



# AUSTRALASIA PACIFIC PLAY THERAPY ASSOCIATION

## Constitution

Amended: 24th October 2014

### **Name**

The name of the association is the Australasia Pacific Play Therapy Association Ltd (APPTA), herein after referred to as APPTA.

### **Objects and Purposes**

- 2.1 To provide regulation and governance of the Play Therapy industry in Australia and support sub-branches throughout the Asia Pacific region.
- 2.2 To maintain a register of APPTA members.
- 2.3 To support APPTA members by facilitating professional networks, education and research.
- 2.4 To promote health and development of infants, children and families through Play Therapy.
- 2.5 To raise the awareness of the benefits and limitations of Play Therapy for children, parents, professionals and the community.
- 2.6 To provide a means of liaison and a communication channel between APPTA members and kindred organisations in Australia and overseas.

### **Membership**

APPTA must have at least 8 members with eligibility for membership as per **(13)**.

## **Limited Liability**

The liability of the members is limited to the annual membership fee.

## **Not for Profit**

The assets and income of the organisation shall be applied solely to the furtherance of its above-mentioned objects and purposes and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

## **Dissolution**

In the event of APPTA being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another not-for-profit organisation with similar purposes.

## **Offices**

The offices of the APPTA shall be at premises as nominated for that purpose by the Board of Directors.

## **Board of Directors**

The structure of the APPTA Board of Directors includes a minimum of three Directors (officeholders). The directors (officeholders) are responsible for managing APPTA's affairs and carrying out the objects and purposes of APPTA.

The Board of Directors (BoD) are officeholders and include the following roles: Chair of Board of Directors, Secretary, Treasurer, Committee Chairs (Policy and Ethics; Membership; Supervision; Professional Development & Conference Coordination; Public Relations; Accreditation; Grievance and Professional Review; Research) and State Representatives or Branch Co-ordinators.

### **8.1 Roles**

#### **8.1.1 Chair of Board of Directors (President):**

- ❖ Is the spokesperson and representative for APPTA.
- ❖ Provides leadership and strategic direction for APPTA in consultation with the Board of Directors.
- ❖ Chairs the Board of Directors meetings and the Annual General Meeting.
- ❖ Promotes and fosters a collegial culture between APPTA and kindred organisations.

#### 8.1.2 Deputy Chair of Board of Directors (Vice-President):

- ❖ Deputises for the Chair of the Board of Directors (as above).
- ❖ Provides leadership and consultation for APPTA policy and practice issues.
- ❖ Promotes and foster a collegial culture within APPTA.

#### 8.1.3. Secretary:

- ❖ Holds the register of all current APPTA members.
- ❖ Converses with the BoD Chair and the Treasurer / Business Manager in relation to all outgoing and incoming communications and financial transactions.
- ❖ Records and archives the minutes at the Board of Directors and Annual General Meetings.
- ❖ Actions items as directed by the BoD Chair.
- ❖ Assists the BoD Chair in developing agendas.
- ❖ Circulates APPTA newsletters and ad hoc notifications to members.

#### 8.1.4 Treasurer:

Provides quarterly financial reports in conjunction with the Business Manager.

#### 8.1.5 Business Manager

The APPTA Board of Directors will appoint a Business Manager to manage the company's business affairs in liaison with the Board of Directors.

#### 8.1.6 Chair(s) of the following committees:

- Policy and Ethics Committee
- Membership Committee
- Supervision Committee
- Accreditation Committee
- Grievance and Professional Review Committee

- Professional Development & Conference Coordination Committee
- Public Relations Committee
- Research Committee
- ❖ Provide leadership in the specific focus and function of the committee
- ❖ Coordinate committee activities and chair meetings as appropriate to the committee's focus and function
- ❖ Debate current issues or topics that affect Play Therapy
- ❖ Report activities generated from the committee and attend quarterly BOD meetings and AGM.

### 8.1.7 State Representatives / Branch Co-ordinators

The State, Territory, Asia and Pacific Branches provide the role of the Branch Co-ordinators and this role includes:

- ❖ Supporting members at State and Branch level.
- ❖ Co-ordinating Branch specific meetings.
- ❖ Providing communication from BOD to State or Branch members and vice versa.
- ❖ Discuss and respond to issues or topics that affect Play Therapy at a State or Branch level.

### 8.2 Procedure for electing Directors

- Apart from the initial volunteer-based establishment of the APPTA Board of Directors, all further directors must be elected.
- The call for Board of Directors office holders and Committee Chair Member nominations will be sent via the APPTA Newsletter.
- Nominations must be accepted by the person nominated and are to be included on the ballot form.
  - The process of electing directors to the roles, i.e. president/chair, secretary, treasurer and directors, will be conducted through voting every two (2) years.
  - Results of election will be announced at the conference and posted on the APPTA website.

### 8.3 Eligibility of Directors

Directors must meet the following criteria:

- ❖ Current financial member (preferably an APPTA Registered Play Therapist)
- ❖ Committed to the development of Play Therapy in the Australasia Pacific region.
- ❖ May serve consecutive terms

### 8.4 Vacating office

The office of a Director becomes vacant if they:

- ❖ Choose to no longer be a financial member or,
- ❖ Resign from their position.

## **Meetings**

9.2 Meetings may occur via teleconference format.

9.2 At BOD meetings a minimum of four (4) members constitute a quorum.

9.3 Directors that are not able to attend meetings are expected to notify the secretary of their inability to attend via email or phone 5 days prior.

9.4 Proxy votes can be submitted by Directors not attending. These submissions must be put in writing either by post or email to the secretary 5 days prior to the meeting.

## **Financial Year**

The initial financial year of the Association was the period of 12 months ending on 30 June 2009. Subsequently, each fiscal year began on 1 July and ended on the following 30 June. The financial year has now changed to calendar year, thus memberships now match and end on 31 December each year.

## **Constitution**

This constitution may be varied or amended by special resolution of the Association. The constitution is available to all members and may be viewed on the APPTA website.

## **Replaceable Details**

### 12.1 Meetings

12.1.1 BOD meetings will be held at least 4 times each year.

12.1.2 Thirty days' notice of the 'Annual General Meeting' (AGM) must be given to all members via electronic mail.

- Changes to the Constitution (special resolution) can occur at the AGM or an extraordinary meeting.
- Thirty days' notice of special resolution must be given

### 12.2 Voting procedure

12.2.1 Every APPTA member will have the opportunity to vote for Directors as listed on ballot forms.

12.2.2 For members attending the annual conference, ballot forms may be available and placed in the box provided at the conference venue, prior to 12:00 hrs on voting day, as nominated and publicised.

12.2.3 For members unable to attend the conference, a pre-conference postal vote will be made available via an opt-in process. Members choosing this option must contact the secretary by via email ([secretary@appta.org.au](mailto:secretary@appta.org.au)) or post (APPTA Secretary, PO BOX 4259 GEELONG VIC 3220). Postal votes must be received 1 week prior to the AGM.

12.2.4 Proxy Votes must be provided to the secretary for submission.

## **Eligibility of APPTA members**

Criterion for APPTA membership is undergoing review and membership criteria have been developed to ensure

## **Remuneration**

Both the Secretary and the Treasurer positions, as elected, and part of the Board of Directors, are subject to payment for services rendered via submission of a Tax Invoice. The Business Manager position is to be selected by simple majority of the Board of Directors and will be subject to payment for services rendered via submission of a Tax Invoice.

## **Compliance with Charitable Fundraising ACT, 1991**

The Association shall comply with the provisions of the Charitable Fundraising Act, 1991, and the regulations thereunder as applicable to it.

## **Financial Matters**

### 16.1 Source of funds

The funds of APPTA may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the BOD.

### 16.2 Management of funds

16.2.1 APPTA must open an account with a financial institution from which all expenditure of APPTA is made and into which all of APPTA's revenue is deposited.

16.2.2 The BOD may approve expenditure on behalf of APPTA.

16.2.3 The BOD may authorise the Treasurer to expend funds on behalf of APPTA (including electronic funds transfer) up to a specified limit.

16.2.4 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two (2) nominated Board of Directors members.

16.2.5 All funds of APPTA must be deposited into the financial account of APPTA no later than 5 working days after receipt.

16.2.6 With the approval of the BOD, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### 16.3 Financial records

16.3.1 APPTA must keep financial records that:

- Correctly record and explain its transactions, financial position and performance; and
- Enable financial statements to be prepared as required by the ASIC.

16.3.2 The Association must retain the financial records for 7 years after the transactions covered by the records are completed.

16.3.3 The Treasurer must keep in his or her custody, or under his or her control:

- The financial records for the current financial year; and
- Any other financial records as authorised by the BOD.

## 16.4 Financial statements

16.4.1 For each financial year, APPTA must ensure that the requirements under the Corporations Act relating to the financial statements of APPTA are met. Those requirements include—

- ❖ the preparation of the financial statements;
- ❖ the review or auditing of the financial statements; if required,
- ❖ the certification of the financial statements by the BOD;
- ❖ the submission of the financial statements to the annual general meeting of APPTA;
- ❖ the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee as required by the Corporations Act.