining officers will act as a nominating committee and hold an election for the position during the next LADA meeting.

Article IX – Amendments to the By-Laws

Section 1. Changes to the Constitution and By-laws may be proposed by any member of the organization.

Section 2. The proposed change must be submitted in writing to the president.

Section 3. The president will present proposed changes at the next association meeting and the membership will have until the following meeting to present comments or ask questions.

Section 4. At the following association meeting the president will open for discussion the proposed change. Following the discussion a vote will be held.

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