

**BYLAWS OF THE
FLORIDA ASSOCIATION FOR PLAY THERAPY, INC.**

ARTICLE I

NAME

Section 1. Name. The name of this Branch shall be the Florida Association for Play Therapy, Inc. (FAPT).

Section 2. Affiliation. The Florida Association for Play Therapy, Inc. is an independent organization that is affiliated with the Association for Play Therapy, Inc. (APT), as a separate and distinct State Branch. Although FAPT is a separate and distinct entity from APT, as part of the APT branch charter agreement, FAPT agrees to conduct its affairs in compliance with the practices, policies, and procedures for that organization.

The Florida Association for Play Therapy, Inc. and the Association for Play therapy, Inc. will indemnify and hold harmless the other party from any claims, demands made upon, or liabilities incurred by it.

ARTICLE II

PURPOSES AND OBJECTIVES

Section 1. Purpose. The purpose of the Florida Association for Play Therapy, Inc. is to advance the discipline of play therapy.

Section 2. Objectives. The objectives of the FAPT shall be to:

- (a). Conduct and foster programs of education in the field of play therapy in order to advance high standards of professional practice and conduct;
- (b). To encourage research in play therapy;
- (c). To inform and educate the general public and the mental health community about play therapy;
- (d). To establish contact with various organizations for support and educational pursuits;
- (e). To advocate for the rights of children, their families, and significant others.

ARTICLE III MEMBERSHIP

Section 1. All members of FAPT must be members in good standing of the Association for Play Therapy, Inc. Membership shall be of three (3) types: professional, student, and affiliate.

Section 2. Professional Membership.

(a). **Eligibility.** Any person who is residing in the state of Florida and whose responsibilities are in the area of play therapy may become a member of the Association provided they have a Master's degree or higher in a field related to mental health. No one may be denied membership in this Association on the basis of race, color, creed, religion, ethnic origin, sex, sexual orientation, or age.

(b). **Privileges.** Any person who has met the qualifications for professional membership and has paid the prescribed dues shall be eligible to attend meetings of FAPT and to vote.

Section 3. Student Membership.

(a). **Eligibility.** Any student, enrolled in a graduate program focused on a mental health field (i.e.: psychology, social work, marriage and family therapy, counseling, etc.) and committed to pursuing education and supervision in the field of 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 meetings of FAPT. Student members may not vote. Students generally may not hold office, except as the student representative on the FAPT Board of Directors.

Section 4. Affiliate Membership.

(a). **Eligibility.** Any person interested in play therapy shall be eligible for Affiliate membership.

(b). **Privileges.** Any person that has met the qualifications for Affiliate membership and has paid the prescribed dues shall be eligible to attend meetings of FAPT. Affiliate 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 FAPT, or that is contrary to or destructive of the objectives according to these Bylaws.

(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 FAPT.

ARTICLE IV

MEETINGS

Section 1. There shall be an Annual Meeting of the membership held on a date determined by the Executive Committee.

Section 2. Written notice of the Annual Meeting shall be given to the members at least thirty (30) days and no more than ninety (90) days before the date of the meeting.

Section 3. The Board of Directors shall have at least one face-to-face meeting per year.

ARTICLE V

OFFICERS

Section 1. Officers and Terms of Office.

(a). The officers of this Association shall be the President, the Vice President, the Secretary, and the Treasurer.

(b). All officers of FAPT shall be elected from the voting members of FAPT and shall serve for a two year term and may serve a second two year term, if elected. No officer may serve more than two consecutive terms in any one position.

(c). The officers of this Association shall comprise the Executive Committee of the Association.

(d). Upon the death or resignation of any officer, the Board of Directors shall appoint a successor.

(e). Officers shall be members in good standing of FAPT.

Section 2. Duties of the Officers.

(a). The duties of the President shall be to:

(1). Preside at the general meeting of FAPT

(2). Serve as chairperson and preside at meetings of the Board of Directors.

(3). Appoint the chairperson of all committees, except otherwise specified in these Bylaws, and shall be an Ex-Officio member without vote of all committees.

- (4). Serve as liaison between FAPT and the Association for Play Therapy, Inc.
- (5). Serve as the contact person for FAPT.

(b). The duties of the Vice President shall be to:

- (1) Preside at the general meeting of FAPT and at meetings of the Board of Directors when the President is unable to do so.
- (2) Assist the President
- (3) Oversee continuing education, unless a separate Education Chair is appointed to do so.

(c). The duties of the 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 time and place, type of meeting, names of persons attending, and a copy of the notice for the meeting;
- (2). Keep a record of FAPT's members showing each member's name, address, and class of membership;
- (3). Notify members of all meetings as required by the Bylaws;
- (4). Keep a copy of the Bylaws; and
- (5). Maintain a historical record of the activities of FAPT.
- (6). The secretary's office shall be the principal place of business for the duration of his /her term.

(c). The duties of the Treasurer shall be to:

- (1). Maintain adequate and correct books and accounts of FAPT;
- (2). Prepare financial reports as required by the Board of Directors;
- (3). Maintain an independent Branch checking account;
- (4). Deposit and disburse funds in the name and to the credit of the Association:
 - (a). Funds in the amounts under \$250 shall be disbursed by the Treasurer as needed for conducting the customary business of the organization;

(b.) Disbursement of funds in amounts between \$250 and \$1000 shall require the joint approval of the Treasurer and the President;

(c.) Disbursement of funds in amounts over \$1000 requires the approval of the full board;

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

(6). Chair the Finance Committee.

ARTICLE VI

BOARD OF DIRECTORS

Section 1. FAPT 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 FAPT;

(2). The immediate past President;

(3). One director elected from the at-large membership for each one hundred (100) members or majority proportion thereof; and

(4). One director elected by each organized chapter.

(5). One Student Representative, who is a graduate student in a mental health discipline and who intends to further their education as a play therapist.

(b). Directors from the at-large membership shall be elected at the same time as the officers with half being elected each year.

(c). With the exception of the Student Representative, the terms of office for each member of the Board of Directors shall be for two (2) years and shall begin on the first day of the month after the election. The Student Representative will serve for one (1) year.

(d). Upon the death or resignation of one of the Board of Directors from the membership, the Board shall select someone to fill unexpired term.

(e). With the exception of the Student Representative, all members of the Board of Directors shall be voting members of FAPT and Members of APT.

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 FAPT and 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 FAPT. The President or five members of the Board may call other meetings as necessary, with at least (30) days notice.
- (b). 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.
- (c). The President of FAPT shall preside at meetings of the Board of Directors and the Vice President shall preside in the absence of the President.

ARTICLE VII

COMMITTEES

Section 1. Appointments of Committees. The President shall name such committees as may be needed to conduct the activities of FAPT and appoint their respective chairperson.

ARTICLE VIII

CHAPTERS

Section 1. Letter of Intent. An organizing committee composed of a group of FAPT members may petition FAPT to form a chapter by submitting a Letter of Intent to FAPT'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 FAPT's Board of Directors.
- (b). The application shall be filed in accordance with the guidelines established by FAPT.
- (c). The Bylaws of the Chapter shall conform to the APT and FAPT Bylaws.
- (d). All FAPT 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 minimum of ten (10) members is needed to form a chapter.

(e). The FAPT Board of Directors shall review and then approve or deny all Chapter Certificates.

ARTICLE IX

NOMINATIONS AND ELECTION OF OFFICERS

Section 1. Nominations and Elections Committee.

(a). The President of the Board of Directors shall appoint the Nominations and Election Committee.

(b). No member may be a candidate for office while serving on the Nominations and Election Committee.

Section 2. The Nominations and Elections Committee shall conduct the nominations of Officers and Board members. Election of Officers and Board Members will be by secret ballot mailed to the voting membership.

Section 3. Procedure. The Nominations and Elections Committee shall use the following guidelines in nominating and electing procedures:

(a). An announcement will be published which identifies the Board positions that will be elected. The announcement will ask the voting membership to provide nominations for these officers.

(b). The nominations must be submitted to the Nominations and Election Committee by the deadline specified in the announcement requesting nominations.

(c). The names of the two (2) nominees receiving the highest number of nominations for each office and agreeing to serve if elected shall be placed on the election ballot which shall be mailed to the voting membership. The election ballot shall indicate that it must be returned to the Nominations and Elections Committee by a specific date.

(d). The candidate receiving the higher number of votes for each office shall be elected. The candidates shall be informed as to their election status at least ten (10) days prior to the installation date of elected officers. Officers shall be installed at the annual meeting of FAPT.

(e). All ballots, envelopes, and tally sheets shall be sealed and filed with the secretary. Such materials are to be held secure for one year.

(f). A timetable for nominations and election shall be established by the Board of Directors and delineated in the policies and procedures of FAPT.

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. Checking Account. The Board of Directors shall ensure that all Association finances are maintained in a separate, Association account.

Section 3. Budget. The Board of Directors shall prepare and present a budget to membership for adoption at each annual meeting of FAPT.

Section 4. Authorization of Expenditures. The Treasurer shall deposit and disburse funds in the name and to the credit of FAPT. The President may also disburse funds in the absence of the Treasurer.

Section 5. Bonding of Treasurer. The Treasurer shall be bonded, as the Board of Directors deems necessary.

Section 6. Report: An end of the year financial report shall be presented to the Board of Directors at the final meeting of FAPT each year as deemed necessary by the Board of Directors.

Section 7. Fiscal Year. The fiscal year shall begin on the first day of the month following original approval of FAPT by APT.

ARTICLE XI

AMENDMENTS

Section 1. These Bylaws may be amended as follows:

(a). At the annual meeting of FAPT by a simple majority affirmative vote of members present and voting. Each individual member shall receive a written copy of the proposed amendment(s) at least thirty (30) days prior to the annual meeting of FAPT; or

(b). The proposed amendments may be mailed to the voting membership and approved by simple majority affirmative vote. The ballot shall indicate that it must be returned to the committee by a specific date, not less than thirty (30) days from the date of mailing.

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) voting members in good standing.

(b). All proposed amendments must be reviewed by the Board o Directors of FAPT before being submitted to the membership for approval.

ARTICLE XII

EFFECTIVE DATE

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

These Bylaws were amended and adopted on October 11, 2002.

Original Bylaws adopted on October 9, 1993.