

Bylaws of the Missouri Association for Play Therapy

Article I

Name

- Section 1. **Name.** The name of this Branch shall be the Missouri Association for Play Therapy (MAPT).
- Section 2. **Affiliation.** This Association is the Missouri 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. Is deemed to be a separate corporate entity for the purpose of making contracts, incurring liabilities, acquiring rights, and of suing and being sued in any state or federal court.

Article II

Purpose and Objectives

- Section 1. **Purpose.** The Purpose of the Missouri 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 benefits and process of play therapy;
 - (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 three (3) types: individual, affiliate and organizational.
- Section 2. **Individual membership**
- (a). **Eligibility.** Any person whose interests and/or responsibilities are in the areas of play therapy may become a member of the Association. No one may be denied membership in this Association on the basis of race, color, creed, religion, ethnic origin, sex, sexual orientation, lifestyles, 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. **Affiliate Membership.**
- (a). **Eligibility.** Any student, parent or other non-professional individual interested in play therapy shall be eligible for affiliate membership.
 - (b). **Privileges.** Any person who has met the qualifications for affiliate membership and has paid the prescribed dues shall be eligible to attend meetings of the Association. These members may not vote or hold office.
- Section 4. **Organizational Membership**
- (a). **Eligibility.** Any organization interested in play therapy shall be eligible for organizational membership.
 - (b). **Privileges.** Any organization that has met the qualifications for organizational membership and has paid the prescribed dues shall be eligible to attend meetings of the Association. Organizational members may not vote nor hold office.
- Section 5. **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). A member may be dropped from membership for unethical professional conduct as determined by the state professional licensing and/or certification board.

- (d). It shall be the responsibility of the Board of Directors upon investigation to decide whether or no a member shall be dropped for membership for reasons stated under the Bylaws of the Association.

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 Member-at-Large.
- (b). All Officers of the Association shall be elected at-large from the individual members of the Association and shall serve for two (2) year terms, with the exception of President who shall serve one (1) year as President and one (1) year as Past-President.
- (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 president, a successor shall be appointed by the Executive Committee of the Board of Directors.
- (e). Officers shall be members in good standing of the MAPT 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 chair 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 case of the latter, the President-Elect shall serve for the unexpired term of the President as well as the following year. The President-Elect shall preside in the absence of the President and serve as chair of the Nominations and Election Committee.
- (c). The duties of 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 copy of the notice of the meeting;
 - (2). keep a copy of minutes of committee meetings submitted by committee chair;

- (3). keep a record of the Association's members showing each member's name, address and class of membership'
 - (4). notify members of all meetings as required by the Bylaws;
 - (5). keep a copy of the Bylaws; and
 - (6). maintain an 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 Member-at-Large shall be to:
 - (1). Chair the committee of Area Representatives.
 - (2). Keep record of membership by area and propose boundary changes as needed.
 - (3). Chair other committees as assigned by the Board.

Article V

Area Representatives

- Section 1. **Definition of Areas and Selection of Representative**
 - (a). Areas will be defined by the Board of Directors based on membership from a particular area.
 - (b). Representatives from each area will be selected by the Board and shall serve for Two (2) years.
 - (c). The Area Representative is not a voting membership of the Board.
 - (d). The Area Representative shall be members in good standing of the MAPT and APT.
- Section 2. **The Purpose of the Area Representatives.**
 - (a). The Representative is to act as spokesperson for members from their assigned area.
 - (b). The Representative is to promote membership from the assigned area.
 - (c). Involvement with the Board of Directors will prepare the Area Representative for service on the Board if elected.
- Section 3. **Duties of the Area Representatives**
 - (a). The duties of the Area Representatives shall be to:
 - (1). Identify the needs of the members in assigned area.
 - (2). Communicate identified needs to the Board.
 - (3). Recruit new members from assigned area with emphasis on diversity of professional disciplines.

- (4). Organize and supervise meetings within the area for the purpose of promoting and informing members and others interested in Play Therapy.
- (5). Attend a minimum of two (2) board meetings per year.

Article VI

Board of Directors

Section 1. The Association shall be governed by the Board of Directors totaling no more than fifteen (15) members.

Section 2. **Composition.**

- (a). The Board of Directors shall be composed as follows:
 - (1). the elected officers of the Association;
 - (2). one director elected from the at-large membership for each one hundred (100) members or majority proportion thereof; and
 - (3). one director elected by each organized chapter.
- (b). Directors from the at-large membership shall be elected at the same time as the officers with half being elected each year. The initial at-large Directors will be elected at the organizational meeting and be designated to serve one (1) or two (2) year terms.
- (c). The term of office for each member of the Board of Directors, other than the elected officers of the Association, shall be for two (2) years and shall begin immediately following the annual meeting of the election year.
- (d). The officers of the Association shall form an Executive Committee which shall meet as needed.
- (e). Upon the death or resignation of one of the Board Members from the membership, the Executive Committee shall select someone to fill the unexpired term.

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 to make recommendations to the membership

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

- (a). The Board of Directors shall meet prior to each regularly scheduled meeting of the Association. Other meetings may be called as necessary by the President or five members of the Board with at least fourteen (14) days notice.

- (b). Each member of the Board of Directors shall have a vote and a simple 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.

Article VII

Committees

- Section 1. **Appointment of Committees.**
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 chairperson.
- Section 2. **Standing Committees.**
The Standing Committees of the Association shall be the Bylaws and Ethics Committee, the Membership Committee, the Nominations and Election Committee and Program Committee.

Article VIII

Chapters

- Section 1. **Letter of Intent.**
An organizing committee composed of a group of MAPT 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). The Bylaws of the Chapter shall conform with the APT and the MAPT Bylaws.
 - (d). All Association members residing in the Chapter area must be notified of the intent to organize a local Chapter and will vote on the formation of the Chapter. A Chapter may be formed upon approval of at least ten percent (10%) of the eligible votes.
 - (e). Members of APT who live in the Chapter geographical area who are not members of MAPT shall be notified of the Chapter formation.
 - (f). Chapter APT Certificates shall be granted by APT Board of Directors only upon recommendation of MAPT to APT.

Article IX

Nominations and Election of Officers and Board Members

- Section 1. **Nominations and Election Committee.**
(a). There shall be established a Nominations and Election Committee consisting of the President-Elect of the Association as chairperson and such other members of the Committee the chairperson shall nominate subject to Board approval.
(b). Members of the Nominations and Election Committee may serve for no more than two (2) consecutive years.
- Section 2. The voting membership of the Association shall be composed of Individual Members.
- Section 3. The Nominations and Election Committee shall conduct the nominations and election of officers and Board Member by secret ballot mailed to the voting membership.
- Section 4. All elected officers and Board members of the Association must be members of APT and MAPT.
- Section 5. **Procedure.**
The Nominations and Election Committee shall use the following guidelines in nominating and electing procedures:
(a). The nominations ballot shall be sent to the voting membership.
(b). The nominations ballot shall include a statement indicating that the ballot must be returned to the Nominations and Election Committee by mail.
(c). The Nominations Committee will submit one or more names for each office. Members may write in additional candidates. The candidate receiving the higher number of votes for each office shall be elected. The candidates shall be informed as to their election status within one week following the election. Officers shall be installed at the annual meeting of the Association.
(d). All ballots, envelopes, and tally sheets shall be sealed and filed with the secretary. Such materials are to be held secure for one year.
(e). A time table for nominations and election shall be established by the Board of Directors and delineated in the guidelines of the Association.

Article X

Finances

- Section 1. **Dues.**
Annual Association dues for members shall be recommended by the Board of Directors, approved by the membership, and collected by the Treasurer.
- Section 2. **Budget.**
The Board of Directors shall prepare and present a budget to the membership for adoption at each annual meeting for the Association.
- Section 3. **Authorization of Expenditures.**
The Treasurer shall deposit and disburse funds in the name and to the credit of the Association in compliance with approved budget and/or approval of the Board of Directors.
- Section 4. **Bonding of the Treasurer.**
The Treasurer shall be bonded as the Board of Directors deems necessary.
- Section 5. **Audit.**
An auditor's report shall be presented to the Board of Directors at the final meeting of the Association each year.

Article XI

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 XII

Amendments

- Section 1. These Bylaws may be amended at the annual meeting of the Association by two-thirds (2/3) affirmative vote of the members present and voting.
- 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.
 - (b). All proposed amendments must be approved by the Board of Directors of MAPT and then by the Board of Directors of APT.
 - (c). After approval by the Board of MAPT and APT the proposed amendment may be presented to the MAPT membership.

- (d). Each individual member shall receive a written copy of the proposed amendment prior to the annual meeting of the Association.

Article XIII

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 May 1, 1993.

Article XIV

Indemnification

Any person who was, is, or is threatened to be made a part to any action nor proceeding, except an action by the Missouri Association for Play Therapy (“MAPT”), for activities directly associated with being a director, officer, employee or agent of MAPT **can** be indemnified by MAPT for expenses reasonably and actually incurred by him/her in connection with the action nor proceeding as long as he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to MAPT’s best interest.