

Austin SandTray Association

Adoption: April 8, 2014

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Article I: Name, Affiliation, and Mission

Section 1: Name

The name of this Association will be the Austin SandTray Association (ASTA).

Section 2: Affiliation

This Association is not affiliated with any other association.

Section 3: Mission

ASTA is an organization of mental health professionals who provide quality education and direction in support of the personal and professional development of the Sandtray therapist, while strengthening the integrity of the modality.

Article II: Membership

Section 1: Membership

No one may be denied membership in ASTA on the basis of ethnic group, color, creed, gender, or sexual orientation, age, or disability.

Section 2: Types of Membership

1. Professional Membership

(a) Eligibility - Must hold a Master's or Doctorate degree in counseling or closely related field and currently be licensed by a state mental health board.

(b) Privileges - Any person who has met the qualifications for professional membership and has paid the prescribed dues shall be eligible to attend meetings of ASTA, to vote, and to hold office.

2. Intern Status Membership

(a) Eligibility – Open to individuals who have graduated with a Master's or Doctorate in counseling or closely related field and are in the process of completing requirements for full state licensure. This membership status is good for two years or until completion of internship or associate supervision requirements, whichever comes first.

(b) Privileges – Any person who has met the qualifications for intern status membership and has paid the prescribed dues shall be eligible to attend meetings of ASTA, to vote, and to hold office.

3. Student Member

(a) Eligibility - A student engaged in graduate study in counseling or a closely related field from a regionally accredited institution may be accepted as a student member.

(b) Privileges - Any person who has met the qualifications for student membership and has paid the prescribed dues shall be eligible to attend meetings of ASTA, but student members may not vote nor hold office.

4. Associate Member

(a) Eligibility - Person who supports the ASTA's objective and who have an interest in affiliation without meeting requirements for professional, intern, or student membership may be admitted as an associate member.

(b) Privileges - Any person who has met the qualifications for associate membership and has paid the prescribed dues shall be eligible to attend meetings of ASTA, but shall not have the right to vote or hold office.

Section 3: Severance of Membership

(a) A member may be dropped from membership for the non-payment of dues.

(b) A member may be dropped from membership if their license or certification is revoked by their credentialing agency.

(c) It shall be the responsibility of the ASTA Executive Team to determine whether or not a member should be dropped from membership.

Article III: Executive Team

Section 1: Elected and Permanent Officers

The elected officers of ASTA shall be the Past-President, President, the President-Elect, Vice-President, Secretary, Treasurer, Historian, and Education Chair. The Treasurer may be an elected or an appointed officer.

The permanent officers of ASTA shall include the four Founding Board Members.

At least one of the Executive Officers must possess an active RPT-Supervisor credential.

Section 2: Duties of officers

A. President

1. To serve as a member of the ASTA Executive Team
2. To exert leadership in achieving the purposes of ASTA as stated in the mission of the division
3. To preside at business meetings of ASTA and the ASTA Executive Team

4. To appoint chairpersons of both standing and special committees of ASTA, which are established under the office of President, except as otherwise specified in these Bylaws
5. To notify ASTA candidates of election results
6. To perform other duties as directed by the Executive Team

B. President-Elect

1. To serve as a member of the ASTA Executive Team
2. The President-Elect shall be responsible for the coordination of conferences and special events
3. To perform other duties as directed by the Executive Team
4. Perform the duties of the President in the absence or incapacity of the President. The President-Elect shall assume the Presidency of the division upon the resignation, incapacity, absence or death of the President

C. Past-President

1. To serve as a member of the ASTA Executive Team
2. To perform the duties of the President-Elect in the event of the resignation, incapacity, absence or death of the President-Elect
3. To perform other duties as directed by the Executive Team
4. Update Bylaws

D. Vice-President

1. To serve as a member of the ASTA Executive Team
2. Is in charge of updating and maintaining the ASTA website and social media outlets
3. Is in charge of membership recruiting
4. Will provide public relations services for ASTA, as needed

E. Secretary

1. To serve as a member of the ASTA Executive Team
2. To keep records of the proceedings of the meetings of ASTA and the ASTA Executive Team
3. To conduct the official correspondence of the ASTA, including the issuance of notices of meetings when requested by the President
4. To notify ASTA candidates of election results, when requested by the President

5. To sort and process incoming correspondence
6. At the direction of the President, transmit within 30 days to the Vice-President, the names of the ASTA officers following their election or appointment, to enable the Vice-President to notify the membership of the results

F. Treasurer

1. To serve as a member of the ASTA Executive Team
2. To review and approve requests for disbursements which have been authorized by the ASTA Executive Team
3. To present written monthly reports of the financial status of ASTA to the Executive Team, and the ASTA membership at the meeting of these bodies
4. To present a proposed budget to the ASTA Executive Team as requested
5. To perform other duties as directed by the Executive Team

G. Education Chair

1. To serve as a member of the ASTA Executive Team
2. To coordinate with the RPT-S officer who will co-sponsor APT CEU's about trainings
3. Will solicit and coordinate monthly speakers for APT credit to membership

H. Historian

1. To serve as a member of the ASTA Executive Team
2. To document, through written documents, pictures, and other appropriate items, the activities of ASTA
3. To maintain and update the ASTA memory book

I. Founding Board Members

1. To serve as a member of the ASTA Executive Team
2. To provide guidance in the development of ASTA to fulfill initial goals of this organization
3. To provide consistency in the Executive Team
4. Able to hold one additional office outside of the Founding Board Member office

Section 4: Terms of Office

All elected or appointed positions will have a term of one year.

The term of office of any elected or appointed officer of the division shall begin on June 1. All elected and appointed officers hold their positions for the stated length of time or until their successors are elected.

The Founding Board Members are a permanent office and will not be replaced. This board consists of Elisha Bidwell, Karen Burke, Liz Heyl, and Julia Hoffman.

Section 5: Vacancies

In the event of a vacancy in any office but that of the President, President-Elect or Past-President, the ASTA Executive Team shall, by majority vote, appoint a successor to serve until the next annual election.

1. If a vacancy occurs in the office of President, the President-Elect shall complete the unexpired term and shall then serve a full term in his or her own right.
2. If a vacancy occurs in the office of President-Elect, the Past-President shall perform the duties of the President-Elect until the next annual election.
3. If a vacancy occurs in the office of the Past-President, the ASTA President shall appoint a former Past-President of ASTA to fill the office for the remainder of the uncompleted term.

Section 6: Removal of an Elected or Appointed Officer from Office

An elected or appointed officer may be removed by a majority vote of the Executive Team with just cause. An officer appointed by the President may be removed with or without cause by the President.

A Founding Board Member may be removed by the majority vote of the other Founding Board Members.

Article IV: Executive Team Functions

Section 1: Executive Team

The Executive Team of ASTA shall consist of the officers of the association. This Team shall be empowered to conduct the business of the association.

Section 2: Functions of the ASTA Executive Team

1. Make all necessary policy decisions on behalf of ASTA during the interim between business meetings of ASTA.
2. Formulate general policies of ASTA concerning the objectives and purposes of ASTA and recommend such action as seems necessary to present these policies to the voting members of ASTA for adoption.
3. Coordinate the relationships of ASTA with other professional organizations.
4. To exercise such other powers and functions as may be necessary or desirable in the best interests of the Association, not in conflict with the by-laws.
5. Consider all proposed amendments to these By-Laws.

Article V: Meetings

Section 1: Executive Team

The ASTA Executive Team shall meet at least once each year. Additional meetings of the Executive Team will be held as deemed necessary by the Executive Team or the President. At least one-half of the members of the ASTA Executive Team shall constitute a quorum throughout any meeting of the ASTA Executive Team at which official business is transacted. The time and place of such additional meetings shall be fixed by the Executive Team at least thirty (30) days prior to any such additional meeting. The president of ASTA shall preside at meetings that the board sets forth. In the absence of the president, the president-elect shall preside. Any board action voted on by mail/phone/video must be recorded in the minutes at the next board meeting. The Executive Team shall be empowered to conduct the business of the Association between meetings.

Section 2: Electronic communication

In order for issues that arise between face-to-face meetings to be addressed in a timely manner, voting via email or conference/video calls can be done at the initiation of the president. Votes taken during a conference call will be counted by majority vote as in face-to-face meetings.

Votes via e-mail will be cast by the "reply all" option where all members of the executive Team will see the votes. Votes via conference/video call will be cast by "yea or nay" during the call.

The president will be responsible for verifying a quorum and regulating discussion to include all participating Executive Team members. In regards to communicating via technology i.e. email, phone or video, for meeting and voting purposes, a quorum shall also constitute at least one half of the Executive Team.

Article VII: Nominations and Elections of Officers

Section 1: Procedures

(a) The Secretary shall canvas the voting members of ASTA for nominations for elective offices of ASTA.

(b) Professional members shall be eligible for nomination to any office.

(c) Membership in the division is required prior to a nominee's name being placed on the ballot.

(d) Guided by the nominations, The Secretary shall prepare a slate of officers containing, if possible, at least two names for each ASTA office to be filled.

(e) The Secretary shall place nominees on the slate on the basis of qualifications for office, the number of nominating votes received from the ASTA membership, and the consent of the nominee.

Section 2: Voting

(a) The Secretary shall work with the Vice-President to conduct the election of officers. The voting shall take place at the election meeting and/or online.

(b) The results of the election shall be certified to the President, President-Elect in accordance with ASTA timeline.

(c) All members in good standing except associate and student members in the division may vote.

Article VIII: Business Affairs of the Association

Section 1: Dues

Annual Division dues for members shall be established by action of the board.

Section 2: Budget

The ASTA Treasurer shall prepare and present a budget to the ASTA Executive Team for adoption by January of each year.

Section 3: Interest

No member shall have any severable or transferable interest in the property of ASTA.

Section 4: Control and Management

All property of ASTA shall be subject to the control and management of the Executive Team. Any accumulation or disposal of real property, except upon dissolution of the Association, must be approved in advance by the Executive Team.

Section 5: Disposal Upon Dissolution

Upon dissolution of ASTA, none of the property shall be distributed to any of the members, and all such property shall be transferred to such other organization or organizations as the Executive Team shall determine to have purpose and activities most nearly consonant with those of ASTA, provided that such other organization(s) shall be exempt under Section 501, C (3) of the Internal Revenue Code.

Section 6: Appropriation of Association Funds

No appropriation of ASTA funds shall be made except pursuant to the authority of the Executive Team.

Section 7: Division Disbursements

All expenses incurred by ASTA shall be paid for by funds possessed by ASTA.

Section 8: Committee Expense

All expenses incurred by ASTA in excess of the funds appropriated therefore shall be the personal liability of the person(s) authorizing such excessive expenses.

Section 9: Association Year

The fiscal year and the governance year for the Division shall be January 1 to December 31 of the same year.

Article IX: Amendments

Section 1: Amendments with Previous Notice

Procedures for the amendment of these By-Laws with previous notice shall be as follows.

A. Amendments may be proposed by the ASTA Executive Team or by an individual member, provided that, in the case of an individual member, the proposed amendment shall be presented with the signatures of at least 20% of members in good standing.

All such proposals shall be submitted in writing to the Secretary of ASTA, 60 days prior to a ASTA business meeting. The Secretary shall transmit the proposal to the Executive Team for its consideration.

Proposed amendments, together with such comments or written recommendations as may have been formulated by the Executive Team or by the petitioners, if any, shall be distributed by the Secretary in writing, to the voting members at least 30 days prior to the next business meeting, at which time such proposals shall be discussed and voted upon.

B. The Secretary shall file the new or reversion of the by-laws with the Vice-President for publishing, within thirty days following the approval of the adoption of the revised by-laws by the ASTA Executive Team.

C. Amendments presented to the voting membership of ASTA for adoption, must have the approval of two-thirds of the ballots received.

Article X: Rules of Order

Section 1: Rules of Order

Robert's Rules of Order Revised (most recent edition) shall govern the proceedings of ASTA, not otherwise specified in the By-laws.