

BYLAWS
THE NEW YORK ASSOCIATION FOR PLAY THERAPY, INC.,

A R T I C L E I
NAME

Section 1. The name of the organization is "The New York Association for Play Therapy, Inc." or NYAPT.

Section 2. NYAPT, the state branch chartered by the Association for Play Therapy, Inc. (APT), shall conduct its affairs in compliance with its Bylaws and 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. NYAPT will develop and observe those procedures necessary to provide reasonable accommodations when requested and required under applicable law.

Section 3. NYAPT is deemed to be a separate entity for the purpose of making contracts, incurring liabilities, and acquiring rights, and of suing and being sued in any state or federal court. NYAPT is a nonprofit public benefit corporation, with federal status as a 501(c)(3) nonprofit, income tax exempt organization, and sales tax exempt by the State of New York, NYAPT is not organized for the private gain of any person.

A R T I C L E I I
OBJECTIVES

Section 1. The purpose of NYAPT is in agreement with the Mission Statement of APT, Inc. *The mission of the Association for Play Therapy, Inc. is to advance the psychosocial development and mental health of people through play and play therapy by promoting: (1) the understanding of play and play therapy, (2,) the effective practice of play therapy through training, research, and support, (3) the recognition, incorporation, and preservation of diversity in play and play therapy, (4) the development and maintenance of a strong professional organization to accomplish these objectives.* The purpose of NYAPT is to provide a forum for the discussion of play therapy ideas and concerns.

Section 2. The objectives of NYAPT shall be to:

- a) advance high standards of professional conduct by providing ongoing educational and professional meetings and conferences for its members;
- b) promote training, research, and the development of materials which further the practice of play therapy;
- c) provide a public forum for advancing the discipline and communication of play therapy;
- d) inform and educate the general public and the mental health community concerning the role of play therapy in referral, assessment, and treatment;
- e) establish contacts with various organizations for support and educational pursuits;
- f) encourage education and participation of families in children's play therapy treatment, when beneficial,
- g) advocate for the rights of children, their families, and significant others.

A R T I C L E I I I
MEMBERSHIP

Section 1. Membership shall be two (2) types: Full and Affiliate. Membership is open to all interested in the study, use, and promotion of play therapy. Membership shall be granted to any person who resides or works in the state of New York.

Section 2. **Full Members.**

- a) **Eligibility:** Any individual with a Masters, Doctorate or equivalent degree in the field of mental health.
- b) **Privileges:** Any person who has met the qualifications for Full Member and has paid the prescribed dual dues of the Branch (NYAPT) and national (APT, Inc.) associations shall be eligible to attend meetings, to vote, hold office, and to receive dual membership benefits such as: newsletters, journals, training, discounts at conferences, etc.

Section 3, **Affiliate Members.**

- a) **Eligibility:** Any student studying play therapy and/or a related field, and other interested individuals. Affiliate Members do not hold voting status.
- b) **Privileges.** Any person who has met the qualifications for Affiliate Member and has paid the prescribed dual dues of the Branch (NYAPT) and national (APT, Inc.) associations shall be eligible to attend meetings, and to receive dual membership benefits such as: newsletters, journals, training, discounts at conferences, etc. Affiliate Members may not vote nor hold office.

Section 4. No one may be denied membership in NYAPT on the basis of race, creed, religion, ethnic origin, gender, sexual orientation, lifestyle or age.

Section 5. Membership in NYAPT in no way implies or bestows competence as a play therapist.

Section 6. **Severance of Membership**

- a) A member may be dropped from membership if dues are not paid;
- b) If APT, Inc. severs membership due to unethical conduct
- c) If a state licensing certificate takes away licensing based on unethical conduct; if a professional organization other than APT severs membership due to unethical conduct

**ARTICLE IV
MEETINGS**

Section 1, There shall be an Annual Meeting of NYAPT held on a date determined by the Executive Committee, usually in April/May/June at the time of the Annual State Branch conference.

Section 2. Written notice of the Annual Meeting shall be given to the members at least 'ten (10) days but no more than ninety (90) days before the date of the meeting.

Section 3. Additional meetings of the membership may be held as often as needed. Informal meetings may also be held during NYAPT trainings, as needed.

Section 4. Quorum

- a) A quorum at the Annual Meeting shall be a majority of the voting membership.
- b) In the absence of a quorum, if agreed to by a majority of voting members present, absent voting members may be polled for their votes on issues voted upon at the meeting.
- c) A quorum at meetings of the Executive Board and/or Board of Directors shall be a majority of the board members serving.

Section 5. Board Meetings

- a) The Executive Board and Board of Directors shall meet at least twice per year, with one meeting, if possible, held the evening before the start of the Annual State Branch conference. The dates of the meetings, shall be determined by the Executive Board
- b) The Executive Board may meet as often as necessary, to be determined by the President.

**ARTICLE V
OFFICERS**

Section 1. Officers and Terms of Office.

- a) The officers of the NYAPT, hereto forth referred to as the Association, shall be President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.
- b) All officers shall have one vote, with the President voting as a tie -breaker.
- c) The immediate Past President shall be a board member, acting as an advisor, for one full year following his/her term. The Past President shall not initiate motions nor have voting privileges during that period.
- d) All officers of the Association shall be elected from the voting members of the Association and shall serve for two (2) year terms.
- e) Upon the death or resignation of any officer, a successor shall be appointed by the Executive Board to fill the remaining term of office,

f) All officers and directors of NYAPT shall be members in good standing of NYAPT and APT, Inc.
Section 2. Duties of the Officers.

- a) President. The President shall preside at the Annual and general meetings of the Association, and preside at all meetings of the Executive Board and full Board of Directors. The President shall appoint the chairperson of all committees, and shall be an Ex-officio member without vote of all committees. The President may appoint a Parliamentarian as deemed necessary.
- b) Vice-President. The Vice-President shall serve as chairperson of the Nominations and Election Committee, and assist the President as necessary.
- c) Recording Secretary. The Recording Secretary shall keep a book of minutes of all meetings, proceedings, and actions of the Executive and/or Board of Directors. The minutes shall include the time and place, type of meeting, names of those present, and a copy of the notice for the meeting. The Recording Secretary shall also keep a record of the Association's members, showing each member's name, address, and date and class of membership as well as keep a copy of the bylaws. The Recording Secretary shall also keep a historical copy of the activities of the Association.
- d) Corresponding Secretary. The Corresponding Secretary shall notify members of all meetings as required by the bylaws; shall be responsible for mailing all notices to members, including periodic Newsletters, as well as any other correspondence determined by the Association and/or President.
- e) Treasurer. The Treasurer shall maintain adequate and correct books and accounts of the Association; prepare monthly and annual financial reports as required by the Board of Directors; deposit and disburse funds in the name of and to the credit of the Association; bonded as may be required by the Board of Directors; complete and fill any necessary federal or state tax papers, and chair the Finance Committee.

1) A temporary amendment has been made to the NYAPT bylaws to allow the position of treasurer to carry a one-time term of three years (2010-2013). At the completion of this (2010-2013) term the two-year term criteria would be reinstated.

ARTICLE VI BOARD OF DIRECTORS

Section 1. The Association shall be governed by Board of Directors totaling no more than fifteen (15) members,

Section 2. Composition. The Board of Directors shall be composed as follows:

- a) The Executive Board of elected officers of the Association;
- b) Four (4) Directors initially appointed, and then elected from the at-large membership at the same time of year as the officers, with half being elected each year.
- c) The Directors shall serve terms of two (2) years, One Director elected from the at-large membership for each one hundred (100) members or majority proportion thereof; and One Director elected for each organized chapter, if any should exist.
- d) The terms of office for each member of the Board of Directors shall be for two (2) years and shall begin on the first day of the Fiscal Year after the election.
- e) Upon the death or resignation of one of the Directors, the Executive Board shall select and appoint a member in good standing to fill the unexpired term.
- f) All members of the Board of Directors shall be voting members of NYAPT and be members in good standing with NYAPT and APT, Inc.
- g) If a member of the board of directors moves out of state during a term in office, he/she may complete that term of service. This applies to the present term of service only; he/she would not be eligible for re-election.

Section 3 Powers and Duties of the Executive Board. The powers and duties shall be:

- a) maintain membership records;
- b) provide communication as needed to the membership;
- c) coordinate communications as required with APT, Inc.

- d) respond to applications for chapter status;
- e) maintain minutes of Association meetings;
- f) form committees as needed;
- g) enforce the bylaws of NYAPT
- h) provide for the holding of elections;
- i) maintain historical records for the activities of NYAPT

Section 4. Powers and Duties of the Board of Directors. The powers and duties shall be:

- a) To formulate Association policies and recommend such policies to the membership.
- b) To conduct the business of the Association and make recommendations to the membership.

Section 5. Meetings of the Board of Directors.

- a) The Board of Directors shall meet prior to each regularly scheduled Annual Meeting of the Association. Other meetings may be called as necessary by the President or by five members of the Board with at least thirty (30) days notice.
- b) Each member of the Board of Directors shall have one vote and a majority of the voting members of the Board shall constitute quorum.
- c) The President of the Association shall preside at meetings of the Board of Directors, and the Vice-President shall preside in the absence of the President.

ARTICLE VII COMMITTEES

Section 1. Appointment of Committees. The President, subject to confirmation by the Board of Directors, shall name such standing and special committees as may be needed to conduct the activities of the Association, and appoint their respective chairperson. The following standing committees have been formed: Education/Training; Finance; Legislative; Membership; Newsletter; Nomination and Election; and Student/Affiliate.

ARTICLE VIII CHAPTERS

Section 1. Permission to form chapters will follow APT, Inc. chapter procedures as described in "Guidelines for the Organization of Branches and Chapters of APT, Inc., Attachment 3, "Applications for Chapter Status" will be used.

Section 2. Membership requirements will conform to APT, Inc. and NYAPT bylaws.

Section 3. Officers of chapters must be members of APT, Inc. and NYAPT

Section 4. Minimum chapter membership is ten persons, and membership requirements must be consistent with APT and NYAPT bylaws.

ARTICLE IX. NOMINATIONS AND ELECTIONS OF OFFICERS AND BOARD MEMBERS

Section 1. The process of nominations and elections will be as follows:

- a) A Nominations and Election Committee shall be chosen from the voting membership.
- b) No member of the Nominations and Election Committee may serve for two (2) Consecutive Years.
- c) No member may be a candidate for office while serving on the Nominations and Elections Committee.
- d) Sixty (60) days prior to the annual April/May/June NYAPT State Branch Conference and Membership Meeting, nominations for available positions on the NYAPT Executive Board and Board of Directors will be solicited by the Nominations and Election Committee;

- e) Thirty (30) days prior to the Annual meeting, ballots will be emailed to the membership at large. Nominees (identified as indicated in d above) for each office and directorship, and agreeing to serve if elected, shall be put on the election ballot which shall be emailed to the voting membership. The election ballot shall indicate that it must be returned to the Nominations and Election Committee by a specific date;
- f) Ballots must be received seven (7) days prior to the scheduled Annual meeting;
- g) The candidate receiving the highest number of votes for each office shall be elected.
- h) The candidates shall be informed as to their election status at least five (5) days prior to the Annual meeting.

- i) Elections results will be announced at the Annual meeting.
- j) Officers will be installed at the Annual meeting of the Association.
- k) All ballots, returned receipts and tally sheets shall be filed in a separate electronic file maintained by the Recording Secretary. Such materials are to be held for one year.

ARTICLE X INDEMNIFICATION

Section 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.

Section 2. NYAPT shall also indemnify and hold harmless 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.

ARTICLE XI FINANCES

Section 1. Dues: NYAPT Branch dues for members shall be increased or decreased by the Executive Board and Board of Directors. Dues payment for NYAPT also requires payment of dues to APT, Inc. per the dual membership agreement. NYAPT members receive the benefits of both NYAPT and APT, Inc. membership.

Section 2. Budget. The Finance Committee with input from the Executive Board shall prepare a budget and present it to the membership for adoption at each Annual meeting of NYAPT

Section 3. Authorization of Expenditures: The Executive Board and Board of Directors shall direct deposit and dispersal of funds in the name of and to the credit of NYAPT by the Treasurer, or another

Section 4. Fiscal Year: The Fiscal Year shall begin in July of each year.

ARTICLE XII PARLAMENTARY AUTHORITY

Robert's Rules of Order Revised (by Henry Martin Robert) shall govern the proceedings of NYAPT, not otherwise specified in the bylaws.

**ARTICLE XIII
AMENDMENTS**

Section 1. These bylaws may be amended at the Annual meeting of NYAPT by two-thirds (2/3) affirmative vote of members present and voting, or by mail ballot.

Section 2. Proposals to amend the bylaws may be initiated by any member of NYAPT. These bylaws shall be in compliance with APT, Inc. bylaws and shall take effect immediately upon adoption by the membership. Adopted 1996. Revised 2001,2009. 2011, 2012,2016