

# **BYLAWS**

## **WASHINGTON STATE THERAPEUTIC RECREATION ASSOCIATION**

### **ARTICLE I: DESCRIPTION**

#### **SECTION 1: ORGANIZATION**

The Washington State Therapeutic Recreation Association, hereinafter referred to as WSTRA, is organized exclusively as an independent professional association qualifying as an exempt organization under Section 501 (c) (6) of the Internal Revenue Code, or as it may be amended, as defined in the Articles of Incorporation. WSTRA is the union of the Inland Northwest Chapter of the American Therapeutic Recreation Association, the Puget Sound Chapter of the American Therapeutic Recreation Association, also known as the Puget Sound Therapeutic Recreation Association, the Washington Recreational Therapy Association and the Seattle Therapeutic Recreation Rounds.

#### **SECTION 2: PURPOSE**

The purpose of WSTRA is to advocate for the therapeutic recreation and/or recreational therapy profession, hereinafter referred to as TR, as delineated in the Articles of Incorporation. WSTRA seeks to accomplish these purposes through, but not limited to:

- Support and/or conduction of educational opportunities to improve the competency of TR personnel.
- Promotion and enhancement of the public awareness and understanding of TR.
- Promotion of professional standards for quality delivery of TR services and professional behavior.
- Advocacy for the advancement of TR services in the education, rehabilitation, habilitation and medical treatment and community recreation services of individuals in need of TR.
- Support and/or conduction of research and/or demonstration efforts to improve the quality of TR services for the public.
- Promotion and advocacy for the advancement and increased awareness of TR in government bodies.

#### **SECTION 3: TERRITORIAL JURISDICTION**

The territory of WSTRA is Washington State, including, but not limited to, all Washington State zip codes.

#### **SECTION 4: FISCAL YEAR**

The Corporation fiscal year is July 1 to June 30.

### **ARTICLE II: MEMBERSHIP**

Membership is open to any person or organization in agreement with the purposes of WSTRA as stated in the Articles of Incorporation and Article I of these Bylaws. Membership application is made in writing to WSTRA and acted upon by the Board of Directors, hereinafter referred to as the BOD, or their designee.

#### **SECTION 1: MEMBERSHIP CLASSES**

There shall be two (2) classes of members, Individual and Organizational.

- A. There shall be six (6) categories of Individual members:

1. Certified-Registered Therapeutic Recreation Professional: hereinafter referred to as CRP, holds the Certified Therapeutic Recreation Specialist™ credential, hereinafter referred to as CTRS®, from the National Council for Therapeutic Recreation, hereinafter referred to as NCTRC®, is registered as a recreation therapist according to RCW 18.230 and resides or is employed within WSTRA territorial jurisdiction.
2. Certified Therapeutic Recreation Professional: hereinafter referred to as CP, holds the CTRS® credential from NCTRC® and resides or is employed within WSTRA territorial jurisdiction.
3. Registered Therapeutic Recreation Professional: hereinafter referred to as RP, is registered as a recreation therapist according to RCW 18.230 and resides or is employed within the WSTRA territorial jurisdiction.
4. Professional Emeritus: is retired from TR practice and holds or previously held the CTRS® credential from NCTRC® and desires to support WSTRA issues and activities.
5. Student: is enrolled in a TR undergraduate or graduate education program or has been graduated from such a program for less than one (1) year.
6. Supporting: desires to support WSTRA issues and activities and does not qualify for membership in the above categories.

B. Organizational: an organization desiring to support WSTRA issues and activities.

## **SECTION 2: MEMBERS IN GOOD STANDING**

Individuals and organizations meeting qualifications for membership in the appropriate classification, having paid appropriate fees and agreeing to uphold the standards and ethics of WSTRA and the American Therapeutic Recreation Association, hereinafter referred to as ATRA, are in good standing.

## **SECTION 3: RIGHTS AND PRIVILEGES OF MEMBERS IN GOOD STANDING**

All members except Organizational members may serve on committees and shall receive regular membership services including, but not limited to, publications, appropriate reduced professional development registration fees and access to the WSTRA website.

All members except Supporting and Organizational members may vote and chair committees.

CRP and Professional Emeritus Members, with ATRA membership, may serve on the BOD.

All members shall be entitled to other rights and privileges as designated by the BOD.

## **SECTION 4: DUES**

The BOD shall determine the dues structure and designate the period in which membership shall be in effect.

## **SECTION 5: TERMINATION OF MEMBERSHIP**

Membership may be terminated for:

- A. Non-payment of appropriate fees after thirty (30) days of delinquency. Membership may be reinstated by payment of appropriate fees.
- B. Failure to meet any membership qualification as delineated in this Article.

## **SECTION 6: MEMBERSHIP MEETINGS**

There is a WSTRA annual membership meeting held between March 15<sup>th</sup> and May 15<sup>th</sup>. The BOD, upon written request of fifteen percent (15%) of the voting members or three (3) Directors, may call special membership meetings. Notice of membership meetings and agendas is given electronically, by US Postal mail or WSTRA publication to the membership no less than ten (10) nor more than fifty (50) days prior to the meeting. Minutes are available at the cost of the requestor upon written request to the Secretary.

Voting members present at any duly called WSTRA face-to-face, telephone or electronic membership meeting constitute a quorum. When a mail or electronic ballot is held, voting members whose ballot has been postmarked or electronically submitted by the applicable published date constitute a quorum.

## **ARTICLE III: BOARD OF DIRECTORS**

### **SECTION 1: COMPOSITION**

The BOD is composed of seven (7) Directors who are the President, President-Elect, Past-President, Secretary, Treasurer, East Representative and West Representative.

### **SECTION 2: QUALIFICATIONS**

Candidates are chosen from CRP or Professional Emeritus members meeting the position criteria as delineated in the appropriate Position Description. East Representative candidates must reside or be employed within the WSTRA territorial jurisdiction on the east side of the crest of the Cascade Mountains. West Representative candidates must reside or be employed within the WSTRA territorial jurisdiction on the west side of the crest of the Cascade Mountains. All other candidates must reside or be employed within the WSTRA territorial jurisdiction.

### **SECTION 3: BOARD OF DIRECTOR RESPONSIBILITIES**

The BOD supervises and directs the affairs of WSTRA and determines its policies or changes therein within the limits of its business and these Bylaws and actively prosecutes its purposes. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable.

### **SECTION 4: BOARD OF DIRECTOR POSITION DUTIES**

The BOD maintains accurate and updated Position Descriptions detailing specific qualifications and duties for each position.

### **SECTION 5: TERMS OF OFFICE**

President-elect: the electee shall hold the President-elect office for one (1) year, beginning at the close of the WSTRA annual meeting following his/her election. The President-elect shall then hold the President office for one (1) year, beginning at the close of the second WSTRA annual meeting following his/her election. The President shall then hold the Past President office for one (1) year, beginning at the close of the third WSTRA annual meeting following his/her election.

Secretary, Treasurer and East and West Representatives: hold office for two (2) years, beginning at the close of the WSTRA annual meeting immediately following his/her election and ending at the close of the third WSTRA annual meeting following his/her election. S/he may be re-elected for two (2) additional terms.

Candidates may hold an office s/he previously held after a break from that office of at least one (1) term.

### **SECTION 6: UNEXPIRED TERMS**

The President, with the approval of the BOD, appoints members meeting election criteria to fill BOD vacancies, with the exception of the Past President position, for the remainder of unexpired terms. A vacancy in the Past President office shall be filled by the most recent Past President available.

### **SECTION 7: BOARD OF DIRECTOR MEETINGS**

There are a minimum of four (4) regular meetings of the BOD; one held each calendar quarter. Any Director may call other BOD meetings. Notice need not be given for regular meetings.

Notice of all special meetings must be given by US Postal mail, e-mail, telephone, fax or in person to all Directors no less than seven (7) nor more than thirty (30) days prior to the meeting.

Meetings may occur in person or by telephone, video or on-line conferencing or any combination therein.

The presence of a BOD majority constitutes a quorum at any BOD meeting.

All action taken shall reflect a simple majority voice or ballot vote of a quorum of the BOD members. BOD action taken between regular meetings shall reflect a majority vote, by electronic, telephone, postal or in person means, of a quorum of the BOD members.

Minutes are available at the cost of the requestor upon written request to the Secretary.

## **ARTICLE IV: ELECTIONS**

### **SECTION 1: NOMINATIONS**

The Nominations Committee begins solicitation of nominations ninety (90) days or more, as determined by the BOD or their designee, prior to the WSTRA annual meeting. Selection consideration is given to position qualifications, professional qualifications, service to WSTRA and the profession, membership standing, geographical balance and other applicable factors. Each candidate must confirm, via US Postal mail or electronically, his/her intent to serve, if elected. A minimum of one (1) candidate for each position to be filled is secured forty-five (45) days or more, as determined by the BOD or their designee, prior to the WSTRA annual meeting. The Nominations Committee presents the slate of candidates for the positions to be filled to the BOD forty (40) days or more, as determined by the BOD or their designee, prior to the WSTRA annual meeting. The BOD approves the slate of candidates thirty-five (35) days or more, as determined by the BOD or their designee, prior to the WSTRA annual meeting.

### **SECTION 2: ELECTIONS**

The President-elect, Secretary and Treasurer positions are elected by all voting members in good standing. The East Representative position is elected by voting members in good standing residing or employed on the east side of the crest of the Cascade Mountains. The West Representative position is elected by voting members in good standing residing or employed on the west side of the crest of the Cascade Mountains. The slate ballot is presented electronically or by US Postal mail, as determined by the Nominations Committee, to the eligible voting membership thirty (30) days or more, as determined by the BOD or their designee, prior to the WSTRA annual meeting. The ballot shall provide the option of write-in candidates for each position slated. Ballots returned by US Postal mail must be postmarked and ballots returned

electronically must be received ten (10) days or more, as determined by the BOD or their designee, prior to the WSTRA annual meeting. The Nominations Committee Chair notifies all candidates of their status immediately following ballot tabulation and one (1) week or more, as determined by the BOD or their designee, prior to the WSTRA annual meeting.

The candidate receiving the highest majority of votes is declared elected. In case of a tie, the position is elected by a quorum majority vote of the BOD. In the event a write-in candidate is elected, the Nominations Committee Chair notifies the candidate of his/her election and secures his/her written intent to serve. If such written intent is not provided within the delineated timeframe, the Board shall fill the position vacancy at the next regular BOD meeting as delineated in Article III, Section 6 of these Bylaws.

Election schedule: The President-Elect shall be elected annually. The Secretary and West Representative shall be elected to serve beginning in odd years. The Treasurer and East Representative shall be elected to serve beginning in even years.

## **ARTICLE V: COMMITTEES**

### ***SECTION 1: ESTABLISHMENT***

The BOD establishes standing committees and the President establishes special committees and task forces as required to further the work of WSTRA. Chairs are members, except Supporting and Organizational members, appointed by the President, with the approval of the BOD. Each committee or task force shall have a BOD liaison as determined in this Article, by policy or appointed by the President.

### ***SECTION 2: NOMINATIONS COMMITTEE***

Comprised of the President-Elect serving as chair and BOD liaison and a minimum of two (2) members, one each residing or employed east and west of the crest of the Cascade Mountains. Conducts the nominations and elections of Directors as delineated in Article IV of these Bylaws.

### ***SECTION 3: CORPORATE DOCUMENTS COMMITTEE***

Comprised of the President-Elect serving as chair and BOD liaison, Past President and a minimum of two (2) members, one each residing or employed east and west of the crest of the Cascade Mountains. Reviews/updates WSTRA corporate papers, including, but not limited to, Articles and Amendments of Incorporation, Bylaws, policies and position descriptions, annually. Proposed amendments and changes are submitted to the BOD for approval.

### ***SECTION 4: PAST PRESIDENT ADVISORY COUNCIL***

Comprised of the Past President serving as chair and BOD liaison and those current members who have served WSTRA or its precursors as President. The President and President-Elect shall be ex-officio members. Advises the BOD through recommendations on matters of concern to the welfare and mission of WSTRA.

### ***SECTION 5: STUDENT ADVISORY COUNCIL***

Comprised of the East and West Representatives serving as co-chairs and BOD liaisons and a minimum of one (1) Student member enrolled in each TR educational program located within the WSTRA jurisdiction. Advises the BOD through recommendations on matters of concern to the welfare and mission of WSTRA as they affect students.

## **ARTICLE VI: PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Newly Revised govern WSTRA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order WSTRA may adopt.

## **ARTICLE VII: LIAISONS**

WSTRA may develop formal and informal liaisons with other organizations whose purposes are consistent with those of WSTRA when such collaborative relationships will promote the purposes of WSTRA.

## **ARTICLE VIII: DISSOLUTION**

No part of the net earnings of WSTRA shall inure to the benefit of, or be distributed to, its members, directors or other persons, except that WSTRA 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 the Articles of Incorporation and Article I of these Bylaws. Notwithstanding any other provisions of these Bylaws, WSTRA shall not carry on with any other activities not permitted to be carried on by an association exempt from federal income tax under 501 (c) (6) of the Internal Revenue Code, or as it may be amended.

Upon dissolution, the BOD shall, after paying or making provisions for payment of all the liabilities of WSTRA, dispose of all the assets of WSTRA exclusively for the purpose of WSTRA 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) or 501 (c) (3) of the Internal Revenue Code, or as it may be amended, as set forth in the Articles of Incorporation.

## **ARTICLE IX: AMENDMENT OF BYLAWS**

Two-thirds (2/3) majority of a BOD approves amendments to these Bylaws. Voting may take place during a duly called BOD meeting.