

North Texas Chapter

of the

*Texas Association for
Play Therapy*

Governance Manual

Approved by the Chapter Board of Directors: March 24, 2014

NORTH TEXAS CHAPTER OF THE TEXAS ASSOCIATION FOR PLAY THERAPY GOVERNANCE MANUAL

Preface To Governance Manual

This Governance Manual is intended to provide the Chapter Officers, Committee Chairpersons, and members of the North Texas Chapter of the Texas Association for Play Therapy (NTC-TAPT) with a body of accessible information relative to their roles in the Association. It is not intended to replace or otherwise displace the by-laws of NTC-TAPT.

It is hoped that the material presented herein will diminish the orientation period for those individuals who are assuming new leadership roles. The Governance Manual is drawn up in harmony with the Bylaws of the organization and in agreement with the general principles of the organization. Please read the NTC-TAPT Bylaws In addition to the guidance offered by this Governance Manual.

A. Organization

- a. We are a Chapter of the Texas State Branch of the Association for Play Therapy (TAPT).
 - i. As a Chapter we are bound by the Bylaws of the Association for Play Therapy (APT) and the Texas Association for Play Therapy (TAPT). Our Bylaws must comply with APT and TAPT. The TAPT Board of Directors must approve any changes to our Bylaws.
 - ii. TAPT is incorporated, but the Chapters do not need to be incorporated.
 - iii. There are currently 7 Chapters under the Texas Branch of APT. The geographical boundaries of each Chapter are determined by counties (See attached map of Texas Chapters). The Chapters are:
 1. Alamo Chapter
 2. Coastal Bend Chapter
 3. Far West Chapter
 4. Hill Country Chapter
 5. North Texas Chapter
 6. Rio Grande Valley Chapter
 7. Sam Houston Chapter
 - iv. As a Chapter, we are responsible for running our own organization. We must take care of our financial responsibilities independently from TAPT. We are not required to send financial reports to the TAPT board unless there are allegations of mishandling funds, in which case the TAPT board can request financial records and decide if our Chapter be placed on probation and/or asked close.
 - v. Members can join NTC-TAPT without being members of TAPT and/or APT.
 - vi. Officers of NTC-TAPT are required to be current members-in-good-standing with NTC-TAPT, TAPT and APT.

B. Meetings

- a. The Bylaws state that the Chapter has a minimum of (4) four general meetings per year. We have historically had a meeting each month except June (when the Board Planning Meeting is typically held), July, and the months of APT and TAPT conferences. The Board decides how many meetings, (at least 4) and schedules the dates of those meetings in advance, generally at the Board Planning Meeting.
- b. General meetings are usually scheduled on the 2nd Saturday of the month at 10:00 am. The Board meets, as scheduled by the President, usually in August, January and June.
- c. Meetings are currently held at the Grapevine Community Activities Center (CAC) located at 1175 Municipal Way, Grapevine, TX 76051. NTC-TAPT pays \$50/hour to use the meeting room at the Grapevine CAC.
- d. The general meeting usually lasts about 30 minutes and is followed by a one 1-2-hour presentation depending on the topic and presenter.
- e. Notification is sent out via e-mail to the members prior to the meeting. A 30-day notice is attempted.

C. Membership

- a. Conditions of Membership.
 - i. There are three (3) types of membership: Individual Member, Student Member, and Retiree Member.
 - ii. Membership is not restricted solely to the designated geographic area of our Chapter. NTC-TAPT covers the counties of Dallas, Ellis, Collin, Denton, Grayson, Hunt, Kaufman, Rockwall and Tarrant, as stated in our Bylaws.
 - iii. Membership may not be denied on the basis of race, color, creed, religion, ethnic origin, sex, sexual orientation, lifestyle, or age.
 - iv. The membership year shall be from August 1 to July 31 of the following year, which corresponds with NTC-TAPT's fiscal year.
- b. Individual Membership
 - i. Eligibility
 1. Any person whose interests an/or responsibilities are in the areas of play therapy may be eligible for Individual Membership.
 - ii. Privileges.
 1. 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.
- c. Student Membership
 - i. Eligibility
 1. Any student, graduate or undergraduate, interested in play therapy may be eligible for Student Membership.
 2. Proof of student status must be provided with the membership application

- ii. Privileges
 - 1. Any person who has met the qualifications for Student Membership and has paid the prescribed dues shall be eligible to attend general meetings, hold office, and vote.
- d. Retiree Membership
 - i. Eligibility
 - 1. A retiree is defined as a person over 65 years of age who works less than 20 hours a week.
 - ii. Privileges
 - 1. Any person who has met the qualifications for Retiree Membership and has paid the prescribed dues shall be eligible to attend general meetings hold office, and vote.
- e. Implying Endorsement
 - i. No Individual, Student or Retiree Member may suggest endorsement by NTC-TAPT of any service or product unless pre-authorized by the Board of Directors of NTC-TAPT.
- f. Severance of Membership
 - i. A member may be dropped from membership for non-payment of dues.
 - ii. 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 the NTC-TAPT Bylaws.
 - iii. A recommendation to drop a member from membership must be made by the Executive Committee and approved by the Board of Directors.

D. NTC-TAPT President-Elect

- a. Conditions of Election
 - i. The President-Elect is elected at large from among all members of NTC-TAPT and serves for a term of one (1) year as President-Elect; one (1) year as President; and one (1) year as Past-President.
 - ii. The President-Elect assumes the Presidency immediately following his/her year as President-Elect and serves as Past-President in the year following the presidential year.
 - iii. Each term of office begins on August 1 of one year and ends 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 annual Board Planning Meeting.
 - iv. The President-Elect maintains current membership-in-good-standing in NTC-TAPT, APT and TAPT throughout each term of office.
 - v. The President-Elect serves as a voting member of the Board of Directors and the Executive Committee.
- b. Responsibilities
 - i. The President-Elect performs the duties of the President in the absence or incapacity of the President.

- ii. The President-Elect assumes the Presidency upon the death or resignation of the President.
- iii. The President-Elect selects committee chairpersons in preparation for his/her presidential year. The names of those selected are to be submitted to the Board of Directors for approval at the annual Board Planning Meeting. This meeting can be held anytime between the election of new officers in May and the beginning of the fiscal year on August 1.
- iv. The President-Elect serves as a member of the Finance Committee.
- v. The President-Elect is the Program Chair and arranges for presenters at the general meetings
- vi. The presenters are contacted and their presentation scheduled in advance, at the beginning of the fiscal year, when possible. Presentations are submitted to the CEU Director who is a Registered Play Therapy Supervisor who will verify compliance with APT requirements.
- vii. The required CEU information is submitted at least 30 days in advance to APT through the website according to the guidelines on the APT website (www.a4pt.org). Application/renewal instructions, specific words and terms, and program policies are found in the *APT Approved Provider Program Guide*. An application to be an approved provider of play therapy continuing education must be sent in to APT with all appropriate fees. The General Instructions are as follows: (be sure to update these guidelines as changes are made by APT)
 - 1. Review the APT Approved Provider Program Guide
 - 2. Contact the APT Continuing Education Coordinator for clarifications or assistance, if necessary
 - 3. Complete, sign, and date the application.
 - 4. Attach draft program brochure
 - 5. Attach draft certificate of attendance
 - 6. Attach (if check) or include (if credit card) application fee
 - 7. Submit your application and attachments to:

Kathryn Lebbby, CAE, CMP
Continuing Education Coordinator
Association for Play Therapy
3198 Willow Avenue, Suite 110
Clovis, CA 93612 USA
(559) 294-2128 ext 2, Fax (559) 294-2129
klebby@a4pt.org, www.a4pt.org
 - 8. APT will notify applicants within 2-4 weeks regarding the status of their Approved Provider application.
- viii. The CEU sign-in sheets, program title, objectives, content description, presenter(s) names, highest mental health degree, primary mental health credentials, program dates, facility name, address, summary of evaluation forms, number of play therapy continuing education hours earned by attendees, a list of program attendees who earned certificates

of attendance by attendees, any written information shared by the speaker (handouts) and any promotional materials (flyers, brochures, e-mails) are kept for 5 years by the CEU Director.. The President-Elect will compile and forward to the CEU Director the current year's CEU information. These records are subject to random audits by APT.

- ix. The President-Elect creates the CEU Certificates for each speaker and has enough copies for each participant that wants CEU credit.
- x. The President-Elect creates the Sign-In Sheets for each presentation.
- xi. The President-Elect makes sure the evaluation forms and handouts are received and copied for each presenter.
- xii. The President-Elect collects and forwards the speaker biography, evaluation forms, sign-in sheets, copy of the flyer, and handouts for each presentation to the CEU Director, in compliance with CEU requirements.
- xiii. The President-Elect compiles members' suggestions at the end of the evaluation forms for future programs.
- xiv. The President-Elect gives feedback to the presenter based on the evaluations done by the participants.
- xv. The President-Elect makes the arrangements for the next year's meeting place in the spring.
- xvi. The President-Elect carries out additional duties as directed by the Board of Directors.

E. NTC-TAPT President

- a. Conditions of Election
 - i. The President serves for a term of one (1) year.
 - ii. The President's term of office begins on August 1 of one year and terminates on 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 annual Board Planning Meeting.
 - iii. The President serves as President-Elect in the year immediately prior to and as Past-President in the year immediately following the presidential year and is a member of the Board of Directors and Executive Committee during the described three-year period.
 - iv. The President maintains current membership-in-good-standing in NTC-TAPT, APT and TAPT.
- b. Responsibilities
 - i. The President provides leadership for the Chapter.
 - ii. The President presides over all NTC-TAPT General, Board of Directors, and Executive Committee meetings. The Executive Committee of NTC-TAPT shall be comprised of the elected officers, the Member-At-Large, and the Chapter Representative who represents the Chapter on the TAPT Board.
 - iii. The President calls for additional meetings and/or schedules telephone conference calls or online meetings with the Board of Directors, as necessary. The president sets the agenda and makes copies available.

- iv. The President is an ex-officio member without vote of all committees.
- v. The President appoints the chairpersons of all standing committees, except the Nominations and Election Committee and the Finance Committee, for a term of one year subject to confirmation of the Board of Directors. The President notifies the chairperson of his/her appointment and provides the chairperson with a list of persons interested in being a member of the committee.
- vi. The President names special committees as needed and appoints the chairpersons for a term of one year subject to confirmation of the Board of Directors. The President notifies the chairperson of his/her appointment and provides the chairperson with a list of persons interested in being a member of the committee.
- vii. The President notifies each standing and special committee chairperson that an annual report of committee activities and status is to be prepared and presented to the President before June 1 of the year in which he/she is serving.
- viii. The President is in communication with the Chapter Representative to be sure that a semi-annual report of the Chapter's activities and status is prepared and presented to the TAPT Board at each Board meeting.
- ix. The President signs the CEU certificates for each continuing education presentation and verifies membership for each participant receiving a certificate.
 - x. The President may appoint a parliamentarian, as deemed necessary.
- xi. The President recruits upcoming Emerging Leaders by sending an invitation letter and application to all play therapy instructors in the North Texas area. The President charges the Board of Directors to vote on the new Emerging Leaders each April.
- xii. The President sends a copy of all correspondence to the Secretary to be filed. This may be stored electronically.
- xiii. The President, along with the Treasurer and Past-President, is on the bank signature card and may sign checks which exceed \$500 or on behalf of NTC-TAPT, as needed, given the availability of the Treasurer.
- xiv. The President serves as a member of the Finance Committee.
- xv. The President assists the President-Elect and other officers with their duties, as needed.
- xvi. The President holds membership in-good-standing in NTC-TAPT, APT and TAPT and insures NTC-TAPT/APT/TAPT membership for all Chapter officers.
- xvii. The President attends the TAPT Annual Conference held in April of each year. The President represents NTC-TAPT at the Chapter President Meeting held at the TAPT Conference.
- xviii. The President updates the Governance Manual annually.

F. NTC-TAPT Past-President

- a. Conditions of Election

- i. The Past-President serves for a term of one (1) year.
 - ii. The Past-President's term of office begins on August 1 and terminates on 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 annual Board Planning Meeting.
 - iii. The Past-President serves following the Presidential year and is a voting member of the Board of Directors and the Executive Committee.
 - iv. The Past-President maintains current membership-in-good-standing in NTC-TAPT, APT and TAPT.
- b. Responsibilities
- i. The Past-President serves in an advisory capacity to the President, Board of Directors, and Executive Committee of NTC-TAPT.
 - ii. The Past-President serves as a member of the Finance Committee.
 - iii. The Past-President chairs the Nomination Committee and the Hospitality Committee.
 - iv. The Past President signs the bank card and cosigns checks over \$500 in the absence of the President or the Treasurer.
 - v. The Past-President facilitates the Installation of Officers.
 - vi. The Past-President coordinates with all current Emerging Leaders to encourage their correspondence and dedication to being the liaison between NTC-TAPT and their university in order to promote the field of play therapy.
 - vii. The Past-President carries out any other duties as may be directed by the Board of Directors.

G. NTC-TAPT Secretary

- a. Conditions of Election
- i. The Secretary is elected at large from among all members of NTC-TAPT and serves for a term of one (1) year.
 - ii. The Secretary's term of office begins on August 1 and terminates on 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 annual Board Planning Meeting.
 - iii. The Secretary maintains current membership-in-good-standing in NTC-TAPT, TAPT and APT.
 - iv. The Secretary may be re-elected to succeed him/herself.
 - v. The Secretary is a voting member of the Board of Directors and the Executive Committee.
- b. Responsibilities
- i. The Secretary is a member of and keeps minutes for the Board of Directors and Executive Committee meetings.
 - ii. The Secretary signs the official minutes of the various meetings and functions of NTC-TAPT, thus verifying their authenticity. The Secretary will transmit a copy of the minutes of general and board meetings to the officers at least a week prior to the next general or board meeting.

- iii. The Secretary maintains and is responsible for the storage and archives of Chapter documents. Written officer and committee reports are attached to the minutes and kept on file.
- iv. The Secretary stores all ballots and related election materials for one (1) year after the election in a sealed envelope.
- v. The Secretary serves as a member of the Finance Committee.
- vi. The Secretary carries out additional duties as directed by the Board of Directors.
- vii. The Secretary oversees the NTC-TAPT website on the internet (<http://www.texasplaytherapy.org>), which list sthe Board of Directors, upcoming NTC-TAPT Chapter events, meetings, and other information. The Secretary may have a publication committee to assist with these duties.

H. NTC-TAPT Treasurer

- a. Conditions of Election
 - i. The Treasurer is elected at large from all members of NTC-TAPT and serves for a term of one (1) year.
 - ii. The Treasurer's term begins on August 1 and ends on 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 annual Board Planning Meeting.
 - iii. The Treasurer is a voting member of the Board of Directors and the Executive Committee.
 - iv. The Treasurer maintains current membership-in-good-standing with NTC-TAPT, APT and TAPT.
 - v. The Treasurer may be re-elected to succeed him/herself.
- b. Responsibilities
 - i. The Treasurer maintains adequate and correct books and accounts of NTC-TAPT and presents a proposed annual budget at the final Board meeting of the fiscal year.
 - ii. The Treasurer represents NTC-TAPT in assuring the receipt and expenditures of funds in accordance with NTC-TAPT fiscal policies. The Treasurer collects, deposits and disburses funds in the name and to the credit of NTC-TAPT and gives receipts.
 - iii. The Treasurer has signatory authority for bank drafts, bank deposits, and/or bank transfers and exercises such authority as required by circumstances. The Treasurer will have checks over \$500 cosigned by the President or Past President.
 - iv. The Treasurer serves as chairperson of the Finance Committee and prepares and presents the organizational budget, as required, to the Board of Directors. An internal audit will be conducted every year by an Audit Committee, chaired by the Secretary with two additional members in-good-standing with NTC-TAPT who are not on the Board of Directors, but appointed by the Board of Directors. The Treasurer presents the

- bank statements and updated financial report to the Audit Committee for review one month before the last Board Meeting of the year.
- v. The Treasurer shall prepare an updated financial report for presentation at each meeting of the Board of Directors and at the general meetings of the NTC-TAPT membership.
 - vi. The Treasurer sends updated membership information prior to each meeting to the President, Secretary and Member-At-Large.
 - vii. The Treasurer maintains current CEU provider status with LPC, LMFT, RPT, and Social Work Boards and gives copy of current status to the President.
 - viii. The Treasurer carries out any other duties as may be directed by the Board of Directors.

I. NTC-TAPT Chapter Representative

- a. Conditions of Election
 - i. The Chapter Representative shall be elected by the all members of NTC-TAPT and serves for a term of two (2) years.
 - ii. The Chapter Representative is referred to as Chapter Director in the TAPT bylaws.
 - iii. The Chapter Representative's term begins August 1 of the election year and ends July 31 two (2) years later. A transition period may be observed with a joint meeting of newly elected officers with the outgoing officers at the annual Board Planning Meeting.
 - iv. The Chapter Representative is elected by NTC-TAPT's voting membership every other year at the same time as the Officers.
 - v. The Chapter Representative is a voting member of the NTC-TAPT and TAPT Board of Directors.
 - vi. The Chapter Representative maintains current membership-in-good-standing with NTC-TAPT, APT, and TAPT.
- b. Responsibilities
 - i. The role of the Chapter Representative is two-fold: 1) to represent the wishes of the chapter membership in decisions made by the TAPT Board; 2) to serve as a vital connection between chapter-and-board, and board-and-chapter. The Chapter Representative is the liaison between the NTC-TAPT Board and the TAPT Board.
 - ii. The Chapter Representative will compile and submit a written report of the chapter's activities to the President of TAPT by the annual Board Planning Meeting.
 - iii. The Chapter Representative provides TAPT Secretary and the Chapter Liaison Committee Chairperson a list of the chapter officers with addresses, phone numbers, and email addresses after verifying they are current members of APT/TAPT/NTC-TAPT.
 - iv. The Chapter Representative presents TAPT Board Meeting reports to NTC-TAPT.

- v. The Chapter Representative submits a list of upcoming chapter events to the TAPT newsletter by appropriate deadlines as set by TAPT.
- vi. The Chapter Representative attends designated TAPT Board Meetings, which are usually held in the TAPT Conference host hotel in September and March or as designated by the TAPT Board President. Some meals are provided by TAPT and travel expenses to the board meetings are reimbursed as stated by the TAPT Governance Manual. TAPT pays half of the lodging expenses for the Chapter Representative for overnight stays at the TAPT Board meetings. The Chapter budgets food money for the Chapter Representative for TAPT Board meetings.
- vii. The Chapter Representative attends TAPT Annual Conference sectional/lunch for Chapter Directors and Chapter Presidents as scheduled. The Chapter Director will be expected to “work” at the TAPT conference but will be able to attend some sessions. In exchange, the conference fee is waived. The Chapter Representative pays the cost of food and conference garment.
- viii. The Chapter Representative is responsible to the TAPT Board of Directors for the timely submission of any other reports regarding NTC-TAPT and will be responsible for reports to NTC-TAPT Board of Directors and general membership on TAPT activities.
- ix. The Chapter Representative gathers information for and submits an application for the annual Lonestar Award.

J. NTC-TAPT Member At Large

- a. Conditions of Election
 - i. The Member-At-Large is elected at large from all members of NTC-TAPT and serves a term of two (2) years.
 - ii. The term of office for the Member-At-Large begins on August 1 of the election year and ends on July 31 two years later. A transition period may be observed with a joint meeting of newly elected officers with the outgoing officers at the annual Board Planning Meeting.
 - iii. The Member-At-Large is a voting member of the NTC-TAPT Board of Directors.
 - iv. The Member-At-Large maintains current membership-in-good-standing with NTC-TAPT, APT, and TAPT.
 - v. The Member-At-Large can be re-elected for more than one term.
- b. Responsibilities
 - i. The Member-At-Large chairs the Membership Committee.
 - ii. The Member at Large maintains the chapter membership and provides a current list of members to the President for each meeting. This may be done electronically.
 - iii. The Member-At-Large brings questions, suggestions and concerns of the members of NTC-TAPT to the attention of the Board of Directors by asking for input from members during the general meetings, by sending

- out emails to members of the chapter, and/or by providing a form at the meetings requesting feedback, suggestions, and concerns
- iv. The Member-At-Large sends out a reminder for membership renewal and a membership form prior to first meeting of the new fiscal year.
 - v. The Member-At-Large sends out meeting and membership information to current and potential members via email, Evites and/or Facebook posts.
 - vi. The Member-At-Large carries out any other duties as directed by the Board of Directors.

K. NTC-TAPT Board of Directors

- a. Composition of the Board of Directors
 - i. The Board of Directors shall be composed as follows:
 1. The elected officers of the Chapter (President, President-Elect, Immediate Past President, Secretary, Treasurer).
 2. One (1) Member-At-Large elected from the at-large membership
 3. One (1) Chapter Representative elected from the at-large membership
- b. Conditions of Election
 - i. All members of the Board of Directors shall maintain current membership-in-good-standing with NTC-TAPT, TAPT, and APT.
- c. Meetings of the Board of Directors
 - i. Each member of the Board of Directors shall have one vote and a majority of the voting members shall constitute a quorum. Of the seven (7) Board members, at least four (4) need to be present to have a quorum.
 - ii. 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.
 - iii. Specified dates for Board Meetings for each working year will be established at the annual Board Planning Meeting for the upcoming year. Each board member will RSVP to the President no later than two (2) weeks prior to the meeting in order to guarantee a quorum.
- d. Responsibilities of the Board of Directors
 - i. The Board of Directors formulates Chapter policies and recommends such policies to the members.
 - ii. The Board of Directors conducts the business of the Chapter and makes recommendations to the members.
 - iii. The Board of Directors may require the bonding of the Treasurer of the Chapter and request financial reports from the Treasurer at will, as it deems necessary.
 - iv. The Audit Committee chaired by the Secretary and manned by two NTC-TAPT members appointed by but not members of the Board of Directors, presents the audit report to the Board of Directors at the final Board Meeting each year.

- v. The Board of Directors receives and approves the annual internal audit at the Board Planning Meeting. Documents from the Treasurer are to be kept for 5 years.
- vi. The Board of Directors sets the annual Chapter dues. The current dues are \$35.00 for Professional and \$25.00 for Student or Retiree. The Chapter may allow a discount of \$5 off the regular price of each category to all who join in the first month of the fiscal year.
- vii. The Board of Directors approves the selection of members to the Nominations and Election Committee.
- viii. The Board of Directors may initiate proposals to amend the Bylaws. After approval by the TAPT Board of Directors, the NTC-TAPT Board of Directors must approve all such proposed amendments at least two (2) weeks prior to the presentation of the amendment to the membership.
- ix. Board members are required to read the NTC-TAPT Bylaws and Governance Manual.
- e. Reimbursement of Expenses
 - i. NTC-TAPT will reimburse the following expenses with receipts: any printing, postage, and supplies for Board of Directors business with prior approval by the President. The appropriate committee chair will be reimbursed.
 - ii. Reimbursement requests (with attached receipts) must be sent to the President for approval. The President will then forward the approved form to the Treasurer for payment. (See end of document for form)

L. NTC-TAPT Executive Committee

- a. Composition of the Executive Committee
 - i. The Executive Committee shall consist of the President, Immediate Past President, President-Elect, Secretary and Treasurer, each with a vote.
 - ii. Three (3) voting members of the Executive Committee make up a quorum.
 - iii. The President of the Chapter presides at all meetings of the Executive Committee with the President-Elect presiding in the absence of the President.
 - iv. The Secretary of the Chapter serves as Secretary for the Executive Committee.
- b. Responsibilities of the Executive Committee
 - i. The Executive Committee acts for the Board of Directors within such guidelines and/or policies as established by the Board of Directors.
 - ii. The Executive Committee may be called into immediate session telephone conference and/or online conference at the discretion of the President.
 - iii. Upon the death or resignation of any officer (with the exception of the President), the Executive Committee appoints a successor.
 - iv. If any officer is unable to carry out his/her duties, the Executive Committee may appoint an interim replacement.

- v. The Executive Committee will approve documents for shredding and will appoint a committee of three (3) people to shred documents that are no longer needed.
- vi. A new signature card with NTC-TAPT's bank will be completed with each change of officers. The Treasurer, President and Past-President shall be on the card. The current account is with Wells Fargo.
- vii. Formatting for historical documents will follow Roberts Rules of Order.
- viii. The Executive Committee and Membership Committee Chair after investigation, decides whether or not a member shall be dropped from membership for reasons stated under the Bylaws of the Chapter.

M. Finance Committee and NTC-TAPT Fiscal Policy

- a. The purpose of the Finance Committee is to ensure fiscal responsibility of the Chapter.
- b. Composition of the committee
 - i. The Treasurer shall serve as chairperson of the Finance Committee.
 - ii. The Finance Committee shall consist of the President, President-Elect, Past-President, Secretary, and Treasurer.
- c. Budget Preparation.
 - i. The Board of Directors shall approve an annual budget proposed by the Treasurer. The President and President-Elect give input to the Treasurer regarding the proposed budget. Each officer and committee chair may be asked to submit budget requests during the budgeting process.
- d. Administration
 - i. Expenditures to be reimbursed by NTC-TAPT shall be restricted to those approved by the current President.
 - ii. The appropriate NTC-TAPT officer or committee chairperson shall authorize expenses incurred on official business of NTC-TAPT for reimbursement. The signature of the authorizing individual must appear on the reimbursement form that is submitted to the President for final approval before being sent on to the Treasurer. All expenditures must be justified/documented with receipts. The only exception is mileage.
 - iii. Reimbursement requests need to be signed by the President prior to submission to the Treasurer for reimbursement.

N. NTC-TAPT Committees – STANDING

- a. Chairpersons of committees will serve throughout the fiscal year or less, depending on the committee work to be done.
- b. **Bylaws Committee**
 - i. The Purpose of the Bylaws Committee is to review and monitor the Bylaws of NTC-TAPT. This will insure the advancement and improvement of the structure of NTC-TAPT.
 - ii. Responsibilities of the Bylaws Committee

1. The Bylaws Committee will strive to maintain consistency and compliance of the NTC-TAPT Bylaws with the Bylaws of TAPT and APT.
2. The Bylaws Committee will forward all proposed amendments to the Board of Directors at least thirty (30) days prior to any regularly called meeting.
3. After the Board of Directors has acted, the Bylaws Committee will forward all proposed changes and/or amendments to the TAPT Board of Directors for approval.
4. The Bylaws Committee will compile and submit a written report of the committee's activities to the NTC-TAPT President prior to the annual Board Planning meeting.
5. All Board and Executive Committee minutes will be reviewed to ensure new policies and procedures have been added/edited by the President into the Governance Manual.
6. The chair of the Bylaws committee will have the Governance Manual available at times that the Board of Directors conduct business.

c. Membership Committee

- i. The purposes of the Membership Committee are to encourage membership in NTC-TAPT and to make membership analysis as directed by the Board of Directors.
- ii. Responsibilities of the Membership Committee
 1. The Membership Committee will keep a current listing of all members.
 2. The Membership Committee will review membership categories annually and make recommendations to the NTC-TAPT Board for any changes in membership categories.
 3. The Membership Chairperson is the elected Member-At-Large. The remaining membership committee will be comprised of NTC-TAPT members as needed by the chair.
 4. The Membership Committee Chairperson will report the current number of members to the Board of Directors at each Board meeting. The Membership Committee will compile and submit a written report of the committee's activities to the TAPT President prior to the annual Board Planning Meeting.

d. Nominations and Election Committee

- i. The purpose of the Nominations and Election Committee is to receive nominations, prepare a proposed slate of officers and to oversee the selection of NTC-TAPT officers, Member-At-Large, Chapter Representative, and incoming Nominations and Election Committee Members.
- ii. The Nominations and Election Committee shall consist of a total of three (3) members elected by the voting membership for two (2) year terms from a multiple slate, which shall be presented to the general membership.

- iii. The chairperson of this committee shall be the Past-President.
- iv. No member of the Nominations and Election Committee may serve for more than two (2) consecutive years.
- v. In case of a vacancy on the Nominations and Election Committee, the nominee who received the next highest number of votes on the last ballot will fill the vacancy for the remainder of that term.
- vi. Guidelines for the nomination and election process
 - 1. A form requesting nominations from the current membership shall be disbursed by the February Meeting. Anyone submitting a nomination must be a current-Member-in-good-standing.
 - 2. No one serving on this committee may be nominated for an NTC-TAPT Officer, Member-at-Large or Chapter Representative.
 - 3. The Nominations and Election Committee will prepare a proposed slate for the coming year from the written nomination forms to be announced at the next general meeting. The Chairperson shall verify the current APT and TAPT membership. 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.
 - 4. The election shall be conducted by secret ballot. The official ballot shall be dispersed at the May meeting and/or via e-mail in May.
 - 5. Ballots will only be given to verified members of NTC-TAPT.
 - 6. The committee shall meet in person to open and count ballots and confirm the elections results. The candidates(s) for each position receiving the most votes shall be elected.
 - 7. The Committee Chairperson shall notify the elected officers immediately and will announce the results at the next meeting of the Board of Directors.
 - 8. The Chairperson notifies NTC-TAPT of the new Chapter Officers. The Chapter Representative will notify TAPT of the newly elected chapter officers after assuring that they are current members-in-good-standing with APT, TAPT, and NTC-TAPT.
 - 9. 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 after which time they are destroyed. Electronic votes may be stored electronically.
 - 10. The Nominations Committee Chairperson shall inform the nominees of the duties and responsibilities of the office.
 - 11. It shall be the responsibility of the Nominations Committee Chairperson, when seeking agreement of the nominees to run for office, to inform them that it shall be considered unethical behavior to imply an endorsement when no such endorsement exists.

12. A written report of the activities of the Nominations Committee is to be compiled and submitted to the NTC-TAPT President prior to the annual Board Planning Meeting.

O. NTC-TAPT Committees – AD HOC – to be established as needed

a. Program Committee

- i. The purpose of the Program Committee is to assist the President-Elect, as needed, in selecting and procuring speakers, presentation topics and activities for the Chapter and any other programs as directed by the Board of Directors.
- ii. The President-Elect will chair the Program Committee.
- iii. Responsibilities of the Program Committee
 1. The Program Committee will organize continuing education presentations at each general meeting.
 2. The Program Committee will compile and submit a written report of the committee's activities to the NTC-TAPT President prior to the annual Board Planning Meeting.
 3. There will be no Continuing Education fee for current Chapter members. A \$10.00 charge will be collected for non-members who attend a NTC-TAPT CE presentation.
 4. Fees will be charged for a 6-hour workshop, as established by the Board of Directors.
 5. Speakers should sign a contract or Statement of Work, especially for the 6-hour workshop. Speakers will be asked to provide alternate speakers if they have to cancel.

b. Communications/Public Relations Committee

- i. The purpose of the Public Relations Committee is to create public awareness, understanding, recognition, and support of the role of play therapy in the mental health of children.
- ii. This committee is set up and appointed by the President.
- iii. Responsibilities of the Public Relations Committee
 1. The Public Relations Committee will assist the Membership Committee by placing information about NTC-TAPT and/or play therapy in publications of professional organizations concerned with mental health and inviting interested persons to join NTC-TAPT.
 2. The Newsletter/Publications Editor/Committee will assist the Secretary in maintaining the NTC-TAPT website on the internet (<http://www.texasplaytherapy.org>), which lists the Board of Directors, upcoming NTC-TAPT Chapter events, meetings, and other information.
 3. The Public Relations Committee performs any other related duties as requested by the Board of Directors.

4. The Public Relations Committee compiles and submits a written report of the committee's activities to the NTC-TAPT President prior to annual Board Planning Meeting.
- c. **History/Records Committee.**
 - i. This committee keeps a scrapbook or digital record of the year's activities. They take photos and submit information for the Facebook page and/or website, if needed. The Secretary, who would reports to the Board of Directors, chairs this committee.
 - d. **Hospitality/Arrangements Committee.**
 - i. The Hospitality Committee serves under the Past-President to provide refreshments for meetings.
 - e. **Special/Ad Hoc Committees**
 - i. Special/Ad Hoc Committees shall be named as needed to conduct the activities of the Chapter. The President shall appoint these committees.
 - ii. These committees, unless otherwise specified, are appointed for one (1) year terms.
 - iii. Such a committee shall compile and submit a written report of the committee's activities to the NTC-TAPT President upon completion of its task or prior to the annual Board Planning Meeting, whichever comes first.

P. Access to use of NTC-TAPT Membership Roster

- a. In order to protect the rights of NTC-TAPT members, the Board of Directors, via presidential approval, will control the membership rolls of NTC-TAPT.
- b. Membership information will be released for the purposes of enhancing the organizational membership of NTC-TAPT.

Q. Endorsement of Policy and Political Activity Statement

- a. NTC-TAPT cannot endorse political or social organizations and causes for the following reasons:
 - i. NTC-TAPT is comprised of persons of diverse backgrounds and beliefs who may hold divergent views on all political issues.
 - ii. Political action is not a purpose of NTC-TAPT.
 - iii. NTC-TAPT is a Chapter of TAPT, which is a non-profit organization and follows the guidelines of the 501C (3) Federal Non-Profit Status.
- b. Due to the stated purpose of NTC-TAPT, as set forth in the Bylaws, the organization cannot endorse political candidates nor lend financial support to candidates for public office. The Association and Chapter encourage each member to exercise his or her rights and responsibilities as a member of a democratic society by participating in the political process.

R. Indemnification of Directors and Officers

- a. To the extent permitted by law, each director and officer of the Association whether or not then in office, shall be indemnified by the Association against all costs and expenses reasonably incurred by or imposed upon him or her in connection with or arising out of any action, suit, or proceeding in which he or she may be involved by reason of his or her being or having been a director or officer of the Association, such expenses to include the cost of reasonable settlements (other than amounts paid to the Association itself) made with the view to curtailment of costs of litigation. The foregoing right of indemnification shall not be exclusive of other rights to which any director or officer may be entitled as a matter of law.

S. Additional Policies

- a. Parliamentary Authority.
 - i. Robert's Rules of Order Revised by Martin Robert shall govern the proceedings of NTC-TAPT not otherwise specified in the Bylaws or this Governance Manual. All Board Members will be expected to know the basic procedures for conducting a business meeting as described in the book by Mr. Robert.
- b. NTC-TAPT Logo
 - i. The NTC-TAPT Logo is as follows. APT has required Branches and their Chapters to use the APT logo in order to be consistent in the branding of all areas.



- ii. The Lone Star Award logo is as follows. It can only be used from TAPT conference to conference when the award is earned.



- c. NTC-TAPT Logo on Stationery & E-Mails
 - i. The NTC-TAPT stationery, if printed, will be printed on white paper and will contain the NTC-TAPT logo in accordance with APT & TAPT logo regulations.
- d. Sample Forms for NTC-TAPT are located n DropBox and are updated as needed,

