

**CONSTITUTION OF
ASSOCIATION FOR PLAY THERAPY (SINGAPORE)**

Rule Number	Rule
1	NAME
1.1	This Society shall be known as the “Association for Play Therapy (Singapore)”, hereinafter referred to as the “Society”.
2	PLACE OF BUSINESS
2.1	Its place of business shall be at “265 Joo Chiat Road, Singapore 427519” or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Society shall carry out its activities only in places and premises, which have the prior written approval from the relevant authorities, where necessary.
3	OBJECTS
3.1	Its objects are:
	a) To provide a self-governing professional covering for all registered and trainee Play Therapists
	b) To establish, maintain, protect and promote standards of Play Therapy education, practice and supervision
	c) To identify Play Therapy training that mental health professionals can apply towards earning or renewing the Registered Play Therapist (RPT) and Registered Play Therapist-Supervisor (RPT-S) credentials
	d) To ensure access by Play Therapists to numerous Play Therapy training opportunities and continuous education and supervision

	e) To review, recognise and approve Play Therapy training courses
	f) To introduce the value of Play Therapy to non-member mental health professionals and the general public
	g) To promote and provide access to approved and recognised Play Therapy services to those in need
	h) To provide and maintain a Registry of Play Therapists for the benefits of other mental health professionals and the general public
	i) To provide an avenue to mental health professionals and the general public where complaints of unethical practices pertaining to Play Therapy can be handled
	j) To partner with the government and related bodies in providing awareness and services to mental health professionals and the general public
3.2	In furtherance of the above objects, the Society may:
	a) Apply to become a member of other related Associations whose constitution prohibits the distribution of its assets and income to its members
	b) Enter into agreements with third-party vendors, including the government for the furtherance of its objects
	c) Engage and terminate employees, third-party vendors or any service providers as deemed necessary or appropriate
	d) Not engage in activities outside Singapore which are not in accordance with the laws of the foreign country
	e) Print and circulate publications that is deemed necessary to promote the objects of the Society

	f) Purchase and lease any lands, buildings or other properties along with its development and construction in accordance to the manner allowed by law for the purpose of the Society
	g) Make donations to charitable and/or community purposes subject to the approval of the Executive Committee
	h) Accept gifts of properties or monies for the purpose of the attainment of the objects of the Society subject to the approval of the Executive Committee
	i) The assets and income of the Society shall be applied solely for the furtherance of its objects, and no portion shall be distributed directly or indirectly to members of the Society except in cases of bona fide compensation for services rendered or expenses incurred on behalf of the Society.
4	MEMBERSHIP QUALIFICATION AND RIGHTS
4.1	The Society shall consist of: a) Registered Professional Members b) Registered Professional Supervisors c) Provisional Members d) Honorary Members e) Overseas Members
4.2	<u>Registered Professional Members</u> Persons who shall satisfy the Executive Committee that they have approved training and experience in Play Therapy shall fulfill the following requirements: a) Current and active member of a local and/or international mental health professional body

	b) Must hold an undergraduate or post-graduate qualification in general practice disciplines such as counselling, marriage and family therapy, social work, psychology, psychiatry or other mental health related fields
	c) Through the completion of play therapy specific training, the applicants are to demonstrate a well-rounded education in play therapy competencies, including the following: <ul style="list-style-type: none"> i) 150 hours of play therapy specific training in at least three primary areas of play therapy basics, play therapy skills and methods, and play therapy special topics ii) Not more than 50 of the 150 hours play therapy training hours may be online or non-contact iii) Instructional hours must be accrued within 5 years iv) The training can be obtained from institutions of higher education (either local or overseas) or from APT(S) Approved Providers
	d) Complete a minimum of 40 hours of play therapy supervision and 240 hours simultaneous play therapy clinical experiences
	e) Undertake at least 30 hours of APT(S) approved continuous professional development in play therapy every 2 years
	f) Receive at least 20 hours of supervision by APT(S) approved Registered Play Therapist-Supervisor every 2 years
	g) Registered Professional Members shall submit a record every 2 years that he/she has completed at least 120 hours of clinical work in play therapy
4.2.1	Every Registered Professional Member will automatically be placed in the Society register which will also be reflected on the Society website when they are granted membership. To maintain register status, Registered Professional Members would have to ensure that renewal requirements of membership fees, continuous professional development and supervision are met

4.2.2	Registered Professional Members may call themselves Registered Play Therapists (Association for Play Therapy (Singapore))
4.3	<p><u>Registered Professional Supervisors</u></p> <p>Persons who shall satisfy the Executive Committee that they have approved training and experience in Play Therapy Supervision in accordance with the following sets of requirements:</p> <p>a) Fulfil the requirements as per stated in 4.2</p>
	b) Be a Professional Member for at least 3 years, have a minimum 1,200 play therapy practice hours, of which at least 50 hours were for the provision of play therapy supervision and have received at least a minimum of 100 hours of supervision post-graduation
	c) Completed at least 24 hours of play therapy specific supervisor training
	d) Receive at least 6 hours of supervisor training every 2 years
	e) Registered Professional Supervisors may call themselves Registered Play Therapy Supervisor (Association for Play Therapy (Singapore))
4.4	<p><u>Provisional Members</u></p> <p>Persons who shall satisfy the Executive Committee that they have approved training in Play Therapy shall fulfill the following requirements:</p> <p>a) Current and active member of a local and/or international mental health professional body</p>

	b) Must hold an undergraduate or post-graduate qualification in general practice disciplines such as counselling, marriage and family therapy, social work, psychology, psychiatry or other mental health related fields
	c) Completed at least 35 hours of play therapy specific instructions obtained from: <ul style="list-style-type: none"> • Institutions of higher education (either local or overseas) • Face-to-face or online/synchronous platforms • Approved play therapy training providers from APT(S)
	d) Undertake at least 20 hours of APT(S) approved continuous professional development in play therapy every 2 years
4.4.1	Every Provisional Member will automatically be placed in the Society register which will also be reflected on the Society website when they are granted membership. To maintain register status, Provisional Members would have to ensure that renewal requirements of membership fees and continuous professional development are met
4.5	<p><u>Honorary Members</u></p> <p>Persons who by reason of their eminence in the Play Therapy profession or by their substantial contribution to the profession of Play Therapy may be elected to Honorary Membership by the Annual General Meeting on recommendation of the Executive Committee. Honorary Members shall not be liable to pay any membership fees but shall enjoy all other privileges of membership, including standing for an elected position in the Executive Committee</p>
4.6	<p><u>Overseas Members</u></p> <p>Persons who qualify as members under 4.2, 4.3, 4.4, but are not citizens or permanent residents of Singapore. Overseas Members are liable to pay membership fees as per the respective category and shall enjoy all other privileges of membership but shall have no voting rights or be elected to any position in the Executive Committee</p>

4.7	Only members who are above 21 years of age shall have the right to vote and to hold office in the Society
5	APPLICATION FOR MEMBERSHIP
5.1	A person wishing to join the Society should submit his particulars to the Society on a prescribed form
5.2	A new member must be proposed and seconded by existing members. His/Her name will then be indicated to the Executive Committee during the Executive Committee meeting at the end of which time the Executive Committee will decide on membership, taking into consideration any objection raised
5.3	Where no personal knowledge of the new applicant member is furnished, an interview with at least a member of the Executive Committee might be required
5.4	In the event of objections of 3 or more members of the Executive Committee, an application shall be rejected
5.5	A copy of the Constitution shall be furnished to every approved member upon payment of the respective Membership Fees
6.	ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES
6.1	The entrance fees and subscriptions shall be determined by the General Meeting on recommendation from the Executive Committee from time to time.
6.2	If a member falls into arrears with his/her subscription or other dues, he/she shall be informed immediately by the Treasurer. If he/she fails to settle his/her arrears within 4 weeks of their becoming due, the President may order that his/her name be reflected on the Society's website and that he/she be denied the privileges of membership until he/she settles his/her account. If he/she fails to settle his/her arrears for more than 3 months, he/she will automatically cease to be a member and the Executive Committee may take legal action against him/her provided that they are satisfied that he/she has received due notice of his/her debts

6.3	Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members
6.4	The income and property of the Society whensoever derived shall be applied towards the promotion of the objects of the Society as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through any of them
6.5	Any Registered Professional Member, Registered Professional Supervisor, Provisional Member, Honorary Member or Overseas Member may resign from the Society by informing the Executive Committee in writing that the member wishes to resign. The member shall cease to be a Registered Professional Member, Registered Professional Supervisor, Provisional Member, Honorary Member or Overseas Member at the termination of the period covered by the member's current membership subscription unless the member shall withdraw the member's resignation before that date
7.	SUPREME AUTHORITY AND GENERAL MEETING
7.1	The supreme authority of the Society is vested in a General Meeting of the members
7.2	An Annual General Meeting shall be held within 3 months from the close of its financial year. The Annual General Meeting can be held face-to-face or via an online platform
7.3	At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 20% of the total voting membership or 20 voting members, whichever is the lesser, and may be called at anytime by order of the Executive Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within 2 months from receiving this request to convene the Extraordinary General Meeting
7.4	If the Executive Committee does not within 2 months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall

	convene the Extraordinary General Meeting by giving 10 days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's website
7.5	At least 2 weeks' notice shall be given of an Annual General Meeting and at least 10 days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the Society's website 4 days in advance of the meeting
7.6	Unless otherwise stated in this Constitution, voting by proxy is allowed at all Annual General Meetings
7.7	<p>The following points will be considered at the Annual General Meeting:</p> <ul style="list-style-type: none"> a) The previous financial year's accounts and annual report of the Executive Committee b) Where applicable, the election of office-bearers and Honorary Auditors for the following term <p>Any member who wishes to place an item on the agenda of a General Meeting may do so provided he/she gives notice to the Secretary 1 week before the meeting is due to be held</p>
7.8	At least 20% of the total voting membership or 20 voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum
7.9	In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then be present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution
8.	MANAGEMENT AND COMMITTEE

8.1	<p>The administration of the Society shall be entrusted to an Executive Committee consisting of the following to be elected at alternate Annual General Meeting:</p> <ul style="list-style-type: none"> • A President • A Vice-President • A Secretary • An Assistant Secretary • A Treasurer • An Assistant Treasurer • A Committee Member • A Committee Member • A Committee Member • A Committee Member <p>Unless with the prior approval in writing of the Registrar or an Assistant Registrar of Societies, majority of the Committee Members shall be Singapore Citizens. The President, Secretary, Treasurer and their deputies shall be Singapore Citizens or Singapore Permanent Residents. Foreign Diplomats shall not serve as Committee Members</p> <p>In addition, there shall be no more than two (2) Executive Committee members from the same organisation serving in the Executive Committee</p>
8.2	<p>Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Executive Committee is 2 years. The Treasurer shall be eligible for re-election only after a lapse of one term of office</p>
8.3	<p>Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, a re-vote shall be taken and if it still results in a tie, a lot shall be drawn to determine who shall be the successful candidate unless the contesting candidate(s) withdrew in favour of one of themselves</p>

8.4	An Executive Committee Meeting shall be held at least once every 2 months after giving 7 days' notice to Executive Committee Members. The President may call an Executive Committee Meeting at any time by giving 5 days' notice. Majority of the Executive Committee Members must be present for its proceedings to be valid
8.5	Any member of the Executive Committee absenting himself/herself from 3 meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Executive Committee and a successor may be co-opted by the Executive Committee to serve until the next Annual General Meeting. Any changes in the Executive Committee shall be notified to the Registrar of Societies within 2 weeks of the change
8.6	The duty of the Executive Committee is to organise and supervise the daily activities of the Society. The Executive Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings
8.7	The Executive Committee has power to authorise the expenditure of a sum not exceeding \$5,000 per month from the Society's funds for the Society's purposes
8.8	The Executive Committee shall be empowered to establish sub-committees and/or ad-hoc working committees as and when appropriate and necessary. These sub-committees and ad-hoc working committees shall be automatically dissolved after the purpose for which they have been formed are accomplished
8.9	The Executive Committee shall approve projects undertaken by the Society before they can be executed or implemented. Budgetary proposals need to be submitted for the Executive Committee's consideration and approval before the implementation of the project. Upon completion of the project, a simple financial and project evaluation report has to be submitted to the Executive Committee within 3 months
8.10	The Executive Committee is authorised to invite donations and contributions to the funds of the Society through lawful means and to use such funds as it may deem necessary and appropriate in the furtherance of the object and aims of the Society

8.11	Members of the Executive Committee shall not hold any Executive office in any competing organisations of similar nature
8.12	No suit or other legal proceedings shall be made personally against any member of the Executive Committee or any officer(s) of the Society acting under the direction of the Society for anything that is done in good faith or intended to be done in the execution or purported execution of the Constitution
9.	DUTIES OF OFFICE-BEARERS
9.1	The President shall chair all General and Committee Meetings. He/She shall represent the Society in its dealings with outside persons
9.2	The Vice-President shall assist the President and deputise for him/her in his/her absence
9.3	The Secretary shall keep all records, except financial, of the Society and shall be responsible for their correctness. He/She will issue notices to members of impending meetings and keep minutes of all General and Committee meetings. He/She shall maintain an up-to-date Register of Members at all times
9.4	The Assistant Secretary shall assist the Secretary and deputise for him/her in his/her absence
9.5	The Treasurer shall keep all funds and collect and disburse all moneys on behalf of the Society and shall keep an account of all monetary transactions and shall be responsible for their correctness. He/She is authorised to expend up to \$500.00 per month for petty expenses on behalf of the Society. He/She will not keep more than \$500.00 in the form of cash and money in excess of this will be deposited in a bank to be named by the Executive Committee
9.6	The Assistant Treasurer shall assist the Treasurer and deputise for him/her in his/her absence
9.7	There will be 2 group of cheque signatories. The first group will comprise of the President, Vice-President and Secretary. The second group will comprise of the Treasurer and Assistant Treasurer. Cheques, etc. for withdrawals from the bank

	will require 2 signatories (any one from each group) to be legal tender
9.8	Committee Members shall assist in the general administration of the Society and perform duties assigned by the Executive Committee from time to time
10.	AUDIT AND FINANCIAL YEAR
10.1	1 voting member, not being member of the Executive Committee, shall be elected as Honorary Auditor at alternate Annual General Meeting and will hold office for a term of 2 years only and shall be re-elected for a consecutive term. The accounts of the Society shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Association exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations
10.2	He/She: a) will be required to audit each year's accounts and present a report upon them to the Annual General Meeting b) may be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Executive Committee
10.3	The financial year shall commence from January 1 st and end on December 31 st . The Annual General Meeting shall be held within 3 months from the close of the financial year
11.	TRUSTEES
11.1	If the Society at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust
11.2	The trustees of the Society shall: a) Not be more than 4 and not less than 2 in number

	<p>b) Be elected by a General Meeting of members</p> <p>a) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members</p>
11.3	<p>The office of the trustee shall be vacated:</p> <p>a) If the trustee dies or becomes a lunatic or of unsound mind</p> <p>b) If he is absent from the Republic of Singapore for a period of more than 1 year</p> <p>c) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee</p> <p>d) If he submits notice of resignation from his trusteeship</p>
11.4	<p>Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the Society's premises at least 2 weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies</p>
11.5	<p>The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies</p>
12.	<p>VISITORS AND GUESTS</p>
12.1	<p>Visitors and guests may be admitted into the premises of the Society but they shall not be admitted to the privileges of the Society nor shall they be admitted into the premises more than 6 times in a calendar year. These visits are to be confined to not more than once in 14 days</p>
12.2	<p>Visitors and guest may be admitted into the premises of the Society but they shall not be admitted into the privileges of the Society. All visitors and guests shall abide by the Society's rules and regulations</p>

13.	PROHIBITIONS
13.1	Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited
13.2	The funds of the Society shall not be used to pay the fines of members who have been convicted in court of law
13.3	The Society shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore
13.4	The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes
13.5	The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, Executive Committee or members unless with the prior approval of the relevant authorities
13.6	The Society shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities
14.	AMENDMENTS TO CONSTITUTION
14.1	The Society shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting
15.	INTERPRETATION
15.1	In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Executive Committee shall have power to use their own discretion. The decision of the Executive

	Committee shall be final unless it is reversed at a General Meeting of members
16.	DISPUTES
16.1	In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement
17.	DISSOLUTION
17.1	The Society shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting membership of the Society for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose
17.2	In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore
17.3	A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies