

**The Minnesota Therapeutic Recreation Association BYLAWS**  
**an**  
**ATRA Chapter Affiliate Organization**

**Article I**

The name of this organization is the Minnesota Therapeutic Recreation Association and is referred to as MTRA, having been deemed Chapter Affiliate status with the American Therapeutic Recreation Association (ATRA).

**Article II**

The MTRA's service area will be *the entire state of Minnesota*.

**Article III**

**Purpose**

MTRA, hereafter referred to as the Chapter Affiliate Organization 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 promotion and development of standards for the Therapeutic Recreation profession.

1. Promoting and advancing the public's awareness and understanding of the Therapeutic Recreation profession.
2. Promoting the professional standards for the delivery of Therapeutic Recreation service
3. Advocating for the advancement of Therapeutic Recreation services in the community, hospitals, rehabilitation, habilitation, corrections, schools and other systems for individuals in need of Therapeutic Recreation.
4. Supporting and conducting research and demonstration efforts in order to improve the delivery of Therapeutic Recreation services to the public.
5. Supporting and providing educational opportunities to improve the abilities of Therapeutic Recreation personnel in delivering quality services.
6. Contribute to the building of a strong national organization and strong national advocacy for the profession's future.
7. Maintain open lines of communications with the national organization and leadership including written reports to the Chapter Affiliate Council's Mid-Year and Annual Conference meetings.

## **Article IV**

### **Section 1**

**Membership Classes** : The Chapter Affiliate Organization will have 3 individual memberships:

1. Professionals (as determined by certification through the National Council for Therapeutic Recreation Certification) and Supporting Members - any person working in Therapeutic Recreation who does not hold certification from NCTRC or anyone interested in promoting the Therapeutic Recreation profession.
2. Retired Emeritus (individuals who are retired after a lifetime career in the Therapeutic Recreation profession)
3. Student Member – Any individual currently enrolled in a Therapeutic Recreation education program or a Recreation program with a specialization in Therapeutic Recreation.

### **Section 2**

#### **Members in Good Standing**

Individual Members – An individual who meets the qualifications for membership in the appropriate classification for membership and has submitted the appropriate fee and application

### **Section 3**

#### **Rights and Privileges of Members in Good Standing**

Individual Members

- All members shall receive membership services including publications, emails, job and continuing education opportunities, and reduced registration fees at workshops and conferences.
- Professional members may vote, chair and serve on committees.
- Supporting members may vote and serve on committees.
- Student members are permitted to vote and serve on, but may not chair committees.
- Only Professional and Retired Emeritus members in good standing of the Chapter Affiliate Organization shall be eligible for election to the offices of Chapter Affiliate President, President-elect, Secretary, Treasurer and Members-At-Large.

## **Section 4**

### **Dues**

The Board of Directors of the Chapter Affiliate Organization shall determine the dues structure. The membership period will be the calendar year from January 1 to December 31.

## **Section 5**

### **Termination of Membership**

Membership in Chapter Affiliate Organization shall be terminated for the following reasons:

Non-payment of dues after thirty (30) days of delinquency.

## **Article V**

### **Section 1**

#### **The Board of Directors and Officers**

Composition of the Board: The Board of Directors, referred to as “the Board” shall include the President, President-Elect, Secretary, Treasurer, three (3) Members at Large and a maximum of four (4) student members (a minimum of one student from each TR program in the state). The Chapter Affiliate Council representative and communications coordinator may attend meetings but are non-voting members.

Subject to approval by the Board, the President may invite representatives of other organizations with related interest to participate at Board meetings in an ex-officio capacity.

### **Section 2**

#### **Duties of the Officers**

The officers shall supervise and direct the affairs of Chapter Affiliate Organization and shall perform the duties generally associated with their position, those described in these by-laws, and other duties as cited in Roberts Rules of Order; Revised.

- A. The President shall guide and direct the Chapter Affiliate Organization and its policymaking and management functions.
- B. The President-elect of Chapter Affiliate Organization shall assist the President and act in his/her absence and serve as the Membership Chair.
- C. The Secretary shall record the minutes from all Chapter Affiliate Organization Board and Executive Committee Meetings and shall keep the official records and files of the Chapter Affiliate Organization.
- D. The Treasurer shall be responsible for the financial management and

records of the Chapter Affiliate Organization and serve as conference committee chair.

**Section 3**  
**Executive Committee of the Board**

The Executive Committee shall include the President, President Elect, Secretary, Treasurer and at least one Member at Large. (The president shall appoint the Member-at-large.) All action taken by the Executive Committee for the Board between official meetings shall reflect a majority vote of the members of the Executive Committee.

**Section 4**  
**Meetings of the Board**

Meetings of the Board will be held at times and locations as determined by the President. However, in no event shall there be less than eight (8) meetings per year. A call for a special meeting of the Board may be issued by the President or by written request of four (4) members of the Board with a written or electronic 14 day notice of such meeting to all Board members.

**Section 5**  
**Executive Committee Meetings**

The President may call an Executive Committee meeting with a five (5) days written and/or electronic notice. The agenda is to be sent to all members of the Board and minutes of the Executive Committee meetings shall be distributed at the next regular meeting of the Board.

**Section 6**  
**Quorum for Meetings**

The presence of a majority of the Board shall constitute a quorum at a regular meeting of the Board (4 of 7 members.) The presence of a majority of the Executive Committee including the President shall constitute a quorum for an Executive meeting (3 of 5 members).

**Section 7**  
**Terms of Office**

The President, President-elect and Past President shall hold office for a period of one (1) year beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>. At this time the President becomes the Past President and the President Elect becomes President of the Chapter Affiliate Organization. The terms of office for the Secretary, Treasurer and Members at

Large shall be two years. The Secretary will take office on odd years. The Treasurer will take office on even years.

An individual may be re-elected into the same office for two (2) consecutive terms. A person may be eligible for election into another office immediately (no waiting period) after vacating their current office.

## **Section 8**

### **Unexpired Terms**

The Board of Directors shall be empowered to fill vacancies among officers, members at large, and student representatives for the remainder of the unexpired term.

## **Article VI**

### **Nominations and Elections**

#### **Section 1**

##### **Nominations Committee**

The Past President shall be the responsible for organizing the nominations for offices. All Board members will be involved in recruiting candidates for the Board.

#### **Section 2**

##### **Nominations**

If possible, two or more candidates will be nominated for each of the positions to be filled. In selecting the candidate, considerations should be given to professional qualifications, service to the Chapter Affiliate Organization and the field of Therapeutic Recreation, geographic balance on the Board, balance between minorities, and other relevant factors. The past president shall present to the Board a slate of candidates for the Board vacancies at least thirty (30) days prior to the annual membership meeting (Fall Conference).

#### **Section 3**

##### **Elections**

The slate and ballot shall be e-mailed to all voting members in good standing at least twenty-one (21) days prior to the annual meeting, and the ballot returned within fourteen (14) 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 majority of the 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 Past President shall notify all candidates of their status immediately following the tabulation of the ballots.

## **Section 4**

### **Election Schedule**

The Secretary, Treasurer, and Members-at-Large will be elected for two (2) year terms. The Secretary and Treasurer will rotate terms in office; Secretary taking office in odd years, Treasurer in even years.

A President-elect will be elected each year to serve a one (1) year term after which he/she shall become President for a one (1) year term.

Student members will be elected in their junior or senior year of college and serve for a 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 Chapter Affiliate Organization. Chairpersons of such committees shall be Professional members of the Chapter Affiliate Organization 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, Secretary, Treasurer, and one Member-at-Large appointed by the President and approved 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 Chapter Affiliate Organization and develop long-range financial plans for the Chapter Affiliate Organization.

## **Article VIII**

### **Liaisons**

The Chapter Affiliate Organization shall develop formal and informal liaisons with other organizations whose purposes are consistent with Chapter Affiliate Organization. This will include collaborative relationships with other organizations that assist in promoting the purposes of the Chapter Affiliate Organization.

## **Article IX**

### **Meetings**

#### **Section 1**

##### **Annual Meetings**

There shall be an annual meeting of the Chapter Affiliate Organization. Notice of such meetings shall be e-mailed to the officers of the Board and all members of the Chapter Affiliate Organization as part of the Fall Conference package at least thirty (30) days prior to the conference. The annual meeting will be held during the Fall Conference.

#### **Section 2**

##### **Special Meetings**

The Board may call Special Membership meetings. Upon written and/ or electronic request of fifteen percent (15%) of the voting members of the Chapter Affiliate Organization, the Board shall call a special membership meeting. Notice of such meetings shall be mailed to all members of the Chapter Affiliate Organization 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 X**

### **Parliamentary Authority**

Roberts Rules of Order, Revised, shall govern the Chapter Affiliate Organization 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 Chapter Affiliate Organization may adopt.

## **Article XI**

### **Dissolution**

No part of the net earnings of the Chapter Affiliate Organization shall inure to the benefit of, or be distributed to, its members, officers or other private person. The Chapter Affiliate Organization 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. Other provision so these Articles, the Chapter Affiliate Organization shall not carry on any other activities not permitted to be carried on:

- A. By an association exempt for federal income tax under Section 501(c)(6) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).
- B. By an association contributions to which are deductible under section 170 (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

After dissolution of the Chapter Affiliate Organization, 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 the Chapter Affiliate Organization, dispose of all the assets of the Chapter Affiliate Organization exclusively for the purpose of the Chapter Affiliate Organization in such a manner, or to such a organization or organizations organized and operated exclusively for charitable, education 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 1954 (or the corresponding provisions of any future United States Internal Revenue Law) as the Board of Directors or as sometimes known herein as the Board, shall determine.

<b>President</b>	<b>DATE</b>
<b>Secretary</b>	<b>DATE</b>