

# Bylaws of the Texas Association for Play Therapy

## ARTICLE I NAME

Section 1. **Name.** The name of this Branch shall be the Texas Association for Play Therapy (TAPT).

Section 2. **Affiliation.** This Association is the Texas Association for Play Therapy State Branch of the Association for Play Therapy (APT) and shall conduct its affairs in compliance with the Bylaws of that organization.

Section 3. The Texas Association for Play Therapy is a nonprofit and nonpartisan Texas Corporation that shall conduct its affairs in conformance with all local, state, and federal laws that apply to an organization of a 501 (c) (3) status. TAPT will use its funds and other assets only to satisfy the purpose of the association and no part of such shall be distributed to officers, directors or other persons within or outside the Association, except to reimburse TAPT related expenses.

## ARTICLE II PURPOSES AND OBJECTIVES

Section 1. **Purpose.** The purpose of the Texas Association for Play Therapy is to provide a forum for the discussion of play therapy ideas and concerns.

Section 2. **Objectives.** The objectives of this Association shall be to:

- (a) Seek to advance the discipline of play therapy;
- (b) Conduct and foster programs of education in the field of play therapy;
- (c) Promote sound play therapy practices in the interest of society and the individual;
- (d) Advance high standards of professional conduct by conducting educational and professional meetings and conferences;
- (e) Inform and educate the general public and the mental health community about the play therapy profession;
- (f) Establish contacts with various organizations for support and educational pursuits; and
- (g) Advocate for the rights of children, their families, and significant others.

## ARTICLE III MEMBERSHIP

Section 1. Membership shall be two (2) types: Professional and Student/Affiliate.

Section 2. **Professional Membership.**

(a) **Eligibility.** Any person who is residing in the state of Texas and whose interests and/or responsibilities are in the areas of play therapy may become a member of the Association. Members must have dual membership with the Association for Play Therapy. No one may be denied membership in this Association on the basis of race, color, creed, religion, ethnic origin, sex, sexual orientation, lifestyle, or age.

(b) **Privileges.** Any person who has met the qualifications for individual membership and has paid the prescribed dues shall be eligible to attend meetings of the Association, to vote, and to hold office.

Section 3. **Student/Affiliate Membership.**

(a) **Eligibility.** Any fulltime student, (graduate or undergraduate), vendor, individual parents, public awareness organization, or any individual or organization interested in supporting the well-being of children through play therapy shall be eligible for student/affiliate membership. Members must have dual membership with the Association for Play Therapy.

- (b) **Privileges.** Any person who has met the qualifications for student membership and has paid the prescribed dues shall be eligible to attend meetings of the Association. Student members are eligible to hold the office of Student Director and are eligible to vote to elect the Student Director. Student members are not eligible to vote for or hold other offices.

**Section 4. Severance of Membership.**

- (a) A member may be dropped from membership for the non-payment of dues.
- (b) A member may be dropped from membership for any conduct that tends to injure or discredit the Association, or that is contrary to or destructive of the objectives according to the Bylaws of the Association.
- (c) It shall be the responsibility of the Executive Committee and the Ethics Committee Chair upon investigation to decide whether or not a member shall be dropped from membership for reasons stated under the Bylaws of the Association.

**Section 5. Meetings, Voting, and Quorum.**

- (a) An annual meeting of members shall be called by the Board with thirty (30) or more days advance notice and normally in conjunction with its annual conference. Additional meetings may be called by three (3) or more directors or by a petition signed by 10% or more of Professional members in good standing. If at least ten percent (10%) of Professional members in good standing are present, each Professional member is entitled to cast one (1) vote as appropriate.

## **ARTICLE IV OFFICERS**

**Section 1. Officers and Terms of Office.**

- (a) The officers of this Association shall be the President, the President-Elect, the Immediate Past-President, the Secretary, the Treasurer, and the Outreach and Marketing Director.
- (b) All officers of the Association shall be elected at-large from the individual members of the Association. The Secretary, Treasurer, and Outreach and Marketing Director shall serve for two (2) year terms and the President-Elect shall serve a 3-year term.
- (c) The officers of this Association shall comprise the Executive Committee of the Board of Directors.
- (d) Upon the death or resignation of any officer (except the President), a successor shall be appointed by the Executive Committee of the Board of Directors.
- (e) Officers shall be members in good standing of TAPT and APT.

**Section 2. Duties of the Officers.**

- (a) The President shall preside at the general meeting of the Association and shall be chairperson of and preside at meetings of the Board of Directors. The President, subject to confirmation by the Board of Directors, shall appoint the chairperson of all committees, except otherwise specified in these Bylaws, and shall be an Ex-Officio member without vote of all committees. The President may appoint a parliamentarian as deemed necessary.
- (b) The President-Elect shall become President of the Association after one year or upon the death or resignation of the President. In the case of the latter, the President-Elect shall serve for the un-expired term of the President as well as the following year. The President-Elect shall preside in the absence of the President.
- (c) The duties of the Secretary shall be to:
  - (1) keep a book of minutes of all meetings, proceedings, and actions of the Board of Directors. The minutes shall include the time and place, type of meeting, names of persons attending, and a copy of the notice for the meeting;
  - (2) keep a record of the Association's members showing each member's name, address and class of membership;
  - (3) notify members of all meetings as required by the Bylaws;
  - (4) keep a copy of the Bylaws; and
  - (5) maintain a historical record of the activities of the Association.
- (d) The duties of the Treasurer shall be to:
  - (1) maintain adequate and correct books and accounts of the Association;

- (2) prepare financial reports as required by the Board of Directors;
- (3) deposit and disburse funds in the name and to the credit of the Association;
- (4) be bonded as may be required by the Board of Directors; and
- (5) chair the Finance Committee.
- (e) The duties of the Outreach and Marketing Director shall be to:
  - (1) identify and execute outreach opportunities to Texas chapters, mental health therapists, and the public;
  - (2) maintain social media and website accounts;
  - (3) promote play therapy, including national *Play Therapy Week*; and
  - (4) utilize strategic marketing to increase membership and conference attendance
- (f) The Immediate Past-President shall be a voting member of the Board of Directors and Executive Committee. The immediate Past-President will serve as the chairperson of the Nominations and Election Committee and as Region Director Liaison.

## ARTICLE V BOARD OF DIRECTORS

Section 1. The Association shall be governed by a Board of Directors.

### Section 2. **Composition.**

- (a) The Board of Directors shall be composed as follows:
  - (1) the elected officers of the Association;
  - (2) three (3) region directors will be elected from the at-large membership.
  - (3) One (1) student director elected by the membership at large which will include student members.
- (b) Region Directors shall be elected at the same time as the officers from the at-large membership. One Director at large will be elected each year to serve a three-year term.
- (c) The term of office for the student director shall be one (1) year.
- (d) The term of the Board of Directors shall begin the first day of August following the annual meeting of the election year.
- (e) The officers of the Association shall form an Executive Committee that shall meet as needed.
- (f) Upon the death or resignation of one of the Board of Directors from the membership, the Executive Committee shall select someone to fill the un-expired term.
- (g) All members of the Board of Directors shall be members in good standing of TAPT and APT.

Section 3. **Powers and Duties of the Board of Directors.** The powers and duties shall be:

- (a) To formulate Association policies and recommend such policies to the membership.
- (b) To conduct the business of the Association and make recommendations to the membership.

### Section 4. **Meetings of the Board of Directors.**

- (a) The Board of Directors shall meet twice a year, with one meeting prior to each regularly scheduled meeting of the Association. With at least thirty (30) days' notice, the President or five members of the Board may call other meetings as necessary.
- (b) Each member of the Board of Directors shall have one vote and a majority of the voting members of the Board shall constitute a quorum.
- (c) 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.

Section 5. **Limitations.** Directors shall not be compensated for their service as directors, serve more than six (6) years as a director unless serving as immediate past president, or serve while any immediate family member (i.e. spouse/partner, parent or in-law, or children) is serving as an officer, director, employee, or service contractor. When a vacancy occurs, the Board may appoint a successor to complete the term of the departing director. The Board of Directors may remove any incumbent director for just cause.

## ARTICLE VI COMMITTEES

### Section 1. **Appointment of Committees.**

- (a) The President-Elect, subject to confirmation by the Board of Directors, shall appoint committee chairperson to serve during the President-Elect's presidential year.

(b) The President, subject to confirmation by the Board of Directors, shall name such standing and special committees as may be needed to conduct the activities of the Association and appoint their respective chairpersons.

Section 2. **Standing Committees.** The Standing Committees of the Association shall be the Bylaws Committee, the Ethics Committee, the Finance Committee, the Legislative Committee, the Membership Committee, the Nominations and Election Committee, the Public Relations Committee, the Publications Committee, the New Chapter Committee and the Program Committee.

Section 3. **Members, Terms & Voting.** Committees shall be composed of members in good standing who are appointed by the committee chair, serve concurrent with the President or until their assigned tasks are accomplished, whichever occurs first, and are each entitled to cast one (1) vote in committee deliberations. The President shall be ex-officio members with voice but without vote of all committees.

Section 4. **Meetings.** Those members in good standing present at a committee meeting shall constitute a quorum if adequate advance notice of such meeting was distributed to all committee members.

## ARTICLE VII CHAPTERS

Section 1. **Letter of Intent.** An organizing committee composed of a group of TAPT members may petition the Association to form a chapter by submitting a Letter of Intent to the Association's Board of Directors.

Section 2. **Application for Chapter Certificate.**

(a) The organizing committee shall request and complete an application for Chapter status and present it to the Association's Board of Directors.

(b) The application shall be filed in accordance with the guidelines established by the Association.

(c) Bylaws of the Chapter shall conform to the APT and TAPT Bylaws and shall be reviewed annually. A digital copy will be provided to TAPT and made public via the TAPT website.

(d) Chapters must register for and maintain nonprofit status throughout their existence. Chapters must file a 990 annually as required by law.

(e) Chapters shall be terminated if the TAPT Board or its designated agent(s) 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. Termination in any of these circumstances shall not relieve the member from any financial and other obligations, unanswered charges, or responsibility for damages.

## ARTICLE VIII NOMINATIONS AND ELECTION OF OFFICERS AND BOARD MEMBERS

Section 1. **Nominations Committee.**

(a) There shall be established a Nominations committee consisting of the Past President of the Association as chairperson.

(b) No member of the Nominations and Election Committee may serve for two (2) consecutive years.

(c) No member may be a candidate for office while serving on the Nominations Committee.

Section 2. The voting membership of the Association shall be composed of Individual Members. Student members may vote for the Student Director position only.

Section 3. The election of the Officers and Board Members of the Association shall be by secret ballot sent to the voting membership.

Section 4. All elected officers and board members of the Association must be members, in good standing, of APT and TAPT.

Section 5. An Election Committee consisting of the Past-President and two (2) current board members shall be appointed by the President to receive the vote ballots or electronic tabulation and

verify the results.

Section 6. **Procedure.** The Nominations Committee shall use the following guidelines in nominating and electing procedures. The names of two (2) nominees for each office shall be placed on the election ballot, which shall be sent electronically to the voting membership.

(a) The candidate receiving the higher number of votes for each office shall be elected. The candidates shall be informed as to their election status at least five (5) days prior to the installation date of elected officers. Officers shall be installed at the annual meeting of the Association.

(b) Final tabulations of online ballots shall be filed with the secretary. Such materials are held secure for one (1) year.

## ARTICLE IX FINANCES

Section 1. **Dues.** Annual Association dues for members shall be set and collected by APT.

Section 2. **Budget.** At the general meetings an announcement will be made that a working budget has been presented and approved by the Board of Directors and is now available for review. Any questions regarding this budget can be directed to the Treasurer. The Board of Directors shall then present the budget to the membership for adoption at each annual meeting of the Association.

Section 3. **Authorization of Expenditures.** The Treasurer shall deposit and disburse funds in the name and to the credit of the Association.

Section 4. **Bonding of Treasurer.** The Treasurer shall be bonded, as the Board of Directors deems necessary.

Section 5. **Audit.** An auditor's report will be made, as the Board of Directors deems necessary to remain in compliance with state and federal laws governing non-profit organizations.

Section 6. **Fiscal Year.** The fiscal year shall be conducted from August 1 to July 31 of each year.

## ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised (by Henry Martin Robert) shall govern the proceedings of the Association not otherwise specified in the Bylaws.

## ARTICLE XI AMENDMENTS

Section 1. These Bylaws may be amended by two-thirds (2/3) affirmative vote of members participating in the vote.

Section 2. **Procedure.**

(a) Proposals to amend the Bylaws may be initiated by a majority vote of the members of the Board of Directors or by a petition signed by twenty-five (25) individual members in good standing may be submitted to the TAPT Board of Directors for consideration.

(b) All proposed amendments must be approved by the Board of Directors.

(c) After approval by the Board of Directors, proposed amendments will be accessible to the general voting membership at least thirty (30) days prior to the vote.

(d) If approved by voting membership, amended bylaws shall be submitted to APT for filing.

**ARTICLE XII**  
**EFFECTIVE DATE**

These Bylaws shall be in compliance with APT Bylaws and shall take effect immediately upon adoption by the membership.

These Bylaws were adopted on October 20, 1992.

The Revised Bylaws were approved on April 23, 1994.

The Revised Bylaws were approved on April 24, 1999.

The Revised Bylaws were approved on April 08, 2000.

The Revised Bylaws were approved on April 07, 2001.

The Revised Bylaws were approved on April 26, 2003.

The Revised Bylaws were approved on March 31, 2007.

The Revised Bylaws were approved on April 25, 2015.

The Revised Bylaws were approved on May 16, 2020