

Operations Manual

Alabama Association for Play Therapy

Adopted, May 2004

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I. PURPOSE AND OBJECTIVES

The purpose of the Association shall be to advance the psychosocial development and mental health of the citizens of Alabama through play and play therapy. We shall achieve this purpose through the following objectives.

- a. To promote the understanding and valuing of play and play therapy.
- b. To encourage the effective practice of play therapy through training, research, and support.
- c. To recognize, incorporate and preserve diversity in play therapy.
- d. To develop and maintain a strong professional organization to accomplish these objectives.

II. PLANNING PROCESS

A. Long-Range Plan – The Association shall maintain an integrated planning process based upon three to five years. This plan reflects the future of play therapy, the priorities of the Association, is implemented in the budget on an annual basis, and is communicated with the membership

III. MEMBERSHIP

A. Categories of Membership

1. Membership shall be of four (4) – Professional Individual and Affiliate Individual -- as defined in Article II of the Bylaws.
 - a. ***Professional member***: A mental health or education professional who may be a member of both the Association and the national Association for Play Therapy.
 - b. ***Affiliate member***: A student, parent, or other lay individual who may be a member of the Association and the national Association for Play Therapy.
 - c. ***Honorary members***: A person appointed at the discretion of the Board.
 - d. ***Lifetime members***: Persons who may be appointed at the discretion of the Board of Directors. They will be exempt from paying dues to the state organization.
2. Professional members shall have the right to vote in all association elections.

3. All Officers and members of the Board of Directors shall be Professional members of the Association. All Nominations and Election Committee Members shall be Professional members of the Association.
4. The Alabama Association for Play Therapy, Inc. (AAPT) is the state branch of the Association for Play Therapy, Inc. (APT) with the organizations having dual membership.

B. Membership Applications

1. Formal applications for membership shall be completed and returned with the payment of dues to the APT national office. An applicant will become a member upon receipt and processing of the payment of dues and completion of the membership application by the Association for Play Therapy.

C. Dues

1. Dues shall be established for each membership category by recommendation of the Board of Directors and approved by the membership.
2. Dues shall be billed and collected by the Association of Play Therapy with the AAPT dues sent directly to the AAPT President, who will forward the dues to the Treasurer, who will deposit dues in the name of the Alabama Association for Play Therapy.
3. The individual membership year coincides with the date of processing by the Association for Play Therapy.
4. The AAPT Treasurer shall send at least one renewal notice to each member who has not renewed his or her membership two (2) months after his or her renewal date as determined by the APT. Additional renewal notices may be sent at the discretion of the Treasurer or Membership Committee.
5. The Treasurer will prepare and mail dues notices and receive dues payments for out of state members joining the AAPT in addition to their state branch. that will be forwarded to the AAPT Treasurer for deposit.

D. Membership Database

1. The Treasurer will be responsible for keeping the database current and updated.
2. The database will contain pertinent information relevant to membership status and participation within the association as recommended by the Membership Committee and Board of Directors.
3. Members will be able to provide new information at any time there is a change. A routine update will be completed yearly at the time of membership renewal.

4. Address label information of current members may be exchanged with other professional mental health organizations as approved by the Board of Directors.
- E. Procedures When a Board Member or Committee Member Has Lapsed Membership
1. When the treasurer first becomes aware of a lapsed membership, the treasurer will contact the person informally (by email, by phone or handwritten note) inquiring if there has been a problem with receiving the renewal notice. The Treasurer will remind the person that membership is a requirement for their position.
 2. If the lapsed member is a AAPT committee member, the treasurer will notify the lapsed member's committee chair prior to contacting the person. The committee chair has the option of contacting the person initially in place of the Treasurer.
 3. If notification of membership renewal is not received from APT by the end of the second month of lapsed membership, and if there were no other problems with receiving the original renewal notice from APT, a reminder letter will be sent –just as is the procedure for all lapsed members. However, a statement will be added to the reminder letter stating that it will be necessary for the person to renew their membership before the end of the month in order for them to continue in their position on the Board or Committee. (Because the Treasurer is usually not notified of the previous month's renewals until the middle of the next month, a contact by phone or email to the APT membership secretary may be necessary so that the letter can be mailed in timely fashion.)
 4. For Committee Members: If the membership is not renewed by the end of the third month, then the **secretary Treasurer** will send a letter informing the person that they are no longer a member of the committee because they have not met the membership requirements for their position. **The letter will be cosigned by the President and a copy sent to the Committee Chairperson.**
 5. For Board Members: When the Treasurer first becomes aware of the Board member's lapsed membership the **Secretary Treasurer** will contact the member to try to discern the particular situation. If the **secretary Treasurer** is not assured that the membership issue has been or will be resolved by the end of the month, the **secretary Treasurer** will then contact the other Board members by phone or email so that the Board can decide an appropriate response. The **Secretary Treasurer** will let the member know that the **secretary Treasurer** is contacting the other Board members. The expectation is that membership will be continuous without lapses for Board members.

IV. ADMINISTRATIVE STRUCTURE

- A. Officers – The officers of the Association shall be the President, President-Elect, Immediate Past-President, Secretary, and Treasurer. The officers of the Association shall be known as the Executive Committee.
1. President – The term of this office is two (2) years beginning at the June 1 of the calendar year following election at the Spring Annual Membership Meeting. The duties of the President include the following:
 - a. The President is a voting member of the Executive Committee and the Board of Directors. (The Board of Directors shall be the current elected officers and directors).
 - b. The President serves as the Chairperson of the Executive Committee and the Board of Directors.
 - c. The President presides as chairperson at all meetings of the Association including the Executive Committee, Board of Directors, and general meetings.
 - d. The President is responsible for determining and preparing the agenda for meetings.
 - 1) The President will ensure that Executive Committee and Board of Directors receive a copy of the agenda seven (7) days prior to meetings.
 - 2) The President may send out a partially completed agenda to the Board of Directors for items to be added at least forty-eight (48) hours ahead of the seven (7) day deadline with a deadline for return of the requested additions within twenty-four (24) hours.
 - e. The President appoints the chairs of the standing committees, ad hoc committees, task forces, liaisons, or any other appointments as necessary to carry out the business of the Association. All appointments shall be subject to the approval of the Board of Directors. The President will notify in writing all such appointments or will delegate the written notification.
 - f. The President serves as an ex-officio member of all committees.
 - g. The President serves as a member of the Finance Committee.
 - h. The President serves as chair of the Gold Branch Committee
 - i. The President shall submit annual reports of the Association's activities to the Board of Directors at least two (2) weeks in

advance of the Annual Meetings and to the membership at the Annual Meeting.

- j. The President, with the advice of the Executive Committee, serves as the major spokesperson regarding the Association and AAPT positions or delegates the role to another AAPT member, officer, or director.
 - k. The President, with the advice of the Executive Committee, authorizes official communications necessary with other organizations, agencies, or persons.
 - l. The President serves as liaison with the Association for Play Therapy.
 - m. The President signs any contracts or other instruments that the Board of Directors has approved to be executed.
 - n. The President performs duties incident to this office and other duties as determined by the Board of Directors.
 - o. The President will review the newsletter and any brochures prior to publication.
2. President-Elect – The term of this office is two (2) years beginning June 1 after election at the Spring Annual Meeting.
- a. The President-Elect is a voting member of the Executive Committee and the Board of Directors.
 - b. The President-Elect shall become President of the Association after one two (2) years or upon the death or resignation of the President. In the case of the latter the President-Elect shall serve the unexpired term of the President as well as the following two (2) years.
 - c. The President-Elect shall serve as chairperson and preside in the absence of, or at the request of the President at meetings of the Executive Committee or Board of Directors or other meetings of the Association.
 - d. The President-Elect serves as the chair of the Nominations and Elections Committee.
 - e. The President-Elect serves as Chair for Program Committee.
 - f. Following the first Board Meeting of the Fiscal Year (April 1 of current year -March 31 of following year), the President-Elect will send a letter to the membership outlining the goals accomplished over the previous year and summarizing the goals for the coming Fiscal Year. At the same time, the President-Elect will include a questionnaire to survey the membership regarding branch programs, membership benefits as well as inviting feedback and comments about the professional needs of the members.

- g. The President-Elect serves as an ex-officio member of all committees of the Association.
- h. The President-Elect consults regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.
- i. The President-Elect assists the President in carrying out the organizational activities of AAPT and performs other duties incident to the office or as determined by the President or Executive Committee.

3. Immediate Past President

The term of this office is two (2) years beginning at the close of the Annual Meeting.

- a. The Immediate Past-President is a voting member of the Executive Committee and Board of Directors.
- b. In the absence of the President and President-Elect the Immediate Past-President serves as chairperson and presides at meetings of the Executive Committee, Board of Directors or other meetings of the Association.
- c. The Immediate Past-President shall serve as parliamentarian as necessary upon the request of the President.
- d. The Immediate Past-President shall serve as chair of the Awards Committee and the Nominations and Elections Committee.
- e. The Immediate Past-president shall serve as Chair of the Networking Committee.
- f. The Immediate Past-President approves expenditure requests from the Networking Groups, prepares the annual budget for local networking groups, and provides a start-up packet to local networking groups (including guidelines for reimbursable expenditures).
- g. The Immediate Past-President shall assist the President, as assigned, in the supervision of committee activities and works closely with committees and other activities, which involve the continuation of goals or completion of projects from the previous year.
- h. The Immediate Past-President serves as a resource and advisor to other officers, the Executive Committee, the Board of Directors, and committee chairs.
- i. The Immediate Past-President consults with the President regarding organizational activities to help ensure continuity and smooth transition between terms of office.

- j. The Immediate Past-President performs duties incident to the office and other duties as determined by the President or Executive Committee.

4. Secretary – The term of this office is for two (2) years beginning at the close of the Spring Annual Meeting at which the election is announced.

- a. The Secretary is a voting member of the Executive Committee and the Board of Directors.
- b. The Secretary is responsible for accurately recording the events and information at official association meetings, maintaining official records, and writing official correspondence. These documents are a permanent record of the association and shall include the time and place, type of meeting, names of persons in attendance, and a copy of the notice for the meeting and will be transferred to each succeeding Secretary. Other responsibilities include distributing minutes of meetings to each board member, taking attendance at meetings, and keeping copies of all materials distributed at meetings.
- c. The Secretary is responsible for notifying members in writing of all meetings.
- d. The Secretary maintains a sealed file of all election ballots.
- e. The Secretary maintains the historical records of the activities of the Association.
- f. The Secretary maintains a file of minutes from committee meetings as submitted by the committee chair.
- g. The Secretary serves as the chair of the Publications committee.
- h. The Secretary sends a letter of greeting, Bylaws and most recent newsletter to each new member. (This will move to the Membership Committee.)
- i. The Secretary maintains an expanded mailing list, which includes other interested professionals in addition to AAPT members. The Secretary prints mailing labels from the expanded list and provides them to the Newsletter Committee prior to the mailing of each newsletter.
- j. The Secretary performs duties incident to this office and other duties as determined by the President or Executive Committee.

5. Treasurer – The term of this office is for two (2) years beginning at the close of the Annual Meeting at which the election is announced

- a. The Treasurer is a voting member of the Executive Committee and the Board of Directors.

- b. The Treasurer assumes charge, management and custody of, and is responsible for, all funds and securities of the association within the policies determined by the Board of Directors.
- c. The Treasurer receives and gives receipts for moneys due and payable to the association.
- d. The Treasurer receives the monthly listing of renewing and new members as well as a copy of APT's check forwarding membership payment. The Treasurer sends a follow-up renewal notice to any member who is two (2) months late in renewing membership.
- e. The Treasurer will prepare and mail dues notices and receive dues payments for out of state members joining the AAPT in addition to their state branch that will be forwarded to the AAPT Treasurer for deposit.
- f. The Treasurer maintains a record of all members including name, address, and class of membership. An updated membership list is distributed at each meeting of the Board of Directors.
- g. The Treasurer provides a financial statement to the Board of Directors on the financial standing of the association at each meeting.
- h. The Treasurer provides makes available a copy of all bank statements to the President for all association accounts on a monthly basis or as requested. President and Pres. Elect have passwords to access bank accounts.
- i. The Treasurer ensures that all government financial reports are submitted on a timely basis.
- j. The Treasurer facilitates and oversees audits. financial reviews.
- k. The Treasurer maintains records of all assets of the association including equipment and location thereof.
- l. The Treasurer issues checks for reimbursements upon receipt of a completed Expense Reimbursement Request Form according to established fiscal policies and procedures.
- m. The Treasurer receives and maintains a record of all membership dues forwarded by the President and the Association for Play Therapy and collects income from special assessments and/or other sources.
- n. The Treasurer serves as the chair of the Finance Committee and, with its assistance is responsible for development and recommendation of the annual budget to the Board of Directors and general membership for approval.
- o. The Treasurer performs duties incident to this office and other duties as determined by the President or Executive Committee.

6. Executive Director

- a. The Executive Director is not an elected officer, but shall expedite the programs and policies approved by the Board.
- b. The Executive Director shall supervise any office employees or contractors employed by the Association and shall ensure that meeting proceedings are recorded and maintained, and shall generally manage its business affairs in cooperation with the officers.
- c. The Executive Director shall chair the Membership Committee.
- d. The Executive Director or a Board designee will be responsible for maintaining the continuing education credit reports, which includes the interim report, attendance rosters for CEU credit, certificates, and publicity for each conference or CEU granting activity.
- e. The Executive Director President or appointee retains documents related to the organization, i.e. Provider certificate and Branch charter certificate. Copy to be maintained by Historian.

B. Executive Committee – Officers of the association shall be known as the Executive Committee. The Executive Committee is responsible for the continuing affairs of the association that shall include, but not be limited to, fiscal advisory and short-range and long-range planning for the association. In the event that the Board of Directors cannot meet the Executive Committee shall render interim decisions subject to the approval of the Board of Directors at the next meeting.

1. The Executive Committee shall meet a minimum of twice (2 times) yearly.
2. Upon the death or resignation of one of the Board of Directors, with the exception of President, the Executive Committee shall select someone to fill the unexpired term.

C. Board of Directors- The Board of Directors shall be comprised of not more than nine (9) directors who shall, except for the Executive Director, be Professional Members of the Association in good standing and serve as follows:

1. Voting members of the Board of Directors shall be the current elected officers and directors.
2. The Board of Directors shall formulate AAPT policies and recommend such policies to the membership.

3. While the basic responsibility for the functioning of the association rests with the total membership, the Board of Directors shall exercise general management of the affairs of the association. All officers, directors, and committee chairpersons are immediately responsible to the Board of Directors. The Board of Directors shall have the power to make contracts and agreements on behalf of the association as is deemed necessary for the successful execution of the purposes and operations of the association.
4. Each member of the Board of Directors shall have one vote. A majority of the voting members of the Board of Directors shall constitute a quorum.
5. The Board of Directors shall report alleged unethical behavior, when brought to its attention, to the appropriate State Board of Licensure/Certification and the Association for Play Therapy, Inc.

D. Directors

1. Three (3) directors shall be elected from the at-large membership.
2. Directors from the at-large membership shall be elected at the same time as the officers with **half one** being elected each year.
3. The term of office for each director shall be for **two (2) three (3)** years and shall begin **January June** 1 of the calendar year **following of** their election at lowing the Spring Annual Meeting.
4. Upon the death or resignation of any Director, a successor shall be appointed by the Board.
5. All Directors of the Board shall be members in good standing of the Association and of APT.
6. Directors-at-Large shall serve in one of three capacities:
 - a. Chair of the By-Laws and Ethics Committee
 - b. Chair of Public Relations
 - c. Chair of Regional Workshops

E. Committees of the Association

1. The Standing Committees of the association shall be Awards, Bylaws and Ethics, Conference, Finance, Gold Branch, Membership, Networking, Nominations and Elections, Publications, Public Relations and Regional Workshops.
2. The Board of Directors may create ad Hoc Committees when a specific purpose or single issue requires continuing action and/or ongoing commitment by the association. An Ad Hoc Committee may not be created for more than two years.

3. With the exception of the Finance Committee and Bylaws and Ethics Committee, each standing committee needs to meet at least one time within the Fiscal Year. The committee chair must obtain permission, from the President, if a committee is not going to meet at least one time within the Fiscal Year.
4. All Committee Chairs will be included in the fall Board meeting each year.

V. STRUCTURE

A. Standing Committees – Standing Committees are not specified by the Bylaws. All committee chairpersons who are not Board members are welcome to participate in Board meetings but may not vote. The composition, purpose, and function of the Standing Committees are described herein:

1. Awards Committee **Secretary has done this in past. Do we want to continue?**
 - a. Composition: The Awards Committee will consist of the Immediate Past President and members selected by the chairperson.
 - b. Purpose:
 1. The Awards Committee is to secure nominations and selection of grant recipients for the Karla Carmichael Association for Play Therapy Grant (See Appendix A)
 2. The Awards Committee is to select scholarship recipients for the Alabama Association for Play Therapy Conference Scholarship (Appendix B).
 3. **The Awards Committee is to secure nominations and selection of grant recipients for the Research Grant.**
 - c. Function: The Awards Committee will accept applications or nominations, develop criteria, make recommendations for recipients of awards and recommend additional or special awards to the Board.
4. Bylaws and Ethics Committee
 - a. Composition – The Bylaws and Ethics Committee shall consist of a chairperson appointed by the President and members selected by the chairperson. Membership is open to all interested members of the association.
 - b. Purpose

- 1) To review the Bylaws every five (5) years and ensure association procedures are in compliance with the Bylaws.
- 2) To process any proposed Bylaw changes.
- 3) To field any ethical questions from members.

c. Function

- 1) Write proposed Bylaw changes submitted by the Board of Directors. Any Bylaw changes to be considered at the annual meeting must be submitted to the Bylaws and Ethics Committee sixty (60) days prior to the Annual Meeting. The committee shall mail the proposed change(s) to the membership thirty (30) days prior to the Annual Meeting. Any suggested amendments to the proposed Bylaw changes may be submitted any time prior to the Annual Meeting. The committee shall provide copies of proposed Bylaw change(s) to the members at the Annual Meeting.
- 2) The committee shall determine the appropriate handling of any possible ethical violations.

3. Conference Committee

a. Composition – The committee shall consist of the Chairperson (President-Elect) and members selected by the Chairperson.

b. Purpose

- 1) To increase the availability of play therapy professional development opportunities within the State of Alabama (two annual play therapy conferences).
- 2) To increase the opportunities for formal and informal professional interactions.

c. Function -

- 1) To recommend a conference site and keynote speaker to the Board of Directors for approval.
- 2) To provide the Board of Directors with an annual conference budget.
- 3) To determine and arrange the program for the annual conference.
- 4) To arrange for the documentation of the Continuing Education Units (CEU's) for conference participants.
- 5) To provide the Board of Directors with the conference program evaluations, needs assessment summary and listing of conference volunteers.
- 6) To solicit and make arrangements for exhibitors.
- 7) To maintain a Conference Manual (including

conference correspondence, projected and actual budget, required CEU information, and evaluations and needs assessment summaries.

4. Finance Committee

- a. Composition – The Treasurer, President, President-Elect, Executive Director and two At-Large Directors shall serve as the Finance Committee with Treasurer serving as chairperson.
- b. Purpose
 - 1) The Finance Committee will make recommendations in regards to the annual budget, association investments, and fiscal management to the Board of Directors.
- c. Function
 - 1) To solicit and review projected fiscal needs of the association through the officers and standing committees considering the short-term and long-term goals of AAPT.
 - 2) To review and make recommendations relative to corporate investments considering the short-term and long-term goals of AAPT.
 - 3) To review and make recommendations relative to sound fiscal management of AAPT.

5. Gold Branch Committee

- a. Composition – The committee shall consist of the Chairperson (AAPT President) and members selected by the chairperson. Membership is open to all interested members of the association.
- b. Purpose- establish and maintain Gold Branch Status.
- c. Function
 - 1) Secure documentation for application of Gold Branch Membership.
 - 2) Monitor the organization for activities leading to Gold Branch status.

6. Membership Committee

- a. Composition – The committee shall consist of the Chairperson (Executive Director) and members selected by the chairperson. Membership is open to all interested members of the association. .
- b. Purpose
 - 1) To increase membership.

- 2) To provide updated information on members to the Board of Directors and the membership.
- 3) To provide information regarding AAPT and APT to potential members.
- 4) To create and distribute electronic newsletter.

c. Function

- 1) To update membership data in a timely manner when received from APT.
- 2) To maintain a separate file of AAPT/APT members which is in most respects a duplicate of APT's file of Alabama's members.
- 3) To send articles pertaining to the Membership Committee to the Newsletter Chairperson to be included in the AAPT newsletter.
- 4) To make AAPT/APT membership applications available at related functions (workshops, conferences, etc.).
- 5) To send a letter of greeting, Bylaws, committee response card (indicating willingness to serve on a specific committee) and most recent newsletter to each new member.
- 6) To engage in activities to actively recruit membership.

7. Networking Committee **Should this be combined with Continuing Education Committee?**

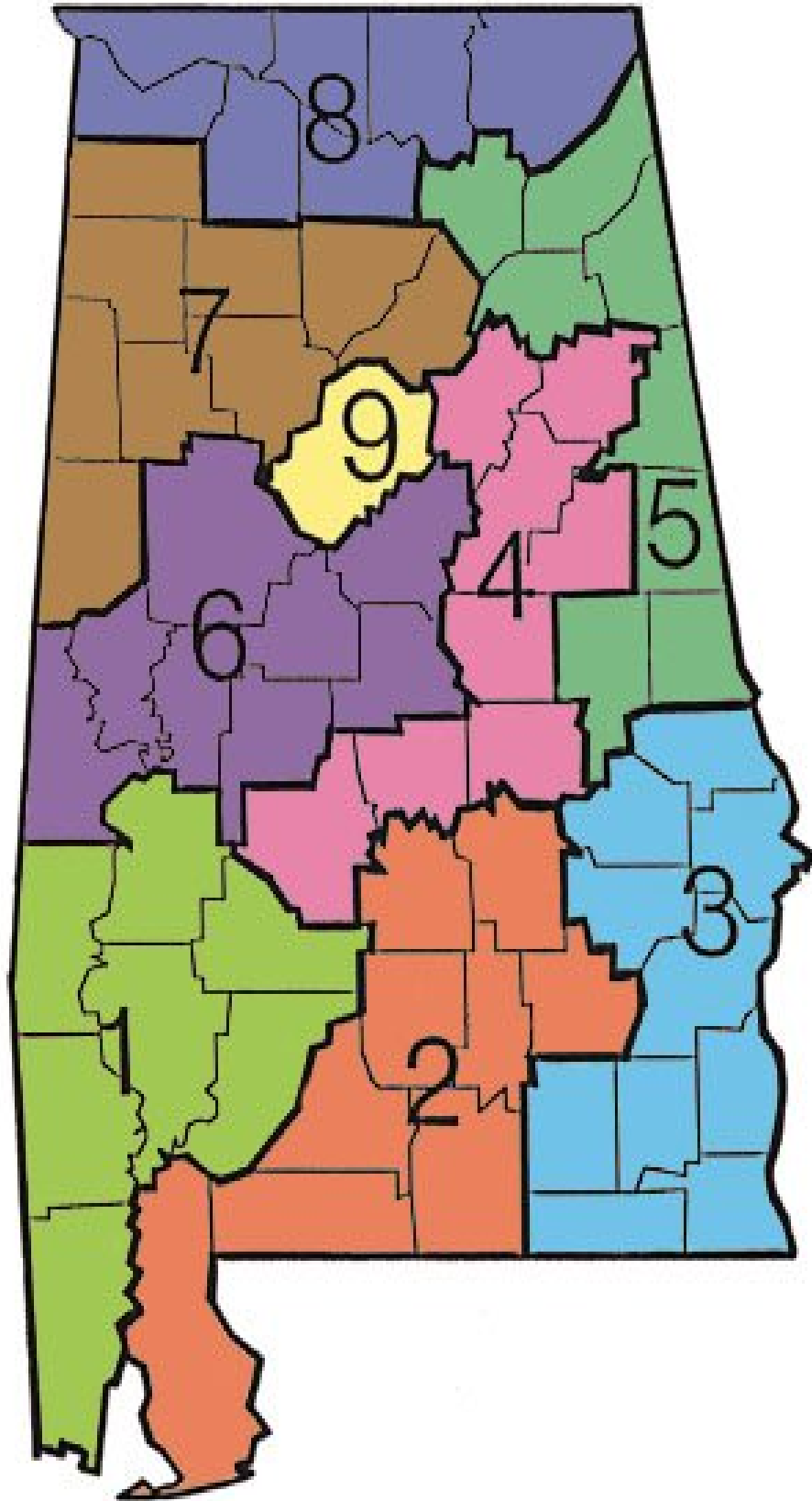
a. Composition – The Committee is open to all interested members. **The Immediate Past President shall serve as Chair.** The Chair shall be appointed by the President. The Secretary shall serve as a member of the Committee. Efforts will be made to encourage representation of members from all 9 networking regions (see District Map, Fig. 1)

b. Purpose – To promote the initiating of new regional networking groups and to support already functioning groups. The goal would be to have one or more functioning groups in each of the networking regions.

c. Function –

- 1) To assist individual members to connect with others in same county or nearby counties who also wish to be part of a networking group.
- 2) To identify members and non-members at the conference who wish to be part of a networking group.
- 3) To identify members who are willing to take a regional leadership role in forming networking groups.⁴

- 4) To provide a networking presence at the Annual Conference.
 - 5) To develop a simple working description of a networking group.
 - 6) To encourage sharing of networking group experiences among facilitators of functioning groups. This could take place at the Annual Conference.
 - 7) To **develop and administer** [coordinate with webmaster](#) a webpage to provide networking opportunities to the state membership and other APT members.
- d. [To maintain CEU documentation as well as maintain current application for APT and NBCC Provider Status. APA, Social Work??](#)



8. Nominations and Elections Committee

- a. Composition – The committee shall consist of the Chairperson (President-Elect) (Immediate Past-President) and not less than five (5) members elected in alternate years for two (2) year terms. No member may be a candidate for office while serving on the Nominations and Election Committee.
- b. Purpose – To ensure the continuation of AAPT by replacing elected officers, elected Executive Board members and elected Nominations and Election Committee members.
- c. Function
 - 1) To be responsible for nominations and voting conducted by mail ballot.
 - 2) To count the ballots returned from the members.
 - 3) To present to the President the results of the election. To announce the results to the membership at the annual conference. To publish the results in the newsletter following the conference.
 - 4) To solicit nominees for the open positions

9. Publications Committee

- a. Composition – The committee is open to all interested members. The committee shall consist of the Newsletter Chairperson (AAPT Secretary) who shall also serve as Newsletter Coordinator.
- b. Purpose
 - 1) To inform membership about local and national events, opportunities, accomplishments and trainings regarding play therapy that may be of interest to the AAPT membership.
 - 2) To educate members about the mission of AAPT and promote the sharing of intervention strategies in the practice of play therapy.
- c. Function
 - 1) To solicit, write, edit and publish a statewide newsletter a minimum of three times per year, October 15, January 15 and May 15. Submission deadlines are September 15, December 15 and April 15 respectively.
 - 2) To assure the AAPT disclaimer is included in each edition of the Newsletter.
 - 3) To assure releases are obtained for copyrighted material published in the newsletter.

- 4) To prepare an annual budget for the publishing of the three annual newsletters.
- 5) To submit a copy of the newsletter to the President of AAPT in a timely manner (as negotiated by President and Newsletter Coordinator). The President will review and edit the newsletter prior to publication of each edition of the newsletter.

10. Public Relations

- a. Composition – One Director at Large will serve as the chairperson with members selected by the chairperson.
- b. Purpose –
 - 1) To expand the mission of AAPT to lay and professional persons not familiar with play therapy.
 - 2) To promote a sense of identity among the membership.
- c. Function
 - 1) To select and provide promotional materials at conferences and workshops.
 - 2) To develop a publicity campaign to further promote the mission of the organization.

11. Regional Workshops

- a. Composition –One Director at Large will serve as the chairperson with members selected by the chairperson. Membership on the Regional Workshop is open to all interested members of the association. .
- b. Purpose – To plan and coordinate the regional workshops and act as a liaison of networking groups in their local areas.
- c. Function
 - i) To plan and coordinate regional workshops
 - ii) To facilitate and coordinate local networking opportunities.
 - iii) To maintain the regional workshop notebook and networking notebook.
 - iv) To assist the Program Chairperson with the annual budget requests.
 - v) Develop and maintain a directory of speakers in various regions to present on play therapy for agencies interested in training.

VI. FISCAL STRUCTURE

A. Finance

1. Authority

- a. The authority of Officers, Chairpersons, and Directors to arrange financial commitment in the name of AAPT shall be restricted to the activity of their offices and to the approved budget of the officer, committee, or individually named activity.
- b. Only the Board of Directors, by majority vote, may authorize the commitment of funds for legal services.
- c. The Treasurer, **President and Pres. Elect??** shall be designated as signatories on the money accounts held by the association.
- d. Signature cards for all association accounts will be in place by the end of the month of **April July**.
- e. All income and expenditures of AAPT shall flow through the Treasurer.
- f. **The President shall receive a copy of monthly statements from those institutions where the association money accounts are maintained.**

2. General Procedures

a. Request for Reimbursement

- 1) Expense Reimbursement Request forms are available from the Treasurer (See Appendix C).
- 2) Each Expense Reimbursement Request form should contain an explanation for each expenditure and indicate the budget category under which it would fall.
- 3) Local networking groups must have prior approval from the Program Committee Chairperson **(Immediate Past-President)** for anticipated and/or expected expenditures prior to any purchases. Requests for reimbursement for local networking groups need to be submitted and signed by the Program Committee Chairperson **(Immediate Past-President)** prior to submission to the Treasurer for actual reimbursement.
- 4) All committee expenditures must be approved and signed by the committee chairperson.
- 5) Requests for reimbursement will be honored only if accompanied by original receipts with the exception of telephone bills that may be copied.

- b. Reimbursement for Alabama Annual Play Therapy Conferences.

- 1) Conference chairperson(s) and Executive Board?? pay no registration fee.
 - 2) If a dinner(s) is held at the AAPT Annual Conference for the conference speakers AAPT will pay for the dinner(s) for elected Board members and Executive Director.
- c. Reimbursement for Attendance at Board Meetings and other AAPT business.
- 1) Elected Board Members and Committee Chairpersons will be reimbursed mileage for attendance at Board Meetings and other AAPT business at the current IRS (Internal Revenue Service) GSA amount rate.
 - 2) Elected Board Members and Committee Chairpersons will be reimbursed \$5.00 for meal expenses for meetings of four or less hours and \$10.00 for meal expenses for meetings longer than four hours.
 - 3) Elected Board Members who travel more than 300 25 miles roundtrip to Board meetings will be reimbursed up to \$75.00 for one (1) night's lodging.
- d. Reimbursement for an AAPT representative to attend the annual APT (Association for Play Therapy) Conference. AAPT will pay the travel, hotel and meal expenses for one AAPT representative President and Pres. Elect to attend the annual APT Conference based on current GSA rate.
- e. Contracts
- All contracts related to the business of the association must be co-signed by the President and the Treasurer President or President Elect with the Treasurer's approval.

B. Budget

1. General Procedures

- a. The following guidelines shall assist in the preparation of the annual budget:
 - 1) Budget requests shall be submitted in writing to the Treasurer no later than December 31. Each committee chair will submit budget requests in writing to the Treasurer no later than February 1.
 - 2) The Treasurer working in conjunction with the Finance Committee shall prepare a proposed budget for approval by the Board of Directors prior to presentation to the general membership at the annual meeting.
 - 3) Once approved, each committee and/or individual may spend up to the line item within his or her authority.

2. Budget Approval

- a. The Board of Directors shall present an approved budget to the membership for adoption at each annual meeting of the AAPT for the upcoming fiscal year (March 1 – February 29). **Fiscal year follows that of APT. March 15 is the deadline to file corporate income tax information; therefore, all corporate business needs to be to the Treasurer in a timely manner for filing, if necessary.**
- b. In the event that an interim budget is necessary, it shall be approved by the Finance Committee and the Board of Directors and will remain in effect until the general membership has approved a final budget by majority vote.

VII. ELECTION PROCEDURES

A. Nominations

1. The Nominations and Elections Committee shall hold elections at the Spring Annual Conference Business meeting.
2. Nominations may be made by mail or fax and must be received thirty (30) days before the annual membership meeting.

B. Screening of Nominees

1. The Nominations and Elections Committee will review the nominations and validate eligibility as described in the Bylaws.
2. The Nominations and Elections Committee will also establish the willingness of each nominee to serve.

C. Voting Eligibility

1. All professional AAPT members will be permitted to vote.
2. The President's vote shall only be counted in the case of a tie. The President's ballot will be opened and counted in order to break the tie.

D. Procedures for Counting Mail Ballots

1. Ballots shall be distributed to all eligible voting members attending the annual Spring meeting.
2. Those individuals from the Nominations and Election committee counting the ballots will sign a statement validating the results of the balloting. The statement will be presented to the President as soon as possible.
3. After the ballots have been counted, the President shall be notified of the election outcome. All candidates for office shall be informed by telephone of the election status by the Nominations and Election Chairperson or his/her designee prior to installation. A letter will be sent prior to the annual meeting to each candidate confirming the election results.

4. A plurality of votes cast will constitute election to the office. If a tie exists, the President shall cast the deciding vote.
 5. Election results shall be announced at the annual meeting.
 6. The secretary of AAPT is responsible to keep filed and sealed election ballots.
- E. Procedures for Challenges to Elections by Mail Ballot
1. Written requests from a member for a recount of the ballots must be received by the President within 15 (fifteen) days after the election results are announced at the annual meeting.
 2. After the President has received the request for a recount, the Nominations and Election Chairperson shall be notified. Two members, different from those who previously counted the ballots, shall be appointed by the President to conduct the recount. Any members, who so request, including the individuals who have challenged the election results and/or the Nominations and Election Chairperson may be present when the recount is conducted.
- F. Procedures when no nominations are received for a Board position.
1. When a nomination is not received for a Board position during the annual election the duties of that office shall be delegated to other members of the Board until the next annual election.
- G. Procedures when fewer nominations are received than open positions on the Nominations and Election Committee.
1. If the number of total persons on the Nominations and Election Committee is five, the Nominations and Election Committee shall consist of five persons.
 2. If the number of total persons on the Nominations and Election Committee is less than five, the Board shall appoint the number of persons needed so that the total number of members of the Nomination and Election Committee is five.
- H. Procedures when only one nomination is received for each position in an annual election.
1. The individuals nominated to those positions are considered elected unanimously with no formal ballot election being necessary.
 2. The Nominations and Election Committee shall notify the membership in writing of the election results using the same timeline as is necessary if an election ballot were to be sent to each member.

VIII. MEETINGS

- A. The Executive Committee shall meet a minimum of two (2) times per fiscal year.

B. An annual membership meeting shall be held each fiscal year.

IX. POLICIES AND PROCEDURES

- A. The Bylaws is the primary document of the Alabama Association for Play Therapy.
1. The Bylaws shall be reviewed by the Bylaws and Ethics Committee every five (5) years.
 2. The Bylaws may be amended at the annual meeting of the association by a two-third (2/3) affirmative vote of members present and voting.
 3. If an amendment to the Bylaws is of an urgent nature a mailing to the association membership shall be initiated.
- B. The Operations Manual shall define the Policies and Procedures of the Alabama Association for Play Therapy.
1. The Board of Directors shall review the Operations Manual annually.
 2. Amendments to the Operations Manual shall be by a **majority vote two thirds (2/3)** of the Board of Directors.
 3. At no time shall there be an amendment to the Operations Manual, which is in conflict with the Bylaws.

BYLAWS

Alabama Association for Play Therapy, Inc. *an Alabama Business League 501 (C) (6)*

Article I- General

- A. *Name:* The name of this business league shall be the Alabama Association for Play Therapy, Inc. (AAPT, Inc.; hereafter referred to as the Association). AAPT, Inc. shall serve the territory of the state of Alabama.
- B. *Affiliation:* The Association is the state branch affiliated with and a chartered branch of the Association for Play Therapy, Inc. (APT) and shall conduct its affairs in compliance with the bylaws of that corporation. The Association is deemed to be a separate entity from APT for the purpose of making contracts, incurring liability, acquiring rights, and of suing or being sued in any state or federal court.
- C. *Purposes and Objectives:* The purpose of the Association shall be to advance the psychosocial development and mental health of the citizens of Alabama through play and play therapy. We shall achieve this purpose through the following objectives:
- a. To promote the understanding and valuing of play and play therapy.
 - b. To encourage the effective practice of play therapy through training, research, and support.
 - c. To recognize, incorporate and preserve diversity in play therapy.
 - d. To develop and maintain a strong professional organization to accomplish these objectives.
- D. *Status:* The Association is a nonprofit and nonpartisan Alabama business league that shall conduct all its affairs in conformance with local, state and federal laws that apply to an organization in accordance with section 501 (C) (6) of the Internal Revenue Service code and any related state statutes or regulations. The Association shall use its funds and other assets only to satisfy the purpose of the Association, and no part of such shall insure or be distributed to officers, directors, or other persons within or outside the Association for reasons other than the purpose of the Association.
- E. *Office:* The principal offices of the Association shall be located in Birmingham, Alabama.
Its directors (Board) may relocate its offices or establish new offices.

ARTICLE II- Membership

- A. *Categories:* The Association shall offer four (4) categories of membership to individuals interested in promoting the purpose of the Association. They shall be:

- a. Professional member: A mental health or education professional who may be a member of both the Association and the national Association for Play Therapy.
 - b. Affiliate member: A student, parent, or other lay individual who may be a member of the Association and the national Association for Play Therapy.
 - c. Honorary members may be appointed at the discretion of the Board of Directors. They will be exempt from paying dues.
 - d. Lifetime members may be appointed at the discretion of the Board of Directors. They will be exempt from paying dues.
- B. *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 by the Board of Directors, is entitled to utilize and participate in the benefits, programs and other activities approved by the Board, and may vote as described elsewhere in these Bylaws. Membership is non-transferable.
- C. *Termination & Expulsion:* Membership shall be automatically terminated in any of these circumstances although such action shall not relieve the member from any financial obligations, unanswered charges, or responsibility for damages:
- a. Resignation or death of the member
 - b. At least fifteen (15) days after the member receives notice of any of the following:
 1. Failure to pay the applicable dues after they become due and payable
 2. Occurrence of any event that renders the member ineligible for continued membership or failure to satisfy membership requirements
 3. If the board or its designated agent determines that the member has failed in a material and serious degree to observe the policies and procedures of the Association, engaged in conduct materially and seriously prejudicial to the purpose, interests, and image of the Association or committed a felony or other serious crime.
 4. A member may be dropped from membership if APT or a state licensing board terminates or suspends the member for cause.
- D. *Meetings, Voting, & Quorum:* An annual meeting of the members shall be called with thirty or more days advance notice and normally in conjunction with its annual conference. 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 10% of Professional Members in good standing are present, Association business may be voted upon with each Professional Member present being entitled to cast one (1) vote as appropriate.

Article III- Directors

A. *Powers:* Subject to the provisions of the Alabama 501(C) (6) Corporation law, the Articles of Incorporation and these bylaws, the affairs of the Association shall be conducted and all corporate powers exercised by or under the direction of the Board of Directors (hereafter referred to as the Board). The Board may delegate the management of its business affairs and other activities provided that the Board retains its ultimate powers and responsibilities.

The Board will be comprised of the Executive Director, the immediate past President, President, President-Elect, Treasurer, Secretary, and three (3) professional members, who shall serve as Directors at Large.

B. *Number:* The Board shall be comprised of not more than nine (9) directors who shall, except for the Executive Director, be Professional Members of the Association in good standing and serve as follows:

a. Three (3) Directors at Large shall be elected initially to serve respective one, two and three year terms. In all subsequent elections, one director shall be elected from the Professional Members in good standing to serve on the Board for a three (3) year term. Elections shall be held at the annual spring conference. The Directors at large shall serve on the Board with voice and vote and shall additionally be responsible to design and implement ongoing membership drives to attract other mental health professionals to the Association and to promote the annual meeting.

b. All officers of the Association shall be elected by the Professional Membership of the Association and shall serve two (2) year terms beginning January 1 of the calendar year following their election. Officer elections shall be held in alternating years.

c. Upon the death or resignation of any officer (except for the president), a successor shall be appointed by the Board.

d. All members of the Board shall be members in good standing of the Association and of APT.

C. *Nominations for Officers:* The President shall appoint a Chair of the Nominating Committee, who then selects its members. The committee shall be comprised of a majority of non-director Professional Members. The committee shall propose a nominations slate comprised and, after approval by the Board, shall distribute a ballot to the general membership at the annual spring conference. Nominations from the floor may be added to the slate.

D. The immediate past-president shall serve a two-year term as a Director with voice and vote.

- E. The Board may appoint an Executive Director who, as the managing director, shall serve with voice but without vote, unless the Executive Director's vote is needed to break a tie. The Executive Director serves at the will of the Board and without compensation.
- F. Directors shall not be compensated for their services as directors, or serve while any immediate family member (spouse, partner, parent-in-law, sibling, or children) is serving as a Director, employee, or service contractor. Board members may be reimbursed for legitimate expenses accrued in the pursuit of the objectives of the Association with appropriate documentation of the expenses. When a vacancy occurs, the Board may appoint a successor to complete the term of the departing Director. The Board may remove any incumbent Director with cause.

Article IV- Officers

A. Officers and terms of office:

- a. The officers of the Association shall be President, President-Elect, Secretary and Treasurer.
- b. All officers shall be elected at-large from the Professional Members in good standing present at the annual spring conference and shall serve two-year terms beginning June 1 of the election year.

B. Duties of the Officers:

- a. President:
 - 1. Shall preside at the general meeting of the Association and shall be the chair and preside at all meetings of the Board.
 - 2. Shall, subject to confirmation of the Board, appoint the chairpersons of all committees, except otherwise specified by the bylaws.
 - 3. May appoint a parliamentarian as deemed necessary.
 - 4. Shall be the Chief Executive Officer of the Association and its policy leader.
 - 5. Shall represent the Association as spokesperson on matters of policy or assign responsibility for such representation.
 - 6. Shall supervise all plans for the effective work of the Association.
 - 7. Shall prepare the agenda for the Board meetings and for annual meetings.
 - 8. Shall review Association policies and shall recommend priorities to be considered by the Board.

9. Shall have the power to designate awards to members for service to the Association.
- b. President-elect:
 1. Shall assume all duties in absence of the president.
 2. Shall carry out all duties as assigned by the president.
 3. Shall become president of the Association after two years or upon the death or resignation of the president. The president-elect shall serve for the unexpired term of the president as well as the following two years if the president is unable to complete the two-year term.
- c. Secretary:
 1. Shall be responsible for preparing records and minutes of all official functions of the Association and the Board and shall distribute the minutes and other materials of such meetings. The book of minutes shall contain all meetings, proceedings, and actions of the Board and the Association. The minutes shall include time and place of meeting, names of the persons attending, and a copy of the notice of the meeting.
 2. Shall be responsible for having a copy of the minutes and Bylaws on hand at Board meetings.
 3. Shall handle routine correspondence as designated by the president.
 4. Shall maintain historical records of the activities of the Association.
- d. Treasurer:
 1. Shall be the custodian of all funds belonging to the Association and shall deposit such funds in the name of the Association in financial institutions chartered to do business in Alabama and insured by the Federal Deposit Insurance Commission (FDIC), maintaining essential and correct books and accounts for the Association, dispensing funds in the name of the Association as indicated by the Board.
 2. Shall prepare or work closely with a designated agent of the Board to prepare financial reports and an annual budget as required by the Board and complete all federal and state tax forms as required by law.
 3. Shall ensure that corporate financial records are reviewed and 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 treasurer shall present the final report to the Board within 120 days of the conclusion of that fiscal year.

- e. Executive Director:
 - 1. The Executive Director is not an elected officer, but shall expedite the programs and policies approved by the Board.
 - 2. The Executive Director shall supervise any office employees or contractors employed by the Association and shall ensure that meeting proceedings are recorded and maintained, and shall generally manage its business affairs in cooperation with the officers.

Article V- Committees

- A. *The Executive Committee of the Board* shall be composed of the President, the immediate past President, the President-Elect, the Secretary, the Treasurer, and the Executive Director. Its meetings shall be called by the President or any two members of the Board to render advice, conduct inquiries, entertain grievances, or transact business between meetings of the Board. Its actions, however, shall be reported to the Board within 72 hours and, if any of such are deemed objectionable by four (4) or more directors, shall then be submitted for review and approval by the Board at its next meeting.
- B. *Committees & Limitations:* The President may appoint those committees or task forces deemed necessary to accomplish those specific assignments that satisfy the purposes of the Association or those programs approved by the Board. A committee shall not make public policy pronouncements nor can a committee exceed prescribed powers and responsibilities. Committee members shall not be compensated for their service as committee members.
- C. *Members, Terms, & Voting:* Committees shall be composed of members in good standing who are appointed by the committee chair, serve concurrent with the President or until their assigned tasks are accomplished, whichever comes first, and are each entitled to cast one vote in committee deliberations. The President and Executive Director shall be ex-officio members with voice but without vote of all committees.
- D. *Meetings:* Those members in good standing present at a committee meeting shall constitute a quorum if adequate advance notice of such meeting was distributed to all committee members.
- E. *None of the officers, directors, committee members, or Association members* shall be held individually liable for the actions and/or decisions of the Association or any of its committees.

Article VI- Finances

- A. *Dues:* Annual Association dues for members shall be determined by the Board and collected by APT, in a dual membership agreement.
- B. *Budget:* The Board shall prepare and present a budget to the membership for adoption at each annual spring meeting of the Association.
- C. *Authorization of expenditures:* The Treasurer shall deposit and distribute funds in the name and to the credit of the Association.
- D. *Audit:* An auditor's report will be completed annually.
- E. *Fiscal year:* The fiscal year shall be the same as the APT's fiscal year.

Article VII- Miscellaneous

- A. 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. Amendments may be proposed by any director or 10% of the professional membership in good standing.
- B. Unless otherwise stipulated elsewhere in these bylaws, all meetings within the Association and the Board shall generally be conducted in accordance with the current edition of Robert's Rules of Order.
- C. Each director and member shall have the absolute right to inspect, whether in person or by an agent, all books, records, and minutes of the Association.
- D. A two-thirds majority vote shall be required to dissolve the Association. Upon dissolution, the Board shall distribute any remaining funds and assets to one or more legally organized non-profit corporations, qualified in accordance with section 501 (C) (3) or 501 (C) (6) of the Internal Revenue Service code. No corporate assets shall be disbursed to benefit any director, employee, contractor or member.

Operations Manual

Alabama Association for Play Therapy

Adopted, May 2004

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X. PURPOSE AND OBJECTIVES

The purpose of the Association shall be to advance the psychosocial development and mental health of the citizens of Alabama through play and play therapy. We shall achieve this purpose through the following objectives.

- a. To promote the understanding and valuing of play and play therapy.
- b. To encourage the effective practice of play therapy through training, research, and support.
- c. To recognize, incorporate and preserve diversity in play therapy.
- d. To develop and maintain a strong professional organization to accomplish these objectives.

XI. PLANNING PROCESS

B. Long-Range Plan – The Association shall maintain an integrated planning process based upon three to five years. This plan reflects the future of play therapy, the priorities of the Association, is implemented in the budget on an annual basis, and is communicated with the membership

XII. MEMBERSHIP

F. Categories of Membership

5. Membership shall be of four (4) – Professional Individual and Affiliate Individual -- as defined in Article II of the Bylaws.
 - a. **Professional member:** A mental health or education professional who may be a member of both the Association and the national Association for Play Therapy.
 - b. **Affiliate member:** A student, parent, or other lay individual who may be a member of the Association and the national Association for Play Therapy.
 - c. **Honorary members:** A person appointed at the discretion of the Board.
 - d. **Lifetime members:** Persons who may be appointed at the discretion of the Board of Directors. They will be exempt from paying dues to the state organization.
6. Professional members shall have the right to vote in all association elections.

7. All Officers and members of the Board of Directors shall be Professional members of the Association. All Nominations and Election Committee Members shall be Professional members of the Association.
8. The Alabama Association for Play Therapy, Inc. (AAPT) is the state branch of the Association for Play Therapy, Inc. (APT) with the organizations having dual membership.

G. Membership Applications

2. Formal applications for membership shall be completed and returned with the payment of dues to the APT national office. An applicant will become a member upon receipt and processing of the payment of dues and completion of the membership application by the Association for Play Therapy.

H. Dues

6. Dues shall be established for each membership category by recommendation of the Board of Directors and approved by the membership.
7. Dues shall be billed and collected by the Association of Play Therapy with the AAPT dues sent directly to the AAPT President, who will forward the dues to the Treasurer, who will deposit dues in the name of the Alabama Association for Play Therapy.
8. The individual membership year coincides with the date of processing by the Association for Play Therapy.
9. The AAPT Treasurer shall send at least one renewal notice to each member who has not renewed his or her membership two (2) months after his or her renewal date as determined by the APT. Additional renewal notices may be sent at the discretion of the Treasurer or Membership Committee.
10. The Treasurer will prepare and mail dues notices and receive dues payments for out of state members joining the AAPT in addition to their state branch that will be forwarded to the AAPT Treasurer for deposit.

I. Membership Database

5. The Treasurer will be responsible for keeping the database current and updated.
6. The database will contain pertinent information relevant to membership status and participation within the association as recommended by the Membership Committee and Board of Directors.
7. Members will be able to provide new information at any time there is a change. A routine update will be completed yearly at the time of membership renewal.

8. Address label information of current members may be exchanged with other professional mental health organizations as approved by the Board of Directors.
- J. Procedures When a Board Member or Committee Member Has Lapsed Membership
6. When the treasurer first becomes aware of a lapsed membership, the treasurer will contact the person informally (by email, by phone or handwritten note) inquiring if there has been a problem with receiving the renewal notice. The Treasurer will remind the person that membership is a requirement for their position.
 7. If the lapsed member is a AAPT committee member, the treasurer will notify the lapsed member's committee chair prior to contacting the person. The committee chair has the option of contacting the person initially in place of the Treasurer.
 8. If notification of membership renewal is not received from APT by the end of the second month of lapsed membership, and if there were no other problems with receiving the original renewal notice from APT, a reminder letter will be sent –just as is the procedure for all lapsed members. However, a statement will be added to the reminder letter stating that it will be necessary for the person to renew their membership before the end of the month in order for them to continue in their position on the Board or Committee. (Because the Treasurer is usually not notified of the previous month's renewals until the middle of the next month, a contact by phone or email to the APT membership secretary may be necessary so that the letter can be mailed in timely fashion.)
 9. For Committee Members: If the membership is not renewed by the end of the third month, then the secretary will send a letter informing the person that they are no longer a member of the committee because they have not met the membership requirements for their position. The letter will be cosigned by the President and a copy sent to the Committee Chairperson.
 10. For Board Members: When the Treasurer first becomes aware of the Board member's lapsed membership the Secretary will contact the member to try to discern the particular situation. If the secretary is not assured that the membership issue has been or will be resolved by the end of the month, the secretary will then contact the other Board members by phone or email so that the Board can decide an appropriate response. The Secretary will let the member know that the secretary is contacting the other Board members. The expectation is that membership will be continuous without lapses for Board members.

XIII. ADMINISTRATIVE STRUCTURE

- F. Officers – The officers of the Association shall be the President, President-Elect, Immediate Past-President, Secretary, and Treasurer. The officers of the Association shall be known as the Executive Committee.
3. President – The term of this office is two (2) years beginning at the June 1 of the calendar year following election at the Spring Annual Membership Meeting. The duties of the President include the following:
- c. The President is a voting member of the Executive Committee and the Board of Directors. (The Board of Directors shall be the current elected officers and directors).
 - d. The President serves as the Chairperson of the Executive Committee and the Board of Directors.
 - p. The President presides as chairperson at all meetings of the Association including the Executive Committee, Board of Directors, and general meetings.
 - q. The President is responsible for determining and preparing the agenda for meetings.
 - 3) The President will ensure that Executive Committee and Board of Directors receive a copy of the agenda seven (7) days prior to meetings.
 - 4) The President may send out a partially completed agenda to the Board of Directors for items to be added at least forty-eight (48) hours ahead of the seven (7) day deadline with a deadline for return of the requested additions within twenty-four (24) hours.
 - r. The President appoints the chairs of the standing committees, ad hoc committees, task forces, liaisons, or any other appointments as necessary to carry out the business of the Association. All appointments shall be subject to the approval of the Board of Directors. The President will notify in writing all such appointments or will delegate the written notification.
 - s. The President serves as an ex-officio member of all committees.
 - t. The President serves as a member of the Finance Committee.
 - u. The President serves as chair of the Gold Branch Committee
 - v. The President shall submit annual reports of the Association's activities to the Board of Directors at least two (2) weeks in advance of the Annual Meetings and to the membership at the Annual Meeting.

- w. The President, with the advice of the Executive Committee, serves as the major spokesperson regarding the Association and AAPT positions or delegates the role to another AAPT member, officer, or director.
 - x. The President, with the advice of the Executive Committee, authorizes official communications necessary with other organizations, agencies, or persons.
 - y. The President serves as liaison with the Association for Play Therapy.
 - z. The President signs any contracts or other instruments that the Board of Directors has approved to be executed.
 - aa. The President performs duties incident to this office and other duties as determined by the Board of Directors.
 - bb. The President will review the newsletter prior to publication.
4. President-Elect – The term of this office is two (2) years beginning June 1 after election at the Spring Annual Meeting.
- j. The President-Elect is a voting member of the Executive Committee and the Board of Directors.
 - k. The President-Elect shall become President of the Association after one (2) years or upon the death or resignation of the President. In the case of the latter the President-Elect shall serve the unexpired term of the President as well as the following two (2) years.
 - l. The President-Elect shall serve as chairperson and preside in the absence of, or at the request of the President at meetings of the Executive Committee or Board of Directors or other meetings of the Association.
 - m. The President-Elect serves as the chair of the Nominations and Elections Committee.
 - n. The President-Elect serves as Chair for Program Committee.
 - o. Following the first Board Meeting of the Fiscal Year (April 1 of current year -March 31 of following year), the President-Elect will send a letter to the membership outlining the goals accomplished over the previous year and summarizing the goals for the coming Fiscal Year. At the same time, the President-Elect will include a questionnaire to survey the membership regarding branch programs, membership benefits as well as inviting feedback and comments about the professional needs of the members.
 - p. The President-Elect serves as an ex-officio member of all committees of the Association.

- q. The President-Elect consults regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.
- r. The President-Elect assists the President in carrying out the organizational activities of AAPT and performs other duties incident to the office or as determined by the President or Executive Committee.

3. Immediate Past President

The term of this office is two (2) years beginning at the close of the Annual Meeting.

- k. The Immediate Past-President is a voting member of the Executive Committee and Board of Directors.
- l. In the absence of the President and President-Elect the Immediate Past-President serves as chairperson and presides at meetings of the Executive Committee, Board of Directors or other meetings of the Association.
- m. The Immediate Past-President shall serve as parliamentarian as necessary upon the request of the President.
- n. The Immediate Past-President shall serve as chair of the Awards Committee.
- o. The Immediate Past-president shall serve as Chair of the Networking Committee.
- p. The Immediate Past-President approves expenditure requests from the Networking Groups, prepares the annual budget for local networking groups, and provides a start-up packet to local networking groups (including guidelines for reimbursable expenditures).
- q. The Immediate Past-President shall assist the President, as assigned, in the supervision of committee activities and works closely with committees and other activities, which involve the continuation of goals or completion of projects from the previous year.
- r. The Immediate Past-President serves as a resource and advisor to other officers, the Executive Committee, the Board of Directors, and committee chairs.
- s. The Immediate Past-President consults with the President regarding organizational activities to help ensure continuity and smooth transition between terms of office.
- t. The Immediate Past-President performs duties incident to the office and other duties as determined by the President or Executive Committee.

4. Secretary – The term of this office is for two (2) years beginning at the close of the Spring Annual Meeting at which the election is announced.

- k. The Secretary is a voting member of the Executive Committee and the Board of Directors.
- l. The Secretary is responsible for accurately recording the events and information at official association meetings, maintaining official records, and writing official correspondence. These documents are a permanent record of the association and shall include the time and place, type of meeting, names of persons in attendance, and a copy of the notice for the meeting and will be transferred to each succeeding Secretary. Other responsibilities include distributing minutes of meetings to each board member, taking attendance at meetings, and keeping copies of all materials distributed at meetings.
- m. The Secretary is responsible for notifying members in writing of all meetings.
- n. The Secretary maintains a sealed file of all election ballots.
- o. The Secretary maintains the historical records of the activities of the Association.
- p. The Secretary maintains a file of minutes from committee meetings as submitted by the committee chair.
- q. The Secretary serves as the chair of the Publications committee.
- r. The Secretary sends a letter of greeting, Bylaws and most recent newsletter to each new member.
- s. The Secretary maintains an expanded mailing list, which includes other interested professionals in addition to AAPT members. The Secretary prints mailing labels from the expanded list and provides them to the Newsletter Committee prior to the mailing of each newsletter.
- t. The Secretary performs duties incident to this office and other duties as determined by the President or Executive Committee.

5. Treasurer – The term of this office is for two (2) years beginning at the close of the Annual Meeting at which the election is announced

- b. The Treasurer is a voting member of the Executive Committee and the Board of Directors.
- p. The Treasurer assumes charge, management and custody of, and is responsible for, all funds and securities of the association within the policies determined by the Board of Directors.
- q. The Treasurer receives and gives receipts for moneys due and payable to the association.

- r. The Treasurer receives the monthly listing of renewing and new members as well as a copy of APT's check forwarding membership payment. The Treasurer sends a follow-up renewal notice to any member who is two (2) months late in renewing membership.
 - s. The Treasurer will prepare and mail dues notices and receive dues payments for out of state members joining the AAPT in addition to their state branch that will be forwarded to the AAPT Treasurer for deposit.
 - t. The Treasurer maintains a record of all members including name, address, and class of membership. An updated membership list is distributed at each meeting of the Board of Directors.
 - u. The Treasurer provides a financial statement to the Board of Directors on the financial standing of the association at each meeting.
 - v. The Treasurer provides a copy of all bank statements to the President for all association accounts on a monthly basis or as requested.
 - w. The Treasurer ensures that all government financial reports are submitted on a timely basis.
 - x. The Treasurer facilitates and oversees audits.
 - y. The Treasurer maintains records of all assets of the association including equipment and location thereof.
 - z. The Treasurer issues checks for reimbursements upon receipt of a completed Expense Reimbursement Request Form according to established fiscal policies and procedures.
 - aa. The Treasurer receives and maintains a record of all membership dues forwarded by the President and the Association for Play Therapy and collects income from special assessments and/or other sources.
 - bb. The Treasurer serves as the chair of the Finance Committee and, with its assistance is responsible for development and recommendation of the annual budget to the Board of Directors and general membership for approval.
 - cc. The Treasurer performs duties incident to this office and other duties as determined by the President or Executive Committee.
6. Executive Director
- a. The Executive Director is not an elected officer, but shall expedite the programs and policies approved by the Board.
 - b. The Executive Director shall supervise any office employees

or contractors employed by the Association and shall ensure that meeting proceedings are recorded and maintained, and shall generally manage its business affairs in cooperation with the officers.

- c. The Executive Director shall chair the Membership Committee.
- d. The Executive Director or a Board designee will be responsible for maintaining the continuing education credit reports, which includes the interim report, attendance rosters for CEU credit, certificates, and publicity for each conference or CEU granting activity.
- e. The Executive Director retains documents related to the organization, i.e. Provider certificate and Branch charter certificate.

G. Executive Committee – Officers of the association shall be known as the Executive Committee. The Executive Committee is responsible for the continuing affairs of the association that shall include, but not be limited to, fiscal advisory and short-range and long-range planning for the association. In the event that the Board of Directors cannot meet the Executive Committee shall render interim decisions subject to the approval of the Board of Directors at the next meeting.

- 3. The Executive Committee shall meet a minimum of twice (2 times) yearly.
- 4. Upon the death or resignation of one of the Board of Directors, with the exception of President, the Executive Committee shall select someone to fill the unexpired term.

H. Board of Directors- The Board of Directors shall be comprised of not more than nine (9) directors who shall, except for the Executive Director, be Professional Members of the Association in good standing and serve as follows:

- 1. Voting members of the Board of Directors shall be the current elected officers and directors.
- 6. The Board of Directors shall formulate AAPT policies and recommend such policies to the membership.
- 7. While the basic responsibility for the functioning of the association rests with the total membership, the Board of Directors shall exercise general management of the affairs of the association. All officers, directors, and committee chairpersons are immediately responsible to the Board of Directors. The Board of Directors shall

have the power to make contracts and agreements on behalf of the association as is deemed necessary for the successful execution of the purposes and operations of the association.

8. Each member of the Board of Directors shall have one vote. A majority of the voting members of the Board of Directors shall constitute a quorum.
9. The Board of Directors shall report alleged unethical behavior, when brought to its attention, to the appropriate State Board of Licensure/Certification and the Association for Play Therapy, Inc.

I. Directors

7. Three (3) directors shall be elected from the at-large membership.
8. Directors from the at-large membership shall be elected at the same time as the officers with half being elected each year.
9. The term of office for each director shall be for two (2) years and shall begin January 1 of the calendar year following their election at the Spring Annual Meeting.
10. Upon the death or resignation of any Director, a successor shall be appointed by the Board.
11. All Directors of the Board shall be members in good standing of the Association and of APT.
12. Directors-at-Large shall serve in one of three capacities:
 - a. Chair of the By-Laws and Ethics Committee
 - b. Chair of Public Relations
 - c. Chair of Regional Workshops

J. Committees of the Association

5. The Standing Committees of the association shall be Awards, Bylaws and Ethics, Conference, Finance, Gold Branch, Membership, Networking, Nominations and Elections, Publications, Public Relations and Regional Workshops.
6. The Board of Directors may create ad Hoc Committees when a specific purpose or single issue requires continuing action and/or ongoing commitment by the association. An Ad Hoc Committee may not be created for more than two years.
7. With the exception of the Finance Committee and Bylaws and Ethics Committee, each standing committee needs to meet at least one time within the Fiscal Year. The committee chair must obtain permission, from the President, if a committee is not going to meet at least one time within the Fiscal Year.

8. All Committee Chairs will be included in the fall Board meeting each year.

XIV. STRUCTURE

B. Standing Committees – Standing Committees are not specified by the Bylaws. All committee chairpersons who are not Board members are welcome to participate in Board meetings but may not vote. The composition, purpose, and function of the Standing Committees are described herein:

5. Awards Committee

- d. Composition: The Awards Committee will consist of the Immediate Past President and members selected by the chairperson.
- e. Purpose:
 1. The Awards Committee is to secure nominations and selection of grant recipients for the Karla Carmichael Association for Play Therapy Grant (See Appendix A)
 2. The Awards Committee is to select scholarship recipients for the Alabama Association for Play Therapy Conference Scholarship (Appendix B).
- f. Function: The Awards Committee will accept applications or nominations, develop criteria, make recommendations for recipients of awards and recommend additional or special awards to the Board.

6. Bylaws and Ethics Committee

- d. Composition – The Bylaws and Ethics Committee shall consist of a chairperson appointed by the President and members selected by the chairperson. Membership is open to all interested members of the association.
- e. Purpose
 - 4) To review the Bylaws every five (5) years and ensure association procedures are in compliance with the Bylaws.
 - 5) To process any proposed Bylaw changes.
 - 6) To field any ethical questions from members.
- f. Function
 - 3) Write proposed Bylaw changes submitted by the Board of Directors. Any Bylaw changes to be considered at the

annual meeting must be submitted to the Bylaws and Ethics Committee sixty (60) days prior to the Annual Meeting. The committee shall mail the proposed change(s) to the membership thirty (30) days prior to the Annual Meeting. Any suggested amendments to the proposed Bylaw changes may be submitted any time prior to the Annual Meeting. The committee shall provide copies of proposed Bylaw change(s) to the members at the Annual Meeting.

- 4) The committee shall determine the appropriate handling of any possible ethical violations.

3. Conference Committee

a. Composition – The committee shall consist of the Chairperson (President-Elect) and members selected by the Chairperson.

b. Purpose

- 3) To increase the availability of play therapy professional development opportunities within the State of Alabama (two annual play therapy conferences).
- 4) To increase the opportunities for formal and informal professional interactions.

c. Function -

- 1) To recommend a conference site and keynote speaker to the Board of Directors for approval.
- 2) To provide the Board of Directors with an annual conference budget.
- 3) To determine and arrange the program for the annual conference.
- 4) To arrange for the documentation of the Continuing Education Units (CEU's) for conference participants.
- 5) To provide the Board of Directors with the conference program evaluations, needs assessment summary and listing of conference volunteers.
- 6) To solicit and make arrangements for exhibitors.
- 7) To maintain a Conference Manual (including conference correspondence, projected and actual budget, required CEU information, and evaluations and needs assessment summaries.

4. Finance Committee

d. Composition – The Treasurer, President, President-Elect, Executive Director and two At-Large Directors shall serve as the Finance Committee with Treasurer serving as chairperson.

- e. Purpose
 - 1) The Finance Committee will make recommendations in regards to the annual budget, association investments, and fiscal management to the Board of Directors.
- f. Function
 - 4) To solicit and review projected fiscal needs of the association through the officers and standing committees considering the short-term and long-term goals of AAPT.
 - 5) To review and make recommendations relative to corporate investments considering the short-term and long-term goals of AAPT.
 - 6) To review and make recommendations relative to sound fiscal management of AAPT.

5. Gold Branch Committee

- a. Composition – The committee shall consist of the Chairperson (AAPT President) and members selected by the chairperson. Membership is open to all interested members of the association.
- b. Purpose- establish and maintain Gold Branch Status.
- c. Function
 - 1) Secure documentation for application of Gold Branch Membership.
 - 2) Monitor the organization for activities leading to Gold Branch status.

6. Membership Committee

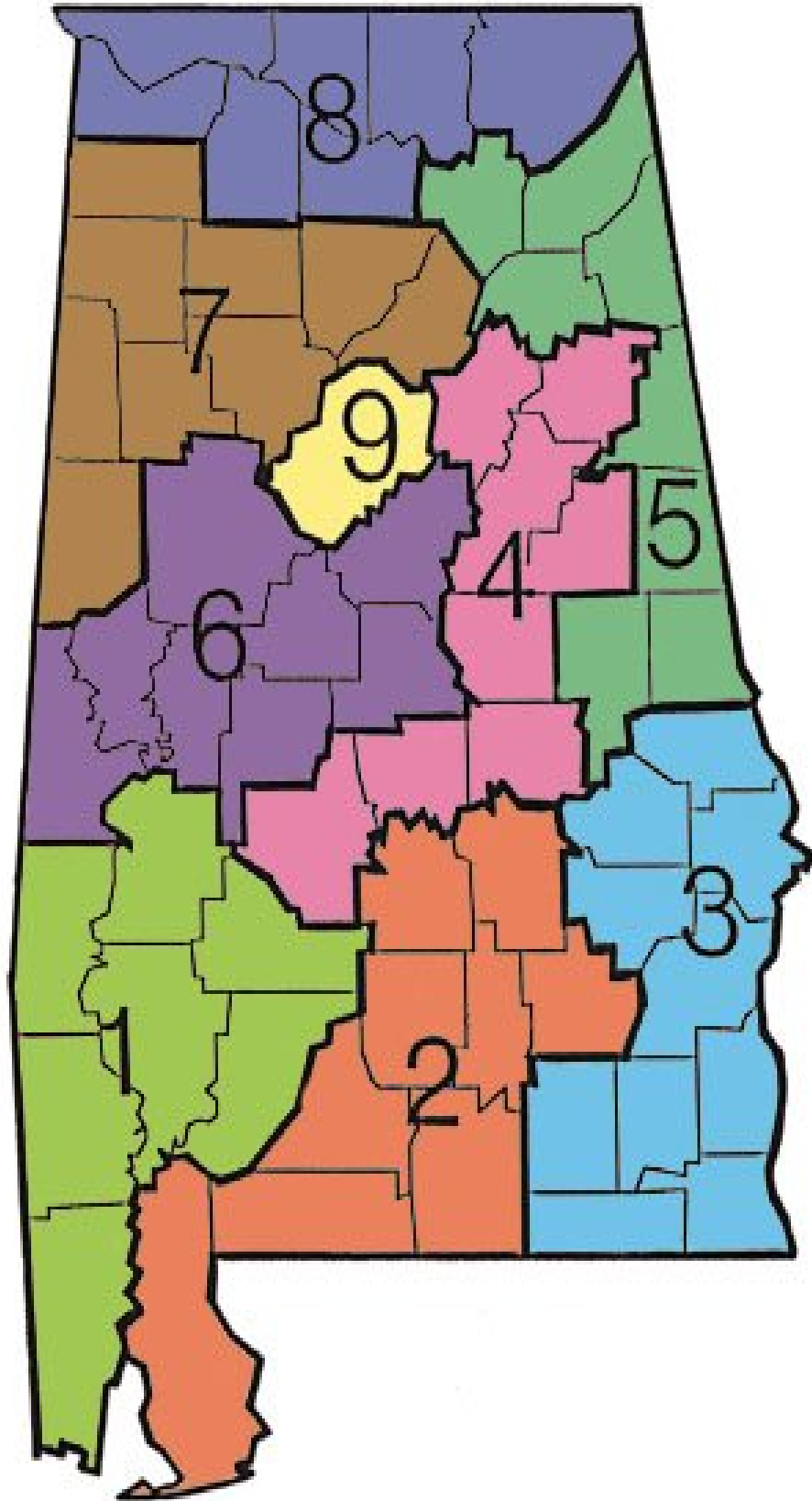
- d. Composition – The committee shall consist of the Chairperson (Executive Director) and members selected by the chairperson. Membership is open to all interested members of the association. .
- e. Purpose
 - 5) To increase membership.
 - 6) To provide updated information on members to the Board of Directors and the membership.
 - 7) To provide information regarding AAPT and APT to potential members.
- f. Function
 - 7) To update membership data in a timely manner when received from APT.

- 8) To maintain a separate file of AAPT/APT members which is in most respects a duplicate of APT's file of Alabama's members.
- 9) To send articles pertaining to the Membership Committee to the Newsletter Chairperson to be included in the AAPT newsletter.
- 10) To make AAPT/APT membership applications available at related functions (workshops, conferences, etc.).
- 11) To send a letter of greeting, Bylaws, committee response card (indicating willingness to serve on a specific committee) and most recent newsletter to each new member.
- 12) To engage in activities to actively recruit membership.

7. Networking Committee

- a. Composition – The Committee is open to all interested members. The Immediate Past President shall serve as Chair. The Secretary shall serve as a member of the Committee. Efforts will be made to encourage representation of members from all 9 networking regions (see District Map, Fig. 1)
- b. Purpose – To promote the initiating of new regional networking groups and to support already functioning groups. The goal would be to have one or more functioning groups in each of the networking regions.
- c. Function –
 - 1) To assist individual members to connect with others in same county or nearby counties who also wish to be part of a networking group.
 - 2) To identify members and non-members at the conference who wish to be part of a networking group.
 - 3) To identify members who are willing to take a regional leadership role in forming networking groups.⁴
 - 4) To provide a networking presence at the Annual Conference.
 - 5) To develop a simple working description of a networking group.
 - 6) To encourage sharing of networking group experiences among facilitators of functioning groups. This could take place at the Annual Conference.
 - 7) To develop and administer a webpage to provide networking opportunities to the state membership and other

APT members.



8. Nominations and Elections Committee

- d. Composition – The committee shall consist of the Chairperson (President-Elect) and not less than five (5) members elected in alternate years for two (2) year terms. No member may be a candidate for office while serving on the Nominations and Election Committee.
- e. Purpose – To ensure the continuation of AAPT by replacing elected officers, elected Executive Board members and elected Nominations and Election Committee members.
- f. Function
 - 5) To be responsible for nominations and voting conducted by mail ballot.
 - 6) To count the ballots returned from the members.
 - 7) To present to the President the results of the election. To announce the results to the membership at the annual conference. To publish the results in the newsletter following the conference.
 - 8) To solicit nominees for the open positions

9. Publications Committee

- d. Composition – The committee is open to all interested members. The committee shall consist of the Newsletter Chairperson (AAPT Secretary) who shall also serve as Newsletter Coordinator.
- e. Purpose
 - 3) To inform membership about local and national events, opportunities, accomplishments and trainings regarding play therapy that may be of interest to the AAPT membership.
 - 4) To educate members about the mission of AAPT and promote the sharing of intervention strategies in the practice of play therapy.
- f. Function
 - 6) To solicit, write, edit and publish a statewide newsletter a minimum of three times per year, October 15, January 15 and May 15. Submission deadlines are September 15, December 15 and April 15 respectively.
 - 7) To assure the AAPT disclaimer is included in each edition of the Newsletter.
 - 8) To assure releases are obtained for copyrighted material published in the newsletter.

- 9) To prepare an annual budget for the publishing of the three annual newsletters.
- 10) To submit a copy of the newsletter to the President of AAPT in a timely manner (as negotiated by President and Newsletter Coordinator). The President will review and edit the newsletter prior to publication of each edition of the newsletter.

10. Public Relations

- a. Composition – One Director at Large will serve as the chairperson with members selected by the chairperson.
- b. Purpose –
 - 1) To expand the mission of AAPT to lay and professional persons not familiar with play therapy.
 - 2) To promote a sense of identity among the membership.
- c. Function
 - 1) To select and provide promotional materials at conferences and workshops.
 - 2) To develop a publicity campaign to further promote the mission of the organization.

11. Regional Workshops

- b. Composition –One Director at Large will serve as the chairperson with members selected by the chairperson. Membership on the Regional Workshop is open to all interested members of the association.
- b. Purpose – To plan and coordinate the regional workshops and act as a liaison of networking groups in their local areas.
- c. Function
 - vi) To plan and coordinate regional workshops
 - vii) To facilitate and coordinate local networking opportunities.
 - viii) To maintain the regional workshop notebook and networking notebook.
 - ix) To assist the Program Chairperson with the annual budget requests.
 - x) Develop and maintain a directory of speakers in various regions to present on play therapy for agencies interested in training.

XV. FISCAL STRUCTURE

C. Finance

3. Authority

- g. The authority of Officers, Chairpersons, and Directors to arrange financial commitment in the name of AAPT shall be restricted to the activity of their offices and to the approved budget of the officer, committee, or individually named activity.
- h. Only the Board of Directors, by majority vote, may authorize the commitment of funds for legal services.
- i. The Treasurer shall be designated as signatories on the money accounts held by the association.
- j. Signature cards for all association accounts will be in place by the end of the month of April.
- k. All income and expenditures of AAPT shall flow through the Treasurer.
- l. The President shall receive a copy of monthly statements from those institutions where the association money accounts are maintained.

4. General Procedures

f. Request for Reimbursement

- 5) Expense Reimbursement Request forms are available from the Treasurer (See Appendix C).
 - 6) Each Expense Reimbursement Request form should contain an explanation for each expenditure and indicate the budget category under which it would fall.
 - 7) Local networking groups must have prior approval from the Program Committee Chairperson (Immediate Past-President) for anticipated and/or expected expenditures prior to any purchases. Requests for reimbursement for local networking groups need to be submitted and signed by the Program Committee Chairperson (Immediate Past-President) prior to submission to the Treasurer for actual reimbursement.
 - 8) All committee expenditures must be approved and signed by the committee chairperson.
 - 5) Requests for reimbursement will be honored only if accompanied by original receipts with the exception of telephone bills that may be copied.
- g. Reimbursement for Alabama Annual Play Therapy Conferences.

- 3) Conference chairperson(s) pay no registration fee.
- 4) If a dinner(s) is held at the AAPT Annual Conference for the conference speakers AAPT will pay for the dinner(s) for elected Board members and Executive Director.
- h. Reimbursement for Attendance at Board Meetings and other AAPT business.
 - 4) Elected Board Members and Committee Chairpersons will be reimbursed mileage for attendance at Board Meetings and other AAPT business at the current IRS (Internal Revenue Service) amount.
 - 5) Elected Board Members and Committee Chairpersons will be reimbursed \$5.00 for meal expenses for meetings of four or less hours and \$10.00 for meal expenses for meetings longer than four hours.
 - 6) Elected Board Members who travel more than 300 miles roundtrip to Board meetings will be reimbursed up to \$75.00 for one (1) night's lodging.
- i. Reimbursement for an AAPT representative to attend the annual APT (Association for Play Therapy) Conference. AAPT will pay the travel, hotel and meal expenses for one AAPT representative to attend the annual APT Conference.
- j. Contracts
All contracts related to the business of the association must be co-signed by the President and the Treasurer.

D. Budget

3. General Procedures
 - b. The following guidelines shall assist in the preparation of the annual budget:
 - 4) Budget requests shall be submitted in writing to the Treasurer no later than December 31.
 - 5) The Treasurer working in conjunction with the Finance Committee shall prepare a proposed budget for approval by the Board of Directors prior to presentation to the general membership at the annual meeting.
 - 6) Once approved, each committee and/or individual may spend up to the line item within his or her authority.
4. Budget Approval
 - c. The Board of Directors shall present an approved budget to the membership for adoption at each annual meeting of the AAPT for the upcoming fiscal year (March 1 – February 29). **March 15 is the deadline to file corporate income tax information;**

therefore, all corporate business needs to be to the Treasurer in a timely manner for filing, if necessary.

- d. In the event that an interim budget is necessary, it shall be approved by the Finance Committee and the Board of Directors and will remain in effect until the general membership has approved a final budget by majority vote.

XVI. ELECTION PROCEDURES

I. Nominations

3. The Nominations and Elections Committee shall hold elections at the Spring Annual Conference Business meeting.
4. Nominations may be made by mail or fax and must be received thirty (30) days before the annual membership meeting.

J. Screening of Nominees

3. The Nominations and Elections Committee will review the nominations and validate eligibility as described in the Bylaws.
4. The Nominations and Elections Committee will also establish the willingness of each nominee to serve.

K. Voting Eligibility

3. All professional AAPT members will be permitted to vote.
4. The President's vote shall only be counted in the case of a tie. The President's ballot will be opened and counted in order to break the tie.

L. Procedures for Counting Mail Ballots

7. Ballots shall be distributed to all eligible voting members attending the annual Spring meeting.
8. Those individuals from the Nominations and Election committee counting the ballots will sign a statement validating the results of the balloting. The statement will be presented to the President as soon as possible.
9. After the ballots have been counted, the President shall be notified of the election outcome. All candidates for office shall be informed by telephone of the election status by the Nominations and Election Chairperson or his/her designee prior to installation. A letter will be sent prior to the annual meeting to each candidate confirming the election results.
10. A plurality of votes cast will constitute election to the office. If a tie exists, the President shall cast the deciding vote.
11. Election results shall be announced at the annual meeting.
12. The secretary of AAPT is responsible to keep filed and sealed election ballots.

M. Procedures for Challenges to Elections by Mail Ballot

3. Written requests from a member for a recount of the ballots must be received by the President within 15 (fifteen) days after the election results are announced at the annual meeting.
 4. After the President has received the request for a recount, the Nominations and Election Chairperson shall be notified. Two members, different from those who previously counted the ballots, shall be appointed by the President to conduct the recount. Any members, who so request, including the individuals who have challenged the election results and/or the Nominations and Election Chairperson may be present when the recount is conducted.
- N. Procedures when no nominations are received for a Board position.
2. When a nomination is not received for a Board position during the annual election the duties of that office shall be delegated to other members of the Board until the next annual election.
- O. Procedures when fewer nominations are received than open positions on the Nominations and Election Committee.
3. If the number of total persons on the Nominations and Election Committee is five, the Nominations and Election Committee shall consist of five persons.
 4. If the number of total persons on the Nominations and Election Committee is less than five, the Board shall appoint the number of persons needed so that the total number of members of the Nominations and Election Committee is five.
- P. Procedures when only one nomination is received for each position in an annual election.
3. The individuals nominated to those positions are considered elected unanimously with no formal ballot election being necessary.
 4. The Nominations and Election Committee shall notify the membership in writing of the election results using the same timeline as is necessary if an election ballot were to be sent to each member.

XVII. MEETINGS

- C. The Executive Committee shall meet a minimum of two (2) times per fiscal year.
- D. An annual membership meeting shall be held each fiscal year.

XVIII. POLICIES AND PROCEDURES

- C. The Bylaws is the primary document of the Alabama Association for Play Therapy.

4. The Bylaws shall be reviewed by the Bylaws and Ethics Committee every five (5) years.
 5. The Bylaws may be amended at the annual meeting of the association by a two-third (2/3) affirmative vote of members present and voting.
 6. If an amendment to the Bylaws is of an urgent nature a mailing to the association membership shall be initiated.
- D. The Operations Manual shall define the Policies and Procedures of the Alabama Association for Play Therapy.
4. The Board of Directors shall review the Operations Manual annually.
 5. Amendments to the Operations Manual shall be by a majority vote of the Board of Directors.
 6. At no time shall there be an amendment to the Operations Manual, which is in conflict with the Bylaws.

BYLAWS

Alabama Association for Play Therapy, Inc. *an Alabama Business League 501 (C) (6)*

Article I- General

- F. *Name:* The name of this business league shall be the Alabama Association for Play Therapy, Inc. (AAPT, Inc.; hereafter referred to as the Association). AAPT, Inc. shall serve the territory of the state of Alabama.
- G. *Affiliation:* The Association is the state branch affiliated with and a chartered branch of the Association for Play Therapy, Inc. (APT) and shall conduct its affairs in compliance with the bylaws of that corporation. The Association is deemed to be a separate entity from APT for the purpose of making contracts, incurring liability, acquiring rights, and of suing or being sued in any state or federal court.
- H. *Purposes and Objectives:* The purpose of the Association shall be to advance the psychosocial development and mental health of the citizens of Alabama through play and play therapy. We shall achieve this purpose through the following objectives:
- a. To promote the understanding and valuing of play and play therapy.
 - b. To encourage the effective practice of play therapy through training, research, and support.
 - c. To recognize, incorporate and preserve diversity in play therapy.
 - d. To develop and maintain a strong professional organization to accomplish these objectives.
- I. *Status:* The Association is a nonprofit and nonpartisan Alabama business league that shall conduct all its affairs in conformance with local, state and federal laws that apply to an organization in accordance with section 501 (C) (6) of the Internal Revenue Service code and any related state statutes or regulations. The Association shall use its funds and other assets only to satisfy the purpose of the Association, and no part of such shall insure or be distributed to officers, directors, or other persons within or outside the Association for reasons other than the purpose of the Association.
- J. *Office:* The principal offices of the Association shall be located in Birmingham, Alabama.
Its directors (Board) may relocate its offices or establish new offices.

ARTICLE II- Membership

- E. *Categories:* The Association shall offer four (4) categories of membership to individuals interested in promoting the purpose of the Association. They shall be:

- a. Professional member: A mental health or education professional who may be a member of both the Association and the national Association for Play Therapy.
 - b. Affiliate member: A student, parent, or other lay individual who may be a member of the Association and the national Association for Play Therapy.
 - c. Honorary members may be appointed at the discretion of the Board of Directors. They will be exempt from paying dues.
 - d. Lifetime members may be appointed at the discretion of the Board of Directors. They will be exempt from paying dues.
- F. *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 by the Board of Directors, is entitled to utilize and participate in the benefits, programs and other activities approved by the Board, and may vote as described elsewhere in these Bylaws. Membership is non-transferable.
- G. *Termination & Expulsion:* Membership shall be automatically terminated in any of these circumstances although such action shall not relieve the member from any financial obligations, unanswered charges, or responsibility for damages:
- a. Resignation or death of the member
 - b. At least fifteen (15) days after the member receives notice of any of the following:
 - 5. Failure to pay the applicable dues after they become due and payable
 - 6. Occurrence of any event that renders the member ineligible for continued membership or failure to satisfy membership requirements
 - 7. If the board or its designated agent determines that the member has failed in a material and serious degree to observe the policies and procedures of the Association, engaged in conduct materially and seriously prejudicial to the purpose, interests, and image of the Association or committed a felony or other serious crime.
 - 8. A member may be dropped from membership if APT or a state licensing board terminates or suspends the member for cause.
- H. *Meetings, Voting, & Quorum:* An annual meeting of the members shall be called with thirty or more days advance notice and normally in conjunction with its annual conference. 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 10% of Professional Members in good standing are present, Association business may be voted upon with each Professional Member present being entitled to cast one (1) vote as appropriate.

Article III- Directors

A. *Powers:* Subject to the provisions of the Alabama 501(C) (6) Corporation law, the Articles of Incorporation and these bylaws, the affairs of the Association shall be conducted and all corporate powers exercised by or under the direction of the Board of Directors (hereafter referred to as the Board). The Board may delegate the management of its business affairs and other activities provided that the Board retains its ultimate powers and responsibilities.

The Board will be comprised of the Executive Director, the immediate past President, President, President-Elect, Treasurer, Secretary, and three (3) professional members, who shall serve as Directors at Large.

G. *Number:* The Board shall be comprised of not more than nine (9) directors who shall, except for the Executive Director, be Professional Members of the Association in good standing and serve as follows:

- a. Three (3) Directors at Large shall be elected initially to serve respective one, two and three year terms. In all subsequent elections, one director shall be elected from the Professional Members in good standing to serve on the Board for a three (3) year term. Elections shall be held at the annual spring conference. The Directors at large shall serve on the Board with voice and vote and shall additionally be responsible to design and implement ongoing membership drives to attract other mental health professionals to the Association and to promote the annual meeting.
- b. All officers of the Association shall be elected by the Professional Membership of the Association and shall serve two (2) year terms beginning January 1 of the calendar year following their election. Officer elections shall be held in alternating years.
- c. Upon the death or resignation of any officer (except for the president), a successor shall be appointed by the Board.
- d. All members of the Board shall be members in good standing of the Association and of APT.

H. *Nominations for Officers:* The President shall appoint a Chair of the Nominating Committee, who then selects its members. The committee shall be comprised of a majority of non- director Professional Members. The committee shall propose a nominations slate comprised and, after approval by the Board, shall distribute a ballot to the general membership at the annual spring conference. Nominations from the floor may be added to the slate.

I. The immediate past-president shall serve a two-year term as a Director with voice and vote.

- J. The Board may appoint an Executive Director who, as the managing director, shall serve with voice but without vote, unless the Executive Director's vote is needed to break a tie. The Executive Director serves at the will of the Board and without compensation.
- K. Directors shall not be compensated for their services as directors, or serve while any immediate family member (spouse, partner, parent-in-law, sibling, or children) is serving as a Director, employee, or service contractor. Board members may be reimbursed for legitimate expenses accrued in the pursuit of the objectives of the Association with appropriate documentation of the expenses. When a vacancy occurs, the Board may appoint a successor to complete the term of the departing Director. The Board may remove any incumbent Director with cause.

Article IV- Officers

- A. *Officers and terms of office:*
- c. The officers of the Association shall be President, President-Elect, Secretary and Treasurer.
- d. All officers shall be elected at-large from the Professional Members in good standing present at the annual spring conference and shall serve two-year terms beginning June 1 of the election year.
- B. *Duties of the Officers:*
- f. President:
1. Shall preside at the general meeting of the Association and shall be the chair and preside at all meetings of the Board.
 2. Shall, subject to confirmation of the Board, appoint the chairpersons of all committees, except otherwise specified by the bylaws.
 3. May appoint a parliamentarian as deemed necessary.
 4. Shall be the Chief Executive Officer of the Association and its policy leader.
 5. Shall represent the Association as spokesperson on matters of policy or assign responsibility for such representation.
 6. Shall supervise all plans for the effective work of the Association.
 7. Shall prepare the agenda for the Board meetings and for annual meetings.
 8. Shall review Association policies and shall recommend priorities to be considered by the Board.

9. Shall have the power to designate awards to members for service to the Association.
- g. President-elect:
 1. Shall assume all duties in absence of the president.
 2. Shall carry out all duties as assigned by the president.
 3. Shall become president of the Association after two years or upon the death or resignation of the president. The president-elect shall serve for the unexpired term of the president as well as the following two years if the president is unable to complete the two-year term.
- h. Secretary:
 1. Shall be responsible for preparing records and minutes of all official functions of the Association and the Board and shall distribute the minutes and other materials of such meetings. The book of minutes shall contain all meetings, proceedings, and actions of the Board and the Association. The minutes shall include time and place of meeting, names of the persons attending, and a copy of the notice of the meeting.
 2. Shall be responsible for having a copy of the minutes and Bylaws on hand at Board meetings.
 3. Shall handle routine correspondence as designated by the president.
 4. Shall maintain historical records of the activities of the Association.
- i. Treasurer:
 1. Shall be the custodian of all funds belonging to the Association and shall deposit such funds in the name of the Association in financial institutions chartered to do business in Alabama and insured by the Federal Deposit Insurance Commission (FDIC), maintaining essential and correct books and accounts for the Association, dispensing funds in the name of the Association as indicated by the Board.
 2. Shall prepare or work closely with a designated agent of the Board to prepare financial reports and an annual budget as required by the Board and complete all federal and state tax forms as required by law.
 3. Shall ensure that corporate financial records are reviewed and 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 treasurer shall present the final report to the Board within 120 days of the conclusion of that fiscal year.

- j. Executive Director:
 - 1. The Executive Director is not an elected officer, but shall expedite the programs and policies approved by the Board.
 - 2. The Executive Director shall supervise any office employees or contractors employed by the Association and shall ensure that meeting proceedings are recorded and maintained, and shall generally manage its business affairs in cooperation with the officers.

Article V- Committees

- A. *The Executive Committee of the Board* shall be composed of the President, the immediate past President, the President-Elect, the Secretary, the Treasurer, and the Executive Director. Its meetings shall be called by the President or any two members of the Board to render advice, conduct inquiries, entertain grievances, or transact business between meetings of the Board. Its actions, however, shall be reported to the Board within 72 hours and, if any of such are deemed objectionable by four (4) or more directors, shall then be submitted for review and approval by the Board at its next meeting.
- B. *Committees & Limitations:* The President may appoint those committees or task forces deemed necessary to accomplish those specific assignments that satisfy the purposes of the Association or those programs approved by the Board. A committee shall not make public policy pronouncements nor can a committee exceed prescribed powers and responsibilities. Committee members shall not be compensated for their service as committee members.
- F. *Members, Terms, & Voting:* Committees shall be composed of members in good standing who are appointed by the committee chair, serve concurrent with the President or until their assigned tasks are accomplished, whichever comes first, and are each entitled to cast one vote in committee deliberations. The President and Executive Director shall be ex-officio members with voice but without vote of all committees.
- G. *Meetings:* Those members in good standing present at a committee meeting shall constitute a quorum if adequate advance notice of such meeting was distributed to all committee members.
- H. *None of the officers, directors, committee members, or Association members* shall be held individually liable for the actions and/or decisions of the Association or any of its committees.

Article VI- Finances

- F. *Dues:* Annual Association dues for members shall be determined by the Board and collected by APT, in a dual membership agreement.
- G. *Budget:* The Board shall prepare and present a budget to the membership for adoption at each annual spring meeting of the Association.
- H. *Authorization of expenditures:* The Treasurer shall deposit and distribute funds in the name and to the credit of the Association.
- I. *Audit:* An auditor's report will be completed annually.
- J. *Fiscal year:* The fiscal year shall be the same as the APT's fiscal year.

Article VII- Miscellaneous

- E. 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. Amendments may be proposed by any director or 10% of the professional membership in good standing.
- F. Unless otherwise stipulated elsewhere in these bylaws, all meetings within the Association and the Board shall generally be conducted in accordance with the current edition of Robert's Rules of Order.
- G. Each director and member shall have the absolute right to inspect, whether in person or by an agent, all books, records, and minutes of the Association.
- H. A two-thirds majority vote shall be required to dissolve the Association. Upon dissolution, the Board shall distribute any remaining funds and assets to one or more legally organized non-profit corporations, qualified in accordance with section 501 (C) (3) or 501 (C) (6) of the Internal Revenue Service code. No corporate assets shall be disbursed to benefit any director, employee, contractor or member.

