

**I. Purpose:**

The purpose of the Association shall be to promote the principles and practice of play therapy and to enhance the professional development of its members.

**II. Membership:**

**A. Categories of Membership**

1. Membership shall be of two types, Professional and Affiliate, as defined in Article II of the Bylaws.
2. Individual members shall have the right to vote in all association elections.
3. All officers and members of the Board of Directors shall be individual members of the Association
4. The Wyoming Association for Play Therapy, Inc. (WAPT) 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 and approval of the Board of Directors.
2. Dues shall be billed and collected by the Association for Play Therapy with the WAPT dues sent directly to the WAPT and deposited in the name of the Wyoming Association For Play Therapy by the approved signers.
3. The individual membership year coincides with the date of processing by the Association For Play Therapy.
4. The WAPT Secretary shall send one renewal notice to each member who has not renewed his or her membership no more than 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 Board of Directors.

**D. Membership Data Base**

1. The president will be responsible for keeping the database current and updated.
2. Address label information of current members may be exchanged with other professional mental health organizations as approved by the Board of Directors.

**III. ADMINISTRATIVE STRUCTURE**

**A. Officers:** The officers of the Association shall be the President, President-elect, Secretary and Treasurer.

1. President: The term of the office is three (3) years beginning at the close of the annual membership meeting. The duties of the President include the following:
  - a. The President is a voting member of the Board of Directors.
  - b. The President serves as the chairperson of the Board of Directors.
  - c. The President presides as chairperson at all meetings of the association.
  - d. The President is responsible for determining and preparing the agenda for meetings.
    - 1) The President will ensure that the Board of Directors receives a copy of the agenda within a reasonable time frame prior to meetings.
    - 2) The President will ensure that the general membership receive a copy of the agenda for the Annual Meeting thirty (30) days prior to the meeting.
  - e. The President serves as an ex-officio member of all committees
  - f. The President serves as the major spokesperson regarding the Association and WAPT positions or delegates the role to another WAPT member, officer or director.
  - g. The President authorizes official communications necessary with other organizations, agencies or persons.
  - h. The President serves as liaison with the Association For Play Therapy.
  - i. The President signs any contracts or other instruments that the Board of Directors has approved to be executed.

- j. The President performs duties incident to this office and other duties as determined by the Board of Directors.
3. President-elect: The term of this office is three (3) years beginning at the close of the Annual Meeting.
  - a. The president-elect is a voting member of the Board of Directors.
  - b. The president-elect shall become President of the Association after 3 years or upon the death or resignation of the President. In the case of the later the President-elect shall serve the unexpired term of the President as well as the full term.
  - 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 Board of Directors or other meetings of the Association.
  - d. The President-elect maintains the historical records of the activities of the Association.
  - e. The President-elect serves as an ex-officio member of all committees of the Association.
  - f. The President-elect consults regularly with the President regarding organizational activities to help insure continuity and smooth transition between terms of office.
  - g. The President-elect assists the President in carrying out the organization activities of WAPT and performs other duties incident to the office or as determined by the President.
4. Secretary: The term of this office is for three (3) years beginning at the close of the Annual Meeting at which the election is announced.
  - a. The Secretary is a voting member of 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 the 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 a file of minutes from committee meetings as submitted by the committee chair.
  - f. The Secretary receives the monthly listing of renewing and new members as well as a copy of APT's check forwarding membership payment. The Secretary sends a follow-up renewal notice to any member who is two (2) months late in renewing membership.
  - g. The Secretary sends a letter of greeting, Bylaws and most recent newsletter to each new member.
  - h. The Secretary performs duties incident to this office and other duties as determined by the President.
5. Treasurer: The term of this office is for three (3) years beginning at the close of the Annual Meeting at which the election is announced.
  - a. The Treasurer is a voting member of 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 provides a financial statement to the Board of Directors on the financial standing of the Association at each meeting.
  - e. The Treasurer provides a copy of all bank statements to the President for all association accounts on a quarterly basis.
  - f. The Treasurer ensures that all government financial reports are submitted on a timely basis.
  - g. The Treasurer facilitates and oversees audits.

- h. The Treasurer maintains records of all assets of the Association including equipment and location thereof.
  - i. The Treasurer issues checks for reimbursements upon receipt of a completed Expense Reimbursement Request Form according to established fiscal policies and procedures.
  - j. The Treasurer is responsible for development and recommendation of the annual budget to the Board of Directors and general membership for approval.
  - k. The Treasurer performs duties incident to this office and other duties as determined by the President.
- B. Board of Directors:
- 1. Voting members of the Board of Directors shall be the current elected officers and directors.
  - 2. The Board of Directors shall formulate WAPT 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. Two-fifths 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.

#### **IV. FISCAL STRUCTURE**

##### A. Finance

###### 1. Authority

- a. The authority of officers, chairpersons and directors to arrange financial commitment in the name of WAPT 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 and another member of the Board of Directors 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.
- e. All income and expenditures of WAPT shall flow through the Treasurer.
- f. The President shall receive a copy of quarterly 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.
- 2. Each Expense Reimbursement Request form should contain an explanation for each expenditure.
- 3. All requests for reimbursement must be submitted within thirty (30) days of the expenditure.
- 4. Requests for reimbursement will be honored only if accompanied by original receipts.

##### B. Budget

###### 1. General Procedures

- a. Treasurer shall prepare a proposed budget for approval by the Board of Directors prior to presentation to the general membership at the annual meeting.

###### 2. Budget Approval

- a. The Board of Directors shall present an approved budget to the membership for adoption at each annual meeting of the WAPT for the upcoming Fiscal year.

#### **V. ELECTION PROCEDURES**

##### A. Nominations

- 1. The Board of Directors shall mail a notice of upcoming elections and a nomination ballot to each member ninety (90) days prior to the annual membership 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 Board of Directors will review the nominations and validate eligibility as described in the Bylaws.
- 2. The Board of Directors will establish the willingness of each nominee to serve.

##### C. Voting Eligibility

- 1. All individual WAPT 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 at the annual membership meeting.
  2. For those members not attending the annual meeting, Ballots shall be mailed with a return envelope that has a label affixed for the member to sign. Only envelopes that are signed will be opened and counted. Unsigned envelopes will be kept unopened with election materials and discarded four weeks after election results are announced at the annual meeting. Directions accompanying the ballot will explain the voting procedure and indicate that only ballots returned in a signed envelope shall be opened and counted.
  3. Ballots shall be mailed to members in envelopes that indicate that the content is a ballot.
  4. All ballot envelopes shall be returned to the President and postmarked by midnight seven days prior to the scheduled annual meeting. Ballots will remain sealed until the Board of Directors meets for the official counting.
  5. All ballots (excluding the President's unless there is a tie) that are postmarked by the required return date and have the member's signature shall be counted when determining the outcome of elections by mail ballot. Signed envelopes will be destroyed to ensure confidentiality of votes. Ballots postmarked after the return date will be kept unopened with election materials and discarded four weeks after election results are announced at the annual meeting.
  6. Those individuals from the Board of Directors 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.
  7. 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 prior to installation. A letter will be sent prior to the annual meeting to each candidate confirming the election results.
  8. A plurality of votes cast will constitute election to the office. If a tie exists, the President shall cast the deciding vote.
  9. Election results shall be announced at the annual meeting.
  10. The Secretary of WAPT is responsible to keep filed and sealed election ballots.
- E. 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 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.

**VI. MEETINGS**

- A. The Board of Directors shall meet a minimum of three (3) times per fiscal year
- B. An annual membership meeting shall be held each fiscal year.
- C. The President, the Board or 10 percent or more of the members may call special meetings of the regular membership.
- D. The Board must give Association members reasonable notice of all annual and special meetings.
- E. Quorum and Voting
  1. A majority of those active members who are present at the annual membership meeting shall constitute a quorum. When a quorum is present, an act or decision made by a majority of the members is a valid act or decision of the Board. Proxy voting is permitted at any meeting. The Associations parliamentary authority shall be "Roberts Rules of Order".
- F. Any action which may be taken at a meeting of the members may be taken by conforming to a mail balloting.
- G. Board members will attend all Board meetings either in person or by phone. A member may be excused by notifying the Secretary of the Board, who will then inform the Board. The Board will review all excused and unexcused absences and can expel a Board member for excessive absences.

**VII. POLICIES AND PROCEDURES**

- A. The Bylaws is the primary document of the Wyoming Association For Play Therapy
  1. The Bylaws shall be reviewed by the Board of Directors 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, notification to the association membership shall be initiated.
- B. The Operations Manual shall define the Policies and Procedures of the Wyoming Association for Play Therapy.
  1. The Operations Manual shall be reviewed annually by the Board of Directors.
  2. Amendments of the Operations Manual shall be by a majority vote 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.

**OPERATIONS MANUAL**  
**THE WYOMING ASSOCIATION FOR PLAY THERAPY**

**October 2003**  
Revised 4/06