

BY-LAWS
OF THE INDIANA ASSOCIATION
FOR PLAY THERAPY
Inc.

Adopted May, 1994

(Revised June, 2000)

(Revised June, 2006)

(Revised June, 2009)

By-Laws of the Indiana Association for Play Therapy, Inc.

ARTICLE 1. NAME

Section 1. Name. The name of this organization is the Indiana Association for Play Therapy, Inc. (InAPT, Inc).

Section 2. Affiliation. The Indiana Association for Play Therapy, Inc. is the state branch affiliated with the Association for Play Therapy, Inc. (APT) and shall conduct its affairs in compliance with the By-Laws of that organization.

Section 3. Fiscal Year. All business will be on a Fiscal Year: July 1 to June 30. Reports to the National APT office will be submitted as deadlines indicate.

ARTICLE II. PURPOSES AND OBJECTIVES

Section 1. Purpose. The purpose of the Indiana Association for Play Therapy, Inc. is to provide a common meeting ground for persons in the State of Indiana involved or interested in the therapeutic use of play.

Section 2. Objective. The objectives of this association shall be to:

- a. Promote the common professional interests of those who are play therapists.
- b. Represent play therapy as a mental health profession to the public and before government bodies.
- c. Establish and maintain professional and ethical standards in play therapy.
- d. Cooperate with other organizations and agencies in furtherance of the play therapy profession.
- e. Engage in continuing education activities for the benefit of its members.

ARTICLE III. MEMBERSHIP

Section 1. Membership shall be two types: Professional and Affiliate.

Section 2. No one may be denied membership in InAPT on the basis of race, color, creed, religion, ethnic origin, gender, sexual orientation, lifestyle or age.

Section 3. There is no residency requirement for membership in InAPT.

Section 4. Professional Membership.

- a. **Eligibility.** Any person whose responsibilities are in the area of play therapy may become a professional member of the Association provided they have a Master's degree or higher in a field related to mental health.

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 and to vote.

Section 5. Affiliate Membership.

a. **Eligibility.** Any person 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. Affiliate members may not vote.

Section 6. 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 By-Laws of the Association.

c. It shall be the responsibility of the Board of Directors upon investigation to decide whether or not a member shall be dropped from the membership for the reasons stated under the By-Laws of the Association.

ARTICLE IV. OFFICERS

Section 1. Officers and Terms of Office.

a. The officers of the InAPT shall be the President, the President-Elect, the Immediate Past-President, the Secretary and the Treasurer.

b. All officers of the InAPT shall be elected at-large from the individual members of the Association and shall serve for one (1) year terms that shall begin at the beginning of the new fiscal year.

c. The officers of InAPT shall comprise the Executive Committee of the Board of Directors.

d. Upon the death or resignation of any officer (except the President, see section 2b), a successor shall be appointed by the Executive Committee of the Board of Directors.

c. Officers shall be members in good standing of InAPT and APT.

Section 2. Duties of the officers.

a. The President shall:

(1) preside over all business meetings of InAPT, the Board of Directors, and the Executive Committee;

- (2) be an ex-officio member, without vote, on all committees;
- (3) recommend to the Board of Directors all chairpersons and may appoint members except for the Nominating Committee;
- (4) consult the Executive Committee on major matters of policy between meetings of the Board;
- (5) submit annual reports of the InAPT's planned activities to the Board of Directors of InAPT at the first meeting following the new fiscal year;
- (6) submit a President's Column for publication in Newsletter;
- (7) welcomes new members.
- (8) forwards membership list to board members.**

b. The President Elect shall:

- (1) assume all Presidential duties in the absence of the President;
- (2) carry out such duties as assigned by the President;
- (3) serve as Chairperson of the Program Committee;
- (4) become President of InAPT after one year or upon the death or resignation of the President;
- (5) shall serve for the unexpired term of the President and the following year if the President dies or resigns the office.

c. The Immediate Past President shall:

- (1) serve as parliamentarian as necessary upon the request of the president;
- (2) chair the nominating committee;
- (3) continue President duties unfinished during term of office;
- (4) serve as consultant to board.
- (5) send out call for nominations, print out and tally ballots, retain copies in Past President's binder.**

d. The duties of the Secretary shall be to:

- (1) take minutes of meetings and keep a book of these minutes, proceeding, 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 on InAPT's members, updated quarterly, showing each members name, contact information and class of membership;
- (3) notify members of all meetings as required by the By-Laws;
- (4) keep a copy of the By-Laws.

e. The duties of the Treasurer shall be to:

- (1) maintain essential and correct books and accounts of the InAPT;
- (2) prepare financial reports as required by the Board of Directors;
- (3) deposit and dispense funds in the name and to the credit of InAPT.
- (4) receive conference registrations, confirm registration, and prepare list of conference attendees for documentation.**

Section 3. Severance from Duties. Each officer and Board Member attests to a Status Certificate. Should it become apparent an individual is not able to adequately perform their duties as set forth in these By-Laws and Attestation one of the following will occur.

- a. The officer/director will voluntarily resign their position.
- b. The President and/or Past President will investigate to decide if the individual shall be dismissed from their position. A recommendation will then be made to the Executive Committee who will vote upon the outcome.
- c. In lieu of dismissal the Executive Committee has the option to design a plan of action with the individual to competently perform their duties.
- d. Any changes in board composition will be communicated to InAPT membership within the quarter the change is made.

ARTICLE V. GOVERNANCE

Section 1. InAPT shall be governed by a Board of Directors totaling no more than thirteen (13) members.

Section 2. Composition.

- a. The Board of Directors shall be composed as follows:
 - (1) the elected officers of InAPT;
 - (2) directors elected from the at-large membership, not to be less than one director;
 - (3) and one director elected by each organized chapter;
- b. All directors shall be elected at the same times as the officers for one a (1) year term.
- c. The term of office for each member of the Board of Directors shall be for one (1) year and shall begin on July 1 of the election year.
- d. The officers of InAPT shall form an Executive Committee which shall meet as needed.
- e. Upon the death or resignation of one of the Board Members, the Executive Committee shall select someone to fill the unexpired term.
- f. All members of the Board of Directors shall maintain a dual membership of InAPT and APT.

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

- a. to formulate InAPT policies and recommend such policies to the membership;
- b. to conduct the business of InAPT and make recommendations to the membership.

Section 4. Meetings of the Board of Directors.

- a. The Board of Directors shall meet with the Executive Committee at regularly scheduled meetings totaling no less than four (4) meetings per year. These meetings will be arranged, in advance, at the first regular board meeting of each year. Each member is

expected to attend every board meeting, but may be excused by the president as long as each member maintains an attendance rate of at least 75%. If any board member is going to miss a meeting, that board member must contact the President 24 hours in advance to notify the president of their expected absence. They must make arrangements with the president to give their committee report and to deliver any handouts that may be needed at the missed meeting.

b. In the event that a board member misses more than 25% of the scheduled meetings, the board member automatically loses the privilege of going to the annual conference for free. The president shall then assess this board members interest in remaining on the board and carrying out the duties of their committee. The president shall then inform the board of their assessment and ask the board to vote on the recommendation. If the board of directors decides to remove the board member, the executive committee will appoint someone to be responsible for the vacant committee chair position.

ARTICLE VI. COMMITTEES

Section 1. Appointments 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 InAPT and appoint their respective chairpersons.

a. The Program Committee shall be a standing committee chaired by the President-Elect and approved by the Board of Directors. It shall plan and coordinate the annual conference. In addition it shall plan for the Annual Meeting of the InAPT and maintain a schedule of such planning of Program Meetings.

b. The Nominating Committee shall have as chairperson the immediate past president. The chairperson may pick committee members, **The nominating Committee submits nominee names for approval by board majority.**

- (1) Collect nominations for potential board members for the following year.
- (2) Collect biographical information on each nominee.
- (3) Send ballots to the membership of the InAPT for the vote.
- (4) At least two committee members shall be present to count the votes.
- (5) The committee shall give the President the results so all nominees can be formally notified.
- (6) Results shall be announced at the annual conference and the newsletter.

ARTICLE VII. CHAPTERS

Section 1. Letter of Intent. An organizing committee composed of a group of InAPT members may petition InAPT to form a Chapter by submitting a Letter of Intent to InAPT Board of Directors. The organizing committee must have signatures of ten percent (10%) of the membership in the area or signatures of ten (10) members, whichever is larger.

Section 2. Application for Chapter Certificate.

a. Permission to form Chapters shall follow the APT Chapter Certificate procedures as detailed in “Guidelines for the Organization of Branches and Chapters of the Association

for Play Therapy”. The “Application for Chapter Status”, Attachment 3 will be used to make formal application.

- b. Membership requirements will conform to InAPT and APT By-Laws.
- c. Officers of the Chapters and members must be dual members of InAPT and APT.

ARTICLE IX. FINANCES

Section 1. Dues. Annual InAPT dues for members shall be recommended by the APT Board of Directors, and collected through the National APT office.

Section 2. Budget. The Board of Directors shall discuss the budget at the first meeting after the Treasurer’s end of the year report is presented.

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

Section 4. Audit. An auditors report will be requested by the Board of Directors as deemed necessary.

ARTICLE X. PARLIMENTARY AUTHORITY

Robert’s Rules of Order, Revised (by Henry Martin Robert) shall govern the proceeding of InAPT not otherwise specified in the By-Laws.

ARTICLE XI. AMENDMENTS

Section 1. These By-Laws may be amended at the annual meeting of InAPT by a majority of affirmative votes of members present and voting.

Section 2. Procedures.

- a. Proposals to amend the By-Laws may be initiated by a majority vote of the members of the Board of Directors or by signing a petition signed by twenty-five (25) individual members in good standing.
- b. InAPT shall vote on proposed By-Laws at the annual conference. Current By-Laws shall be made available for them to consult.

ARTICLE XII. EFFECTIVE DATE

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