

**Kansas Association for Play Therapy**  
**Bylaws and Rules**

*Amended November 3, 2020*

**Article I – General**

- A. **Name:** The name of this association shall be the Kansas Association for Play Therapy (KSAPT).
- B. **Affiliation:** The Kansas Association for Play Therapy (KSAPT) shall be an independent organization, separate and distinct from Association for Play Therapy (APT). APT and KSAPT will indemnify and hold harmless the other party from any claims, demands made upon, or liabilities incurred by it.
- C. **Status:** KSAPT is a nonprofit and nonpartisan Kansas public benefit corporation that shall conduct its affairs in compliance with all 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. KSAPT will develop and observe those procedures necessary to provide reasonable accommodations when requested and required under applicable law. KSAPT shall use its funds and other assets only to satisfy the purpose of KSAPT, Inc., and no part of these assets shall inure or be distributed to officers, directors, or other persons within or outside of KSAPT.

**Article II – Purpose and Objectives**

- A. The purpose of the association shall be for the professional development of the members.
- B. The KSAPT will advance the psychosocial development and mental health of persons through:
  - 1. Advancing the practice of effective play therapy
  - 2. Promoting the understanding and value of play therapy
  - 3. Increasing the accessibility of play therapy education and promoting research
  - 4. Building a strong state organization to facilitate optimal professional growth and development

**Article III – Membership**

- A. KSAPT recognizes the dual membership requirement of the APT and therefore all Kansas Association members shall also be APT members. The Association shall offer three categories of membership to individuals and organizations interested in promoting the purpose of the Association.
  - 1. Professional individual: Individual mental health professional.
  - 2. Affiliate Individual: Students, parents, and other lay individuals.
  - 3. Affiliate Organization: Businesses and other lay organizations.
- 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 by the Board. Members are entitled to utilize and participate in the benefits, programs, and other activities approved by the Board, and may vote as described elsewhere in those Bylaws. Membership is non-transferable.
- C. Termination and 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. Failure of the member to pay the applicable dues within thirty (30) days after they become due and payable.
  3. Occurrence of any event that renders the member ineligible for continued membership or failure to satisfy membership requirements, such as that the member has failed in a material and serious degree to observe the policies and procedures of the Association, engaged in conduct materially and seriously prejudicial to the purpose, interest and image of the Association or committed a felony or other serious crime.
- D. Meetings: Members shall convene at least annually upon receipt of minimum of thirty (30) or more days advance notice to review, discuss, inquire about and offer recommendations to the Board regarding the programs, policies, and other aspects of the Association. The members present shall constitute a quorum.
- E. Polling: When the board wishes to poll members about one or more issues, each professional member is entitled to cast one vote.

#### **Article IV – Directors**

- A. Powers: The affairs of the Association shall be conducted and corporate powers exercised by or under the direction of the Board. The Board may delegate the management of its business affairs and other activities, provided that the Board retains its ultimate powers and responsibilities.
- B. Number: The Board shall be comprised of not more than seven (7) voting directors who shall be Professional members of the Association in good standing.
1. All elected Board Members shall serve a three (3) year term. A member may serve two (2) consecutive terms, miss one (1) year and then come back.
    - a. A Nomination Committee Chair will be appointed from the Board by the President and ratified by a two-thirds vote of the Board. Along with a committee comprised of a majority of the non-director professional members, shall propose to its Board, a slate of professional members in good standing each year by the final board meeting prior to the annual conference. The Board shall, by majority vote, either adopt the slate or return it to the committee for reconsideration.
    - b. Once the Board adopts a slate of candidates, it shall advise the general membership that these candidates are to be voted on at the next membership meeting. The general membership will have 30 days to submit petitions in opposition to any particular candidate. To remove a candidate from the slate, 10% of professional members in good standing, must petition against the candidate. If no petitions are received, the general membership shall elect from the slate at the next membership meeting.
    - c. If one or more valid petitions are received, a ballot listing all eligible candidates in alphabetical order shall be circulated to Professional members in good standing and those candidates receiving the highest number of votes shall be elected to the Board.
  2. One director, the immediate Past-President, shall serve as a director with voice and vote for one-year term immediately after serving as President. In the event that his/her 3 year term has expired before serving as Past President, the Past President will continue on for one more year as a non-voting member. Should the elected Conference Chair/President-Elect's term expire before serving as president they may complete the following year as a voting member.
- C. Other: The President and Nominations Chair should appoint replacements for Board members who resign or are removed with cause. When the Nominations Chair is vacant, a Board member

who is not currently serving as an officer will work with the President to appoint the vacant position.

- D. Meetings: The Board shall regularly convene at least twice a year, once in the spring and once in the fall, following the APT conference. The President may call special meetings in person or by telephone with adequate notice to Directors. The presence of a majority of Directors with vote shall constitute a quorum of the Board. Decisions by the Board shall require a majority vote unless otherwise indicated in these Bylaws.
- E. The Board shall operate as one voice representing the membership of KSAPT.
- F. All Board members will be a licensed professional with the Behavioral Sciences Regulatory Board in Kansas or a Kansas state certified school counselor.
- G. All Board members will be a Registered Play Therapist (RPT), a Registered Play Therapy Supervisor (RPT-S), or a School-Based Registered Play Therapist (SB-RPT) in good standing.
- H. All Board Members will be required to sign and complete the KSAPT “Code of Conduct” annually. The Secretary will keep the originals. A copy of the signed Code of Conduct will be placed on the KSAPT Google Drive.

#### **Article V – Officers**

- A. The officers of the Association and its Board shall be President, President-Elect, Secretary, Treasurer, and Immediate Past President.
- B. The officers shall be elected among the Board and voted on by the Board. Officers shall serve a one year term with the exception of the Immediate Past President, who shall serve in this position for one year following the Presidential term, and the President-Elect, who will automatically succeed the President.
- C. The President, as Chief Policy Officer, shall preside at all meetings of the Board, its Executive Committee and the Association, and enjoy those general powers normally vested in such office or as prescribed by the Board.
- D. The President-Elect shall execute the powers and responsibilities of the President in the absence of or incapacity of the President, and perform those duties assigned by the President. The President-Elect shall automatically succeed the President, and in preparation for such transition, prepare and propose an annual action plan to the Board to be implemented in his/her term as President. In the case that the President-Elect completes the 3 year term at the end of his/her President-Elect year, the term shall be extended for one year to include the year as President without re-election, and will be a non-voting, Board member in his/her Post-President year. In the event that this occurs, there shall still only be seven (7) voting Board Members.
- E. The Secretary shall monitor and assure the Board that all appropriate proceedings of the Association are accurately recorded and all required or requested reports produced, filed, and maintained at or from its principle offices.
- F. The Treasurer shall monitor and assure the Board that all appropriate proceedings of the Association are accurately recorded, its financial affairs properly conducted and all required or requested reports produced, filed, and maintained at or from its principle offices.
- G. The Executive Committees of the Board shall be composed of the President, President-Elect, Secretary, Treasurer, and Immediate Past President. The President or any two members to render advice, conduct inquiries, entertain grievances, or transact business between meetings of the Board shall call its meetings. Its actions, however, shall be reported to the Board within 72 hours, and if any such are deemed objectionable by four (4) or more Directors, shall then be submitted for review and approved by the Board at its next meeting.

- H. Other: Officers with vote shall not be compensated for services as an officer. When a vacancy occurs among officers, the Board may nominate a successor to complete the term of the departing officer. By a two-thirds vote, the Board may remove any incumbent officer for cause.

#### **Article VI – Committees**

- A. Committees and Limitations: The President shall appoint Committee Chairs and committee appointments deemed necessary to accomplish those specific assignments that satisfy the purposes of the Association, with a two-thirds ratify of the Board. A committee shall neither make public policy pronouncements nor exceed those powers and responsibilities prescribed by the Board. Committee members shall not be compensated for such service.
- B. Members, Terms, and Voting: Committees shall be composed of members in good standing who shall serve one year terms or until their assigned tasks are accomplished, whichever occurs first, and are each entitled to cast one (1) vote in committee deliberations. The President and President-Elect shall be ex-officio members with voice, but without vote of all committees and task forces.
- C. Meetings: Those members present at a committee meeting shall constitute a quorum if adequate advance notice of such meetings was distributed to all committee members.

#### **Article VII - Miscellaneous**

- A. A two-thirds vote by the Board shall be required to amend or repeal these Bylaws provided that the proposed amendment(s) is submitted to Directors for advance review and consideration. Any Director in good standing may propose amendments.
- B. The program year, fiscal year, and terms shall run concurrent with the Association for Play Therapy.
- C. The President shall appoint a Finance Committee, consisting of three (3) members (the President, President-Elect, and Treasurer) of the Board and/or membership, with ratification by two-thirds of the Board, to assist in overseeing the financial accountability of the Association. The Finance Committee would meet at least annually and the Chair of the Finance committee shall present a financial report to the Board within 30 days of the conclusion of that financial review or the Board may choose to obtain audit by a qualified outside professional accountant. The Board may decide at its discretion which financial review to pursue each fiscal year.
- D. All purchases or financial contracts/obligations on the part of KSAPT in the amount of \$300 or more must have the approval of the Board prior to expenditure or contracting. The Board may indemnify any and all Officers, Directors, and employees against any 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 the KSAPT, except for matters in which such persons shall be adjudged to have been responsible for misconduct resulting in harm or damages.
- E. Unless stipulated elsewhere in these Bylaws, all meeting of and within the KSAPT shall be conducted in accordance with the latest edition of Roberts Rules of Order.
- F. Each Director and member shall have the absolute right at any reasonable time to inspect, whether in person or represented by an agent, all books, records, and documents of any kind and the physical properties of the KSAPT.
- G. If KSAPT should dissolve, the Board shall distribute any remaining funds and assets to one or more legally organized non-profit corporations qualified in accordance with Section 501 (c) (3) or (6) of the Internal Revenue Code.

- H. KSAPT will help pay expenses for the President and President-Elect or two representatives of KSAPT Board, if the President and President-Elect are not available, to attend the annual APT conference up to \$1500 each as funds are available. They would be responsible to attend the Branch award ceremonies, leadership training sessions as well as any sessions related to the vision and mission of KSAPT.
- I. Bonding and Indemnity: 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. KSAPT 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.
- J. CEs - KSAPT will only award continuing education credit for time in attendance at KSAPT activities as verified by sign in and sign out sheets or virtual timestamp.

Respectfully Submitted,  
Kansas Association for Play Therapy

