

# Texas SandTray Association

## By-laws

**Adoption:** January 30, 2017

**Revised: October 24, 2023**

### Article I: Name, Affiliation, and Mission

#### Section 1: Name

The name of this Association will be the Texas SandTray Association (TSTA).

#### Section 2: Affiliation

This Association is affiliated with Austin Sandtray Association and other local chapters.

#### Section 3: Mission

TSTA is an organization of mental health professionals serving adults, children, & families in a variety of settings, who have joined together to 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 TSTA 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. School counselors shall be certified in their field.

(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 TSTA, to vote, and to hold office.

## **2. Intern/Student Status Membership**

(a) Eligibility – Open to individuals who have or are working toward graduating with a Master's or Doctorate in counseling or closely related field and are in the process of completing requirements for full state licensure.

(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 TSTA and to vote.

### **Section 3: Severance of Membership**

(a) A TSTA membership may be terminated for the non-payment of dues.

(b) A TSTA membership may be terminated if their license or certification is revoked by their credentialing agency.

(c) It shall be the responsibility of the TSTA Executive Team to determine whether or not a membership should be terminated.

## **Article III: Executive Team**

### **Section 1: Elected and Permanent Officers**

The elected officers of TSTA shall be the President, President-Elect, Past-President, Secretary, and Public Relations. The Past-President & President will only be elected if the office leading to this position is unfilled when the term positions are changing. The Executive Assistant is a paid position who works closely with the Executive Team.

The permanent officers of TSTA shall include the Founding Board Members. They are not included in the quorum count unless they are present.

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 TSTA Executive Team.
2. To exert leadership in achieving the purposes of TSTA as stated in the mission of the division.
3. To preside as chair at business meetings of TSTA and the TSTA Executive Team.
4. To appoint chairpersons of both standing and special committees of TSTA, which are established under the office of President, except as otherwise specified in these Bylaws.
5. To notify TSTA candidates of election results.
6. To perform other duties as directed by the Executive Team.

## **B. President-Elect**

1. Shall serve as a member of the TSTA Executive Team.
2. Shall support the President in their duties as needed.
3. Will 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.
5. This position requires prior TSTA service. Examples may include serving on the board in another position, helping organize the annual conference or trainings, or working for the president in a TSTA committee.

## **C. Past-President**

1. Serve as a member of the TSTA Executive Team.
2. Perform the duties of the President-Elect in the event of the resignation, incapacity, absence or death of the President-Elect
3. Preside over the Annual Conference Committee
4. Perform other duties as directed by the Executive Team.

## **D. Secretary**

1. Serve as a member of the TSTA Executive Team.
2. Keep records of the proceedings of the meetings of TSTA and the TSTA Executive Team.
3. Perform other duties as directed by the Executive Team.

## **E. Public Relations**

1. Serve as a member of the TSTA Executive Team.
2. Is in charge of updating and maintaining the TSTA website PR images and social media outlets.
3. Develop and maintain the integrity of the image of TSTA.
4. Perform other duties as directed by the Executive Team.

## **F. Executive Assistant**

1. Support the Executive Team as needed to include attending Executive Team Meetings.
2. Conduct the official correspondence of the TSTA, including the issuance of notices of meetings when requested by the President.
3. Present written reports of the financial status of TSTA to the Executive Team, and the TSTA membership at the meeting of these bodies.
4. Present a proposed budget to the TSTA Executive Team as requested.

5. Notify TSTA candidates of election results, when requested by the President.
6. Sort and process incoming correspondence.
7. Review and approve requests for disbursements and reimbursements which have been authorized by the TSTA Executive Team.
8. Process certifications & memberships.
9. Perform other duties as directed by the Executive Team.

#### **G. Founding Board Members**

1. The Founding Board Members are those designated members who transitioned the local chapter to the state chapter.
2. Provide guidance in the development of TSTA to fulfill initial goals of this organization.
3. Provide consistency in the Executive Team.
4. Able to hold one additional office outside of the Founding Board Member office.
5. Vote when the Founding Board Member is active & updated regarding current TSTA business.

#### **H. Advisory Board**

1. The Advisory Board shall consist of past Executive Team members.
2. The Executive Team, as directed by the President may call upon members of the Advisory Board for guidance.
3. Able to hold one additional office outside of the Advisory Board.

#### **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 January of each year. 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 permanent and will not be replaced.

The Advisory Board Members are permanent and will not be replaced.

#### **Section 5: Vacancies**

In the event of a vacancy in any office but that of the President, President-Elect or Past-President, the TSTA Executive Team shall, by majority vote, appoint a successor to serve until the next annual election. If someone is appointed to serve midterm, the board may vote to keep them in that position for the following year. This is done by majority vote.

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 TSTA President shall appoint a former Past-President of TSTA 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. A vote to remove an officer may exclude that officer and the meeting(s) around that vote is considered to be held confidential. An officer appointed by the President may be removed with or without cause by the President.

A person removed from office is ineligible to run for future positions on the TSTA board.

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 TSTA 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 TSTA Executive Team**

1. Make all necessary policy decisions on behalf of TSTA during the interim or between business meetings of TSTA.
2. Formulate general policies of TSTA concerning the objectives and purposes of TSTA and recommend such action as seems necessary to present these policies to the voting members of TSTA for adoption.
3. Coordinate the relationships of TSTA 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 TSTA Executive Team shall meet at least once each quarter. 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 TSTA Executive Team shall constitute a quorum throughout any meeting of the TSTA Executive Team at which official business is transacted. The time and place of such additional meetings shall be fixed by the Executive Team. The president of TSTA 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 may 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 President, in coordination with the Executive Assistant and Secretary, shall canvas the voting members of TSTA for nominations for elective offices of TSTA.

(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, in coordination with the Executive Assistant, shall prepare a slate of officers containing, if possible, at least two names for each TSTA office to be filled. Nominees will be placed on the basis of qualifications for office, and the consent of the nominee.

(e) To secure the structure of the board, if no qualified nominations are offered for a position, the TSTA board may appoint someone of their choosing through a majority vote.

### **Section 2: Voting**

(a) The Executive Assistant shall work with the President to conduct the on-line election of officers. The voting shall take place online or by mail.

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

(c) All members in good standing 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 TSTA Executive Assistant shall prepare and present a budget to the TSTA Executive Team for adoption by January of each year when requested by the President.

### **Section 3: Interest**

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

### **Section 4: Control and Management**

All property of TSTA 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 TSTA, 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 TSTA, 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 TSTA funds shall be made except pursuant to the authority of the Executive Team.

**Section 7: Division Disbursements**

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

**Section 8: Committee Expense**

All expenses incurred by TSTA 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 TSTA Executive Team or by an individual member, provided that the member is in good standing.

All such proposals shall be submitted in writing to the Executive Director of TSTA, 30 days prior to a TSTA business meeting. The Executive Assistant 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,

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

C. Amendments presented to the voting membership of TSTA 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 be the guidelines of the proceedings of TSTA, not otherwise specified in the By-laws.