



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

ARTICLE I: NAME

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

B. 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: MISSION and SCOPE

A. Mission: The mission of the Florida Association for Play Therapy, Inc. is to advance the discipline of play therapy through promotion of the value of play, play therapy, and credentialed play therapists.

B. Scope/Objectives: To satisfy this mission, FAPT will advance the psycho-social development and mental health of all people through play and play therapy by supporting those programs, services, and related activities that promote:

1. Understanding and valuing of play and play therapy.
2. Conduct and foster programs of education in the field of play therapy in order to advance high standards of professional practice and conduct;
3. encourage research in play therapy;
4. Inform and educate the general public and the mental health community about play therapy;

5. Establish contact with various organizations for support, research, and educational pursuits as well as instill effective practice of play therapy through training, research, and support by members.
6. Advocate for the rights of children, their families, and significant others through recognition, incorporation, and preservation of diversity in play therapy.

ARTICLE III: MEMBERSHIP

A: All members of FAPT must be members in good standing of the Association for Play Therapy, Inc. Membership shall be of two (2) types: professional and affiliate.

B. Professional Membership:

1. **Eligibility:** An individual mental health professional with at least a Master's mental health degree who resides and/or does business within the state of Florida and is a member of APT. No one may be denied membership in this Association on the basis of race, color, creed, religion, ethnic origin, sex, sexual orientation, or age.
2. **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, to vote in chapter and state elections, and to run and hold an office on the FAPT Board of Directors.

C. Affiliate Membership:

1. **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, supervision, and/or research in the field of play therapy, a parent, or any other individual, non-mental health professional who is a member of both APT and, if applicable, their respective branch. A retired and inactive mental health professional residing in the United States may choose to either remain a Professional member or become an Affiliate member.
2. **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. Affiliate members may not vote or hold office. Students may not hold office, with the exception to the role of student representative on the FAPT Board of Directors.

D. Termination, Revocation, or Expulsion of Membership: Membership shall be automatically terminated in any of these circumstances although such action shall not relieve

the member from any financial and other obligations, unanswered charges, or responsibility for damages:

1. Resignation or death of the member.
2. A membership may be revoked from membership for the non-payment of dues.
3. A membership may be revoked for any conduct that tends to injure or discredit FAPT, APT, and/or any of its members including but not limited to the FAPT Board of Directors or that is contrary to or destructive of the objectives according to these Bylaws.
4. It shall be the responsibility of the Board of Directors upon investigation to vote whether or not a member shall have their membership revoked for reasons stated under the Bylaws of FAPT.

E. Dues & Powers: A member in good standing shall pay the dues, fees, and other assessments in the amount, manner, and time period established for that membership category, is entitled to utilize and participate in APT and FAPT benefits, programs, and other activities. All dues for FAPT are paid through APT. Membership is non-transferable.

ARTICLE IV: MEETINGS

A. There shall be an Annual Meeting of the membership held on a date determined by the Executive Committee; normally in conjunction with the FAPT conference.

B. 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. Additional meetings may be called by three (3) or more directors or by a petition signed by 10% or more of Professional members in good standing. If at least ten percent (10%) of Professional members in good standing are present, each Professional member is entitled to cast one (1) vote as appropriate.

C. The Board of Directors shall convene at least twice each year, once in conjunction with the FAPT annual meeting. Special meetings in person, by telephone, or by video conferencing may be called by the President with adequate advance notice to directors. The presence of a majority of directors with vote shall constitute a quorum of the Board. Decisions by the Board shall require a majority vote unless noted otherwise in these Bylaws.

ARTICLE V: BOARD OF DIRECTORS

A. Governance: FAPT shall be governed by a Board of Directors.

B. Composition.

1. The Board of Directors shall be composed as follows:
 - (a). The elected officers of FAPT;
 - (b). The immediate past President for one two year term as long as they are a member in good standing with FAPT and APT
 - (c). One director elected from the at-large membership for each one hundred (100) members or majority proportion thereof with no less than 2 directors at-large; and
 - (d). One Student Representative, who is a graduate student in a mental health discipline and who intends to further their education as a play therapist.
2. Directors from the at-large membership (members at large) shall be elected at the same time as the officers with the exception for half being elected in the opposite year.
3. 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.
4. Upon the death or resignation of one of the Board of Directors from the membership, the Board shall select someone to fill the unexpired term.
5. All members of the Board of Directors must be professional members in good standing with APT and FAPT.
6. All members of the Board of Directors shall be voting members of FAPT with the exception of the student representative who shall attend board meetings but serve as a liason to the student members.

C. Powers and Duties of the Board of Directors.

1. 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.

D. Meetings of the Board of Directors.

1. The Board of Directors shall meet at a minimum of quarterly throughout each calendar year. The President or five members of the Board may call other meetings as necessary, with at least (30) days notice.
2. 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.
3. 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 VI: OFFICERS

A. Officers and Terms of Office.

1. The officers of FAPT shall be the President, the Vice President, the Secretary, and the Treasurer.
2. All officers of FAPT shall be elected from the voting members of FAPT and shall serve for a two year term; officers may serve a second two year term, if elected. No officer may serve more than two consecutive terms in any one position. No person may hold more than one office simultaneously. Officers with vote shall not be compensated for their service as officers. When a vacancy occurs among officers, the Board may elect a successor to complete the term of the departing officer. The Board may remove any incumbent officer for cause.
3. The officers of FAPT shall comprise the Executive Committee of the Association.
4. Upon the death or resignation of any officer, the Board of Directors shall appoint a successor from the current Board of Directors.

B. Duties of the Officers.

1. The duties of the President shall be to:
 - (a). preside at all meetings of the Board and FAPT, and enjoy those general powers normally vested in such office or as prescribed by the Board.
 - (b). Appoint the chairperson of all committees, except otherwise specified in these Bylaws, and shall be an Ex-Officio member without vote of all committees.

(c). Serve as liaison between FAPT and the Association for Play Therapy, Inc.

(d). Serve as the contact person for FAPT; to include providing the principal place of business and serve as the mailing address for FAPT for the duration of his /her term.

2. The duties of the Vice President shall be to:

(a) execute the powers and responsibilities of the president in the absence or incapacity of the president, and perform those duties assigned by the president.

(b) Assist the President

3. The duties of the Secretary shall be to:

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

(b). Keep a record of FAPT's members showing each member's name, address, and class of membership; This record shall be updated at a minimum of once per fiscal year, most importantly prior to any elections posted to FAPT members.

(c). Notify members of all meetings as required by the Bylaws;

(d). Keep a copy of the Bylaws; and

(e). Maintain a historical record of the activities of FAPT.

4. The duties of the Treasurer shall be to:

(a). Maintain adequate and correct books and accounts of FAPT;

(b). Prepare financial reports as required by the Board of Directors;

(c). Maintain an independent Branch checking account;

(d). Deposit and disburse funds in the name and to the credit of the Association:

(1). Funds in the amounts under \$250 shall be disbursed by the Treasurer as needed for conducting the customary business of the organization;

- (2.) Disbursement of funds in amounts between \$250 and \$1000 shall require the joint approval of the Treasurer and the President;
- (3) Disbursement of funds in amounts over \$1000 requires the approval of the full board;

(e). Chair the Finance Committee.

ARTICLE VII: COMMITTEES

A. Appointments of Committees. The President shall name such committees as may be needed to conduct the activities of FAPT and appoint their respective chairperson with a majority vote from the Board of Directors.

B. The President shall be ex-officio members of all committees and task forces. Committee and task force members shall not be compensated for their service as committee and task force members.

ARTICLE VIII: CHAPTERS

A. Letter of Intent. An organizing committee composed of a group of FAPT members may petition FAPT to form a new chapter by submitting a Letter of Intent to FAPT's Board of Directors.

B. Application for Chapter Certificate.

1. The organizing committee shall request and complete an application for Chapter status and present it to FAPT President for vote by the Board of Directors.
2. The application shall be filed in accordance with the guidelines established by FAPT.
3. The Bylaws of the Chapter shall conform to the APT and FAPT Bylaws.
4. 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 in good standing within one geographical area is needed to form a chapter.
5. The FAPT Board of Directors shall review and then approve or deny all Chapter Certificates.

6. Chapter leadership shall report to the Board of Directors at a minimum of one time per quarter with chapter updates.

7. Chapters do not hold their own bank accounts and must obtain approval for any trainings by the FAPT Board of Directors.

C. The Board may authorize the charter of, affiliation with, or disaffiliation from chartered chapters in order to promote and better satisfy the purpose of FAPT.

ARTICLE IX: NOMINATIONS AND ELECTION OF OFFICERS

A. Nominations and Elections Committee.

1. The President of the Board of Directors shall appoint the Nominations and Election Committee. If the President is unable to provide this appointment, a majority vote by the FAPT Board of Directors will appoint this committee.

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

3. Committee members must be in good standing with FAPT and APT and will service as the liaison between the FAPT Board of Directors, APT (membership) and nominees.

B. 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 via electronic or USPS to the voting membership.

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

1. 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.

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

3. The Nomination Committee will vet all nominations, including self nominations; and present the top three to the membership for voting. The election ballot shall indicate that it must be returned to the Nominations and Elections Committee by a specific date.

4. 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 or July 1st; whichever comes first in said election year.

5. All ballots, envelopes, and tally sheets shall be sealed and filed with all FAPT documents. Such materials are to be held secure for one year.

6. A timetable for nominations and election shall be established by the Board of Directors and delineated in the policies and procedures of FAPT. A full board, including all Officers, will be elected in each even year with two members of large being added in odd years.

ARTICLE X: FINANCES

A. Dues. Annual Association dues for members shall be recommended by the Board of Directors, approved by the membership, and APT. All dues are paid through APT memberships and APT provides FAPT each members portion allocated to their FAPT membership.

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

C. Budget. The Board of Directors shall prepare and present a budget to membership for adoption at the start of each fiscal year.

D. 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. Funds over \$250 require approval by both the Treasurer and President. Funds over \$1000 require consent from the FAPT Board of Directors.

E. Bonding. All officers who are authorized to sign checks or otherwise handle funds shall be bonded. The FAPT Board shall ensure the indemnification of any or all officers and directors against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they are made a party by reason of having been officers, or directors, except for matters in which such persons shall be adjudged to have been responsible for misconduct resulting in harm or damages.

F. 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. The Board shall ensure that corporate financial records are periodically reviewed or audited by a qualified outside professional accountant or that a financial report is prepared and reviewed by either an outside professional accountant or a finance committee composed of a majority of non-director

Professional members in good standing. The Chair shall present the final report to the Board within 120 days of the conclusion of that fiscal year.

G. Fiscal Year. The fiscal year shall begin on January 1st of each Calendar year.

ARTICLE XI: Miscellaneous

A. A two-thirds majority vote shall be required by the Board to dissolve FAPT. Upon dissolution, the Board shall distribute any remaining funds and assets to one or more legally organized nonprofit corporations qualified in accordance with Section 501(c)(3) or (6) of the Internal Revenue Service Code. No corporate assets shall inure to the benefit of any director, employee or contractor, or member.

B. Each director and member shall have the absolute right at any reasonable time to inspect, whether in person or represented by an agent, all books, records, documents, and facilities of FAPT.

ARTICLE XII: AMENDMENTS

A. These Bylaws may be amended as follows:

1. A two-thirds vote of the Board shall be required to amend or repeal these bylaws provided that the proposed amendment(s) is submitted to directors for advance review and consideration. Amendments may be proposed by any director in good standing.

2. 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.

B. Procedure.

1. 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.

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

ARTICLE XIII: EFFECTIVE DATE

These Bylaws shall be in compliance with APT Bylaws and shall take effect immediately upon adoption by the Board of Directors on behalf of the FAPT membership.

These Bylaws were amended and adopted on August 1, 2018, as amended to the most recent Bylaws found on file from October 11, 2002.

Original Bylaws adopted on October 9, 1993.