

## **POTOMAC ART THERAPY ASSOCIATION BYLAWS**

### **ARTICLE 1: NAME, PURPOSE, AND GEOGRAPHICAL JURISDICTION**

**SECTION 1.** The name of this Chapter shall be the POTOMAC ART THERAPY ASSOCIATION (PATA). It is a nonprofit entity and organized under the laws of Delaware and an affiliate chapter of the American Art Therapy Association, Inc (AATA).

**SECTION 2.** The purpose of the POTOMAC ART THERAPY ASSOCIATION shall be: to support and work in conjunction with AATA toward the Provision of educational opportunities within the field of Art Therapy for members of the general public as well as Art Therapy professionals; the promotion of public awareness of the field of Art Therapy; the progressive development of the therapeutic use of art; the advancement of research and standards of clinical practice; the maintenance of criteria for training future art therapists in diagnostic and therapeutic techniques; the provision of appropriate vehicles for the exchange of information with colleagues and the general public; the coordination of the therapeutic use of art in institutional or private practice settings; and the awarding of scholarships. Notwithstanding any provisions to the contrary, this entity is organized exclusively for such purposes as are authorized and permitted by Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), and shall not carry on any activities which are not permitted to be carried on by an entity exempt from taxation under said Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

**SECTION 3.** The geographic jurisdiction of the POTOMAC ART THERAPY ASSOCIATION includes the District of Columbia, and parts of Maryland, and Virginia.

### **ARTICLE II: MEMBERSHIP**

#### **SECTION 1. Qualifications, Classifications and Privileges**

A. POTOMAC ART THERAPY ASSOCIATION membership is open to all members of the AATA and shall correspond to AATA membership categories. All POTOMAC ART THERAPY ASSOCIATION members (except Associate, Student, Retired, and Contributing) will be eligible to vote and hold office in this chapter. Current membership categories include:

1. Credentialed Professional: Individuals who have completed professional training in art therapy and have been granted Credentialed Professional Membership by AATA and who maintain current registration (ATR) and/or Certification (ATR-BC) with the Art Therapy Credential Board, Inc. (ATCB) shall be classified as Credentialed Professional Members.

Credentialed Professional Members shall receive all official publications, be eligible to vote, hold office, and serve on committees.

2. Professional: Individuals who have completed professional training in art therapy are eligible for Professional Membership. Professional Members shall receive all official publications, be eligible to vote, hold office, and serve on committees.
3. Associate: Individuals interested in the therapeutic use of art and who wish to support the purposes and objectives of the Association are eligible for Associate membership. Associate members shall be entitled to receive all official publications, to attend meetings, and to serve on committees but shall not have the right to vote or hold office.
4. Student: Individuals who do not meet the qualifications of professional membership and who are currently taking courses in art therapy or a related field may be eligible for Student membership. Student members shall be entitled to receive all official publications and to attend meetings, but shall not have the right to vote or hold office.
5. Retired: PATA members who have reached the age of sixty-five (65) and who are no longer engaged in active practice may be granted retired membership. Retired members shall be entitled to attend meetings, but shall not have the right to vote or hold office. Retired members may serve on committees as the PATA Board may from time to time delegate.
6. Contributing: Individuals, organizations, institutions or foundations, which contribute annually to the Association, may be eligible for contributing membership. Contributing members shall be entitled to receive all official publications and to attend meetings, but shall not have the right to vote or hold office.

- B. THE POTOMAC ART THERAPY ASSOCIATION will not exclude, limit, refuse, or expel any individual from membership or any membership benefit, due to any of the following acts, wholly or partially, for a discriminatory reason based on actual or perceived: race, color, religion, national origin, sex, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability, matriculation, political affiliation, lawful occupation, source of income, place of residence or business location within the place of residence or business location.

## **SECTION 2. Application for Chapter Membership**

Application for membership shall be in accord with procedures established by the AATA Board of Directors.

## **SECTION 3. Chapter Membership Dues**

Membership dues shall be established by the Executive Board of the Chapter and shall be due on January 1 of each year. Chapter membership dues shall not exceed the dues of the AATA.

#### **SECTION 4. Termination of Chapter Membership**

- A. Members failing to pay Chapter dues sixty (60) days from January 1 of each calendar year shall automatically forfeit their membership in this Chapter as of the sixty-first (61<sup>st</sup>) day. Individuals who have forfeited Chapter membership because of non-payment of dues may be reinstated in accord with policies established by the Chapter Executive Board and shall be required to pay any reinstatement fee established by the Chapter Executive Board.
- B. Members who have had their membership in AATA terminated, for any reason, shall immediately have their membership in this Chapter terminated. Upon reinstatement in AATA, the Chapter's Executive Board may grant reinstatement in the POTOMAC ART THERAPY ASSOCIATION.
- C. The Executive Board may by a two-thirds (2/3) vote of the entire Executive Board membership suspend or expel any member of the Potomac Art Therapy Association for violation of these bylaws, any rules, procedures and policies established by the POTOMAC ART THERAPY ASSOCIATION. Before such action is taken by the Executive Board, written notice shall be sent to the member not less than thirty (30) days prior to the meeting of the Executive Board at which the matter is to be considered. Said individual shall be entitled to a hearing before the Executive Board before any decision is rendered.

#### **SECTION 5. Fiscal Year**

The fiscal year of the Chapter shall be January 1 through December 31. In the event that the fiscal year of AATA shall be other than January 1 through December 31st, this Chapter's fiscal year shall be amended to correspond with AATA's fiscal year.

### **ARTICLE III: OFFICERS**

#### **SECTION 1. Officers**

The officers of this Chapter shall be President, President-Elect, Secretary, Treasurer, Delegate, and Alternate Delegate to the Assembly of Chapters. These officers shall constitute the Executive Board of the POTOMAC ART THERAPY ASSOCIATION.

#### **SECTION 2. Qualification for Officers**

Individuals who are Credentialed Professional and Professional Members of the POTOMAC ART THERAPY ASSOCIATION shall be eligible to hold office in the Chapter.

### **SECTION 3. Term of Office**

- A. Officers shall serve for a two year term or until their successors are elected.
- B. The term of office shall commence on January 1 for the elected two years.
- C. No elected official may serve for more than two consecutive terms in the same office.

### **SECTION 4. Nomination of Election of Officers**

- A. Voting members shall elect the officers by mail ballot.
- B. The nominating committee shall prepare and submit the ballot to the membership by mail at least one nominee for each elected office of the chapter. Every nominee must give written consent prior to placing his or her name in nomination. Voting members may vote for such nominees as appear on the ballot, or may write in a nominee of their own choosing.
- C. In the event of a tie, the Executive Board shall elect such officer from amongst those individuals receiving tie votes. If the vote of the Executive Board does not break the tie, then drawing lots shall break the tie.
- D. Ballots shall be mailed at least 90 days before the end of election year and must be returned postmarked within thirty days of mailing date.

### **SECTION 5. Duties of Officers**

- A. Officers shall perform those duties prescribed by the Executive Board of the POTOMAC ART THERAPY ASSOCIATION and the parliamentary authority adopted by the Chapter, manage the business of the Chapter between meetings of the Chapter and perform those additional duties prescribed from time to time by the members.
- B. Role of the President  
The President will new the chief executive officer of the Association and the Association's official representative, will call and preside at all Executive Board, Executive Committee, and all Membership meetings; will prepare and review the agenda in advance; will have the general and active conduct of the business affairs the Association; is an ex-officio member of all committees, except the Nominating Committee, having the same rights as other committee members, but not being obligated to attend committee meetings, nor being counted upon in determining if a quorum is present; will appoint such individuals or committees as are deemed necessary to carry on the work of PATA subject to Executive Board approval, of committees or individuals to

fulfill special missions or to fill vacancies occurring between elections. The President will see that all orders and resolutions of the members and Executive Board are carried into effect, and will be responsible for any documents executed by the Association; will be familiar with the bylaws and *Robert's Rules of Order*; and perform such other duties as deemed pertinent to this office.

C. Role of the President-Elect

The President-Elect shall assist the President as requested, and in the President's absence or inability to serve, will perform the duties of the President, with the same authority and limitations as the President; will be familiar with the Presidential duties, the organization's structure, the bylaws of the PATA and the national organization, and the various committees; will serve as chair of standing committees and attend committee meetings on a rotating basis with the President; will be familiar with the bylaws and *Robert's Rules of Order*; and perform such other duties as deemed pertinent to this office.

D. Role of the Secretary

The Secretary will attend and accurately record, transcribe, and distribute to all Board Members, within 30 days, the minutes of all official meetings of the Board of the PATA, providing copies of such minutes upon request; shall handle official correspondence as requested by the Executive Board; will maintain an accurate, up-to-date file of the officers and all official correspondence and minutes for the archive, including any adopted revisions and/or amendments; will assure that the President receives a copy of all official correspondence received and distributed; will be familiar with the bylaws and *Robert's Rules of Order*; and perform such other duties as deemed pertinent to this office.

E. Role of the Treasurer

The Treasurer will be entrusted with all of the funds and securities of the Association; will maintain all books according to the policies and procedures of the National Organization, keeping a complete and accurate account of recipient and disbursements; will obtain and provide receipts for all financial transactions; will ensure no expenditure of funds will be authorized by anyone except for the Executive Board; will review the Chapter finances annually with one officer; will be familiar with the bookkeeping procedures of AATA, including filing of quarterly reports and annual financial statements as directed by the Finance Committee; will accept dues from the National Office and pay all bills of the Association as ordered by the Executive Board; will reapply for and ensure incorporation status is maintained; will prepare a financial statement for each business meeting and will render a report of all transactions at the meetings of the Executive Board, including a statement of the financial condition of the Association; will prepare a financial summary at the beginning and end of the year; will maintain a file of all bookkeeping

procedures and related national correspondence; will be familiar with the bylaws and *Robert's Rules of Order*; and perform such other duties as deemed pertinent to this office.

- F. Role of the Delegate and Alternate Delegate to the Assembly of Chapters  
The Delegate and Alternate Delegate to the Affiliate Chapters will serve as a liaison between the Chapter and the National Office. Duties and privileges of the Chapter Delegate in regard to the AATA Assembly of Chapters are set forth in the chapter manual of the *Guidelines for Assembly of Chapters*. The Delegate and Alternate Delegate will gather information and concerns of the Chapter and communicate them to the Speaker and Speaker-Elect; will ensure at least one of these officers shall attend the Annual Assembly of Chapters Meeting held at the Annual American Art Therapy Association Conference; shall not speak in the name of or encumber the funds of PATA and/or AATA without the approval of the PATA Board of Directors; shall submit a written report to the Executive Board, and the Publications Chair for inclusion in the next newsletter, regarding the activities, deliberations, and results of the Assembly of Chapter's sessions within forty-five (45) days after attending; will revise and keep current the Chapter Procedural Manual as information is obtained; will participate in Chapter Committees as needed to ensure the Chapter's representation on a national level; will be familiar with the bylaws and *Robert's Rules of Order*; and perform such other duties as deemed pertinent to this office.

## **SECTION 6. Vacancies**

- A. A vacancy in the office of the President shall be filled for the unexpired term by President-Elect.
- B. In the event that the President-Elect shall succeed to the office of President, a successor President-Elect may be appointed pursuant to Section 6.C. hereof.
- C. Should there be a vacancy in any officer positions, the Board may vote to hold a special election. Otherwise vacancies may be filled by appointment of the President with approval by at least two (2) other members of the Executive Board. To the extent that there are less than two (2) remaining members of the Executive Board, then such approval shall be by unanimous vote. Officers thus appointed will serve until the next regular election. If no action is taken by the Board or President, the officer position shall remain vacant until the next election.

## **SECTION 7. Removal from Office**

- A. Any officer may be removed, without cause, from office at any time by mail ballot, regular meeting, and/or special meeting by a two-thirds (2/3) vote of the POTOMAC ART THERAPY ASSOCIATION.

- B. Any officer may be removed, with cause, from office at any time by mail ballot, regular ballot, and special meeting by a vote of five (5) members of the Executive Board, excluding such officers as are the subject of such vote. To the extent that there are less than five (5) members of the Executive Board after excluding such officers as are the subject of the vote, then such removal shall be by the unanimous vote of the remaining members of the Executive Board.

#### **ARTICLE IV. MEETING OF THE MEMBERSHIP**

**SECTION 1.** Annual Meetings of the Chapter shall be held at least once per year within the area of VA, DC, and MD and such other time and place that is mutually agreed to by the Executive Board of the POTOMAC ART THERAPY ASSOCIATION.

**SECTION 2.** At the annual Meeting the following will be presented: reports of officers, bylaw amendments, and any other business that comes before the Chapter.

**SECTION 3.** Special meetings of the Chapter may also be called by the President, a majority of the Executive Board, or more than fifty (50%) of the membership of POTOMAC ART THERAPY ASSOCIATION.

**SECTION 4.** Notification of meetings shall be sent to the membership not less than 30 days prior to each meeting.

**SECTION 5.** Quorum: Those voting members present at the meeting shall constitute a quorum.

#### **ARTICLE V. EXECUTIVE BOARD**

**SECTION 1.** The Executive Board shall consist of the elected Chapter officers.

**SECTION 2.** The Executive Board shall be responsible for the management of the affairs of the Chapter and shall perform those additional duties enumerated in these bylaws and shall perform those duties required by law and as assigned by the membership from time to time.

#### **SECTION 3. Meetings of the Executive Board**

- A. Regular and special meetings of the Executive Board shall be called by the President or by a majority of the Executive Board.
- B. Notification of all meetings of the Board shall be given to each Board member at least 14 days prior to the meeting.
- C. A quorum for all meetings of the Executive Board shall be a majority of the members of the Executive Board.

D. Attendance at any meeting may be in person or by proxy or by telephonic communication.

E. The Executive Board may take action without a meeting if such action is in writing signed by all members of the Executive Board.

## **ARTICLE VI. COMMITTEES**

**SECTION 1.** Unless specified otherwise in these bylaws, all standing and special committee shall be determined by the President and approved by the Executive Board. In establishing any committee, the composition, powers, terms, and duties shall also be designated.

**SECTION 2.** The President shall be an ex-officio member of all committee except the nominating committee.

### **SECTION 3. Nominating Committee**

A. Nominating Committee shall consist of three (3) members of POTOMAC ART THERAPY ASSOCIATION of whom no more than two (2), but at least one (1), must be a member of the Executive Board and are appointed by the Executive Board.

B. Nominating Committee will serve from the date appointed, no more than six (6) months prior to the election, until the election results for the current election are announced.

C. The nominating committee will be charged with the task of inviting recommendations for the nominees for each elective office to be filled.

D. All rules and procedures for the elections process not enumerated in these by-laws shall be recommended by the nominating committees and approved by the Executive Board.

### **SECTION 4. Standing Committees**

A. Standing Committees may include, but are not limited to, the following: Membership, Programs, Research, Ethics, Publications, Governmental Affairs, Scholarship, Jobs & Referrals, Public Information, and Multicultural.

B. Each Standing Committee has a chair appointed by the President and approved of by the Executive Board. The President-Elect will reside as the Chair over the Standing Committees.

## **ARTICLE VII. PARLIAMENTARY AUTHORITY**

The parliamentary authority of General Henry M. Roberts, Roberts Rules of Order, most recently revised, govern the POTOMAC ART THERAPY ASSOCIATION in all cases not covered by these bylaws or the POTOMAC ART THERAPY ASSOCIATION's organizing document as amended.

## **ARTICLE VIII. AMENDMENTS**

**SECTION 1.** Amendments to these bylaws may be proposed in writing by any two voting members, which shall be considered, put in proper form, and approved as to form by the Executive Board. The proposed amendment shall then be submitted to the voting members for approval.

**SECTION 2.** Proposed amendments shall be submitted to the voting membership at thirty (30) days in advance of the deadline for receiving ballots.

**SECTION 3.** A majority vote of the members voting shall be required to adopt any proposed bylaw amendment.

**SECTION 4.** Once approved by the voting membership, any bylaw amendment must be approved by AATA before it becomes effective. AATA shall have the power to approve any and all amendments to the POTOMAC ART THERAPY ASSOCIATION's bylaws.

**SECTION 5.** No amendment shall be made to these bylaws which would interfere with or terminate the POTOMAC ART THERAPY ASSOCIATION or AATA's status as a charitable organization pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

## **ARTICLE IX. INDEMNIFICATION**

The POTOMAC ART THERAPY ASSOCIATION may be a quorum of disinterested members of the Board of Directors or by independent legal counsel indemnify in whole or in part its officers, directors, employees and agents against expenses, including attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the corporation. With respect to any criminal action or proceeding, as officer may be indemnified if she/he had no reasonable cause to believe his/her conduct was unlawful. There shall be no indemnification made in respect to any claim, issue, or matter as to a person who has been found liable to the corporation.

## **ARTICLE X. DISSOLUTION**

POTOMAC ART THERAPY ASSOCIATION is not organized for pecuniary profit nor shall it have any power to issue certificates of stock or declare dividends, and no part of its net earnings shall inure to the benefit of any member, director, trustee, or individual. The balance, if any, of all money received by the POTOMAC ART THERAPY ASSOCIATION from its operation, after payment in full of all debts and obligations of whatsoever kind and nature, shall be used and distributed exclusively for carrying out only the purpose or purposes of the POTOMAC ART THERAPY ASSOCIATION, particularly set forth herein above. In the event of the dissolution of the POTOMAC ART THERAPY ASSOCIATION, or in the event it shall cease to carry out the objects and purposes herein set forth, all business, property and assets of the POTOMAC ART THERAPY ASSOCIATION shall be distributed to AATA provided that it is still a qualified non-profit organization pursuant to Section 501(c)(3), otherwise to an organization or organizations of like purpose or purposes as set forth herein, and which possesses similar of like exemptions, pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law); as the trustees of the Chapter may select and designate; and in no event shall any of said assets or property, in the event of dissolution thereof, go or be distributed to members, either for the reimbursements of any sums subscribed, donated, or contributed by such members, or for any other purpose.

Date Adopted: 00/00/0000