

**BY-LAWS OF THE ALAMO CHAPTER OF THE TEXAS ASSOCIATION FOR PLAY THERAPY INC.**

**ARTICLE I**

**NAME**

Section 1. Name. The Chapter name is the Alamo Chapter of the Texas Association for Play Therapy Inc.

Section 2. Affiliation. This Chapter is the Alamo Chapter of the Texas Association for Play Therapy Inc. (TAPT) and shall conduct its affairs in compliance with the bylaws of TAPT and the Association of Play Therapy (APT) as a nonprofit corporation governed by Titles 1 and 2 of the Texas Business Organizations Code.

Section 3. Meetings. The chapter will have a minimum of four meetings per year. Members will be notified in writing or by email of the locations and time of each meeting in a timely manner. The annual meeting will be held in August.

Section 4. Geographical Area. The geographical area includes the counties of Bexar, Medina, Kerr, Atascosa, Kendall, Wilson, Bandera, Guadalupe, Frio, and Comal.

**ARTICLE II**

**PURPOSES AND OBJECTIVES**

Section 1. Purpose. The purpose of the Alamo Chapter of the Texas Association for Play Therapy is to provide a forum for the discussion and advancement of play therapy ideas and concerns and comply with State and National Association expectations.

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

- (a) Seek to advance the discipline of play therapy;
- (b) Conduct and foster professional opportunities of education in the field of play therapy by providing APT-approved play therapy continuing education hours, public play therapy promotions, and peer networking annually;
- (c) Promote sound play therapy practices in the interest of society and the Individuals;
- (d) Establish contacts with various organizations for support and educational pursuits; and
- (e) Advocate for the rights of children, their families and significant others.

**ARTICLE III**

**MEMBERSHIP**

Section 1. Membership shall be three (3) types: individual, student, and retired.

Section 2. Individual Membership.

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(a) Eligibility. Any person who resides within the chapter's geographical area and has interests and/or responsibilities in the area of play therapy may become a member of the Chapter. No one may be denied membership in the Association on the basis of race, color, creed, religion, ethnic origin, sexual orientation, lifestyle, or age.

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

### Section 3. Student Membership.

(a) Eligibility. Any student, graduate or undergraduate, interested in play therapy shall be eligible for student membership.

(b) Privileges. Any person who has met the qualification for student membership and has paid the prescribed dues shall be eligible to attend meetings of the Chapter.

### Section 4. Retired Membership

(a) Eligibility. Any person who is over 65 years of age and is no longer employed.

(b) Privileges. Any person who has met the qualification for retired membership and has paid the prescribed dues shall be eligible to attend meetings of the Chapter. vote and hold office.

### Section 5. Membership Dues are to be paid annually and cover the calendar year (January through December).

### Section 6. Severance of Membership.

(a) A member may be dropped from membership for the nonpayment of dues.

(b) A member may be dropped from membership for any conduct that tends to injure or discredit the Chapter, or that is contrary to or destructive of the objectives according to the By-laws of the Chapter.

(c) It shall be the responsibility of the Board of Directors upon investigation to decide whether or not a member shall be dropped from membership for reasons stated under the bylaws of the Chapter.

## ARTICLE IV

### OFFICERS

#### Section 1. Officers /Terms of Office.

(a) The Board of Directors shall be composed by the elected officers of the Chapter:

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(1) The President-Elect, serves first year of two year term

(2) The President, serves second year of a two year term

(3) The Secretary, one year term

(4) The Treasurer, two year term

(5) Director of Membership, one year term

(6) Director-at-Large, two year term

(7) Director of Marketing and Public Information, two year term

(8) Director of Hospitality, one year term

(b) Upon the death, resignation, or removal of any officer, the Board of Directors shall appoint a successor for the unexpired term.

(c) Officers shall be members in good standing of APT, TAPT, and the Alamo Chapter and maintain a current copy of the Bylaws.

(d) Officers shall attend board meetings and chapter meetings, at least quarterly.

Section 2. Powers and duties of the Board of Directors. The powers and duties shall be:

(a) To formulate Chapter policies and recommend such policies to the membership.

(b) To conduct the business of the Chapter and make recommendations to the membership.

Section 3. Meetings of the Board of Directors

(a) 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 (four board members of the eight elected).

(b) The President of the Chapter shall preside at meetings of the Board of Directors and the President-Elect shall preside in the absence of the President.

Section 4. Specific Duties of the Officers.

(a) The duties of the President shall be to: Preside at Chapter and Board of Directors meetings. The President, subject to Confirmation by the Board of Directors, shall appoint the chairperson of all Committees.

(b) The duties of President-Elect shall be to: Become President of the Chapter after one year,

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after serving one year, or upon the death or resignation of the President. In the 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 chairperson of the Nominations Committee and Program Committee of the local Chapter. Duties include securing and coordinating with speakers and submitting CEU speaker information to APT via APT website for approval.

(c) The duties of the Secretary shall be as follows:

(1) Keep a record of all Board and Chapter meetings, proceedings, and actions of the Board of Directors. The minutes shall include time, place, type of meeting, names of persons attending, and a copy of the notice of the meeting.

(2) Have access to a record of the Chapters' members showing each member's name, address, class of membership, and date due for renewal.

(3) The Secretary will also maintain a copy of by-laws signed by officers.

(d) Treasurer:

(1) Maintain accurate books of Chapter accounts.

(2) Prepare financial reports as required by the Board of Directors, to include at minimum:

a. Franchise Report before May 15 annually.

b. Postcard tax report before April 15 annually.

c. Annual budget for the August meeting.

(3) Deposit and disburse funds in the name and to the credit of the Chapter

(4) Ensure CEU licensing is current.

(5) Be bonded as may be required by the Board of Directors.

(e) Membership Duties:

(1) Keep a record of the Chapter's members showing each member's name, address, contact information, and class of membership, professional affiliation, and protect as confidential information.

(2) Notify members of all meetings as required by the By-Laws.

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(f) Director-at-Large will assist the secretary with duties as needed.

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(g) The duties of the Director of Marketing and Public Information shall be as follows:

- (1) Maintains the flow of information regarding the Alamo Chapter including:
  - (a) Oversight of the Chapter's website;
  - (b) Advertising Chapter trainings and events;
  - (c) Responding to requests for information;
  - (d) Informing the community and fellow TAPT chapters of the Alamo Chapter's events and activities.
- (2) Organizes presentations regarding the Alamo Chapter and play therapy in the community and at all universities in an around San Antonio.
- (3) Schedules and organizes information tables at conferences and in the community to raise awareness of the AC-TAPT.
- (4) Keeps the Board informed of activities and potential opportunities for public awareness.

(h) The duties of the Director of Hospitality shall be as follows:

- (1) The Director of Hospitality coordinates to insure that snacks are served at each chapter meeting.

**ARTICLE V**

**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 Chapter and appoint their respective chairpersons. Chairpersons are expected to attend board meetings and provide committee status reports.

**ARTICLE VI**

**NOMINATIONS AND ELECTION OF OFFICERS AND BOARD MEMBERS**

Section 1. Nominations and Election Committee.

There shall be established a Nominations and Election committee in January consisting of the President-Elect of the Chapter as a chairperson and such other members of the Committee as the chairperson shall nominate subject to Board approval.

Section 2. The voting membership of the Chapter shall be composed of registered members.

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Section 3. The Nominations and Election committee shall conduct the nominations and election of officers and Board Members by majority vote at the June meeting, to take office in August. The Nominations and Election Committee shall conduct the nominations and election of officers and Board Members by majority vote prior to the annual meeting in August.

Section 4. Procedure. The Nominations and Election committee shall use the following guidelines in nominating and electing procedures.

(a) A slate of officers shall be presented to the voting membership at the June meeting.

(b) Nominations will be accepted from the membership at the meeting prior to the annual meeting if the nominee is willing to accept the position.

(c) The candidate receiving the higher number of votes for each office shall be elected. The candidates shall be informed as to their elected offices. The officers shall be installed at the annual meeting of the Chapter.

(d) All tally sheets shall be sealed and filed with the Secretary. Such materials are to be held secure for one year.

(e) A timetable for nominations and election shall be established by the Board of Directors and delineated in the guidelines of the Chapter.

**ARTICLE VII**

**FINANCES**

Section 1. Dues. Annual Chapter dues for membership 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 of the Chapter.

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

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

Section 5. Audit. An Auditor, approved by the Board of Directors, shall report to the Board of Directors at the final meeting of the Chapter each year a summary of expenditures and documentation.

Section 6. Fiscal Year. The fiscal year shall correspond to the fiscal year of TAPT, January to December.

**ARTICLE VIII**

**PARLIAMENTARY AUTHORITY**

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Robert's rules of Order Revised (by Henry Martin Robert) shall govern the proceedings of the Chapter not otherwise specified in the bylaws.

**ARTICLE IX**

**AMENDMENTS**

Section 1. These bylaws may be amended at any meeting of the chapter by two-thirds affirmative vote of the registered members present and voting.

Section 2. Procedure.

(a) Proposals to bylaws may be initiated by a majority vote of the Board of Directors or by petition signed by two-thirds of members in good standing.

(b) Proposed amendments/changes to bylaws will be posted on the website/sent to members. at least thirty (30) days prior to submission to TAPT.

(c) Board will review Chapter comments.

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

(e) Approved by-laws will be shared at the next Chapter meeting.

The revised By-laws were approved on 2/8/99.

The revised By-laws were approved on 2/12/04.

The revised By-laws were approved on 11/23/2013.

The By-laws Amended effective 7/20/2016 were approved at the chapter meeting on June 13, 2016.