



## MICHIGAN ASSOCIATION FOR PLAY THERAPY

### *Mission Statement*

The Michigan Association for Play Therapy through affiliation with the Association for Play Therapy, a national organization, is created to unite all persons interested in the therapeutic process of play therapy. It strives to advance the principles and ethical practice of play therapy among its members. Through conferences, seminars and meetings the Michigan Association for Play Therapy provides a forum for learning, sharing of experiences and networking. It is dedicated to fostering scientific research, education, and training to enable its members to gain knowledge and competency in the theory and practice of play therapy.

It is the firm resolve of the Michigan Association for Play Therapy to advocate for increased recognition of the play therapy modality by the community at large, the mental health community, and third party payers regarding the value and benefit of play therapy for families and children. The Michigan Association for Play Therapy is committed to prepare its members to serve the mental health needs of children, families, schools and the community.

Adopted March 30, 1996

## MICHIGAN ASSOCIATION FOR PLAY THERAPY BYLAWS

### ARTICLE I - NAME

- SECTION 1. The name of this organization is The Michigan Association for Play Therapy herein known as MIAPT.
- SECTION 2. MIAPT (The Michigan Association for Play Therapy) is designated as a chartered branch by the Association for Play Therapy (APT). Its scope is the State of Michigan and purpose supportive of that described in the APT Bylaws and shall conduct its affairs in compliance with the Bylaws of the parent organization, namely The Association for Play Therapy.
- SECTION 3. MIAPT, a separate and independent nonprofit corporation, shall comply with 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.

### ARTICLE II - PURPOSE AND OBJECTIVES

- SECTION 1. Purpose: The Michigan Association for Play Therapy is established to promote the principles and practice of play therapy and to enhance the professional development of members.
- SECTION 2. Objectives: The objectives of the Michigan Association for Play Therapy shall be to:
- A. Advance high standards of professional practice by creating opportunities for education, training, and supervision in play therapy;
  - B. Develop a network of members in which practitioners shall share experiences, learning, and education materials on a regular planned basis;
  - C. Promote training, research, and development of materials which further the practice of play therapy;
  - D. Inform and educate the general public, the mental health community and third party payers concerning the role of play therapy in assessment and treatment;
  - E. Promote ethical standards in the conduct of play therapy;
  - F. Advocate for the rights of children, their families and significant others;
  - G. Network with various organizations for support and educational pursuits.

### ARTICLE III - MEMBERSHIP

- SECTION 1. Membership shall be two (2) types: Professional Individual and Affiliate Individual. These two types shall correspond to the two APT membership categories.
- A. Professional Individual
    1. Eligibility: Any mental health professional.
    2. Privileges: Any person who has met the qualification for Professional Individual membership and has paid the prescribed dual membership dues shall be eligible to attend meetings of MIAPT and to vote.
  - B. Affiliate Individual
    1. Eligibility: Any full-time student, parent, or other non-mental health professional.
    2. Privileges: Any person who has met the qualification for Affiliate Individual membership and paid the prescribed dual membership dues shall be eligible to attend meetings of MIAPT. Affiliate members may not vote or hold office in the Association.

SECTION 2. Severance of Membership. The following conditions shall warrant severance of membership.

- A. Unpaid dues;
- B. Unethical conduct of members causing severance of membership in the Association for Play Therapy;
- C. Suspension/denial of the member's license by the State Board of Licensure/Certification based on unethical conduct;
- D. Severance of membership in a professional organization other than the Association for Play Therapy for unethical conduct.

SECTION 3. Nonliability of Members

- A. A member of the Michigan Association for Play Therapy shall not solely be personally liable for debts, obligations or liabilities of the Michigan Association for Play Therapy or the Association for Play Therapy.

#### ARTICLE IV - OFFICERS

SECTION 1. The Officers of the Michigan Association for Play Therapy shall be the President, the President-Elect, the Immediate Past President, the Secretary and the Treasurer. The officers of MIAPT shall comprise the Executive Committee of the Board of Directors.

SECTION 2. Qualification for the Officers positions will include:

- A. Qualifications for the Officers positions are: Dual membership in the Michigan Association for Play Therapy and the Association for Play Therapy for a minimum of one year.

SECTION 3. Election of Officers

- A. Each year, the Michigan Association for Play Therapy will elect a President-Elect who shall serve a one (1) year term as President-Elect, one (1) year as President and one (1) year as Past President. The Secretary and Treasurer will serve two (2) year terms with the Secretary being elected during the odd calendar years and the Treasurer elected during the even years. Elected Officers shall begin their term on March 1<sup>st</sup> and shall not succeed himself/herself more than once in this office, with the exception of the Treasurer. The Treasurer may choose to serve additional terms. If the Treasurer chooses to do so, they must notify the Board not later than 90 days before elections begin.

SECTION 4. In case of resignation or death of any officer (except the President), a successor shall be appointed by the Board of Directors.

SECTION 5. Duties of the Officers.

- A. The President shall preside at the Annual Meeting of the Association and shall be chairperson of and preside at meetings of the Board of Directors. The President, subject to confirmation by the Board of Directors, shall appoint the chair of all committees, except as otherwise specified in the bylaws, shall be an Ex-Officio member without vote of all committees and shall submit annual reports of the MIAPT's activities to the Board of Directors of the MIAPT at least two (2) weeks in advance of the MIAPT's Annual Meeting and to the membership of the MIAPT at its Annual Meeting.
- B. The President Elect shall become President of the Association after one year or upon the death or resignation of the President. In case of the latter, the President-Elect shall serve for the unexpired term of the President as well as the following year. The President-Elect shall preside in the absence of the President and serve as chair of the Nominations and Election Committee.

C. The Immediate Past President shall serve as parliamentarian as necessary upon the request of the President. The Immediate Past President shall serve as chair of the Program Committee.

D. The duties of the Secretary shall be to:

- 1. Take minutes of meetings and keep a book of these minutes, proceedings, and actions of the Board of Directors. The minutes shall include the time and place, type of meeting, names of persons attending, and a copy of the notice for the meeting;
- 2. Keep a record of MIAPT's members showing each member's name, address and class of membership.
- 3. Notify members of all meetings as required by the bylaws;
- 4. Keep filed and sealed election ballots;
- 5. Keep a copy of minutes from committee meetings submitted by the committee chairs.
- 6. Maintain a historical record of the activities of the Association.
- 7. Chair the Membership Committee.

E. The duties of the Treasurer shall be to:

- 1. Maintain essential and correct books and accounts of MIAPT;
- 2. Prepare financial reports as required by the Board of Directors;
- 3. Deposit and dispense funds in the name and to the credit of MIAPT; and
- 4. Chair the Finance Committee.

#### ARTICLE V - GOVERNANCE

SECTION 1. MIAPT shall be governed by a Board of Directors totaling no more than twelve (12) members.

SECTION 2. Composition.

A. The Board of Directors shall be composed as follows:

- 1. The elected officers of MIAPT;
- 2. One director elected from the at-large membership for each one hundred (100) members or majority proportion thereof; and
- 3. One director elected by each organized chapter.

B. Directors from the at-large membership shall be elected at the same time as the officers with half being elected each year. The term of office for Directors shall be two (2) years and shall begin on March 1<sup>st</sup> of the following year with election results reported at the Annual Meeting following the yearly election process.

C. The term of office for each member of the Board of Directors, other than the President Elect, shall be for two (2) years and shall begin on March 1<sup>st</sup> of the following year with election results reported at the Annual Meeting following the yearly election process.

D. The officers of MIAPT shall form an Executive Committee, which shall meet a minimum of three (3) times yearly. Thirty (30) days written notice of all meetings to all officers is required.

E. Each member of the Board of Directors shall have one vote and a majority of the voting members of the Board shall constitute a quorum.

F. Upon the death or resignation of one of the Board Members, the Board of Directors shall select someone to fill the unexpired term.

G. The elected directors shall be members of MIAPT and APT.

SECTION 3. Powers and duties of the Board of Directors. The powers and duties shall be:

- A. To formulate MIAPT policies and recommend such policies to the membership;
- B. To conduct the business of MIAPT and make recommendations to the membership;
- C. Report alleged unethical behavior, when brought to its attention, to the appropriate State Board of Licensure/Certification and APT.

#### ARTICLE VI - 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 MIAPT and appoint their respective chairs except as otherwise specified in the Bylaws.

- A. The Program Committee shall be a standing committee chaired by the Past President and approved by the Board of Directors. It shall plan for the annual state conference, regional workshops, and the Annual Membership Meeting of the MIAPT. It shall maintain a schedule of such planning a year in advance for the annual state conference.
- B. The Nominations and Election Committee shall be a standing committee consisting of not less than five (5) members elected in alternate years for two (2) year terms. No members of the Nominations and Election Committee may serve for two (2) consecutive terms. No members may be a candidate for office while serving on the Nominations and Election Committee. Its duties shall consist of preparing a list of candidates for offices, the Board of Directors, and the Nominations and Elections Committee and presenting this to the membership. The President-Elect shall chair the Nominations and Elections Committee.
- C. Additional Standing Committees of the Association shall be the Bylaws and Ethics Committee, the Finance Committee, the Membership Committee, the Awards Committee, the Newsletter Committee, the Networking Committee, the State Conference Committee, and the Regional Workshop Committee
- D. The Board of Directors, by majority vote, may decide to make a committee or committees inactive for a period of one year at a time.

#### **ARTICLE VII - CHAPTERS**

SECTION 1. Permission to form chapters will follow the APT Chapter Certificate procedures as described in "Guidelines for the Organizations of Branches and Chapters of the APT". Attachment 3, "Applications for Chapter Status" will be utilized.

SECTION 2. Membership requirements will conform to APT and MIAPT by-laws.

SECTION 3. Minimum chapter membership is ten (10) persons and membership requirements must be consistent with APT and MIAPT.

#### **ARTICLE VIII - NOMINATIONS AND ELECTIONS OF OFFICERS AND BOARD MEMBERS**

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

- A. One hundred twenty (120) days prior to the Annual MIAPT Meeting requests for nominations for the election of Executive Committee, other board members and Nominations and Election Committee will be either electronically mailed or by post office mailed to the MIAPT membership at large;
- B. Nominations may be made by mail or fax, or electronic communication which must be received ninety (90) days before the Annual Membership Meeting;
- C. Nominations and Elections Committee will review the nominations and validate eligibility as described in Articles III and IV. Willingness to serve will be established;
- D. Sixty (60) days prior to the Annual Meeting, ballots will be either electronically or post office mailed to the membership at large;
- E. Ballots must be returned to the Nominations and Elections Committee forty-five (45) days prior to the scheduled Annual Meeting;
- F. Candidates will be informed of election status prior to installation;
- G. Election results will be announced at the Annual Meeting.
- H. Campaigning through any media for an elected position is prohibited.

#### **ARTICLE IX - FINANCES**

SECTION 1. Dues: MIAPT dues for members shall be recommended by the Board of Directors, approved by the membership, collected by the Association for Play Therapy, and deposited by the MIAPT Treasurer.

SECTION 2. Financial Statement: The Board of Directors shall prepare and present a budget to the membership for adoption at each Annual Meeting of MIAPT.

SECTION 3. Authorization of Expenditures: The Treasurer shall deposit and disburse funds in the name of MIAPT and to the credit of MIAPT. Two members of the Executive Committee will serve as signatories.

SECTION 4. Fiscal Year: Starting in 2007, the fiscal year shall begin on the first day of October.

#### **ARTICLE X - INDEMNIFICATION**

SECTION 1. MIAPT shall ensure all officers, employees, and other persons who are authorized to sign checks or otherwise handle funds are bonded and the indemnification of any or all officers, directors, and employees against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they are made a party by reason of having been officers, directors, or employees of MIAPT, except for matters in which such persons shall be adjudged to have been responsible for misconduct resulting in harm or damages.

SECTION 2. MIAPT shall 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 XI - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Revised (by Henry Martin Robert) shall govern the proceedings of MIAPT not otherwise specified in the by-laws.

#### **ARTICLE XII - AMENDMENTS**

SECTION 1. These bylaws may be amended at the Annual Meeting of MIAPT by two-third (2/3) affirmative vote of members present and voting.

SECTION 2. Proposals to amend the bylaws may be initiated by any member of MIAPT.

SECTION 3. Shall an amendment be of an urgent nature, a mailing to the general membership will be initiated.

#### **ARTICLE XIII**

These bylaws shall be in compliance with APT bylaws and shall take effect immediately upon adoption by the membership. The MIAPT is deemed to be a separate corporate entity for the purpose of making contracts, incurring liability and acquiring rights, and of suing and being sued in any state or federal court.

*Revised February 25, 2000; February 21, 2003; February 20, 2004; September 5, 2006; February 22, 2008; February 26, 2010; February 19, 2016; February 16, 2018.*