

2021-2022

BYLAWS OF THE SAM HOUSTON CHAPTER OF THE TEXAS ASSOCIATION FOR PLAY THERAPY

ARTICLE I

NAME

Section 1.

Name. The name of this Chapter shall be The Sam Houston Chapter of the Texas Association for Play Therapy.

Section 2.

Affiliation.

This Chapter is the Sam Houston Chapter of the Texas Association for Play Therapy (SH-TxAPT) and shall conduct its affairs in compliance with the Bylaws of the Texas Association for Play Therapy (TxAPT) and the Association for Play Therapy (APT).

Section 3.

Meetings.

The Chapter will have a minimum of four (4) member events per year, which may include case consultation opportunities for members, CE events, networking events, or other membership opportunities as determined by the Board. At least two events will provide 3 continuing education hours (CE's) and one Winter Workshop will provide 6 CE's. Any case consultations will not necessarily offer CE credit. The Chapter will have a minimum of five (5) board meetings per year, four (4) to coincide with member events and one additional transitional meeting to coordinate annual transition from former to new officers. Other meetings may be called as necessary by the President or two members of the Board with at least a seven (7) day notice.

The meetings will either be held at various locations within the geographical area or will be held virtually. Members will be notified via electronic media of the location and time of each meeting in a timely manner.

Section 4.

Geographical Area.

The geographical area includes but is not limited to the counties of Angelina, Brazoria, Brazos, Ft. Bend, Galveston, Grimes, Harris, Liberty, Madison, Montgomery, Polk, San Jacinto, Trinity, Walker, Waller, and Washington.

ARTICLE II

PURPOSE AND OBJECTIVE

Section 1.

Purpose.

The purpose of the Sam Houston Chapter of the Texas Association for Play Therapy is to provide a forum for the discussion of play therapy ideas and concerns.

Section 2.

Objectives.

The objectives of this Chapter shall be to:

- a. Seek to advance the discipline of play therapy.
- b. Conduct and foster programs of education in the field of play therapy.
- c. Promote sound play therapy practices in the interest of society and Professionals.
- d. Advance high standards of professional conduct by conducting educational and professional meetings and conferences.
- e. Inform and educate the general public and the mental health community about the play therapy profession.
- f. Establish contacts with various organizations for support and educational pursuits.
- g. Advocate for the rights of children, families and significant others.

ARTICLE III

MEMBERSHIP

Section 1. Membership shall be two (2) types: professional and student.

Section 2. Professional Membership

- a. Eligibility. Any person who resides within the Chapter geographical area and whose interests and/or responsibilities are in the areas of play therapy may become a member of the Chapter. No one may be denied membership in the Association on the basis of race, color, creed, religion, ethnic origin, sex, sexual orientation, lifestyle, 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 the Chapter, vote, and hold office.

Section 3. Student/Affiliate 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 meetings of the Chapter. Student membership may vote and hold office.

Section 4. 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 the Chapter, that is contrary to or destructive of the objectives according to the Bylaws of the Chapter.
- c. It shall be the responsibility of the Board of Directors upon investigation to decide whether or not a member shall be dropped from membership for reasons stated under the Bylaws of the Chapter.

ARTICLE IV

OFFICERS

Section 1. Officers and Terms of Office

- a. The officers of the Chapter shall be the President, the President-Elect, the Past-President, the Treasurer, the Secretary (Corresponding Secretary and/or Recording Secretary may be filled by one or two members.), the Membership Director, and the Social Media Liaison.
- b. Officers of the Chapter shall be elected at-large from the membership of the Chapter and shall serve on the Board for a term of one (1) year. Elections will take place annually at or around the August meeting and may occur in person or virtually.
- c. Upon the death or resignation of any officer, the Executive Committee shall select someone to fill the unexpired term.
- d. Officers shall be members in good standing of APT, TxAPT, and the Sam Houston Chapter.
- e. Officers shall be residents of the state of Texas.

Section 2. Duties of the Officers and Membership Director

- a. The President shall preside all the general meetings of the Chapter and shall be the chairperson of and preside at meetings of the Board of Directors. The President, subject to confirmation by the Board of Directors, shall appoint the chairperson of all committees, except otherwise specified in these Bylaws, and shall be an Ex-Officio member without vote of all committees. The President will appoint a parliamentarian as deemed necessary. The President will coordinate old/new board members to meet after election before annual celebration. The President is also responsible for annual review of bylaws and providing chapter reports to the Regional Director. The President also maintains P. O. Box with Treasurer, and is a banking cosigner on the chapter bank account with Treasurer and optionally a third Board member if needed. A minimum of two members of the Board of Directors will be listed as banking cosigners at all times.
- b. The President-Elect shall become President of the Chapter after one year or upon the death or resignation of the President. In the case of the latter, the President-Elect shall serve for the unexpired term of the President as well as the following year. The President-Elect shall preside in the absence of the President.
- c. The Past-President shall chair the Nominations and Election Committee, serve as Parliamentarian and Historian. The Past-President is responsible for obtaining and distributing the most current TxAPT Governance Manual to the Board of Directors.
- d. The duties of the Treasurer shall be to:
 - 1. Maintain adequate and correct books and accounts of the Chapter.
 - 2. Prepare and keep financial reports utilizing cloud storage as required by the Board of Directors.
 - 3. Listed as banking cosigner on the chapter bank account with President and optionally a third Board member if needed. A minimum of two members of the Board of Directors will be listed as banking cosigners at all times.
 - 4. Deposit, disburse and reimburse funds in the name and to the credit of the Chapter.
 - 5. Be bonded as may be required by the Board of Directors. (Provide how to become bonded and cost in cloud storage.)
 - 6. Prepare a financial report for each board meeting and end of year report.
 - 7. Maintain P.O. Box with President, non-profit status and IRS documents.
 - 8. Coordinate outside audit as necessary.
 - 9. Ensure that taxes are filed each year.
- e. The duties of the Secretary shall be to:
 - 1. Monitor Chapter emails and notify membership of upcoming events through email.
 - 2. Keep a record of minutes of all meetings, proceedings, and actions of the Board of Directors.

3. Maintain and upload organization's archives utilizing Cloud storage (for 5 years) including the activities of the Chapter, board meeting minutes, the Bylaws and Governance Manual, all tally sheets from nominations and elections (for 1 year), records of attendance for CEs, etc.
 4. Provide CE Certificates, Program Evaluation Forms, and Post-Tests (when needed) for attendance to general meetings, annual meetings, winter workshops and any consult groups or other Chapter events.
- f. The duties of the Membership Director shall be to:
1. Track and promote membership, as well as advocate for all Chapter members.
 2. Keep record of member attendance at Chapter events.
 3. Promote new membership for Chapter.
 4. Coordinate and keep submission deadlines to TxAPT and APT of SH-TxAPT events.
 5. Pursue SH-TxAPT application for Lone Star Award.
- g. The duties of the Social Media Liaison:
1. Maintain social media (blog, twitter, IG, Facebook events including pictures)
 2. Maintain website and email addresses
 3. Advertise to members and the general public about all meetings and Chapter events
 4. Communicate and coordinate with members and potential members on social media platforms.

ARTICLE V

BOARD OF DIRECTORS

Section 1. The Chapter 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 the Chapter (President, President-Elect, Past-President, Treasurer, Secretary (Corresponding Secretary and/or Recording Secretary), Membership Director, and Social Media Liaison.
- b. All Board members shall be elected by membership and serve a minimum term of one (1) year for Treasurer, Secretary (Corresponding Secretary and/or Recording Secretary), Membership Director, and Social Media Liaison, and three (3) years for the Presidency term.
- c. Board membership shall begin on the day after the election.
- d. During times of limited board nominees, board members may choose to maintain their positions for multiple years, as long as they are in good standing and have carried out their responsibilities without grievance. Board members choosing to maintain their positions must still be elected to their positions in the general election.
- e. The officers of the Chapter shall form an Executive Committee which shall meet as needed (see minimum meeting requirements above).
- f. Upon the death or resignation of one of the Board Members from the membership, the Executive Committee shall select someone to fill the unexpired term.
- g. All members of the Board of Directors shall be members of APT, TxAPT, and SH-TxAPT in good standing, and shall be residents of the state of Texas.
- h. All members of the Board of Directors shall adhere to the Code of Conduct set forth in the APT Governance Manual.

Section 3. Powers and Duties of the Board of Directors.

The powers and duties shall be:

- a. To formulate Chapter policies and recommend such policies to the membership.
- b. To conduct the business of the Chapter and make recommendations to the membership.
- c. Board of Directors are not held personally liable for the actions of other Board members.

Section 4. Meetings of the Board of Directors.

- a. The Board of Directors shall meet prior to or same day as General Meetings of the Chapter. Other meetings may be called as necessary by the President or two members of the Board with at least seven (7) day 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 the Chapter shall preside at meetings of the Board of Directors and the President-Elect shall preside in the absence of the President.

ARTICLE VI COMMITTEES

Section 1. Appointment of Committees.

The President, subject to confirmation by the Board of Directors, shall name such standing and special committees as may be needed to conduct the activities of the Chapter and appoint their respective chairpersons.

ARTICLE VII 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 the Past-President of the Chapter as chairperson and two other members of the Board appointed by chairperson, subject to full Board approval.
- b. No member of the Nomination and Election committee may serve for two (2) consecutive years.

Section 2. The voting membership of the Chapter shall be composed of Professional and Student Members.

Section 3. The Nominations and Election Committee shall conduct the election of officers and Board Members by majority vote at the August meeting. Elections may occur in-person or virtually.

Section 4. Nomination Candidates

- a. All nominated candidates for officers and board members of the Chapter must be members of APT, TxAPT, and SH-TxAPT in good standing, and must be residents of Texas.

Section 5. Procedure.

The Nominations and Election Committee shall use the following guidelines in nominating and electing procedures.

- a. A slate of officers shall be presented to the voting membership at the August meeting.
- b. Nominations will be accepted from the membership at the August meeting if the nominee is willing to accept the position. If the meeting is unable to be held in person, nominations will be collected electronically and election will be held virtually.

- c. The candidate receiving the higher number of votes for each office shall be elected. The candidates shall be informed as to their election status.
- d. All election tally material, virtual and/or paper, shall be sealed and filed with the Secretary (Recording Secretary if there are two Secretary positions). Such materials are to be held secure for one year.

ARTICLE VIII FINANCES

Section 1. Dues.

Annual Chapter dues for membership shall be recommended by the Board of Directors, approved by the membership, and collected by the Treasurer.

Section 2. Budget.

The Treasurer and Finance Committee shall prepare and present a budget, including Professional and Student dues, available to the membership upon request for adoption at a General Meeting of the Chapter by the August Meeting.

Section 3. Authorization of Expenditures.

The Treasurer shall deposit and disburse funds in the name and to the credit of the Chapter. The Treasurer will coordinate banking cosigners from elected Officers.

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 by the Treasurer at the final board meeting of the Chapter.

ARTICLE IX PARLIAMENTARY AUTHORITY

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

ARTICLE X AMENDMENTS

Section 1. These Bylaws may be amended at a General Meeting by the Chapter by two-thirds (2/3) affirmative vote of members present and voting.

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 two-thirds (2/3) of members in good standing.
- b. After approval by the Board of Directors of the Sam Houston Chapter, all such proposed amendments must be approved by the Board of Directors of TxAPT at least thirty (30) days prior to the presentation of the amendments to the membership.

- c. All proposed amendments must be approved by the Board of Directors of APT and the Board of Directors of TxAPT.
- d. Chapter members in good standing shall have the opportunity to review an electronic copy of the proposed amendments thirty (30) days prior to the General Meeting of the Chapter.

ARTICLE XI

COMPLAINT PROCESS

As a Board of Directors, we strive to promote play therapy in our area ethically and to follow all standards set by both the Texas Association for Play Therapy and the Association for Play Therapy. To file a complaint about our chapter, you may contact our Past President via link on our website www.sh-tapt.org. As a non-voting member of the board, the Past President will maintain your confidentiality as the complaint is investigated. If you feel your complaint is not handled appropriately or the complaint is related to our local Past President, you may contact the East Regional Director of the Texas Association of Play Therapy via the link on our website.

ARTICLE XII

EFFECTIVE DATE

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

- a. These Bylaws were adopted on 8/5/17
- b. These Bylaws were amended in 4/17
- c. These Bylaws were amended in 7/2020
- d. These Bylaws were amended in 9/2021