

BYLAWS
of the
Child Centered Play Therapy International
(Jan 2025)

ARTICLE I
General

SECTION 1. NAME.

The name of the organization shall be Child Centered Play Therapy International, hereafter referred to as CCPT-I.

SECTION 2. MISSION

Child Centered Play Therapy International (CCPT-I) is dedicated to fostering a global community of mental health professionals and advancing the philosophy of CCPT through education, advocacy, and evidence-based training to support the holistic growth of all children.

ARTICLE II
Organization Structure

SECTION 1. CLASSES OF PARTICIPATION

- a. Participation shall be individual.
- b. There will be one class of participation: CCPT-I Council
- c. CCPT-I Council members are considered organizational members, pay dues, and hold voting rights.

SECTION 2: COUNCIL

- a. The Council will consist of up to 100 members who are selected by the Council Review Committee based on criteria approved by the Board of Directors.
- b. Council members vote for elected officials who become the Board of Directors. Council members may also vote for occasional referenda addressing issues or decisions for which the Board of Directors sees the need to determine the will of the membership.
- c. Council members, including Board members, are required to actively participate on one organization committee and not more than two committees.
- d. Council members are required to pay a yearly membership fee as recommended by the Finance Committee and approved by the Board of Directors.

SECTION 3: COUNCIL SELECTION

- a. The Council Selection Review Committee will set criteria or any modifications to the criteria for Council selection which must be approved by the Board of Directors.

- b. Applications will be reviewed by the Council Selection Review Committee two times each year: February 15 and July 15. Applicants can only apply once per year.
- c. Council Review Committee will review applications according to criteria and will render a decision on selection within 90 days of submission deadline to the Board of Directors.
- d. The Board of Directors will vote on the Council Review Committee's recommended applicants to determine selection.
- e. Upon recommendation by the Council Review Committee and Board approval, selected applicants will be offered membership to Council.
- f. Council members will be reviewed under two circumstances. Every council member will be reviewed every three years for reappointment by the Council Review Committee regarding active committee participation, dues payment, and adherence to CCPT principles and practices. Council members may be reviewed at any time for appointment/dismissal by the Council Review Committee upon a request by a Council member. Upon a request made by any Council member, the Council Review Committee will vote on the veracity of the request and will review the Council member based on a majority vote of the Committee.
- g. Following a review of a Council member, the Council Review Committee will recommend reappointment or dismissal of a Council member to the Board of Directors.
- h. The Board of Directors will vote on the Council Review Committee's recommendations to determine reappointment.
- i. A Council member's membership can be revoked at any time based on Council Review Committee's recommendations and Board of Directors approval.
- j. Any person committed to Child Centered Play Therapy and whose primary professional goals are aligned with Child Centered Play Therapy principles is eligible to apply for Council membership. CCPT-I values diversity and does not discriminate on the basis of race, color, religion (creed), sex, sexual orientation or gender expression, age, nationality, national origin (ancestry), disability, marital status, military status, or any other identity or status.
- k. Upon reaching the 100 membership limit for CCPT-I Council membership, the Board of Directors will recommend action regarding term limits or expansion of the Council.

SECTION 4. COUNCIL DUES

Annual CCPT-I Council membership dues shall be established by action of CCPT-I Board of Directors.

ARTICLE III MEETING OF THE COUNCIL MEMBERSHIP

CCPT-I shall hold international meetings (virtual or in-person) for the Council twice per year at a time and place fixed by the Board with considerations for accessibility. The Board shall give written notice thereof to the membership no less than two months prior to the time so fixed. CCPT-I may hold other meetings at a time and place fixed by the Board. The Board

shall give reasonable notice to the Council membership of additional meetings. Council members are expected to attend both meetings.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1. NUMBER AND ELECTION

Number and Election. The Board shall be comprised of 11 directors who shall be members of the CCPT-I Council in good standing. Each board member will serve a 5-year term and may serve no more than 2 terms consecutively. The number of directors may be increased or decreased by a majority vote of the full Board at any annual or special meeting called for that purpose. If the number of directors is decreased by the Board, each director in office shall serve until their term expires or until their resignation or removal as herein provided. If the number of directors is increased by the Board, each new position on the Board shall be treated as a vacancy. Board members will be elected by Council members. Any Council member in good standing may be nominated by a Council member including self-nomination. When a vacancy occurs among board members, the Past President will oversee a special election to replace the board member.

SECTION 2. STAGGERED TERMS

Board members will be elected annually for staggered terms of 5 years each.

SECTION 3. MEETINGS

- a. The Board shall regularly convene at least four times each year. Special meetings in person or virtually may be called by the President with adequate advance notice to directors. Board members are required to attend all board meetings.
- b. The presence of a majority of directors shall constitute a quorum of the Board. Decisions by the Board shall require a majority vote of the directors present at a meeting at which a quorum is present unless noted otherwise in these Bylaws. When there is an even number of directors serving and the vote on an action is tied, the President shall cast the deciding vote. No proxy shall be allowed.

ARTICLE V

OFFICERS OF THE ASSOCIATION

SECTION 1. OFFICERS AND TERMS OF OFFICE.

- a) The elected officers of CCPT-I shall be the President, President-Elect, Past President, Secretary, and Treasurer. Board members are eligible for officer nomination of President-Elect during their second year of an elected term. If a board member has been re-elected to the board for a second 5 year term, they will be eligible to run for President-Elect in that first year of their second term.
- b) Secretary and Treasurer are eligible for officer nominations during their second and third year of an elected term. If a board member has been re-elected to the board for a second 5 year term, they will be eligible to run for Secretary and Treasurer during their first year of the second term.

- c) Elected officers will serve for two years. Presidents can either run for re-election to be on the board for a second five year term, or they can extend their initial board service through the end of their Presidential term. Presidents who have been elected in their second 5 year term do not have an option to run for the board for an additional term and will end their board service after their 6 years in the President cycle. If a President is still in office at the end of their board term, they will maintain their board seat. Election for their board seat will be delayed until the end of the President cycle.
- d) All officers of CCPT-I shall be nominated from and elected annually by the Board at its annual meeting for two-year terms of office.
- e) Officer Vacancy. When a vacancy occurs among officers, the Board may elect a successor to complete the term of the departing officer. The Board may remove any incumbent director upon the vote of two-thirds of the then serving directors.

SECTION 2. DUTIES OF OFFICERS.

- a) The President shall preside at all meetings of CCPT-I. The President shall chair and preside at meetings of the Board. The President shall be an ex officio member without vote on all committees. The President shall perform the duties customary to that office and such additional duties as directed by the Board.
- b) The President-Elect shall perform the duties of the President in the absence or incapacity of the President as determined by the Board. The President-Elect, subject to confirmation by the Board, shall appoint members of committees.
- c) The Past President will preside over the nomination and election of board members each year. The Past President will serve as chair or co-chair of the Council Review Committee.
- d) The Secretary shall keep record of the proceedings of the Board and provide a copy of the minutes to the board to be approved prior to the next convening of the board. The Secretary shall perform the duties customary to that office and such additional duties as directed by the board.
- e) The Treasurer shall represent CCPT-I in assuring the receipt and expenditures of funds in accordance with the directives established by the Board and shall be under such bond as may be determined by the Board. The Treasurer shall perform the duties customary to that office and such additional duties as directed by the Board. This individual will assume fiscal responsibility for CCPT-I, having final approval on financial matters after the board votes. The treasurer will serve as chair of the Finance Committee. The financial documents of the division will be reviewed and audited on an annual basis by the Finance Committee or an outside vendor. The Treasurer will then submit all audit results, along with financial documents to CCPT-I as required.

SECTION 3. APPOINTED POSITIONS

The President has the ability to appoint leadership positions when needed and with the approval of the Board.

SECTION 4. COMPENSATION AND EXPENSES OF OFFICERS.

None of the elected officers of CCPT-I shall receive any compensation for their services as such to CCPT-I, with the exception that the Board can approve compensation for Executive Board officers for expenditures related to office.

ARTICLE VI EXECUTIVE BOARD

SECTION 1. COMPOSITION.

The CCPT-I Executive Board shall be composed of the following: President, President-Elect, immediate Past President, Secretary, and Treasurer.

SECTION 2. POWER AND FUNCTIONS OF THE EXECUTIVE BOARD.

The Executive Board shall act on behalf of the Board in those instances necessary to prudently conduct the affairs of CCPT-I which require action between regular or special meetings of the Board or when it may not be practical to convene the entire Board. All actions and activities of the Executive Board shall be communicated to the Board through minutes which are disseminated within ten working days of an Executive Board conference or meeting. The actions taken by the Executive Board must be submitted for ratification by the Board at the next Board meeting.

ARTICLE VII COMMITTEES

SECTION 1. STANDING COMMITTEES.

The Standing Committees of CCPT-I shall be:

- a) Finance Committee
- b) Bylaws Committee
- c) Diversity, Equity, and Inclusion Committee
- d) Education Committee
- e) Research Committee
- f) Conference Committee
- g) Outreach and Social Media Committee
- h) Council Review Committee

SECTION 2. COMMITTEE STRUCTURE

- a. All committees are chaired or co-chaired by a board member.
- b. All committee members must be considered active members. Each committee member is expected to attend all committee meetings and volunteer to contribute time and productivity to the committee outside of committee meetings. Lack of active participation may result in the initiation of reappointment/dismissal review of the Council Review Committee.

SECTION 3. REPORTS OF STANDING COMMITTEES.

Each Standing Committee shall submit a yearly written report to the CCPT-I President who shall transmit the report to the Board. Reports will include attendance and role participation of each committee member.

SECTION 4. SPECIAL COMMITTEES.

The President, subject to confirmation by the Board, may establish a time-limited Special Committee or Task Force for a specific temporary purpose or assigned task beyond the Standing Committees' scope of responsibilities as indicated in policies adopted by the Board. Any such Special Committee or Task Force shall be responsible to the Chair of the Standing Committee with the most closely related scope of responsibility.

SECTION 5. REPORTS OF SPECIAL COMMITTEES.

Each Special Committee and Task Force shall complete the specific purpose or the assigned task by a date specified by the Board and submit a written report to the CCPT-I President by or before a date set by the Board. The CCPT-I President shall transmit the reports to the Board.

ARTICLE VIII **BUSINESS AFFAIRS OF THE ORGANIZATION**

SECTION 1. SEVERABLE OR TRANSFERABLE INTEREST.

No member shall have any severable or transferable interest in the property of CCPT-I.

SECTION 2. DISPOSAL UPON DISSOLUTION.

A two-thirds vote of the directors then in office shall be required to dissolve CCPT-I. Upon dissolution, the Board shall distribute any remaining funds and assets to one or more legally organized nonprofit corporations qualified in accordance with Section 501(c)(3) or (6) of the Internal Revenue Service Code. No corporate assets shall inure to the benefit of any director, officer, employee, agent, or member of CCPT-I.

SECTION 3. ASSOCIATION YEAR.

The fiscal year and the governance year of CCPT-I shall be Oct 1 – Sept 30.

SECTION 4. REPORTS.

Members of the board shall be sent income and expense reports at least twice yearly from the CCPT-I Treasurer showing the financial state of CCPT-I.

SECTION 5. LIMITATIONS ON ACTIVITIES.

CCPT-I is organized and shall be operated exclusively for charitable and educational purposes within the meaning of sections 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code. No part of the net earnings of CCPT-I shall inure to the benefit of or be distributable to the members of its Board, officers, members of its committees, other private individuals, or organizations organized and operated for a profit (except that CCPT-I shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes as herein above stated).

No substantial part of the activities of CCPT-I shall be the carrying on of propaganda or otherwise attempting to influence legislation, and CCPT-I shall be empowered to make the election authorized under section 501(h) of the Internal Revenue Code. CCPT-I shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, CCPT-I shall not carry on any activities not permitted by: a) an organization exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) of such Code; and/or b) an organization, contributions to which are deductible under sections 170(c)(2), 2055(a)(2), or 2522(a)(2) of the Internal Revenue Code.

SECTION 6. AMMENDMENT TO BYLAWS

A two-thirds vote of the directors then in office shall be required to amend or repeal these bylaws provided that the proposed amendment(s) is submitted to directors for advance review and consideration. Amendments may be proposed by any director in good standing or by standing committee chairperson. Any action taken or authorized by the Board, which would be inconsistent with the Bylaws then in effect but is taken or authorized by affirmative vote of not

less than the number of directors required to amend the Bylaws so that the Bylaws would be consistent with such action, shall be given the same effect as though the Bylaws had been temporarily amended or suspended so far, but only so far, as is necessary to permit the specific action so taken or authorized.

ARTICLE IX

INDEMNIFICATION

CCPT-I shall indemnify each of its Board members and officers and committee members, as aforesaid, from and against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorney's fees, actually and necessarily incurred or imposed as a result of such action or proceedings, or any appeal therein, imposed as a result of such action or proceedings, or any appeal therein, imposed upon or asserted against them by reason of being or having been such a Board member or officer or committee member and acting within the scope of their official duties, but only when the determination shall have been made judicially or in the manner hereinafter provided that they acted in good faith or for the purpose which they reasonably believed to be in the best interests of CCPT-I and, in the case of a criminal action or proceeding, in addition had no reasonable cause to believe that their conduct was unlawful. This indemnification shall be made only if CCPT-I shall be advised by its Board acting (1) by quorum consisting of Board members who are not parties to such action or proceedings upon a finding that, or (2) if a quorum is not obtainable with due diligence, upon the opinion in writing of independent legal counsel that, the Board member or officer or committee member has met the foregoing applicable standard of conduct. If the foregoing determination is to be made by the Board, it may rely, as to all questions of law, on the advice of independent legal counsel.

ARTICLE X

NONDISCRIMINATION

There shall be no discrimination against any individual on the basis of ethnic group, race, religion, gender, sexual orientation, age, record of public offense, disability, and/or any other identity or status.