

BYLAWS
IDAHO ASSOCIATION FOR PLAY THERAPY
Adopted February 2008

ARTICLE I. NAME

Section I. Name. The name of this association shall be “the Idaho Association for Play Therapy” or IDAPT.

Section II. Status. IDAPT is a non-profit corporation and shall conduct its affairs in conformance with all applicable local, state, and federal laws and regulations, including all civil rights laws and regulations and accessibility and accommodation requirements which may arise pursuant to the Americans with Disabilities Act and similar statutes or ordinances. IDAPT will develop and observe those procedures necessary to provide reasonable accommodations when requested and required under applicable law. It shall use its funds and other assets only to satisfy the purpose of IDAPT.

Section III. Scope. IDAPT is chartered as a branch of the Association for Play Therapy and its designated territory is designated as the State of Idaho.

ARTICLE II. PURPOSES AND OBJECTIVES

Section I. The **purpose** of the Idaho Association for Play Therapy is to provide a forum for the discussion of play therapy ideas and concerns and thereby compatible with the Association for Play Therapy.

Section II. The **objectives** of the IDAPT shall be to:

1. Promote the understanding and value of play and play therapy.
2. Promote the effective practice of play therapy through training and development, research and support.
3. Promote the recognition, incorporation, and preservation of diversity in play therapy.
4. Promote the development and maintenance of a strong professional organization to accomplish these objectives.
5. Promote development of materials, which further the practice of play therapy.
6. Provide a forum for active communication regarding play therapy.
7. Inform, and educate the general public and the mental health community concerning the role for play therapy in referral, assessment and treatment.
8. Advance high standards of professional conduct and respond to possible unethical conduct of a play therapy practitioner.
9. Advocate for the rights of children, their families, and significant others.

ARTICLE III. BRANCHES

Section I. Permission to form our branch followed the APT branch outlines at the time of our inception. Those procedures were as described in “Guidelines for the Organizations of Branches and Chapters of the APT” attachment 3, “applications for Chapter Status” that existed at that time.

Section II. Membership requirements will conform to APT and IDAPT bylaws.

Section III. Officers of the Branch must be members of APT and IDAPT.

Section IV. Minimum branch membership is ten (10) persons, and membership requirements must be consistent with APT and IDAPT Bylaws. In 2008 Minimum branch membership was changed to (20) persons.

ARTICLE IV. MEMBERSHIP

Section I. Membership is open to all interested in the study, use, and promotion of play therapy. IDAPT will provide three types of membership, Professional, Affiliate, and Organizational.

1. All membership categories must be a member of the national APT to be eligible for IDAPT membership.
2. All Members, if they have paid APT and IDAPT dues shall be eligible to vote and hold office unless otherwise specified.
3. Professional or Individual Membership
 - a. Eligibility. Any person who is residing in the United States and whose responsibilities are in the area of play therapy may become a member of the Association provided they have a Master's Degree or higher in a field related to mental health. No one may be denied membership in this association on the basis of race, color, creed, religion, ethnic origin, sex, sexual orientation, or age.
4. Affiliate or Student Membership
 - a. Eligibility.
 - 1) Any student, graduate or under graduate, interested in play therapy shall be eligible for student membership.
 - 2) Any person who has a Bachelor's Degree in a field related to mental health.
 - 3) Any parent or other lay individual residing in the state of Idaho.
5. Organizational Membership – As of 2008, no longer available as it is not available through APT.
 - a. Eligibility. Any organizations interested in play therapy shall be eligible for organizational membership.
 - b. Privileges. Only one representative of the organization may vote as (1) one vote for the organization or hold (1) one office.

Section II. Dues and 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 Executive Council, is entitled to utilize and participate in the benefits, programs, and other activities approved by the Council, and may vote as described elsewhere in these Bylaws. Membership is non-transferable.

Section III. Termination and Expulsion

Membership shall be automatically terminated in any of these circumstances although such action shall not relieve the member from any financial or other obligations, unanswered charges, or responsibility for damages.

1. Resignation or death of the member.
2. At least fifteen (15) days after the member receives notice of termination:
 - a. For failure to pay the applicable dues after they become due and payable.
 - b. For occurrence of any event that renders the member ineligible for continued membership or failure to satisfy membership requirements.
 - c. If the Executive Council 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.
3. If APT severs membership due to ethical conduct.
4. If a state licensing certification board takes away licensing based on unethical conduct.

5. If a professional organization other than APT severs membership due to unethical conduct.
6. If unethical conduct which is not being addressed by any of the above mentioned organizations is brought to the attention of IDAPT, the Executive Council will form a committee in order to consider whether severance of membership should occur.

ARTICLE V. GOVERNANCE

Section I. The governing body shall be the Executive Council as described in Article VI. All decisions of the Executive Council will be made by a majority vote. A quorum 51% is required.

Section II. Membership on the Executive Council shall be as described in Article VI.

Section III. The powers and duties of the Executive Council include:

1. Maintaining membership records.
2. Providing communication as needed to the membership.
3. Coordinating communications as required with APT.
4. Responding to application for chapter status.
5. Maintaining minutes of the council meeting.
6. Responding to reports or unethical conduct by play therapy practitioners.
7. Forming committees as needed.
8. Enforcing the bylaws of IDAPT.
9. Providing for the holding of elections of the Executive Council members.
10. Maintaining historical records for the activities of IDAPT.
11. Maintaining financial records including management of membership dues and other monies.
12. Distributing the newsletter to IDAPT members.
13. Other duties and powers as needed.

Section IV. The Executive Council will meet a minimum of Quarterly. Fourteen days notice of all meetings to all Council members is required. Fourteen days notice to all association members regarding Executive Council meetings is encouraged.

ARTICLE VI. EXECUTIVE COUNCIL

Section I. IDAPT membership will elect seven Executive Council members.

Section II. Qualifications for the Executive Council positions will include:

1. Membership in APT.
2. Membership in IDAPT.

Section III. For the first year, there were four two-year Council positions, and three one-year Council positions. Each subsequent year, IDAPT agreed to rotate electing three or four two-year Council positions. In 2004, all positions became one-year terms with the exception of the President and President Elect positions, to be automatically reappointed by the Council for up to two additional years, without a general membership vote.

In 2008, all positions once again became two-year positions. This is needed to maintain continuity between Councils from year to year. Each subsequent year, three positions will be elected by the general membership. Only three will be elected each year as the President Elect becomes President, then Past

President, three members will finish their second year, leaving only three positions needing election each year.

Section IV. In case of resignation or death, the Council will appoint an interim Council member.

ARTICLE VII. OFFICERS

Section I. President, President-Elect, Secretary and Treasurer shall be appointed by the Executive Council.

Section II. Qualifications for officers

1. Membership in IDAPT for a minimum of one year.
2. Member of APT.

Section III. Duties of the Executive Council Officers

1. The **President** shall preside at all meetings of the Executive Council and the Association, and enjoy those general powers normally vested in such office or as prescribed by the Council. The President shall keep a binder of the year's events, newsletters, meeting agendas and minutes, etc. to pass to the President-Elect.
2. The **President-Elect** shall execute the powers and responsibilities of the President in the absence or incapacity of the President, and perform those duties assigned by the President or the Council. The President-Elect shall automatically succeed the President.
3. The **Secretary** shall monitor and assure the members and the Council that all appropriate proceedings of the Association are accurately recorded.
4. The **Treasurer** shall:
 - a. Monitor and assure the members and the Council that the Associations financial affairs are properly conducted, and all required or requested reports are produced, filed and maintained by its principal officers.
 - b. Ensure that the Associations financial records are reviewed or audited by a qualified outside professional accountant or that a financial report is prepared and reviewed by either an outside professional accountant or a finance committee composed of a majority of non-council professional members in good standing.

Section IV. Other

Officers shall not be compensated for their service as officers. When a vacancy occurs among officers, the Executive Council may appoint a successor to complete the term of the departing officer. The Executive Council may remove any incumbent officer for cause.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section I. The President-Elect will be and/or chair and/or form a nominations and elections committee.

Section II. The process of nominations and elections beginning 2005 will be as follows:

1. In January of each year requests for nominations to the Executive Council will be mailed or E-mailed to the IDAPT membership at large.
2. Nominations should be made by mail, FAX, or E-mail to the Executive Council or its designee, and must be received by February 1st.
3. Ballots will be mailed, or E-mailed by March 1st to the membership at large.
4. Ballots must be received by mail, FAX, or E-mail by the executive council or its designee, on or before March 20th.
5. Election results will be announced in the next newsletter.

6. Newly elected Executive Council Members will begin attending meetings immediately and assume responsibilities at the beginning of the following fiscal year, July 1.

ARTICLE IX. COMMITTEES

Section I. Committees and 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 Council. Committees shall neither make public policy pronouncements nor exceed prescribed powers and responsibilities. Committee members shall not be compensated for their services as committee members. However, conference committee members may be awarded discounted conference fees in return for their volunteer help with the conference if funds are available and authorized by the Council.

1. **Members, Terms and Voting:** Committees shall be composed of members in good standing of APT and IDAPT who are appointed by the committee chair, serve concurrent with the President or until their assigned tasks are accomplished, whichever occurs first, and are each entitled to cast one (1) vote in committee deliberations. The President and Council shall be ex-officio members with voice but without vote of all committees.
2. **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.

ARTICLE X. FINANCES

Section I. Dues

IDAPT dues for membership shall be recommended by the Executive Council, approved by the membership, and collected by APT, then sent quarterly to IDAPT.

Section II. Financial Statement

The Treasurer shall prepare and present a budget to the Executive Council for review prior to July 1st. The budget will be adopted at the first meeting of the new fiscal year.

Section III. Authorization of Expenditures

The Treasurer and their Council designees shall deposit and disburse funds in the name and to the credit of IDAPT.

Section IV. Fiscal Year

The fiscal year shall begin on July 1 and end on June 30.

Section V. Indemnification

1. The Board shall indemnify any or all officers and directors against expenses incurred by them in connection with the defense of any action, suit, or proceeding in which they are made a party in which such persons shall be adjudged to have been responsible for misconduct resulting in harm or damages.
2. IDAPT shall also indemnify and hold harmless the Association for Play Therapy (APT) and its officers, directors, members, employees, and other agents from and against all claims, demands, and liabilities (including reasonable attorneys' fees and costs) asserted by third parties arising from the indemnifying party's performance within and outside of its Branch Charter Agreement. This obligation to indemnify and hold harmless shall survive the expiration or termination of said Agreement.

Section VI. Upon **dissolution of IDAPT**, the Executive council shall distribute any remaining funds and assets to one or more legally organized non-profit Organizations qualified in accordance with Section

501C(6) of the Internal Revenue Service Code. No Association assets shall inure to the benefit of any Council member, employee, contractor, or member.

ARTICLE XI. MISCELLANEOUS

Section I. Proposals to amend the Bylaws may be initiated by any member of IDAPT in good standing.

Section II. Proposed changes to the Bylaws must be submitted in writing to the Executive Council. There must be 10 signatures before the Executive Council will consider a change. The Executive council then reviews the change, votes and forwards the recommended changes to APT.

Section III. These Bylaws may be amended at the annual meeting of IDAPT by two-thirds (2/3) affirmative vote of the members present and voting.

Section IV. Should an amendment be of urgent nature, mailing to the general membership will be initiated.

Section V. All proposed amendments must be approved by the Board of Directors of APT.

Section VI. Each member of the organization shall have the absolute right at any reasonable time to inspect, whether in person or represented by an agent, all books, record, documents, and facilities of the Association.

Section VII. Unless stipulated elsewhere in these Bylaws, all meetings of and within the Association shall generally be conducted in accordance with the latest edition of Robert's Rules of Order.

Section VIII. A two-thirds vote shall be required by the Executive Council to dissolve the Association.

ARTICLE XII.

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