

The Wyoming Association For Play Therapy

Operations Manual

Revised March 2010

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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 of Play Therapy, Inc. (APT) with the organizations having dual membership.

B. Membership Applications

1. Application forms for membership shall be completed and returned to APT with the designated fee.
2. An applicant will become a member upon receipt and processing of their payment to APT.
3. APT will provide written notice to WAPT of new members
4. APT will forward the branch fee to WAPT @ P.O. Box 1932, Casper, WY 82602

C. Dues

1. APT will provide a written notice to all WAPT members annually that their membership is in need of renewal.
2. APT will provide a written notice to the WAPT President of members that have renewed their membership and are in need of renewing their membership.

D. Membership Data base

1. The President will maintain a database of the WAPT membership.
2. The Board of Directors will need to approve any sharing of members demographic information with other organizations.

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. A voting member of the Board of Directors.
- b. Serves as the Chairperson of the Board of Directors.
- c. Presides as the Chairperson of all Association meetings.
- d. Responsible for determining and preparing the agenda for all meetings.
- e. Provides the Board of Directors with the agenda before all meetings.
- f. Provides membership with the annual meeting agenda thirty (30) days prior to the annual meeting.
- g. Serves as an ex-officio member of all committees.
- h. Serves as the primary spokesperson for all membership and Board of Directors positions.
- i. Authorizes official communications within the membership and with other organizations/agencies/ persons.

- j. Serves as the communication liaison with the Association For Play Therapy.
 - k. Signs any contracts that has the approval of the Board of Directors and should be executed.
 - l. Performs any additional duties as determined by the Board of Directors.
2. **President-Elect** – the term of this office is three (3) years beginning at the close of the annual membership meeting. The duties of the President-Elect include the following:
- a. A voting member of the Board of Directors.
 - b. Shall become President of the Association after three (3) years or upon the death or resignation of the President. In the case of the later the President-Elect will serve the unexpired term of the President as well as the full term.
 - c. Shall serve as the Chairperson if the President is unable to attend the meeting; this shall be upon the President's request.
 - d. Shall document the history of the Association.
 - e. Shall serve as an ex-officio member of all committees of the Association.
 - f. Consults with the President in order to learn the President's duties and provide a consistent transition between the two offices.
 - g. Performs any additional duties as determined by the Board of Directors.
3. **Secretary** – The term of this office is for three (3) years beginning at the close of the annual membership meeting. The duties of the Secretary include the following:
- a. A voting member of the Board of Directors.
 - b. Responsible for recording events, meetings, events, correspondence, and maintaining official WAPT records.
 - c. All records should contain dates, times, members in attendance, copy of the agenda.
 - d. Responsible for distributing previous meeting minutes to Board of Directors at all meetings.
 - e. Distributes all agendas to membership.
 - f. Maintains a sealed file of all election ballots.
 - g. Maintains a file of minutes from all committee meetings as submitted by the committee chair.
 - h. Receives from the President a membership listing of all renewals.
 - i. Sends a letter of greeting to new members.
 - j. Sends a certificate of membership to all members annually.
 - k. Performs any additional duties as determined by the Board of Directors.
4. **Treasurer**: The term of this office is for three (3) years beginning at the close of the annual membership meeting. The duties of the Treasurer include the following:
- a. A voting member of the Board of Directors.
 - b. Assumes charge, management, and custody of all funds and securities of the Association within the policies and procedures determined by the Board of Directors.
 - c. Responsible for all funds and securities of the Association within the policies and procedures determined by the Board of Directors.
 - d. Receives and gives receipts for moneys due and payable to the Association.
 - e. Provides a financial statement to the Board of Directors on the financial standing of the Association at each meeting.
 - f. Provides a copy of all bank statements to the President for all Association accounts on a quarterly basis.
 - g. Ensures that all government financial reports are submitted on a timely basis.
 - h. Facilitates and oversees audits.
 - i. Maintains all records of all assets including the equipment and location thereof.
 - j. Responsible for development and recommendation of the annual budget to the Board of Directors and all membership for approval.
 - k. Performs any additional duties as determined by the Board of Directors.

B. Board of Directors

1. Voting members of the Board of Directors shall be the current elected officers and directors.

2. Shall formulate WAPT policies and procedures and make recommendations on these areas to the general membership.
3. Shall have the power to formulate and execute contracts and agreements on behalf of the Association in the best interest 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

IV. Fiscal Structure

A. Finance

1. Authority

- a. The authority of the officers, chairpersons, and directors to arrange financial commitment in the name of WAPT shall be restricted to the activity of their offices and within in the approved budget. President and Treasurer will monitor all expenses.
- b. Only the Board of Directors, by majority vote, may authorize the commitment of funds for legal services.
- c. The President and Treasurer are designated as signatories on the money accounts held by the Association.
- d. Signature cards for all Association accounts will be in place within the first thirty (30) days of taking the offices of President and Treasurer.
- e. All income and expenditures of WAPT shall flow through the Treasurer.
- f. The Board of Directors shall receive a copy of quarterly statements from the Treasurer.

2. General Procedures

a. Requests For Reimbursement

1. Membership will need to obtain a Reimbursement Form from the Treasurer @ P.O. Box 1932, Casper, WY 82602
2. Membership will need to complete and return said form to the Treasurer
3. All requests must be submitted within thirty (30) days of the expenditure.
4. All requests must be accompanied by a receipt for the expenditure.

B. Budget

1. General Procedures

- a. Treasurer shall prepare a proposed budget for Board of Directors and all membership to review at the annual meeting.
- b. Board of Directors will vote and approve an annual budget for the upcoming fiscal year at the annual meeting.

V. Election Procedures

A. Nominations

1. The Board of Directors shall notify the membership in writing of the upcoming elections at the annual meeting and a nomination ballot will be provided to membership ninety (90) days prior to the annual membership meeting.
2. Nominations may be mailed to P.O. Box 1932, Casper, WY 82602 and must be received thirty (30) days prior to 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 as an officer.

C. Voting Eligibility

1. All membership 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 a 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 for the member to sign and vote. Envelopes/ballots received within seven (7) days before the annual membership. Ballots received

after the seven (7) day deadline will go unopened and be disposed of by the Board of Directors. Directions for voting will accompany the ballot.

3. The Board of Directors will count the mailed in ballots at the annual meeting.
4. The Board of Directors will sign a verification form accounting for the validity of the ballot count.
5. All ballots will be disposed of by the Board of Directors within four (4) weeks of the meeting.
6. After the Board of Directors have counted all ballots the President will be notified of the results.
7. Nominees will be notified in writing the results of the mailed ballots prior to the annual meeting.
8. The results of the mailed in ballots will be announced at the annual meeting to the general membership.
9. The Nominating Committee Chair will be responsible to keep all ballots until they are counted by the Board of Directors.

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 Nomination Committee shall notify the membership in writing of the election results.

VI. Meetings

- A. The Board of Directors shall meet a minimum of three (3) times per fiscal year.
- B. An annual membership meeting will be held each fiscal year.
- C. The President, the Board of Directors, or ten (10) percent or more of the members may call a special meeting of regular membership.
- D. Designated officers must provided the general membership advanced notice of the meeting schedule and the agenda.
 - E. Quorum and Voting: 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.
 - F. The Board of Directors will determine if the use of Roberts Rules of Order is to be used at the meeting.
 - G. Board members may attend meeting in person or via telecommunications.
 - H. The Board members will review all excused and unexcused absences by Board members at scheduled meetings. Board members can be expelled for excessive absences.

VII. Policies and Procedures

- A. The Bylaws is the primary document o 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 the 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 Policies and Procedures of the Wyoming Association For Play Therapy.
 1. The Operations Manual shall be reviewed by the Board of Directors annually.
 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.



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