

BYLAWS OF THE LOUISIANA ASSOCIATION FOR PLAY THERAPY

Adopted 6/3/01; Revised 6/13/03; Revised 2/27/10; Revised 3/2/12; Revised 12/6/17

PROPOSED REVISION 2017

ARTICLE I: GENERAL

A. The name of this branch shall be the Louisiana Association for Play Therapy (LAPT), Inc.

B. Mission & Scope:

The mission of LAPT shall be to promote the value of play therapy and the credentialing of play therapists. To accomplish this mission, LAPT will advance the psycho-social development and mental health of all people through play and play therapy by promoting and supporting those programs, services, and related activities that promote the:

1. Understanding and valuing of play and play therapy.
2. Effective practice of play therapy through training, research, and support.
3. Recognition, incorporation, and preservation of diversity in play therapy.
4. Development and maintenance of a strong professional organization to accomplish these objectives.

C. Status:

LAPT is a chartered branch of the Association for Play Therapy (APT) and shall conduct its affairs in compliance with its bylaws and applicable federal, state, municipal and other applicable 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.

LAPT is deemed to be a separate corporate entity from APT for the purpose of making contracts, incurring liabilities, acquiring rights, and suing and of being sued in any state or federal court. LAPT is a nonprofit organization and shall conduct its affairs in conformance with Section 501(c) (3) of the Internal Revenue Service. LAPT shall use its funds and other assets only to satisfy the purpose of LAPT and no part of such shall be distributed to officers or other persons within or outside of LAPT.

No substantial part of the activities of LAPT shall be the carrying of propaganda, or otherwise attempting to influence legislation that is unrelated to its purposes detailed above. No substantial part of LAPT activities shall be the participation in or intervention in any political campaign on behalf of any candidate for public office.

ARTICLE II: MEMBERSHIP

A. Categories: LAPT shall offer two (2) types of membership: professional and affiliate

1. Professional Membership

- a. Eligibility: An individual mental health professional with at least a master's degree who resides within the United States and is a member of both APT and their respective chartered branch.

2. Affiliate Membership

- A. Eligibility for Affiliate status: A full-time student, parent, or other individual non-mental health professional who is a member of both APT and, if applicable, their respective branch. A retired and inactive mental health professional residing in the United States may choose to either remain a Professional member or become an Affiliate member.

- B. Privileges: Any person who has met the qualifications for affiliate membership and has paid the required dues shall be eligible to attend general meetings of the Association. Affiliate members may not vote or hold office.

B. 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 and is entitled to utilize and participate in LAPT benefits, programs, and other activities. Professional members may vote as described elsewhere in these Bylaws. Membership is non-transferable. Members must be current members of APT to hold membership in LAPT.

C. Termination & Expulsion:

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

1. Resignation or death of the member.
2. 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 Board or its designated agent determines that the member has failed in a material and serious degree to observe the policies and procedures of LAPT, engaged in conduct materially and seriously prejudicial to the purpose, interests, and image of LAPT, or committed a felony or other serious crime.
 - d. If the LAPT member is no longer eligible for professional licensure in LA due to misconduct.

D. Meetings, Voting And Quorum:

1. An annual meeting of all LAPT members shall be called by the Board with thirty (30) or more days advance notice and normally in conjunction with the annual LAPT conference. If a vote is taken, each Professional member is entitled to cast one (1) vote as appropriate.

2. Additional meetings of all LAPT members may be called by three (3) or more directors or by a petition signed by 10% or more of Professional members in good standing. If at least ten percent (10%) of Professional members in good standing are present, each Professional member is entitled to cast one (1) vote as appropriate.
3. Voting for LAPT business can be held electronically with an e-blast sent to all current members if a general membership vote is required or to the Executive Board / Executive Committee / or committee's members if that body needs to vote on an item.
4. The Executive Board will hold one annual planning meeting/retreat per year, attendance is required of the Executive Board and Committee Chairs, as well as other LAPT members that the president requests to attend. The president has the discretion to schedule additional Executive Board and Committee Chair meetings as deemed necessary, typically quarterly.
5. Other than the in-person annual meeting/retreat, Executive Board / Committee Chair meetings can be in-person or via telephone conference calls.
6. A quorum for all meetings (annual, general, board, committees) constitutes a majority of those eligible to attend. Approval of voting items shall be a majority of the quorum in support.

ARTICLE III: OFFICERS AND MEETINGS

Section 1: General

- A. The officers of LAPT shall be President; the President-Elect; the Secretary; the Treasurer, and the Past President and shall be known as the **Executive Board**.
- B. The President, President-Elect, Secretary and Treasurer of LAPT shall be elected at-large from the individual members of the Association, and shall serve staggered two (2) year terms.
- C. Upon the death or resignation of any officer, the President with the approval of the Executive Board /Executive Committee shall appoint a successor.
- D. Officers shall be members in good standing of LAPT and APT.

Section 2: Duties of the Officers

- A. The President:
 1. Shall preside at all general meetings of LAPT.
 2. Shall be chairperson of and preside at meetings of the Executive Board.
 3. Shall be official spokesperson and liaison for LAPT when communicating with state or national affiliations of APT or other professional organizations.
 4. Shall be an Ex-Officio member without vote of all committees.
 5. Shall nominate members to serve as committee chairpersons as terms expire or the chairperson moves to an alternate position on the executive board or executive committee.
 6. Shall be responsible for and assist with the Gold Branch process to facilitate earning the Gold Branch distinction and to keep the Executive Board / Committee Chairs informed of tasks that need to be addressed.

7. May appoint a parliamentarian as deemed necessary.

B. The President-Elect:

1. Shall become the President of LAPT after two years.
2. Shall become the President upon the death or resignation of the President and will serve the unexpired term of the President as well as the following term.
3. Shall serve on the Executive Board.
4. Shall work toward the achievement of the goals and objectives of LAPT.
5. Shall coordinate, solicit, and facilitate the poster presentations at the annual LAPT conference.
6. Shall work with the conference committee to coordinate and disseminate the request for proposals for LAPT conferences as applicable.
7. Shall work closely with the conference committee chairperson to coordinate details of the annual LAPT conference as deemed by the president.
8. Shall attend the annual APT leadership and Presidents' meeting in the LAPT president's absence.

C. The Secretary:

1. Shall keep minutes of all meetings, proceedings and actions of the Executive Board according to approved business format
2. Shall notify members of all meetings.
3. Shall keep a copy of the Bylaws.
4. Shall assist the historian to maintain a historical record of the activities of LAPT.
5. Shall be responsible for all of the CEU certifications for the annual LAPT conference.

D. The Treasurer:

1. Shall keep a record of the members of LAPT showing each member's name, address and class of membership
2. Shall maintain adequate and correct books and accounts of LAPT.
3. Shall prepare financial reports as required by the Executive Board.
4. Shall deposit and disburse funds in the name of and to the account of the LAPT.
5. Shall be bonded as may be required by the Executive Board.
6. Shall ensure that all tax documents and non-profit status remain current.
7. Shall be responsible for the registration and collection / deposit of monies for the annual LAPT conference.
8. Shall maintain APT approved provider status by completing all forms and payment of renewal fee.

E. The Past-President:

1. Shall serve as a resource to new officers to provide knowledgeable transition of LAPT practices.

2. Shall coordinate and facilitate the Nominations and Elections with the nominations and election process of LAPT.
3. Shall preside at meetings in the absence of the president.
4. Shall work with LAPT's web designer to coordinate and facilitate the information provided in e-blasts, Facebook, and electronic modes of communication that will be used as a vehicle for the dissemination of information to the membership of LAPT.
5. Shall work with the conference committee to be the contact point and coordination for the speakers for the LAPT conference.
6. Shall be available to assist the current president as needed.

ARTICLE IV: COMMITTEES AND TASK FORCES

Section 1: General

- A. An **Executive Committee** comprised of the committee chairs of the following standing committees: By-Laws, Conference, Historian, Membership, and Publicity/ Marketing shall serve as an advisory committee and collectively will share one vote on any voting done by the Executive Board.
- B. Standing Committee Chairpersons are nominated by the President and must be approved by the Executive Board.
- C. Upon the death or resignation of any committee chair, the President shall nominate a successor to be approved by the Board of Directors.
- D. Standing Committee Chairpersons and/or the President can appoint people to serve on the committee upon the approval of the Executive Board / Executive Committee.

Section 2: Duties of the **Executive Committee** Chairs (Standing Committees)

- A. Bylaws, Ethics and Legislative Chairperson:
 1. Shall lead the committee in a continuing review of the current bylaws of LAPT and make necessary recommendations to the Executive Board for updates and amendments.
 2. Shall lead the committee in working toward achievement of the goals and objectives of LAPT through a continuing review of ethical and legislative matters which impact the members and LAPT as a body.
- B. Historian
 1. Shall be responsible for maintaining all archives and records of LAPT including but not limited to copies of all legal documents, By-laws, Agendas and Minutes of meetings, Records of officers who have served, Membership lists, Conference brochures.
- C. Membership Chairperson:
 1. Shall serve as chair of the Membership Committee.
 2. Shall maintain a current list of LAPT members and their demographic information.

3. Shall conduct electronic communications to members regarding the affairs and business of LAPT.
4. Shall forward a packet as prepared by the Executive Board of pertinent information and a welcome letter for new members.
5. Shall lead the Membership committee toward achievement of the goals and objectives of LAPT through service to the membership and to work toward maintaining Gold Branch status regarding membership growth.

D. Workshop and Conference Chairperson:

1. Shall serve as chairperson of the Workshop and Conference Committee.
2. Shall coordinate the annual state LAPT conference and any other workshop or conference as requested by the Executive Board.
3. Shall submit names of potential workshop presenters for approval by the Executive Board.
4. Shall designate tasks for the Annual Conference to conference committee members, other Board members or to other interested LAPT members.

E. Publicity / Marketing Chairperson

1. Shall serve as chairperson of the marketing and publicity committee
2. Shall coordinate the publicity and marketing for the northern and southern region of the state for LAPT.
3. Shall work with the conference committee chairperson to develop and solicit donations for the annual LAPT conference.
4. Shall coordinate the donations and door prizes at the LAPT annual conference.
5. Shall coordinate the reporting of the marketing and publicity in the northern and southern part of the state and report to LAPT at board meetings.

Section 3: Special Committees and Task Forces

- A. Grant Committee of at least three LAPT members will be appointed by the president to review applications for grant monies using an objective criteria and make recommendations to the Executive Board / Committee as to whether or not to fund the request and the suggested financial amount.
- B. Awards Committee comprised of former recipients of the Lifetime Achievement Award and who are current members of LAPT.
- C. Graduate Student Committee Task Force.
 1. Graduate student committee task force will be appointed by the president and will consist of graduate students from the various universities.
 2. The graduate student committee will work with the different committee chairpersons to facilitate the goals of each committee.
- D. The president can add additional special committees and task forces as needed with the approval of the Executive Board.

ARTICLE V: NOMINATIONS AND ELECTION

- A. The past president (or a previous past president) will coordinate and facilitate the Nominations and Elections of future Executive Board members.
- B. The voting membership of LAPT shall be composed of individual members.
- C. The past president shall use the following guidelines in nominating and electing procedures for each office up for election:
 - 1. The Nominations and Election Committee shall request nominations on a LAPT Nomination Form via e-blast and e-mail notification sent to the membership 6 weeks prior to the Annual Meeting (to be held at the annual conference) of the election year with a return date of 5 days.
 - 2. The Past President shall place the two candidates receiving the highest number of nomination votes on the LAPT Election Ballot and conduct a vote via an electronic third party platform to the voting membership 3 weeks prior to election results being announced. The voting membership will have 5 days to return their selections.
 - 3. The candidate receiving the highest number of votes will be elected.
 - 4. In the event of a tie, the current Executive Board and Executive Committee will vote by secret ballot to decide the outcome of the election.
 - 5. Candidates shall be informed of the results of the election 10 days prior to the installation date (at the annual meeting) for the newly elected officers.
 - 6. The newly elected officers shall be installed at the annual meeting of LAPT with their service term beginning immediately.

ARTICLE VI: FINANCE

- A. Dues
 - 1. Annual dual membership dues will be payable to APT.
 - 2. The LAPT dues will be determined by the LAPT Executive Board and Executive Committee.
 - 3. The APT dues will be determined by APT.
 - 4. An audited report shall be presented as needed to the Executive Board and Executive Committee.
 - 5. The fiscal year of LAPT shall correspond to the fiscal year of APT, April 1-March 31.
- B. Stipends
 - 1. LAPT shall provide all travel expenses and conference registration for the president or designee to attend the annual APT conference.
 - 2. If monies are available as determined by a review of the finances by the Executive Board and Executive Committee, the Executive Board will receive a stipend to attend the annual APT conference. If the Executive Board members are not going to utilize all the conference stipends, these slots will be offered to the Executive Committee.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the proceedings of LAPT not otherwise specified in the Bylaws.

ARTICLE VIII: INDEMNIFICATION

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.

LAPT 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.

ARTICLE IX: AMENDMENTS

- A. These Bylaws may be amended at the annual meeting of LAPT by two-thirds (2/3) affirmative vote of members present and voting or by an electronic vote of all members with a 2/3 majority vote.
- B. Procedure
 - 1. Proposals to amend the Bylaws may be initiated by a majority vote of the members of the Executive Board and Executive Committee.
 - 2. Proposals to amend the By-Laws may be initiated by a petition signed by twenty-five (25%) of the members in good standing.
 - 3. The Executive Board and the Executive Committee must approve all proposed amendments.

ARTICLE X: DISSOLUTION OF ORGANIZATION

Upon the dissolution of the corporation, the Board of Directors shall after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the district court of the parish in which the principal office of the corporation is then located, exclusively for such purposes or to such organization, as said Court shall determine, which are organized and operated exclusively for such purposes.