

**BY-LAWS OF THE
NORTH TEXAS CHAPTER OF THE TEXAS ASSOCIATION FOR PLAY
THERAPY**

ARTICLE I

NAME, AFFILIATION AND GEOGRAPHICAL AREA

- Section 1. **Name.** The name of the chapter shall be the North Texas Chapter of the Texas Association for Play Therapy (NTC-TAPT).
- Section 2. **Affiliation.** This Chapter is the North Texas Chapter of Texas Association for Play Therapy (NTC-TAPT) and shall conduct its affairs in compliance with the By-Laws of the Texas Association for Play Therapy (TAPT) and the Association for Play Therapy, Inc. (APT).
- Section 3. **Geographical Area.** The geographical area includes the counties of Dallas, Ellis, Collin, Denton, Grayson, Hunt, Kaufman, Rockwall and Tarrant.

ARTICLE II

PURPOSES AND OBJECTIVES

- Section 1. **Purposes.** The purposes of NTC-TAPT are:
- a. to unite and provide a common meeting ground for persons involved or interested in the therapeutic use of child's play;
 - b. to enhance the health, safety and well-being of children;
 - c. to advance the discipline of play therapy; and
 - d. to inform and educate the general public and the mental health and educational community about the play therapy profession.
- Section 2. **Objectives.** The objectives of NTC-TAPT shall be:
- a. to promote training opportunities, research and development of materials which further the practice of play therapy;
 - b. to encourage active communication among those involved in play therapy;
 - c. to establish contacts with various organizations for support; and

- d. to promote sound play therapy practices in the interest of society and the individual.

ARTICLE III

GENERAL MEETINGS

- Section 1. This Chapter will have a minimum of four General Meetings per year.
- Section 2. Members will be notified in writing of the location and time of each General Meeting at least thirty (30) days prior to the meeting.
- Section 3. Presentations shall be submitted to the Continuing Education Director to ensure meeting APT guidelines. When approved, the presentation will be entered onto the APT Website at least 30 days prior to the meeting.

ARTICLE IV

MEMBERSHIP

- Section 1. **Membership.**
 - a. There shall be three (3) types of membership: Individual Member, Student Member and Retired Member.
 - b. Membership is not restricted solely to the designated geographic area.
 - c. Membership may not be denied on the basis of race, color, creed, religion, ethnic origin, sex, sexual orientation, lifestyle or age.
 - d. The membership year shall be from August 1 to July 31 of the following year.
- Section 2. **Individual Membership.**
 - a. Eligibility. Any person whose interests and/or responsibilities are in the areas of play therapy may become an Individual Member.
 - b. Privileges. Any person who has met the qualifications for Individual Membership and has paid the prescribed dues shall be eligible to attend General Meetings, hold office and vote.
- 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 qualifications for Student Membership and has paid the prescribed dues shall be eligible to attend General Meetings and fill appointments to Special and Standing Committees. Student members may vote and hold office.

Section 4 Retiree Membership

- a. Eligibility. Any person who is at least 62 years of age and who works twenty hours a week or less is eligible for retiree membership.
- b. Privileges. Any person who has met the qualifications for Retiree Membership and has paid the prescribed dues shall be eligible to vote or hold office.

Section 5. **Implying Endorsement.** No Individual, Student or Organizational Member may suggest endorsement by NTC-TAPT of any service or product unless pre-authorized by the Board of Directors of NTC-TAPT.

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 NTC-TAPT or that is contrary to or destructive of the purposes and objectives according to these By-Laws.
- c. A recommendation to drop a member from membership must be made by the Executive Committee and approved by the Board of Directors.

ARTICLE V

OFFICERS

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

- a. The Officers of NTC-APT shall be President, President-Elect, Immediate Past-President, Secretary and Treasurer.

- b. The President-Elect is elected by the Individual Membership to a three (3) year position consisting of the offices of President-Elect, President and Immediate Past-President. The President-Elect may not serve a consecutive three (3) year term.
- c. The Secretary and Treasurer of NTC-TAPT shall be elected by the Individual Membership and shall serve for a one (1) year term with the opportunity to be re-elected for one (1) consecutive year in the same office.
- d. The Executive Committee of NTC-TAPT shall be comprised of the elected Officers of the organization, the Director-at-Large and the TAPT Representative. This committee shall meet as needed and include among its responsibilities the interpretation and enforcement of these By-Laws.
- e. Terms of office shall be from August 1 to July 31 of the following year. A transition period may be observed with a joint meeting of newly elected officers with the outgoing officers at the June Planning Board meeting. This allows new board members to prepare for the new year.
- f. A vacancy shall be filled by the Board of Directors from a recommendation of the Executive Committee.
- g. Officers shall be current Individual Members in good standing of NTC-TAPT and TAPT/APT.

Section 2. Duties of the Officers.

- a. The President shall preside at the General Meetings of NTC-TAPT and shall be chairperson of and preside at meetings of the Board of Directors and the Executive Committee. The President, subject to approval of the Executive Committee, shall appoint the chairperson(s) of all committees, except otherwise specified in these By-Laws, 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 automatically become President one year following the installation of Officers 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.

- c. The Immediate Past-President shall serve in an advisory capacity on the Executive Committee and Board of Directors and fulfill duties as directed by the Board of Directors.
- d. The duties of the Secretary shall be:
 - 1. to keep a book of minutes of all proceedings and actions of the Executive Committee Meetings, Board Meetings, General Meetings and Special Meetings. The minutes shall include the time and place, type of meeting, and a copy of the notice for the meeting. Names of persons attending Executive Committee Meetings, Board Meetings and Special Meetings shall be included;
 - 2. to keep a copy of the current By-Laws; and
 - 3. to hold secure the election envelopes, tally sheets and ballots for one year following the election. Votes may be taken and stored electronically.
- e. The duties of the Treasurer shall be:
 - 1. to maintain adequate and correct books and accounts of NTC-TAPT;
 - 2. to present a proposed annual budget at the June Board Meeting;
 - 3. to prepare any financial reports as required by the Board of Directors;
 - 4. to deposit and disburse funds in the name and to the credit of NTC-TAPT; and
 - 5. to chair the Finance/Ways and Means Committee.

ARTICLE VI

BOARD OF DIRECTORS

Section 1. NTC-TAPT 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 this Chapter,

2. one Director elected from the at-large membership,
 3. one member elected to be the Chapter Representative to the TAPT Board, and
- b. The Director from the at-large membership shall be elected by NTC-TAPT's voting membership every other year at the same time as the Officers and shall serve a two (2) year term. The duties of the director shall be:
 1. to keep a record of NTC-TAPT membership by name, address, telephone number, email and class of membership.
 2. to notify members and potential members of all meetings as required by the bylaws;
 - c. The Chapter Representative to the TAPT Board shall be elected by the NTC-TAPT voting membership every other year at the same time as the Officers and shall serve a two (2) year term.
 - d. The term of office for each member of the Board of Directors shall be for one (1) year, with exceptions such as are indicated by these By-Laws.
 - e. Vacancies on the Board of Directors, with the exception of Officers, shall be filled by an appointment from the President with the approval of the Board of Directors. Persons so appointed shall serve until the expiration of the original term.
 - f. The Chapter shall have a Continuing Education Coordinator to review and advise the Program Committee and the President Elect concerning the Association for Play Therapy requirements for presentations. The Coordinator shall be a Registered Play Therapist or Registered Play Therapist Supervisor and a current member of APT/TAPT and NTC-TAPT. This person may be appointed by the executive committee. This person is encouraged to attend board meetings.
 - f. All members of the Board of Directors shall be current members of APT/ TAPT and NTC-TAPT.

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

- a. to formulate Chapter Policies and submit such Policies to the NTC-TAPT Membership for approval and

- b. to conduct the business of NTC-TAPT and make recommendations to the Membership.

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

- a. The Board of Directors shall meet at least three times a year with the first meeting being on or before September 30 of the new Fiscal year Special Meetings may be scheduled as necessary by the President or two (2) members of the Board of Directors with at least seven (7) days notice.
- b. Each member of the Board of Directors shall have one (1) vote. Two-thirds (2/3) of the voting members shall constitute a quorum. Committee chairpersons are not voting members of the board.
- c. The President of NTC-TAPT shall preside at the meetings of the Board of Directors. The President-Elect shall preside in the absence of the President.
- d. Committee Chairpersons may be asked to attend board meetings as necessary.

ARTICLE VII

COMMITTEES

Section 1. **Appointment of Committees.** The President, subject to approval by the Executive Committee, shall appoint the chairpersons of such standing and special committees as may be needed to conduct the activities of NTC-TAPT.

Section 2. **Standing Committees.** The Standing Committees of NTC-TAPT shall be:

- a. By-Laws,
- b. Communications/PR,
- c. Finance/Ways and Means,
- d. History/Records,
- e. Hospitality/Arrangements,
- f. Membership,

- g. Nominations and Election and
- h. Programs.

ARTICLE VIII

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 a total of three (3) members one of which is the Past President. The other two will be elected by the voting Membership for [a] two (2) year terms from a multiple slate which shall be presented to the Membership.
- b. The chairperson of this committee shall be the Past President.
- c. No member of the Nominations and Election Committee may serve for more than two (2) consecutive years.
- d. In case of a vacancy on the Nominations and Election Committee, a replacement will be made by the Executive Committee.

Section 2. The Nominations and Election Committee shall receive nominations, prepare a proposed slate and conduct the election of the Officers, Member At-Large, TAPT Representative and incoming Nominations and Elections Committee Members.

Section 3. Procedure. The Nominations and Election Committee shall use the following guidelines for the nominating and electing procedures.

- a. A form requesting nominations from the current Individual Membership shall be disbursed by the February general meeting. Anyone submitting a nomination must be a current Member.
- c. The committee will prepare a proposed slate for the coming year from the written nomination forms to be announced at the March General Meeting or communicated electronically to the membership before the May Meeting. The slate shall name at least one (1) and no more than two (2) persons for each available position. An opportunity for a write-in selection shall be offered for each position.
- d. The election shall be conducted by secret ballot.

- e. Ballots will be available and dispersed at the May general meeting to members only.
- f. The committee shall meet in person to open and count ballots and confirm the election results. The candidate(s) for each position receiving the most votes shall be elected.
- g. The committee chairperson will notify the electees immediately and will announce the results at the June meeting of the Board of Directors.
- h. All tally sheets, envelopes and ballots shall be sealed and filed with the Secretary. Such materials are to be held secure for one (1) year. Ballots may be transmitted and/or stored electronically.

ARTICLE IX

FINANCES

- Section 1. **Dues.** Annual Chapter dues for membership shall be set by the Board of Directors and collected by the Treasurer.
- Section 2. **Budget.** The Board of Directors shall approve an annual budget proposed by the Treasurer.
- Section 3. **Authorization of Expenditures.** The Treasurer shall deposit and disburse funds in the name of and to the credit of NTC-TAPT. Checks over \$500 will be cosigned by the President or the Past-President.
- Section 4. **Bonding of 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 June Board Meeting of NTC-TAPT each year.
- Section 6. **Fiscal Year.** The fiscal year shall correspond to the fiscal year of TAPT.

ARTICLE X

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised (by Martin Robert) shall govern the proceedings of NTC-TAPT not otherwise specified in these By-Laws.

ARTICLE XI

AMENDMENTS

Section 1. These By-Laws may be amended at any General or Special Meeting of NTC-TAPT by two thirds (2/3) affirmative vote of the current Individual Members present.

Section 2. **Procedure.**

- a. Recommendations to amend the By-Laws may be initiated by a majority vote of NTC-TAPT's Board of Directors or by a petition signed by two-thirds (2/3) of Individual Members in good standing.
- b. All proposed amendments must be approved by the Board of Directors of TAPT.
- c. TAPT approved amendments are to be distributed to the current Individual Members at least two (2) weeks prior to the General or Special Meeting and notification given that a vote is to be taken.

ARTICLE XII

EFFECTIVE DATE

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

These By-Laws were adopted on _____, 2006

Revisions: __2011_____, _____

[Revisions accepted on: November 3, 2012](#)