

# Texas Association for Play Therapy Governance Manual



## Preface to Governance Manual:

This Governance Manual is intended to provide the Association's Officers, Board of Directors, Chapter Officers, Committee Chairpersons, and members of the Texas Association for Play Therapy with a body of accessible information relative to their roles in the Association.

The TAPT Board hopes that the material presented herein will diminish the orientation period for those individuals who are assuming new leadership roles. The Governance Manual is drawn up in harmony with the Bylaws of the organization and in agreement with the general principles of the organization.

## Governance Manual Approvals:

<b>Approved by the Board of Directors:</b>	<b>Revision</b>	<b>Date</b>
Linda Homeyer - President	1 <sup>st</sup>	04/17/97
Emily DeFrance - President	2 <sup>nd</sup>	04/23/99
Melanie Epp - President	3 <sup>rd</sup>	04/08/00
Paula Loring - President	4 <sup>th</sup>	10/06/02
Susan Lee - President	5 <sup>th</sup>	08/01/03
Diana Garza Louis - President	6 <sup>th</sup>	06/27/04
" "	7 <sup>th</sup>	03/28/05
Linda Ramirez - President	8 <sup>th</sup>	08/26/05
Barbara Hall- President	9 <sup>th</sup>	03/30/06
" "	10 <sup>th</sup>	03/31/07
Leah Miller - President	11 <sup>th</sup>	09/07/07
Yvonne Garza - President	12 <sup>th</sup>	09/19/08
Mary Morrison - President	13 <sup>th</sup>	09/24/09
" "	14 <sup>th</sup>	03/25/10
Patti Doumany- President	15 <sup>th</sup>	09/24/11
Leslie Jones – President	16 <sup>th</sup>	09/22/13
Brandy Schumann – President	17 <sup>th</sup>	04/25/15
" "	18 <sup>th</sup>	09/13/15
Elizabeth Kjellstrand Hartwig – President	19 <sup>th</sup>	09/23/17
Mandi Meléndez – President	20 <sup>th</sup>	09/05/18
Renee Turner—President	21 <sup>st</sup>	12/12/19

## Gold Branch Status:



Gold Branch Status Awarded to TAPT in:

2002, 2003, 2006, 2009, 2010, 2012, 2014, 2015, 2017, 2018, 2019, 2020

## I. TAPT President-Elect

### A. Conditions of Election

1. The President-Elect is elected at large from among the individual members of the Association and serves in this capacity for a term of one (1) year.
2. The President-Elect assumes the Presidency immediately following her/his year as President-Elect and serves as Past-President in the year following the presidential year.
3. The President-Elect's term of office begins on August 1 of one year and she/he assumes the office of President on August 1 of the following year.
4. The President-Elect maintains current membership in APT and TAPT.
5. The President-Elect must be a resident of Texas.
6. The President-Elect will limit competing interests in other organizations.

### B. Responsibilities of the President-Elect

1. The President-Elect performs the duties of the President in the absence or incapacity of the President.
2. The President-Elect assumes the Presidency upon the death or resignation of the President.
3. The President-Elect serves as a voting member of the Board of Directors and the Executive Committee.
4. The President-Elect selects committee chairpersons in preparation for her/his presidential year. The names of those selected are to be submitted to the Board of Directors for approval at the July Board meeting.
5. The President-Elect serves as a member of the Finance Committee.
6. The President-Elect serves as Assistant Conference/Program Chair to the President.
7. The President-Elect carries out additional duties as directed by the Board of Directors.

## II. TAPT President

### A. Conditions of Election

1. The President serves for a term of one (1) year.
2. The President's term of office begins on August 1 of one year and terminates on July 31 of the following year.
3. The President serves as President-Elect in the year immediately prior to and as Past-President in the year immediately following the presidential year and is a member of the Board of Directors and Executive Committee during the described three-year period.
4. The President maintains current membership in APT and TAPT.
5. The President must be a resident of Texas.
6. The President will limit competing interests in other organizations.

### B. Responsibilities of the President.

1. The President presides over all meetings of the Association, Board of Directors, and Executive Committee.
2. The President calls for additional meetings and/or schedules telephone conference calls with the Board of Directors as necessary.
3. The President is an ex-officio member, exempt from vote of all committees.
4. The President acts as mentor to the President-Elect and trains/advises on conference issues.
5. The President will sign all conference/hotel contracts. The President will consult with the Past-President and President-Elect prior to signing the hotel contract.
6. The President appoints the chairpersons of all standing committees, except the Election Committee and the Finance Committee, for a term of one year subject to confirmation of the Board of Directors; the President notifies the chairperson of her/his appointment and provides the chairperson with a list of persons interested in being a member of the committee.
7. The President names special committees as needed and appoints the chairpersons for a term of one year, subject to confirmation of the Board of Directors; the President

notifies the chairperson of her/his appointment and provides the chairperson with a list of persons interested in being a member of the committee.

8. The President notifies each committee chairperson of both standing and special committees that an annual report of the committee activities and status is to be prepared and presented to the President before July 1 of the year in which he/she is serving.
8. The President notifies each Regional Director that an annual report of each Chapter's activities and status is to be prepared and presented to the President before July 1 of the year of her/his term of office.
9. The President sends a copy of all correspondence to the Secretary to be filed. This may be stored electronically.
10. The President, along with the Treasurer, is on the bank signature card and may sign checks on behalf of TAPT as needed given the availability of the Treasurer.
11. The President serves as a member of the Finance Committee.
12. The President and Secretary file Form 802 titled "Periodic Report of a Nonprofit Corporation." The report is to be filed every year unless the Board does not change, then it may be filed every (3) three years. The report is found on the Secretary of State's website. The Texas Comptroller's office may perform audits to evaluate our compliance. The form was last filed in August 2017.

### **C. Responsibilities of the President to APT**

1. The President maintains membership of good standing in APT and TAPT and insures APT membership for all state branch officers.
2. The President (or representative) attends the APT Annual Conference held in October of each year. TAPT reimburses travel, lodging, and current IRS rate of per diem for the duration of the conference with a cap of \$2000. Any reimbursement sought beyond the cap is subject to the review of the Finance Committee. The President represents TAPT at the Branch Meeting held at the APT Conference. In order to qualify for the reimbursement, the TAPT President attends and signs in at the Branch Presidents meeting at the APT conference.
3. The President, assisted by the Board of Directors, is responsible for APT reports, Gold Branch application, interaction with APT, and monitors TAPT's compliance with the APT Branch Agreements.

4. The President shall update APT when appropriate regarding content of APT Newsletter.
5. The President carries out any other duties as may be directed by the Board of Directors.

### **III. TAPT Past-President**

#### **A. Conditions of Election**

1. The Past-President serves for a term of one (1) year.
2. The Past-President's term of office begins on August 1 and terminates on July 31 of the following year.
3. The Past-President serves following the presidential year and is a voting member of the Board of Directors and the Executive Committee.
4. The Past-President maintains current membership in APT and TAPT.
5. The Past-President must be a resident of Texas.
6. The Past-President will limit competing interests in other organizations.

#### **B. Responsibilities of the Past-President**

1. The Past-President serves in an advisory capacity to the President, Board of Directors, and Executive Committee of TAPT.
2. The Past-President serves as a member of the Finance Committee.
3. The Past-President serves as chairperson of the following committees:
  - a) Ethics and Legislative Committee
  - b) Chapter Liaison Committee
  - c) Elections Committee
4. The Past-President serves as co-chair of the Research and Awards Committee.
5. The Past-President shall recognize the outgoing President at the Annual Conference.
6. The Past-President carries out any other duties as may be directed by the Board of Directors.

## IV. TAPT Secretary

### A. Conditions of Election

1. The Secretary is elected at large from among the individual members of the Association and serves for a term of two (2) years.
2. The Secretary's term of office begins on August 1 and terminates on July 31 two (2) years following.
3. The Secretary maintains current membership in TAPT and APT.
4. The Secretary may be re-elected to succeed her/himself.
5. The Secretary must be a resident of Texas.

### B. Responsibilities of the Secretary

1. The Secretary is a member of and keeps minutes for the meetings of the Board of Directors and the Executive Committee.
2. The Secretary signs the official minutes of the various meetings and functions of the Association, thus verifying their authenticity.
3. The Secretary maintains and is responsible for the storage of the archives of the Association.
  - a) The Secretary collects and archives the bylaws for each chapter at the beginning of each fiscal year.
  - b) The Secretary collects and archives the updated Governance Manual.
4. The Secretary stores all ballots and related election materials for one (1) year after the election.
5. The Secretary serves as a member of the Finance Committee.
6. The Secretary carries out additional duties as directed by the Board.
7. The President and Secretary file Form 802 titled "Periodic Report of a Nonprofit Corporation." The report is to be filed every three (3) years. The report is found on the Secretary of State's website. The Texas Comptroller's office may perform audits to evaluate our compliance.

## V. TAPT Treasurer

### C. Conditions of Election

1. The Treasurer is elected at large from the individual membership and serves for a term of two (2) years.
2. The Treasurer's term begins on August 1 and ends on July 31 of the following two years.
3. The Treasurer maintains current membership in APT and TAPT.
4. The Treasurer may be re-elected to succeed her/himself.
5. The Executive Committee should ensure that the new treasurer is trained on a financial accounting software program (i.e., QuickBooks) or will secure the training in such software.
6. The Treasurer must be a resident of Texas.

### D. Responsibilities of the Treasurer

1. The Treasurer serves as a member of the Board of Directors and the Executive Committee.
2. The Treasurer represents the Association in assuring the receipt and expenditures of funds in accordance with TAPT fiscal policies.
3. The Treasurer has signatory authority for bank drafts, bank deposits, and/or bank transfers and exercises such authority as required by circumstances. The use of a "cash box" is not recommended.
4. The Treasurer serves as chairperson of the Finance Committee and prepares and presents the organizational budget to the Board of Directors. An internal audit will be conducted at the start of each fiscal year by an Audit Committee, chaired by the Secretary with two (2) additional members in good standing with APT who are not on the Board, but appointed by the Board. An external audit will be conducted every fifth year (not needed if TAPT has a professional prepare their taxes) by an independent outside auditor, approved by the Executive Committee.
5. The Treasurer shall prepare an updated financial report for presentation at each meeting of the Board of Directors and at the annual meeting of the TAPT membership.



6. All refunds for Conference fees paid by check must be received in writing within 30 days of the Conference end and submitted to the Treasurer. A 30-day extension may be given at the discretion of the Treasurer.
  - a) The use of a “Petty Cash Box” is discouraged.
  - b) At the end of each conference day the Treasurer, Registration Chair, and President should account for the money taken in for the day.
7. Reimbursement requests (with attached receipts) must be sent to the President for approval. The President will then forward the approved form to the Treasurer.
8. The treasurer serves as chair of the Ethics Committee and prepares and presents the Ethics Committee report to the Board of Directors.
9. The Treasurer carries out any other duties as may be directed by the Board of Directors.
10. The Treasurer works with the accountant to ensure the taxes are filed in August of each year. The contact information for:

Beginning Tax Year 2019 – current:

[Reed J. Smiley, CPA – files taxes based on submitted QuickBooks reportsreed@reedsmileycpa.com](mailto:reportsreed@reedsmileycpa.com)  
[1550 NE Loop 410, Suite 207](mailto:reportsreed@reedsmileycpa.com)  
[San Antonio, TX 78209](mailto:reportsreed@reedsmileycpa.com)  
[Phone: \(210\) 822-6900](mailto:reportsreed@reedsmileycpa.com)  
[Fax: \(210\) 822-6946](mailto:reportsreed@reedsmileycpa.com)  
[www.reedsmileycpa.com](http://www.reedsmileycpa.com)

11. The Treasurer updates the insurance policy yearly in July. Statements are sent to the current treasurer.

2009 – current:

Professional Lines Underwriting Specialists, Inc.  
Account Manager: Julie Molinare/William Gammon Insurance  
P.O. Box 2105 Austin, TX. 78767-2105  
(512) 474-0404  
[JMolinare@gammoninsurance.com](mailto:JMolinare@gammoninsurance.com)

12. The Treasurer monitors the TAPT bank accounts.

2010 – current:

TAPT banks with Compass Bank. Accounts include:

1. Homeyer Account

2. General Account (Note: Education account was closed on 7/31/2018 and money transferred to General account due to inactivity in Education account).

## VI. TAPT Outreach and Marketing Director

### A. Conditions of Election.

7. The Outreach and Marketing Director serves for a term of two (2) years.
8. The Outreach and Marketing Director term of office begins on August 1 of the year elected and terminates on July 31 two years later.
9. The Outreach and Marketing Director must possess strong knowledge about prevalent social media platforms.
10. The Outreach and Marketing Director must be a resident of Texas.

### B. Responsibilities of the Outreach and Marketing Director.

9. The Outreach and Marketing Director collaborates with TAPT leadership (TAPT President, President Elect, Past President, Secretary, Student Director) to promote upcoming content, support ongoing outreach, and utilizes strategic marketing to promote play therapy and TAPT.
10. Identify outreach opportunities throughout the year to promote play therapy to Texas chapters, mental health therapists, schools, and the public.
11. Create and execute a *Play Therapy Week* promotional plan.
12. Chair the Publications committee and collaborates with TAPT Student Director/ Representatives to ensure that all social media platforms are being utilized to promote an online TAPT presence and increase member engagement.
13. Collaborate with TAPT Secretary to ensure timely and accurate content is being promoted through the organization's newsletter.
14. Maintain and integrate the TAPT website to ensure data is up-to-date. Conducts quarterly review of website.

15. Increase TAPT's social media presence through strategic posting on social media
16. Engage with universities and involve students through a thriving Student Representative Program.
17. Create a content and social media calendar of upcoming posts that Student Director will utilize for upcoming posts.
18. Promote annual conference and other special events.

## **VII. TAPT Regional Directors**

### **A. Conditions of Election**

1. Each Regional Director shall be elected by the membership from said represented region.
2. The term of office for each Regional Director shall be for three (3) years, and shall begin August 1 of the election year of that region and end July 31 three (3) years later.

### **B. Responsibilities of the Regional Directors**

1. The role of the Regional Director is:
  - a. to represent the wishes of the region membership in decisions made by the TAPT Board of Directors;
  - b. to serve as a vital connection between region-and-Board, and Board-and-region.
2. The Regional Director is responsible for coordinating and performing three (3) yearly contacts with each chapter's designated representatives per year for each chapter they represent. The contact may be made face to face or by virtual means (i.e., Skype or GoToMeeting). The Regional Director will meet in person with each chapter in his/her region at least once during the three-year term. Travel will be reimbursed at current IRS mileage and per diem rates. The Regional Director will make a minimum of three attempts to contact Chapter Representatives regarding conference calls.
3. Regional Directors provide the Secretary and the Past-President a chapter report, including a list of the chapter officers with addresses and phone numbers, by the first September meeting. Regional Directors will conduct an audit of their designated chapters' Board members each new fiscal year to ensure they are TAPT members.
4. Regional Directors will present TAPT activity to their region chapters.

5. Regional Directors will submit a list of upcoming events of all chapters in their region to TAPT newsletter by appropriate deadlines.
6. Regional Directors will attend designated TAPT Board Meetings. If unable to attend they will send an alternate from their region. That alternate will be a non-voting participant.
7. Regional Directors will be responsible to the Board of Directors for the timely submission of any other reports regarding the region they represent.
8. Regional Directors will ensure a current copy of the bylaws for each of the chapters in their regions is on file with the TAPT Secretary.
9. In the third year of their term, Regional Directors will provide guidance, mentorship, and oversight to the responsibilities of all Regional Directors.

## **VIII. TAPT Student Director**

### **A. Conditions of Election**

1. The Student Director shall be elected by the membership at large, which will include student members, for a term of one (1) year.
2. The Student Director's term begins on August 1 and ends on July 31 of the following year.
3. The Student Director maintains current membership in APT and TAPT.
4. The Student Director not a member of the Board of Directors and thus exempt from vote.
5. The Student Director may be re-elected to succeed her/himself.
6. The Student Director should attend all meetings of the Board of Directors. Should the Student Director miss a meeting, a designated alternate should attend in the Student Director's absence. Should the Student Director miss two meetings, he/she will be deemed inactive and the alternate may be assigned by the Board of Directors to assume the role.

### **B. Responsibilities of Student Director**

1. The Student Director shall represent the interests of student members of TAPT at Board of Directors meetings.

2. The Student Director serves as a member of Ethics and Legislative Committee.
3. The Student Director serves as a member of the Publications Committee.
4. The Student Director serves as a member of the Public Relations and Membership Committee.
5. The Student Director serves on any additionally appointed committees.
6. The Student Director shall provide a Report of Activity to the Board of Directors at meetings.
7. The Student Director shall observe Board activities and become actively involved when appropriate in an effort to develop competent leadership skills for anticipated use in future TAPT activities.

## **IX. TAPT Board of Directors**

### **A. Composition of the Board of Directors**

The Board of Directors shall be composed as follows:

1. The elected officers of the Association (President, President-Elect, (Immediate) Past President, Secretary, Treasurer).
2. One Regional Director from each of the three (3) TAPT regions. Each Regional Director will be elected from the at-large membership of their region.
3. One Student Director elected by the membership at large, which will include student members, for a term of one (1) year.
4. All members of the Board of Directors shall maintain current membership in APT and TAPT. This is verified by the Secretary.

### **B. Meetings of the Board of Directors**

1. Each member of the Board of Directors shall have one vote (President-exempt from vote) and a majority of the voting members shall constitute a quorum.
2. The President of the Association shall preside at meetings of the Board of Directors and the President-Elect shall preside in the absence of the President.

3. Any Board member missing two meetings during a working year will be subject to dismissal and replaced on the Board. That position will be filled by appointment by the Executive Committee (or by the Region for Regional Director).
4. Specified dates for Board Meetings for each working year will be established at the July Board Meeting for the upcoming year. Each Board member will RSVP to the President no later than two (2) weeks prior to the meeting in order to guarantee a quorum. The full Board meets three times a year, one meeting in conjunction with the Annual Conference; (typically April, July, and September).

### **C. Responsibilities of the Board of Directors**

1. The Board formulates Association policies and recommends such policies to the membership.
2. The Board conducts the business of the Association and makes recommendations to the membership.
3. The Executive Committee and Ethics Committee Chair, after investigation, decide whether or not a member shall be dropped from membership for reasons stated under the Bylaws of the Association.
4. The Board confirms chairpersons of all committees after receiving recommendations from the President.
5. The Board may require the bonding of the Treasurer of the Association and request financial reports from the Treasurer at will.
6. The Board prepares and presents the annual budget to the membership in the TAPT newsletter or at the annual conference.
7. Every three (3) years, the Board receives and approves the internal audit and every (5) five years, the external audit at the fall meeting of the Board. The external audit is not needed if TAPT has a professional prepare their taxes. Documents for the IRS will be kept for four years. Permanent documents include IRS tax returns, bank statements (not checks, etc.), and Articles of Incorporation.
8. The Board approves the selection of members to the Election Committee.
9. The Board may initiate proposals to amend the Bylaws. After approval, all such proposed amendments must be presented and approved by the General Membership.

## **D. Reimbursement of expenses**

TAPT will reimburse the following expenses with receipts:

1. Travel to and from Board and Executive Committee meetings. To control expenses Board members are requested to make plane reservations at least 2 weeks prior to the date of the meeting to take advantage of lower fees. Mileage is reimbursed at the current IRS Standard Mileage Rate. Members must use an online mapping website to determine mileage. Reimbursement for travel expenses will not exceed \$500. Additional travel expense may be submitted for approval as needed.
2. Meals for the Executive Board, Regional Directors, and Student Director are covered by TAPT.
3. When the meetings require an overnight stay, TAPT covers the expenses for individual hotel rooms at the selected hotel. The President will notify the Board when TAPT will pay for rooms. Typically, this is limited to the night within a two-day Board retreat (if held), one night during the September Board meeting and all required nights during the April Board meeting and Annual Conference.
4. Fees for pre-conference and annual conference will be covered in full for board members. As part of Board duties, Board members serve as volunteers at pre-conference and conference events. The Post conference will not be covered for Board members and Board members will not be expected to volunteer.
5. Any printing, postage, and supplies for Board business and/or approved by the President and/or appropriate committee chair will be reimbursed. Sales tax is not reimbursed.
6. Reimbursement requests (with attached receipts) must be sent to the President for approval. The President will then forward the approved form to the Treasurer.

## **X. TAPT Executive Committee**

### **A. Composition of the Executive Committee**

1. The Executive Committee shall consist of the President, Immediate Past President, President-Elect, Secretary and Treasurer, each with a vote.
2. Three (3) voting members of the Executive Committee make up a quorum.
3. The President of the Association presides at all meetings of the Executive Committee with the President-Elect presiding in the absence of the President.

4. The Secretary of the Association serves as Secretary for the Executive Committee.

#### **B. Responsibilities of the Executive Committee**

1. The Executive Committee acts for the Board of Directors within such guidelines and/or policies as established by the Board of Directors.
2. The Executive Committee may be called into immediate session and/or telephone conference at the discretion of the President.
3. Upon the death or resignation of any officer (with the exception of the President), the Executive Committee appoints a successor.
4. If any officer is unable to carry out her/his duties, the Executive Committee may appoint an interim replacement.
5. The Executive Committee will approve documents for shredding by a Company that provides an official receipt. The documents may be submitted by the Treasurer or by a Board Member.
6. A new signature card with our bank will be completed with each change of officers. The bank requires a copy of the minutes with new listing of officers. The minutes need a signature of the secretary. It is recommended this is performed at the July Board meeting but is expected by the September meeting.
7. Formatting for historical documents will follow Roberts Rules of Order.

## **XI. TAPT Regions**

### **A. Regions are organized by TAPT Chapters from a relatively contiguous geographical area.**

As of 1/8/2020, the following chapters are in the respective regions:

1. East Region: North Texas, Central Texas, Sam Houston, Permian Basin, High Plains
2. West Region: Hill Country, Far West
3. South Region: Rio Grande Valley, Coastal Bend

## **XII. TAPT Chapters**

### **A. Organization of Chapters**



1. TAPT Chapters are organized by a group of members of TAPT from a relatively contiguous geographical area.
2. Groups wishing to form a new chapter must request and complete an application for chapter status and present it to the TAPT Board of Directors. In order to create a new chapter, potential board members will first petition the play therapist community to prove interest in a new chapter. They will then provide to TAPT proof of a viable board by providing a list of names and positions for the first board. New chapters will serve a maximum of five counties or a combined county population of 1,000,000, whichever is smaller. Subject to approval, the new chapter will provide GM and bylaws and will meet all standards of existing chapters.
3. If the geographical area is located in the area assigned to an existing chapter, it is necessary to ask that chapter to release the area(s) in question. A request for mediation concerning any disputed geographical area may be submitted to the TAPT Board of Directors for consideration.
4. Should a chapter of TAPT wish to divide into more than one chapter, several provisions must be met. A membership meeting including the Region Director will be held to establish need and lack of alternative compromise or solution. More than 50% of membership must favor the split. Should the membership favor a split, the resulting chapters will each secure the entirety of their own counties. Counties will not be divided into parts.
5. The following are the counties covered by the respective chapters:
  - a) **Sam Houston Chapter:** Brazos, Grimes, Harris, Liberty, Madison, Montgomery, San Jacinto, Trinity, Walker, Waller, and Washington
  - b) **North Texas Chapter:** Collin, Dallas, Denton, Ellis, Grayson, Hunt, Johnson, Kaufman, Rockwell, and Tarrant
  - c) **Far West Texas Chapter:** Brewster, Culberson, El Paso, Jeff Davis, Hudspeth, and Presidio
  - d) **Coastal Bend Chapter:** Aransas, Bee, Calhoun, DeWitt, Goliad, Jim Wells, Karnes, Kleberg, Live Oak, McMullen, Nueces, Refugio, San Patricio, and Victoria
  - e) **Hill Country Chapter:** Hays, Travis, and Williamson
  - f) **Rio Grande Valley Chapter:** Starr, Hidalgo, Cameron and Willacy
  - g) **Central Texas Chapter:** Bell, Coryell, McClennan, Lampasas, Falls, Milam, and Robertson

**h) High Plains Chapter:** Potter, Randall, Lubbock

**i) Permian Basin Chapter:** Gaines, Dawson, Borden, Andrews, Martin, Glasscock, Sterling, Ward, Crane, Upton, Reagan

6. Granting of chapter status is a function of the TAPT Board of Directors.

## **B. Organizational Functioning**

1. A chapter is autonomous in the conduct of its affairs with the exception that its' Bylaws must be in accordance with the Bylaws of TAPT and APT. Each chapter determines its own dues and is responsible for its own financing.
2. Membership in chapters is open to any person eligible for membership in TAPT and APT.
3. All officers and Board members of TAPT chapters must be members of TAPT and APT.
4. Chapters, which are not in compliance with item number 3 of this section, will be notified at least thirty (30) days prior to a TAPT Board of Directors meeting. Any officer, who is not a member of TAPT, will receive the first notification. If no response is received in ten days, the non-compliant officer receives another notification, which is copied to the Regional Director and the President of the Chapter. If response to the second notification is not received within ten days, the Chapter will be notified that the Board of Directors will review their non-compliant status. At minimum, the non-compliant Board member will be considered suspended and their position eligible for replacement at the discretion of the chapter's Board.
5. Dates of office for chapter officers shall correspond to the dates of office for TAPT officers. Officers elected for the chapter year may need to serve extended terms in order to complete a full year in compliance with this policy.
6. Chapter bylaws will include a complaint procedure that follows a chain of command within the chapter, and will involve the TAPT Region Director as required.
7. Chapters of TAPT will review their bylaws annually and update as needed. A digital copy will be provided to TAPT annually and will be published on the TAPT website. Any proposed changes to Chapter Bylaws must be submitted to the TAPT Executive Board or Board of Directors for approval.
8. Chapters of TAPT will twice annually respond to a formalized questionnaire provided by the Regional Director.

9. Chapters may be put on probation for a period of six months if they do not meet all requirements, and may be dissolved after that probation if requirements are not fully met. Chapters shall be automatically terminated if the Board or its designated agent determines that the chapter has failed in a material and serious degree to observe the policies and procedures of TAPT, engaged in conduct materially and seriously prejudicial to the purpose, interests, and image of TAPT, or committed a felony or other serious crime. Recognition of chapter status may be withdrawn, for cause, by a two-thirds vote of the TAPT Board of Directors. Termination in any of these circumstances shall not relieve the chapter from any financial and other obligations, unanswered charges, or responsibility for damages.
10. In order to promote attendance at TAPT's annual state conference, local chapters may not provide play therapy specific CE training offering more than 2 hours of play therapy CE's (direct or distance learning) 21 days prior to and 21 days following the TAPT state conference. Chapters may offer up to 2.0 play therapy specific CE's during that time period. No Chapter-level play therapy continuing education events may be scheduled during an Annual Conference.

### **C. Chapter Closure**

1. A chapter may request to be officially "Closed", rather than "Inactive".
2. "Closed" parties interested reestablishing a chapter in said region must follow the guidelines in establishing a new chapter.
3. The above requirements apply to documentation of request and final use of chapter funds.

## **XIII. Finance Committee and TAPT Fiscal Policy**

The purpose of the Finance Committee is to ensure fiscal responsibility of the Association.

### **A. Composition of the Committee**

1. The Treasurer shall serve as chairperson of the Finance Committee.
2. The Finance Committee shall consist of the President, President-Elect, Past-President, Secretary, and Treasurer. One additional TAPT member may be appointed at the discretion of the Treasurer.

**B. Budget Preparation**

1. All persons responsible for programs shall submit Budget Request Forms to the President with line items in the budget at a time designated by the Treasurer in consultation with the President.
2. Budget Requests based on anticipated activities will be used by the Finance Committee in developing a proposed budget for submission to the Board of Directors at the first Board Meeting of the fiscal year.
3. The President and Treasurer shall collaborate on budget requests for Board Meetings and other expenses.
4. Committee chairpersons shall submit Budget Requests to the President by June 15. The budget requests shall include any need for funds for all activities of the committee. The President will forward such requests to the Finance Committee Chairperson.
5. The Board of Directors will, during budget review and adoption of each annual budget, establish and maintain a budget line item referred to as the Board of Directors' Contingency Fund. This line item will not exceed 3% of the total operating budget. The primary purpose of this contingency fund shall be to make budget modifications deemed necessary by the Board of Directors.
6. The Finance Committee (Executive Committee) considers the proposed budget, including both anticipated income and expenditures, makes any changes deemed advisable and submits the balanced budget to the TAPT membership in the TAPT Newsletter or at the Annual Conference.
7. The Budget Request Forms shall be returned to their originators for any adjustments necessary as a result of the adopted budget.
8. The Budget Request Forms must be submitted to the Finance Committee Chairperson (Treasurer) for approval and signature of the President and Finance Committee Chairperson.

**C. Administration**

1. Expenditures to be reimbursed by TAPT shall be restricted to those indicated within each line on the Budget Request Form as approved by the Board of Directors. Re-allocation from one line item to another must have the approval of the Finance Committee prior to expenditure.

2. The appropriate TAPT officer or committee chairperson shall authorize reimbursement for expenses incurred on official business of the Association. The signature of the authorizing individual must appear on the reimbursement form that is submitted to the TAPT President for final approval before being sent on to the Treasurer. All expenditures must be justified/documented with receipts. The only exception is mileage.
3. The Treasurer shall oversee the preparation and filing of the quarterly tax report and annual tax return required by the Internal Revenue Service.
4. Reimbursement requests need to be signed by the President prior to submission to the Treasurer for reimbursement.
5. All checks will be void 90 days after date of issue.
6. TAPT will not reimburse sales tax. Those seeking reimbursement should ask for tax exemption at time of purchase.
7. TAPT's tax ID number is: 75-2464413. The tax-exempt number is registered under the Treasurer's address; the TAPT address is under Linda Homeyer. The President and Secretary file Form 802, titled "Periodic Report of a Nonprofit Corporation." The report is to be filed every 3 years. The report is found on the Secretary of State's website. The Texas Comptroller's office may do audits for our compliance.
8. TAPT does not qualify for hotel tax-exempt status.
9. Currently the IRS recognizes the TAPT contact as either: Linda Homeyer or current treasurer.

#### **XIV. TAPT Committees**

Chairpersons of committees will continue to serve until the fall retreat each year.

##### **A. Ethics and Legislative Committee**

The purpose of the Ethics and Legislative Committee is to educate and encourage the membership of TAPT in maintaining the highest professional standards, to provide information about legislation affecting all members of the therapeutic community, to recommend procedures for action, to influence state legislators in the interests of play therapy, to apprise the TAPT Board of Directors of local and state concerns review and to monitor the Bylaws of TAPT and TAPT Chapters, This will ensure the advancement and improvement of the structure of the Association and its affiliates.

The responsibilities of the Ethics and Legislative Committee include the following:

1. The Past President of TAPT will chair the Ethics and Legislative Committee. The committee will be comprised of past presidents TAPT.
2. The Ethics and Legislative Committee will serve as an advisory body to the TAPT Board of Directors and to the membership at-large.
3. The Ethics and Legislative Committee will serve as an advocate for children by developing and maintaining ethical guidelines for TAPT members concerning the provision of therapy with children.
4. The Ethics and Legislative Committee will compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.
5. The Ethics and Legislative Committee will be responsible for an ethics presentation at each Annual Conference.
6. The Ethics and Legislative Committee will establish an effective communications network.
7. The Ethics and Legislative Committee will monitor all legislation introduced by others that may affect the therapeutic community.
8. The Ethics and Legislative Committee will make the membership aware of pertinent impending federal and state legislation and solicit their help in contacting their state representatives.
9. The Ethics and Legislative Committee Chairperson will submit articles for a standing column in the TAPT Newsletter.
10. The Ethics and Legislative Committee will compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.
11. The Ethics and Legislative Committee will oversee the following policy:

A member of the Texas Association for Play Therapy Board of Directors may not receive remuneration for services rendered to the organization. A person who is related within the second degree of affinity or within the second degree of consanguinity to a member of the Board of Directors may not receive remuneration for services rendered the organization.

**Note:**      **Affinity**-related by marriage (e.g., second degree-brother-in-law)  
                 **Consanguinity**-related by blood (e.g., second degree-aunt/cousin.)

12. The Ethics and Legislative Committee will strive to maintain consistency of the TAPT Bylaws with APT Bylaws.
13. The Ethics and Legislative Committee will forward all proposed amendments to the Board of Directors at least thirty (30) days prior to any regularly called meeting.
14. After the Board has acted, the Ethics and Legislative Committee will forward all proposed changes and/or amendments to the APT Board of Directors for approval.
15. The Ethics and Legislative Committee will serve as a consultant or liaison to chapters when Bylaws are written or reviewed.
16. The Ethics and Legislative Committee will review annually the Bylaws changes of chapters and in concert with the Chapter Liaison Committee; review new chapter's Bylaws to ensure that they are consistent with TAPT Bylaws.
17. The Ethics and Legislative Chairperson will appoint a member of the Ethics and Legislative Committee to serve on the Chapter Liaison Committee.
18. The Ethics and Legislative Committee will compile and submit a written report of the committee's activities to the TAPT President prior to July 1.
19. The Ethics and Legislative Committee will update the Governance Manual annually. All Board and Executive Committee Minutes will be reviewed and new policy and procedures added / edited into the Manual.
20. The chair of the Ethics and Legislative Committee will have the Governance Manual available at times that the Board conducts business.

## **B. Chapter Liaison Committee**

The purposes of the Chapter Liaison Committee are to oversee the formation and certification of local chapters and to provide a means for open communication between the TAPT Executive Board and TAPT Chapters. An additional purpose is to provide leadership training.

The responsibilities of the Chapter Liaison Committee include the following:

1. The Past President of TAPT will chair the Chapter Liaison Committee. The committee will be comprised of Regional Directors.
2. The Chapter Liaison Chair will send letters of invitation to Chapter Representatives and Chapter Presidents to attend a Chapter Event at the annual conference.

3. The Chapter Liaison Chair will provide an event for Chapter Representatives and Chapter Presidents at the annual conference. The event will provide attendees a forum to discuss chapter issues and provide leadership training.
4. The Chapter Liaison Chair will gather Chapter Officers' names and verify TAPT and APT membership.
5. The Chapter Liaison Committee will compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.
6. The Chapter Liaison Committee will monitor the application process for local chapters.
7. The Chapter Liaison Committee will answer questions about the process when contacted by local TAPT members.
8. The Chapter Liaison Committee, upon the receipt of a letter of intent, will send the application packet to TAPT members interested in forming a local group.
9. The Chapter Liaison Committee will review the application materials submitted by a local group and recommended additions and/or changes.
10. The Chapter Liaison Committee will submit completed applications to the TAPT Board of Directors for their approval.
11. The Chapter Liaison Committee will review all Chapter applications, in conjunction with the Research and Awards Committee, for the Lone Star Award and make award recommendations to the Board of Directors.

### **C. Public Relations and Membership Committee**

The purposes of the Public Relations and Membership Committee are to create public awareness, understanding, recognition and support of the role of play therapy in the mental health of children, to encourage membership in APT, TAPT and local chapters, and to make membership analysis as directed by the Board.

The responsibilities of the Public Relations and Membership Committee include the following:

1. The Public Relations and Membership Committee will plan statewide public relations campaigns utilizing all forms of media. The purpose of these campaigns will be to tell the story of play therapy. One effective strategy is the staffing of a table at a minimum of four Conferences relating to mental health and children. Funding for attendance as exhibitors at professional conferences will come from the budget of the Public Relations committee. The cost of play therapy brochures will be diverted to general Board expenses.



2. The Public Relations and Membership Committee will collect/develop and make available public relations materials for local chapter Public Relations Committee chairpersons.
3. The Public Relations and Membership Committee will meet with and coordinate activities with the Publications and Program Committees.
4. The Public Relations and Membership Committee will place information about TAPT and/or play therapy in publications of professional organizations concerned with mental health and inviting interested persons to join TAPT.
5. The Public Relations and Membership Committee will perform any other related duties as requested by the Board of Directors.
6. The Public Relations and Membership Committee will work collaboratively with APT's yearly membership drive. TAPT membership will be published by APT on the APT website at [www.a4pt.org](http://www.a4pt.org). The President is given access by APT to download the TAPT membership list from the APT website.
7. The Public Relations and Membership Committee will review membership categories annually and make recommendations to the TAPT Board for any changes in membership categories.
8. The Public Relations and Membership Chair is a person appointed by the President of TAPT. The remaining membership committee will be comprised of TAPT members who are representative of geographical regions of Texas.
9. The Public Relations and Membership Committee Chairperson will report the current number of members to the Board of Directors at each Board meeting.
10. The Public Relations and Membership Committee will compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.

#### **D. Election Committee**

The purpose of the Election Committee is to oversee the nomination and selection of TAPT officers and Regional Directors.

The responsibilities of the Election Committee include the following:

1. The Past-President will serve as the chairperson of the Committee. The Regional Directors will serve as expected members.

2. Additional members of the committee are appointed by the President and submitted to the Board of Directors for approval.
3. No member of this committee may serve for three (3) consecutive years.
4. No one serving on this committee may be nominated for a TAPT Officer or Board of Director position.
5. The Committee members are to count and verify the results of the vote after which the committee chairperson certifies to the President the outcome of the vote by March 12. All persons on the ballot are to be notified of the election results by first class mail or e-mail at least five (5) days before the installation date of elected officers.
6. The Chairperson notifies APT of the new officers by sending the APT office a list of new officers within ten (10) days of the election.
7. The Chairperson prepares a statement about the outcome of the election for the editor of the newsletter that is to be distributed in the June issue.
8. If physically collected, all ballots, envelopes, and tally sheets, including all hardcopies or lists of on-line ballots shall be sealed and filed with the Secretary for one year after which time they are destroyed.
9. By January 1, every Chapter will submit the names of at least two people for the list of nominations. A call for nominations will be included in the TAPT Newsletter to allow members-at-large the opportunity to participate in the nomination process. The voting membership of the Association will be composed of Individual Members.
10. The official election ballot is to contain two (2) nominees for each office placed in alphabetical order of surname; a short personal vita of each nominee is enclosed; this election ballot is to be mailed (emailed) to the voting membership no later than February 1. It is to have a statement indicating that the returned ballot must be postmarked or electronically submitted on or before March 1 and be received no later than March 5 to be counted.
11. The Chairperson of the Committee will notify the members of the TAPT Board of Directors of the candidates to be listed on the forthcoming ballot as soon as they are determined.
12. The Committee Chairperson shall inform the nominees of the duties and responsibilities of the office.

13. It shall be the responsibility of the Committee Chairperson, when seeking agreement of the nominees to run for office, to inform them that it shall be considered unethical behavior to imply an endorsement when no such endorsement exists.
14. The official election ballot is to be printed on colored paper negating the possibility of duplication; it must contain a statement that the ballot may not be copied or duplicated in any way or by any means. An on-line ballot, with membership login required, can be used on the website instead of a paper ballot.
15. A written report of the activities of the Committee is to be compiled and submitted to the TAPT President at the annual Board meeting.

#### **E. Program Committee**

The purpose of the Program Committee is to promote and conduct the Annual Conference and any other programs as directed by the Board of Directors.

The responsibilities of the Program Committee include the following:

1. The President will chair the Program Committee.
2. The President-Elect shall be an assumed member of this committee and shadow the President in order to assume the Chair position the following year.
3. President will serve as Registration Chair or choose a Registration Chair that she/he knows well and can attest to their accountability/responsibility for a large influx of money. This decision is resulted from mistakes found in previous audits.
4. The Program Committee will organize and conduct an Annual Conference.
  - a) The Program Committee will develop a time line for Conference planning.
  - c) The Program Committee Chairperson will keep the Board of Directors informed of the ongoing status of Conference plans by reporting directly to the Past-President on each step of the Conference plan.
  - d) Local members of TAPT where the conference is to be held will be recruited for the purpose of handling the on-site details of the Conference.
  - e) The Program Committee will be responsible for setting up a get-together of Texas attendees at the APT Conference.
  - f) The Program Committee will organize and conduct other events throughout the state as requested by the Board of Directors.

- g) The Program Committee will compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.
- h) A final report will be made at the Board Meeting following the Conference.
- i) The Program Committee will send the presenter proposals and resumes/vitae, and copies of program advertisements to the TAPT CE Chair for record keeping.
- j) The Program Committee will enforce the Policy on Conference Fees, Refunds and Overpayments:
  - 1) It will be clearly and prominently stated in the conference brochure or website that refunds will be given for requests made in writing by the participant for refund, dated by a specific date.
  - 2) Refunds for cancellations after 30 days prior to the conference will not be honored, except in cases of cancellations due to death in the family.
  - 3) A processing fee shall be charged for cancellations with the amount of the fee stated in the brochure or on the website (e.g., \$10).
  - 4) A fee for insufficient checks (e.g., \$25) will be stated in the brochure and/or website; such a fee can be waived by the Treasurer or Conference Chair.
  - 5) No processing fee will be charged on refunds made for overpayment of fees.
  - 6) No processing fee will be charged on refunds due to TAPT's error.
  - 7) Refunds should be issued after the participant's or agency's check has cleared the bank.
  - 8) Refunds are to be made to the person or entity that paid the fees.
  - 9) A completed Conference Refund Form with attached written request by the participant should be sent to the TAPT Treasurer for clear record keeping of refund requests and issued checks.
  - 10) The Program Committee will also adhere to any deadlines for fee payments, such as the "early bird" fees and will make no exceptions.
- k) There will be one Conference Registration fee for professionals; students will have a discount. There will be sectionals that reflect the needs of School Counselors, but not a separate track.

- l) Presenter Contract: To be included in each contract. Historically the Board supports the following statements; however, the executive committee may negotiate as necessary.
- 1) The presenter agrees not to present the presentation at TAPT within a 300-mile radius, 3 months before or 3 months after the TAPT conference.
  - 2) It is the policy of TAPT that keynote presenters may not have an exhibit table the same year as the conference.
  - 3) Presenters who have media to sell will contact the exhibits chair that will in turn contact exhibitors to carry your product.
  - 4) Pre-conference speakers will be paid a set fee of up to \$2000 in addition to this; TAPT agrees to pay the named presenter on half of the Pre-Conference revenues (paid registrants) for registrants in excess of 150, not to exceed the amount of \$3000. Presenters are allowed to do their own advertisements to boost their numbers.
  - 5) TAPT will pay the presenter no later than 15 days after the conference. This will allow TAPT to calculate the number of final attendees and collect all deposits from credit card companies.
  - 6) TAPT will reimburse her/his travel expenses (travel arrangements are made by the presenter). Airline tickets must be purchased 3 weeks in advance.
  - 7) TAPT will reimburse for meal expenses for the day of travel to the conference and meals for both the preconference and conference day. Of note, historically TAPT offers breakfast and lunch to participants at the conference site; we extend our offer to presenters to take part in the pre-conference and conference meals associated with the conference. If not, TAPT will reimburse with a per diem of \$36 a day for (Thursday, Friday and Saturday).
  - 8) TAPT will provide the presenter with a hotel room at the conference site for Thursday, Friday and Saturday.
  - 9) TAPT agrees to make copies of the Pre-Conference presentation handouts. Handouts should be no more than 14 single-sided pages. The presenter must get the original handouts to the President-Elect at least 2 weeks prior to the conference.

## F. Publications Committee

The purpose of the Publications Committee is to market and advertise TAPT and local chapters to potential new members, and to report the progress of Association through TAPT publications. It is not for the purpose of case consultation.

The responsibilities of the of the Publications Committee include:

1. The Secretary is an assumed member of the committee and a default chair should another not be appointed by the President.
2. The Publications Committee will review annually, preceding the development of the budget, the priorities for the publications and make publication recommendations to the Board of Directors.
3. The Publications Committee will monitor the overall publication efforts.
4. The Publications Committee Chairperson will serve as editor of the newsletter.
5. The Publications Committee Chairperson will advise the TAPT Board of Directors of any significant delays in publication schedules.
6. The Publications Committee will compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.
7. General Publication Guidelines
  - a) The newsletter will be posted on the website two (2) times per year (November and March) and will be for members only. Deadline dates will be posted on the website. Gold Branch Award requires TAPT to communicate with members four (4) times a year.
  - m) Any item submitted for publication must be approved by the Publications Committee.
  - n) Advertisements in the newsletter may be accepted on a space available basis, if approved by the Publications Committee and TAPT Board of Directors. Acceptable advertisement will be of those services, instruments, products, or institutions, which would be of possible interest, professional use, TAPT membership will be published by APT on the APT website at [www.a4pt.org](http://www.a4pt.org). Updated lists are sent by e-mail to the TAPT President each quarter by APT personnel. Up-to-date lists can be requested from APT personnel.

8. Oversee the TAPT Website, which will list the Board of Directors, up-coming APT/TAPT/Chapter events, meetings, membership list, Bylaws, etc. Advertising is available. Rates and timelines are published on the website. Title of event, sponsor, dates, and telephone numbers for information. A disclaimer will be included, "The following listing is informational in nature and does not imply endorsement by TAPT."
9. Manage TAPT's website and social media (e.g., Facebook and Twitter) accounts.
10. Update chapter meeting dates, presentation dates, current trainings, conferences, TAPT events on these sites.
11. Post TAPT Board meeting dates and TAPT Executive Board meeting dates to these sites to make membership aware.
12. Monitor monthly for misuse and to ensure TAPT is adhering to ACA's code of ethics related to Internet usage/correspondence (not for the purpose of case consultation, nor can client information be posted on these online resources).
13. The Publications Committee Chair will compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.

#### **G. Continuing Education (CE) Committee**

The purpose of the Continuing Education Committee, and ultimately the responsibility of the CE chair, is to maintain all Board approvals so TAPT can grant CE credit at all TAPT sponsored training.

The responsibilities of the committee include:

1. Maintain renewal of all CE approved provider status (electronic copies saved in Dropbox)
  - a) APT (98-043) – report current approval status on CE reports; renew every 3 years
2. Handle all reports needed from various Boards
  - a) APT requires a detailed Interim Report and application every 3 years for record-keeping.
3. At least two months before a training date, proposals are to be submitted to the CE Committee Chair for review. Proposals must include content outline, resume/vitae, methods, certificates, and evaluation sheets. They must meet the definition for APT training. Advertisements must state the APT provider format. Program Chair must send two copies of the advertisement, evaluations, and Sign-in sheets to the CE Chair

after the training. Presenters send a short, written report to the Board about how the training went. Funding of any Board member providing training must be approved by the Executive Board and be within the Board's goal statements and budget plans.

4. Obtain all items needed from the Conference CE Chair Brochure, presenter proposals & vitae, attendance sheets, certificates of attendance, evaluations, and number of participants.
5. Store all CE records per various CE Board's requirements.
6. Destroy old records at appropriate time.
7. Handle post-conference attendee requests for verification of CE attendance.
8. The Committee Chair will compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.

#### **H. Research and Awards Committee**

The Research and Awards Committee will have two co-chairpersons. Linda Homeyer will serve as co-chair responsible for the Dan E. Homeyer Play Therapy Research Award. The Past President will serve as the co-chair responsible for the Nancy Guillory Award, with past recipients of the award serving as the chief nominators for future awards.

##### **1. The Dan E. Homeyer Play Therapy Research Award**

Because Dan Homeyer supported Linda Homeyer's involvement in play therapy in many small and large ways and encouraged her through graduate school, trips, meetings, and service to TAPT, the TAPT Research Award will honor his support of play therapy by naming the Research Award in his name. Linda Homeyer, in 2004, gave an initial donation of \$5,000 to TAPT to establish this fund in Dan's name and set up a continual endowment of the fund.

TAPT maintains the Research Award. For this award, TAPT:

- a) Maintains a specific accounting and separate bank account of the Dan E. Homeyer Research Award fund monies. This will include all income into this fund and expenses incurred administering the fund. Linda Homeyer is to receive a fund report once a year. The date of this report will coincide with TAPT's fiscal year.
- b) Promotes the Dan E. Homeyer Research Award through regular announcements in the TAPT Newsletter / TAPT Website – which will announce, as appropriate through the year, proposal submission dates, current projects underway, competed projects' findings, accepting donations to the fund, etc.



- c) Includes a flyer about the fund in the packet given out to all attendees to the TAPT Annual Conference
- d) Allows Linda Homeyer to chair the Dan E. Homeyer Research Award. The TAPT Board of Directors will assign/designate committee members.
- e) Recommendations for award recipients
  - 1) Two (2) research awards will be given once a year to any student /faculty in Texas. Research projects must be pre-approved or endorsed by a university Institutional Review Board.
  - 2) Grant applications will be taken once a year with a November 30th deadline for submission.
  - 3) Grants will be given once a year; decisions will be made by December 1<sup>st</sup>.
  - 4) The awards will be \$1000 each. The Committee retains, with the Board's approval, the right to grant larger awards for exceptionally outstanding studies, pending sufficient funds.
  - 5) Every October, \$2,000 will be deposited into the Dan E. Homeyer Research Fund account from the funds budgeted to the Research and Awards Committee.
  - 6) Once completed, the recipient will:
    - Submit a summary of the research to the TAPT Newsletter Editor. This summary will be in a form that will not preclude the publication of the research outcome in a journal, etc.
    - The recipient will be invited to present their findings at the next annual TAPT Conference
    - The Fund will pay for two nights at the conference hotel.
    - TAPT will provide a sectional spot in the conference program and give the researcher a complimentary conference registration.
  - 7) All grants will be acknowledged at the annual conference, in the e- newsletter and on the website.

## 2. Lone Star Award

- a) The Research and Awards Committee will review all Chapter applications, in conjunction with the Chapter Liaison Committee, for the Lone Star Award and make award recommendations to the Board of Directors.

### 3. The Nancy Guillory Award

The Research and Awards Committee will receive nominations and make recommendations to the Board of Directors for the Nancy Guillory Award. Nancy Guillory was a graduate student, completing her work in counseling and play therapy at her death.

- a) The Nancy Guillory Award is a lifetime membership in TAPT. APT must be notified directly to remove the TAPT membership fees from the award recipient's account.
- b) It will be awarded to a mental health professional who has made a substantive impact on the lives of children and who has been instrumental in the promotion of play therapy. In years where the committee decides there is not a worthy candidate, the award may go un-awarded.
- c) Any nominee must be a current member of TAPT, a resident of Texas, and continue to meet TAPT membership requirements as stated in the TAPT Bylaws.
- d) Past-recipients who either have a lapsed membership or who no longer live in Texas will not be considered as voting members.
- e) The Nancy Guillory Award Recipient will be honored at the TAPT Annual Conference.
- f) An article calling for nominations is due to the Newsletter Committee in time for the Fall newsletter.
- g) Letters of nomination must be submitted to the Chairperson of the Research and Awards Committee no later than March 1.
- h) Past recipients of the Award should be on the Committee, to insure yearly nominations. The Committee will review the nominations and make a recommendation to the Board. Members of the Board will vote via email 2 weeks prior to the conference date.
- i) The chair will obtain the award trophy and make arrangements for presentation at the Annual Conference. Traditionally, the award is a secret from the winner. The person who nominates writes a description of the winner's accomplishments and reads this as an announcement of winning the award. Note: Before the winner is announced, all previous winners are asked to come up front and then the history of the Nancy Guillory Award is read. Then the description of the winner

is read and the winner is announced. The chair of the Publications Committee will prepare a press release and send it to appropriate publication related to the recipient, such as their alma mater, professional organization newsletters (ACA, NASW, NBCC, APA, etc.).

- j) The chair of the Publications Committee will write an article for the summer issue of the newsletter about the recipient.
- k) The Research and Awards Committee Chair will compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.

#### **I. Special/Ad Hoc Committees**

Shall be named as may be needed to conduct the activities of the Association. The President, subject to confirmation of the Board of Directors, shall appoint these committees.

1. These committees, unless otherwise specified, are appointed for one (1) year terms.
2. Such a committee shall compile and submit a written report of the committee's activities to the TAPT President at the annual Board meeting.

#### **XV. Access to/Use of TAPT Membership Roster**

In order to protect the rights of individual members and the Association, the Board of Directors via presidential approval will control the membership rolls of TAPT. Membership information will be released for the purposes of enhancing the organizational membership of TAPT or its sub-groups.

#### **XVI. Endorsement Policy and Political Activity Statement**

Because the Texas Association for Play Therapy is comprised of persons of diverse backgrounds and beliefs, and because TAPT members hold divergent views on all political issues, and because TAPT is a non-profit organization and will follow the guidelines of the 501(c)(3) Federal Non-Profit Status, TAPT cannot endorse political or social organizations and causes.

Due to the stated purpose of the Texas Association for Play Therapy as set forth in the Bylaws, the organization cannot endorse political candidates nor lend financial support to candidates for public office. The Association encourages each individual member to exercise his or her rights and responsibilities as a member of a democratic society by participating in the political process.

#### **XVII. Indemnification of Directors and Officers**

To the extent permitted by law, each director and officer of the Association whether or not then in office, shall be indemnified by the Association against all costs and expenses reasonably incurred by or imposed upon him or her in connection with or arising out of any action, suit, or proceeding in which he or she may be involved by reason of his or her being or having been a director or officer of the Association, such expenses to include the cost of reasonable settlements (other than amounts paid to the Association itself) made with the view to curtailment of costs of litigation. The foregoing right of indemnification shall not be exclusive of other rights to which any director or officer may be entitled as a matter of law.

## **XVIII. Additional Policies**

### **A. TAPT Logo and Stationery**

The TAPT stationery will be printed on white paper and will contain the TAPT logo in concordance with APT logo regulations.



## **XIX. Amendments**

### **A. Procedure**

1. Amendments to the Governance Manual may be proposed in a TAPT Board meeting and approved by a majority vote of the Board.
2. The minutes from the Board meeting with the Governance Manual amendments approved should include a list of all approved changes.
3. If approved by the Board, the amended Governance Manual shall be updated on page two (2) in the “Governance Manual Approvals” section.
4. The updated Governance Manual will be shared with all members of the Board within one month of the approved changes and a copy will be kept on Dropbox with the title “TAPT Governance Manual – Approved [Month Year]”.