

# FLORIDA ASSOCIATION FOR PLAY THERAPY

## Chapter Policies and Agreement

### I. Chapter Certification:

The following steps are required to certify chapters:

- A. Chapters seeking certification shall submit:
  1. A letter of intent to FAPT.
  2. A description of the geographical area to be served.
  3. A list of interim officers, including President, Vice President, and Secretary/Treasurer.
  4. A signed agreement by these interim officers to observe FAPT chapter policies.
- B. FAPT will review these materials for approval.
- C. FAPT will send a certificate to the chapter interim president upon approving the chapter.

### II. Chapter Membership:

- A. APT/FAPT members in a chapter's area will automatically become chapter members.
- B. Persons seeking chapter membership must first become APT and FAPT members.

### II. Chapter Officers:

Chapters will be required to have at least three officers:

- A. President: Coordinates chapter functions and serves as branch liaison. One year term.
- B. Vice President: Assists the president, coordinates chapter officer nominations and elections, and oversees continuing education (CEs) offered by the chapter. One year term.
- C. Secretary/Treasurer: Manages chapter finances and records and CE records. One year term.
- D. All officers must be APT and FAPT members and reside or practice in that chapter's region.

### III. Chapter Officers Elections:

- A. Requests for nominations for chapter President, Vice President, and Secretary/Treasurer shall be published each year in the Spring FAPT Newsletter. Chapter members will be asked to provide nominations to the chapter President, or the FAPT President.
- B. The chapter President shall notify FAPT's Nominations and Elections Committee of the nominees by June 1 of each year.
- C. Voting Procedures: FAPT's Nominations and Elections Committee shall distribute a secret ballot of chapter officers to chapter members in the Summer newsletter, along with the ballot for FAPT Branch Board officers. Each chapter member is entitled to cast one (1) vote for each officer position. The Board shall establish safeguards to assure that no member can vote more than once for each position.

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- D. Vote Tally: The chapter officers with the most votes shall be elected.
- E. Announcement of Election Results: The Board verifies the ballot results and announces the election results on or before the terms of office begin on October 1.
- F. Record-keeping of Election Results: All ballots, envelopes, and tally sheets shall be sealed, filed, and held secure by the branch secretary for one year.

### **V. Chapter Finances:**

- A. There will be no chapter dues.
- B. Chapters will have no bank accounts.
- C. All chapter expenditures must be pre-authorized by the FAPT Board of Directors.

### **VI. Play Therapy Continuing Education Regulations:**

- A. Chapters will be encouraged to provide at least three local play therapy trainings a year, for a total of at least 6 hours a year.
- B. Chapters must submit training proposals for approval for CEs to FAPT's Continuing Education Committee 90 days in advance of the proposed training.
- C. Chapters will be responsible for accumulating and organizing all CE records in accordance with FAPT procedures and for providing these original documents to the CE committee within one week of the completion of the training.
- D. CE processing fees, if such fees are instituted, must be paid by individuals attending trainings.
- E. Chapter trainings will be advertised to FAPT members in the FAPT Newsletter at no cost. Chapters must meet submission deadlines for the Newsletter: The first day of January, April, July, and October. If the speaker and/or topic has not yet been chosen, or if the training has not yet been approved by the CE committee for FAPT CEs, the newsletter can state that these are pending.
- F. All FAPT members may attend trainings offered by all chapters.
- G. When FAPT is not able to fund the functions of chapters, chapters will be expected to offer trainings with volunteer speakers at free sites.
- H. When financially able, and based on a pre-authorized budget provided by FAPT to chapters, FAPT will front the money for chapters to advertise trainings to non-FAPT mental health providers in their communities.
- I. Chapters will charge training admittance fees to non-FAPT members to make up these advertising costs. Any loss or profit will belong to FAPT.
- J. When financially able, and based on a pre-authorized budget provided by FAPT to chapters, FAPT may front the money for chapters to pay for training sites and/or for speakers. FAPT will ask chapters to charge non-FAPT members to offset these costs. FAPT may also ask chapters to charge training admittance fees to FAPT members to help to offset these costs. Any loss or profit will belong to FAPT.

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### **VII. Play Therapy Supervision**

- A. Chapter members are encouraged to establish supervision, co-supervision, and case consultation groups, and may advertise these in the FAPT newsletter, but such groups shall not be FAPT functions, and FAPT does not endorse the opinions expressed in such groups.
- B. The FAPT newsletter will advertise free supervision/consultation groups by FAPT members at no cost.

### **VIII. FAPT Conferences:**

Upon agreement between FAPT and local chapters, local chapters will be encouraged to co-sponsor FAPT play therapy conferences in the chapter's region.

### **IX. Chapter Meetings:**

- A. Chapters may have meetings of their membership concerning chapter functions.
- B. Meetings would likely occur before or after trainings provided by chapters.
- C. Chapter meetings will be advertised in the FAPT Newsletter at no cost. Chapters must meet submission deadlines for the Newsletter: The first day of January, April, July, and October.

### **IX. Chapter News Releases and Publications:**

All chapter news releases and publications must be pre-approved by the FAPT Chapter Committee Chair.

### **X. Community Outreach:**

Upon approval of FAPT's Continuing Education Committee, chapters may provide education and outreach to other mental health professionals and people in the local community about play therapy.

### **XI. Compliance with FAPT Branch Bylaws:**

Chapters must comply with branch bylaws.

### **XII. Dissolution of Chapters:**

FAPT reserves the right to de-certify any chapter for any reason by the FAPT Board vote.

### **XIII. Geographical Area:** The geographical area that shall be served by this chapter will include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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### **XV. Affiliation:**

The FAPT-\_\_\_\_\_ Chapter is a subsidiary chapter of the Florida Association for Play Therapy, Inc., (FAPT), the Florida State branch of the Association for Play Therapy, Inc. (APT), and shall conduct its affairs in compliance with the bylaws of FAPT and APT.

### **XVI. Agreement to Comply with Chapter Policies:**

The following officers have read and agree to comply with these chapter policies and FAPT's branch bylaws:

_____ President	_____ Signature	_____ Date
_____ Vice President	_____ Signature	_____ Date
_____ Secretary/Treasurer	_____ Signature	_____ Date