



Policy and Procedure Manual

May 2003

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**Education Section Policy and Procedure Manual
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FORWARD

This manual has been compiled for use by the Section Board of Directors and Section Committee Chairs for the following purposes:

1. To guide Section officers and committee chairs in the performance of their duties.
2. To specifically identify duties and responsibilities of Section officers, committee chairs, and special interest group officers.
3. To provide the means for efficient management of Section functions within the framework of Section Bylaws.
4. To provide for the sharing of information to and from the membership.
5. To provide for a smooth transition between outgoing and incoming Section officers and committee chairs.

TERMINOLOGY

Association:	Refers to the American Physical Therapy Association
Location:	1111 N Fairfax St Alexandria, VA 22314 (703) 684-2782, (800) 999-2782
Section:	Refers to Education Section
Location:	Janice M. Ford, Executive Officer Education Section (APTA) 1111 N Fairfax St Alexandria, VA 22314 (800) 999-2782, ext 3237
Special Interest Group (SIG):	Refers to specific groups which have been created and are an officially recognized component of the Section.
Current SIGs:	<ol style="list-style-type: none">1. Academic Administrators2. Clinical Educators3. Physical Therapist Assistant Educators4. Academic Faculty

MISSION STATEMENT

The Education Section, one of the oldest of the American Physical Therapy Association, is dedicated to the development of each new generation of physical therapy practitioners, a dynamic cadre of academic educators and a store of knowledge useful to consumers for enhancing their own musculoskeletal health. The Section serves as a point of contact for those interested in patient and professional education, and a mechanism for networking and professional development. The operative philosophies that support the entire Education Section involve a commitment to excellence in education, scholarship about education and leadership within the profession that relies so heavily on the teaching and learning process to support and maintain health.

BYLAWS

ARTICLE I. NAME

The name of this organization is the Education Section of the American Physical Therapy Association, hereinafter referred to as the Section and the Association.

ARTICLE II. PURPOSE

Recognizing that education in physical therapy is a multifaceted process, which includes didactic and clinical components implemented in a variety of learning environments, the purpose of the Education Section is to meet the needs of all persons concerned with the progress, growth and development of education in physical therapy and, to this end, collective activity shall guide the dynamic processes of identification, investigation, action, and communication in specific areas related to education in physical therapy.

ARTICLE III. OBJECTIVES

The objectives of the Section shall be to:

- A. Promote the development and improvement of education in physical therapy.
- B. Promote professional growth and development in the academic and clinical environments and in the individual in physical therapy.
- C. Provide mechanisms for communication among those in physical therapy education.
- D. Identify areas of concern related to education in physical therapy.
- E. Gather and disseminate information pertinent to education trends, to practices in physical therapy education, and to legislation relating to education in physical therapy.
- F. Foster investigation in the multifaceted processes and methods in physical therapy education.
- G. Enhance the quality of the teaching-learning processes in the academic, institutional, and clinical environments.
- H. Identify resource people related to education in physical therapy.
- I. Identify and foster the development of materials related to education in physical therapy.

ARTICLE IV. MEMBERSHIP

Section 1: Classes and Qualification of Members

Except for the classes of honorary membership and Catherine Worthingham Fellows of the APTA, the Section's classes and qualification of members shall be identical to those of the Association.

Section 2: Rights and Privileges of Members

The rights and privileges of the Section's members shall be identical to those established in the Association's bylaws for the various classes of members at Section and committee meetings.

Section 3: Applications for and Admission to Membership

The payment of Section dues by active and affiliate members in good standing in the Association shall constitute application for and admission to Section membership. Signed application without payment of dues from life members in good standing in the Association shall constitute application for and admission to Section membership.

Section 4: Good Standing

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Association.

Section 5: Disciplinary Action

- A. Any member of the Section who is expelled from membership in the Association shall be expelled from Section membership.
- B. Any member of the Section who fails to make timely payment of required Section dues shall be expelled from Section membership.

Section 6: Reinstatement

Any former member of the Section who is in good standing in the Association may be reinstated to membership in the Section by payment of the required Section dues.

ARTICLE V. SPECIAL INTEREST GROUPS

Section 1: Definition

A special interest group (SIG) of the Section consists of members who have a common interest in a special area of activity relating to physical therapy education

Section 2: Formation and Dissolution

- A. Petition Requirements
 1. Twenty or more Section members may petition the Board of Directors for permission to establish a SIG.
 2. This petition should include the following:
 - (a) the Section president's consent to place the petition on the Board of Directors' agenda,
 - (b) documentation of the proposed chairman of the SIG consent to serve,
 - (c) original signatures of 20 Section members in good standing who intend to join the proposed SIG,
 - (d) bylaws for the SIG, and
 - (e) a rationale for the need to form the SIG, with particular emphasis on why the interests of individuals represented by the proposed SIG cannot be served through existing means.
- B. Petition Procedure
 1. Petition requirements should be met and forwarded to the Section president at least 8 weeks prior to the Board of Directors meeting to consider approval.

2. The Section president shall appoint a Board of Directors member to review the petition and the bylaws and make a recommendation to the Board of Directors concerning the formation of the SIG.
 3. The Board of Directors of the Section will vote on the decision to create the SIG.
 4. Once SIG status is approved, the Section president will issue a letter of formation.
- B. SIG Bylaw Requirements
1. Name
 2. Purpose
 3. Authority for formation
 4. Dissolution
 5. Membership requirements
 6. Officers: composition, qualifications, elections, duties, term, expulsion
 7. Committees: composition, qualifications, elections, duties, term, expulsion
 8. Meetings
 9. Finance
 10. Bylaw amendments
 11. Parliamentary authority

Section 3: Objectives

- A. Share group information between the Board of Directors and SIGs
- B. Provide representation to the Board of Directors. The chairperson of each SIG shall be elected by the membership of the SIG and sit as a nonvoting members of the Board of Directors.
- C. Plan programs of special interest for the group.
- D. Plan programs to coordinate with other SIGs.
- E. Provide representation to the *Bulletin*.
- F. Increase participation in the Section
- G. Promote communication and mutual support within and beyond the scope of the SIG.
- H. Share concerns, problems, and resources.
- I. Promote cooperation among the SIG to achieve the goals of the Section.
- J. Each SIG shall hold semiannual meetings of its membership **(XI, Section 3)**

Section 4: The Section shall not be obligated for any debts incurred by a SIG unless the group has been specifically authorized in writing by the Section's governing body to act on behalf of the Section's governing body.

Section 5: Limitations

SIGs are subject to the following limitations:

- A. Bylaws and policies of the Section
- B. No SIG shall profess or imply that it speaks for or represents the interest group unless authorized to do so in writing by the Section's governing body.

Section 6: Finance

- A. SIGs may not charge dues. Donations may be requested and received provided there is no punitive action for nonpayment of these monies.
- B. All SIGs are required to provide an annual report on their activities and financial status to the Section's Board of Directors.
- C. All SIGs are responsible for maintaining complete and accurate financial records.

Section 7: Dissolution of SIGs

- A. Voluntary dissolution: A SIG may be dissolved by a 2/3 vote of its members present at any annual

business meeting of the Section, a quorum being present, providing 90 day notice of such pending action has been given to the members.

1. All property and records of whatsoever nature in possession of the SIG shall, after payment of all bona fide debts, be turned over to the Section.
 2. If the SIG is dissolved for the purpose of merging with an existing SIG, all property and records of whatsoever nature shall, after payment of all bona fide debts, to be turned over or conveyed to the existing or newly formed SIG with which it has merged.
- B. Nonvoluntary Dissolution: A SIG may be dissolved by the Board of Directors of the Section if its membership falls below 20 or if its purposes or activities are in conflict with those of the Section. The SIG officers shall be notified of their dissolution with their right to appeal the decision. The SIG's right to appeal shall remain in effect for 1 year or until the next annual meeting of the Board of Directors, whichever comes first. During the time for appeal the Section will not allocate any financial resources to the SIG. Money equal to the amount last allocated to the SIG will be encumbered by the Section and held in the treasury for release to the SIG if the appeal for reinstatement is upheld.

ARTICLE VI. MEETINGS

Section 1: Annual Meeting

The annual meeting shall be held for the purpose of conducting the Section's business and other activities in accordance with the objectives of the Section. This meeting shall take place at the site of the Combined Sections Meeting of the APTA and at a time designated by the Section's program chairperson or designated representative of the Education Section and the Combined Sections Program Committee.

Two officers and 1/20th of the membership in attendance at the official business meeting of the Section shall constitute a quorum.

Section 2: Meetings other than the Annual Meeting

Additional meetings may be held during the course of any calendar year upon 90 days prior notice to the members of the Section. Additional meetings may be national or regional in nature.

Section 3: Special Meeting [Addition 94]

A special meeting must be called upon written petition of 50% of the membership.

Section 4: Attendance

Attendance at Section business meetings is limited to Section members and invited guests approved by Section officers.

ARTICLE VII. BOARD OF DIRECTORS, BOARD OF DIRECTORS, AND OFFICERS

Section 1: Composition

The Executive Committee shall be comprised of the president, and the following elected officers: president - elect, vice president, secretary, and treasurer. The Board of Directors shall be comprised of the Executive Committee,

four elected at-large representatives, and the chairpersons of SIGs.

- A. Voting members: The officers of the Section along with four at-large representatives shall constitute the voting membership of the Board of Directors.
- B. Nonvoting members: The chairpersons of the SIGs shall constitute the nonvoting membership of the Board of Directors.

Section 2: Qualifications

Only such members of the Section as are provided for the Association bylaws, Article IV, Section 2, Sub-paragraph B.(3).b who have been members in good standing for a period of at least 2 years immediately preceding their election and who have consented to serve shall be eligible for election to office. The secretary, treasurer, and at-large representatives are not required to have been members for 2 years.

Section 3: Terms (Election and Tenure)

The officers shall serve for 2-year terms or until the election of their successors, except for the president-elect who shall be elected for a 1-year term. The officers shall assume office at the Board of Directors meeting following the Section election except for the treasurer. The treasurer shall assume office on January 1 following the election.

- A. The vice president shall be elected on even-numbered years and the president-elect, treasurer, and secretary shall be elected on odd-numbered years.
- B. No officer shall serve more than two complete consecutive terms in the same office.
- C. Two at-large representatives shall be elected on even-numbered years, and two at-large representatives shall be elected on odd-numbered years.

Section 4: Officers

A. President

- 1. The president shall preside at all meetings of the Board of Directors and Executive Committee and shall be an ex-officio member of all committees, except the Nominating Committee.
- 2. The president shall create and appoint all special advisory committees necessary to accomplish the functions of the Section.
- 3. The president shall appoint a member to fill any vacancy occurring in the offices of vice president, secretary, treasurer, Nominating Committee, or at-large representative for the unexpired term, with advice of the Board of Directors.
- 4. The president shall be responsible for relations with groups or individuals external to the Section, within or outside of the Association (eg, national headquarters or other Sections, chapters, educational associations, etc)
- 5. The president shall submit to the Association an annual report in writing of the activities of the Section.
- 6. The president shall serve as the Section representative to the House of Delegates of the

B. President-Elect

- 1. The president-elect shall assume the duties of the president if the president is absent or incapacitated. In the event of a vacancy in the

office of the president, the president-elect shall succeed to the term.

- 2. The president-elect shall be responsible for learning the duties of the presidency and assuming assignments as delegated by the president or the Board of Directors.
 - 3. The president-elect shall succeed to the office of president immediately following the completion of the term for which he was elected.
- #### C. Vice President
- 1. The vice president shall assume the duties of the president if both the president and the president-elect are absent or incapacitated. In the event of a vacancy in the offices of president or president-elect, the vice president shall succeed to the presidency for the unexpired portion of the term.
 - 2. The vice president shall assume assignments as delegated by the president, the Executive Committee, or the Board of Directors.
 - 3. The vice president shall be in communication with the editors of the *Journal of Physical Therapy Education* and the *Bulletin* on a regular basis to assist in their communication with the Board of Directors and the Executive Committee.
 - 4. The vice president shall be in communication with the program chair to assist with the preconference programming and with communication between the Executive Committee/Board of Directors and the Program Committee.
 - 5. The vice president shall be responsible for the bylaws and carry out the following duties:
 - a. Prepare proposed bylaw amendments at the request of the Board of Directors or members of the Section for considerations at the annual business meeting.
 - b. Arrange for publication of proposed bylaws amendments in a timely fashion prior to anticipated action.
 - c. Make recommendations to the SIGs regarding bylaw matters.
- #### D. Secretary
- 1. The secretary shall be responsible for keeping and distributing the minutes of proceedings of all meetings.
 - 2. The secretary shall be responsible for all notices to members of the Section. The secretary shall complete and submit appropriate reports to Association.
 - 3. headquarters, to include minutes of Section meetings, election results, update roster, and program summaries within 30 days after Section business meetings. Association. The president shall not also serve as a chapter delegate.
 - 4. The secretary shall maintain records of all official actions of the Section Board of Directors and Executive Committee.

- E. Treasurer
1. The treasurer shall be responsible for maintaining complete and accurate financial records, reporting in writing the financial status of the Section to the Section members and sending a copy of the audit to Association headquarters by May 31 of each year.
 2. The treasurer shall have the accounts audited each term of office or at least every 2 years and have peer-review of the records on the years that there is not an audit.
 3. The treasurer reports quarterly to the Section president and semi-annually to the Board of Directors and the Executive Committee.
 4. The treasurer shall receive and disperse all money, including monies for the Journal and Bulletin and all SIGs.
 5. The treasurer shall keep accurate records of all receipts and disbursement related to the Section and SIGs.

F. At-large Representatives

1. The at-large representative shall provide broad-based input into the decision-making process of the Board of Directors.
2. The at-large representative shall assist with the dissemination of information to the membership.
3. The at-large representative shall except specific duties and responsibilities as delegated by the Board of Directors related to one of the following areas:
 - a. Section Promotion: public relations, membership awards
 - b. Professional Education: entry -level, accreditation, professional doctorate
 - c. Professional Development: programming at CSM and annual conference, programming for the Association
 - d. Funding: joint ventures, publications
4. Each at-large representative shall be responsible for semiannual reports to the Board of Directors, Executive Committee, and Section membership.

Section 5: Duties

- A. Board of Directors
1. Direct all business and financial affairs for and on behalf of the Section. The Board of Directors shall not commit the Section to any financial obligations in excess of current financial resources.
 2. Foster the growth and development of the Section for the benefit of the Association.
 3. Keep an accurate record of the members of the Section.
 4. The Board of Directors shall carry out mandates and policies of the Section membership as determined at the annual meetings and make and enforce such policy on behalf of the Section as is consistent with the mandates and policies of Section membership.
- B. Executive Committee
1. The Executive Committee shall be responsible for prioritizing the business of the Board of Directors.

2. The Executive Committee shall oversee the business and financial affairs of the Section and report to the Board of Directors and Section members.

Section 6: Appointed Persons

The president, at appropriate times and with the approval of the Board of Directors, shall appoint Section members in good standing to assume the following responsibilities:

- A. Program Committee
1. Composition
 - a. The Section program chairperson will be appointed by the president.
 - b. The Program Committee will be made up of the program chairperson and one representative from each SIG.
 - c. Each member shall be appointed for a 3-year term.
 2. Duties
 - a. The Program Committee duties shall be to work under the advisement of the vice president, the treasurer, and an at-large representative to plan and secure all arrangements for Section meetings and seminars subject to the approval of the Board of Directors.
 - b. Report of the Program Committee activities is to be submitted to the at-large representative who will present it to the Board of Directors.
- B. Journal Board
1. Duties
 - a. The Section will publish a journal devoted to research in and commentary about physical therapy education.
 - b. The journal will be called the *Journal of Physical Therapy Education* (hereinafter called the *Journal*).
 - c. The *Journal* shall function as a refereed journal by utilizing a blind review process.
 - d. The *Journal* will solicit advertising as its primary means of fiscal viability.
 - e. At least one issue of the *Journal* shall be published per year.

C. Bulletin Editor

1. Duties
 - a. The *Bulletin* shall be the vehicle by which the business, concerns, and actions of the Section are communicated to the Section membership.
 - b. The *Bulletin* shall be managed by an editor appointed by the Board of Directors.
 - c. The *Bulletin* editor shall solicit materials for publication.
 - d. The *Bulletin* editor shall secure all arrangements for publication and mailing of the *Bulletin*.
 - e. The Bulletin editor shall report Bulletin activities to the Editorial Committee and through that body to the Board of Directors.
 - f. The *Bulletin* shall be printed and distributed at least once a year.

D. Awards Chairperson

Section 7: Conduct Business [added 1994]

- A. Board of Directors
The Board of Directors shall meet not less than two times a year. Three members shall constitute a quorum. The president can call a special meeting of the Board of Directors and must call a special meeting on written request of three members of the Board of Directors. Written notice of all meetings if the Board of Directors and Executive Committee shall be mailed to all members not later than 10 days before the date fixed for the meeting. When a decision is needed between meetings of the Board of Directors, voting may be conducted by mail or telephone.
- B. Executive Committee
The Executive Committee shall meet not less than two times a year, unless agreed upon by a majority of the Board of Directors and the Executive Committee. Voting may be conducted by mail or telephone 90 days in advance of scheduled meetings.

ARTICLE VIII. COMMITTEES

Section 1: Elected

- A. Nominating Committee
1. Composition
 - a. The Nominating Committee shall consist of three active, graduate student, or life Section members in good standing who shall serve for 3 years.
 - b. The senior member of the committee shall serve as chairperson during the member's third year in office.
 2. Duties
 - a. The Nominating Committee shall present a slate of two or more qualified candidates, if possible, for the appropriate offices annually at the Section business meeting during the Combined Sections Meeting.

ARTICLE IX. DELEGATES TO THE ASSOCIATION'S HOUSE OF DELEGATES

The president of the Section shall be the Section's delegate to the Association's House of Delegates, unless unable to attend; then the responsibility shall be that of the president-elect or vice president.

ARTICLE X: ELECTIONS

Section 1: Process

- A. Elections shall be held by mail.
- B. A ballot of nominees and statements concerning their candidacy shall be mailed to all eligible voting members of the Section no later than 6 weeks after the conclusion of the Combined Sections Meeting.
- C. Ballots shall be returned by the dates specified on the ballot.
- D. Nominees receiving a plurality of votes cast shall be considered elected. In case of a tie, Robert's Rules of Order will apply.
- E. Details of the election procedures shall be set by the Nominating Committee's and Section's policy and procedure manual.

Section 2: Voting Body

- A. The voting body shall be composed of all members of the Section who have voting privileges in the Association. One-third of eligible voting members of the voting body must return ballot for a mail ballot to be valid. For election purposes only, absentee ballots shall count toward the quorum for a meeting.
- B. Absentee voting by mail may be authorized by the Board of Directors of the Section. In such cases, the absentee votes must be received before the dates of the Association's annual meeting.

ARTICLE XI. FINANCE

Section 1: Fiscal Year

The fiscal year of the Section shall be the same as that of the Association.

Section 2: Limitations on Expenditures

No officer, employee, or committee shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Section's governing body. The governing body shall not commit the Section to any financial obligations in excess of its current financial resources.

Section 3: Dues

- A. All due shall be for the period specified in the Association Bylaws nature in the possession of the Section shall, after payment of bona fide debts, be turned over or conveyed to the existing or newly formed Section with which it has merged.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern the Section in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any rules of order adopted by the Section.

ARTICLE XIV. AMENDMENTS

Section 1: When

The bylaws may be amended at any annual meeting of the Section at CSM by the majority of those present. Notification of a proposed amendment shall be given to the membership at least 30 days prior to the annual meeting and in compliance with Association's bylaw revision process. The effective date of adoption of the amendments shall be the date of approval by the Association's Board of Directors.

Dues increased shall become effective on the first day of the fiscal year following the Section vote and the Board of Director's approval.

Association bylaw amendments may require amendment of the Section bylaws after approval of the Section membership. Copies of the amendments shall be sent by mail to each member of the Section after approval by the Association's Board of Directors. These are automatically adopted upon approval by the Association's Board of Directors.

**ARTICLE XV: ASSOCIATION AS A HIGHER
AUTHORITY**

In addition to these bylaws, the Section is governed by the Association bylaws and standing rules and Association policies.

Adopted, June 1973

Amended, June 1974

Amended, June 1975

Amended, June 1977

Amended, June 1978

Amended, June 1979

Amended, June 1980

Amended, June 1984

Amended, June 1986

Amended, June 1988

Amended, June 1989

Amended, June 1990

Amended, June 1991

Amended, February 1994 by Section after revision of
Parliamentarian

For Board of Directors and Executive Committee review,
June 1997, San Diego, Calif. To be reviewed by APTA
Parliamentarian, Fall 1997.

February 1998, reviewed by the Board of Directors.

February 2002, reviewed by the Board of Directors.

Strategic Plan August 2001

Introduction: The Education Section, one of the oldest of the American Physical Therapy Association, is dedicated to the development of each new generation of physical therapy practitioners, a dynamic cadre of academic educators and a store of knowledge useful to consumers for enhancing their own musculoskeletal health. The Section serves as a point of contact for those interested in patient and professional education, and a mechanism for networking and professional development. The operative philosophies that support the entire Education Section involve a commitment to excellence in education, scholarship about education and leadership within the profession that relies so heavily on the teaching and learning process to support and maintain health.

Strategic directives are the mechanisms by which the Education Section serves these missions and philosophies. The following directives are only possible when supported by an infrastructure of effective management, an active and cohesive group of volunteer leaders and a system of close collaboration with the staff and elected leadership of the American Physical Therapy Association. All directives should reflect the contemporary needs and interests of the membership. Directives for the year 2001 - 2002 include our intention to:

- **Establish networks and support mechanisms to enhance education in physical therapy:**
 - 1) be actively involved in APTA policy making and networking regarding Medicare funding and its impact on professional education
 - 2) provide continuing development targeting teaching, learning and leadership in physical therapy education
 - 3) be actively involved in the PAC and other advocacy groups within and external to the Association that directly or indirectly affect education and physical therapy
 - 4) maintain an active and visible role in accreditation activities, providing input to CAPTE and willingness to serve in the accreditation process and a resource for institutes wishing to develop and reframe physical therapy education

- **Enhance scholarship in and about education:**
 - 1) participate actively in APTA's initiative to create a research agenda about education and pursue funding sources to support research about teaching and learning
 - 2) expand the *Journal of Physical Therapy Education* to achieve a publication produced 4x/year and recognized as a high level scientific journal by its inclusion in Medline
 - 3) pursue expertise in the technology of teaching and the use of internet for distance learning through avenues of publication and continued education

- **Build communication mechanisms (especially through electronic media) to reach a variety of communities of interest including other health care providers, prospective students, clinical and academic educators, colleges and universities, non-members of the Section in the APTA and consumers:**

- 1) extend the quality of current communication mechanisms (e.g. Bulletin) and build plan to shift some of these to electronic media
- 2) complete the Section web site and maintain it to ensure continuity of communication
- 3) establish liaisons and alliances with other professional organizations that address issues common to physical therapy beginning with the NAAHP (National Association of Advisors in the Health Professions)
- 4) pursue joint business meetings as well as continued joint programming between and among Sections

Support and promote contemporary professional objectives to ensure excellence in physical therapy education:

- 1) pursue actively transition of all professional programs to the clinical doctorate level
- 2) support development of high quality post-professional degree programs that assist physical therapists in achieving the clinical doctorate
- 3) promote appropriate education of PTAs that supports current and future physical therapy practice
- 4) build and substantiate curriculum content that supports evidence for practice and enhances appropriate professional recognition
- 5) foster public visibility of the physical therapist as a patient advocate, a promoter of health and a gatekeeper in the health care system
- 6) strengthen the role(s) of special interest groups to enable high level member participation and Section outcomes

CALENDAR OF SECTION EVENTS

Month	Tasks	Officer
January	<ul style="list-style-type: none"> • Check with Membership/Promotion re Spring mailing (discounted ads & Adopt-a-doc) • Coordinate with Executive Officer to mail meeting locations, revised roster, agenda, and reports • Coordinate with Executive Officer items to be sent to CSM from the Executive Office • Mail "Consent to Serve" and "Biographical Information" forms • Make list of submissions for Spring issue • Schedule conference call for Fall JPTE • Pack items for shipment to CSM, memo listing contents sent to Member Rep • Mail CSM meeting agendas, reports, updated rosters, meeting locations to Exec Council • Conduct conference call with Executive Committee if necessary • Finalize CSM arrangements for Section • Announce and solicit nominations for Section Awards (Bulletin, and letter to Chairs) 	<ul style="list-style-type: none"> • Exec Officer • Secretary/Exec Officer • Funding & Member • Rep/Exec Officer • Nom Committee • Bulletin Editor • Exec Officer • Exec Officer • Exec Officer • President • Pres/Exec Officer • Exec Officer
February	<ul style="list-style-type: none"> • Attend CSM • Chair Exec Committee, BOD, and Business Meeting • Keep official minutes of Executive Committee, BOD, and Business meetings • Present preliminary budget for following year • Coordinate booth staffing • Present slate of candidates to Exec Committee • Exec Committee identifies Chair of Tellers Committee • Present slate of candidates at Business meeting. Solicit nominations from floor • Send reminders to contributors of deadline for Spring Bulletin 2/15-20 • All materials in hand for Spring JPTE - Feb 15-20 • Spring JPTE to Business Manger - Feb 15 • Activity Report for Executive Officer • Mailing about Awards to Program Directors • Thank you letters & Honoraria to CSM Speakers • Write President's message for Spring Bulletin • Submit to Bulletin Editor: Letter describing nomination process and appeal to vote • Spring Bulletin camera-ready to Executive Officer 	<ul style="list-style-type: none"> • ALL • President • Secretary • Treasurer • Member Rep • Nom Committee • Nom Committee • Nom Committee • Bulletin Editor • JPTE Editor • JPTE Editor • Exec Officer • President • Exec Officer • Prog Ch/Treas • Pres/Nom Ctte • Bulletin Editor
March	<ul style="list-style-type: none"> • Attend APTA BOD Meeting • Submit to Executive Officer: Biographical sketches, Ballot instructions, Ballot • Submit Reimbursement requests to Treasurer • Thank you letter to other Committee members • Coordinate elements of balloting: Draft ballot and bio statements, secure bids for mail house services, secure bids for printer (envelopes) 	<ul style="list-style-type: none"> • President • Nom Ctte • All • Nom Ctte • Bulletin Ed/Exec Officer

	<ul style="list-style-type: none"> and ballot), order section labels for mailing and roster for teller Tentative Schedule requests to National for CSM 	<ul style="list-style-type: none"> Award Com/Exec Officer/Prog Ch
April	<ul style="list-style-type: none"> Conduct conference call with Executive Committee if necessary Request reports for Annual Conference Mail Spring Bulletin Send Bulletin bills to Treasurer Forward any advertisements received to JPTE Business Manager 	<ul style="list-style-type: none"> Exec Ctte Sec/Exec Officer Bulletin Ed Exec Officer Exec Officer
May	<ul style="list-style-type: none"> Send Report to Secretary for Annual Conference Make list of submissions for Fall Bulletin Mail Spring JPTE Mail AC meeting agenda, reports, updated rosters to Executive Committee 	<ul style="list-style-type: none"> ALL Secretary Exec Officer Exec Officer
June	<ul style="list-style-type: none"> Attend Annual Conference Chair Exec Committee, BOD, and Business meetings Act as Section Delegate Send letters to all outgoing and incoming officers, Chairs, etc Keep official minutes of Exec Committee, BOD, and Business meeting Present final budget for the following years Coordinate booth staffing Represent Committee at Exec Committee, present report, make recommendations as appropriate Report results at Business meeting, Chief Teller to announce results Mail thank you and congratulatory letters Activity report for Executive Committee Respond to CSM deadline 	<ul style="list-style-type: none"> ALL President President President/Sec Secretary Treasurer Member Rep Nom Committee Nom Committee Pres/Exec Officer Pres/Exec Officer Prog Chair
July	<ul style="list-style-type: none"> If Section has voted for a dues increase, submit information to Component Services Update Guidelines and Timeline Transfer Guidelines and Timeline to successor Send reminders to contributors for deadline for Fall Bulletin Distribute final copy of AC minutes, CSM program schedule and revised roster to Executive Committee Send letters to all members asking for donations to Endowment Fund; especially BOD Respond to CSM deadline 	<ul style="list-style-type: none"> President Nom Committee Nom Committee Bulletin Editor Rep for Funding Prog Chair
August	<ul style="list-style-type: none"> Write President's message for Fall Bulletin Prepare "Call for Nominations" for Fall Bulletin Request Section roster from Executive Officer Fall Bulletin camera-ready copy to Executive Officer All materials in hand for Fall JPTE - Aug 1 Fall JPTE to Business Manager - Aug 15 Schedule conference call for Spring JPTE Send any advertisements received to Business Manager Submit bills from Summer Workshops to Treasurer 	<ul style="list-style-type: none"> President Nom Committee Nom Committee Bulletin Editor JPTE Editor JPTE Editor Exec Officer Exec Officer Task Force Chair
September	<ul style="list-style-type: none"> Bylaws reviewed, review final additions to bylaws chair, monitor submission of bylaws changes to Bulletin Editor Collect names of previous candidates not elected 	<ul style="list-style-type: none"> Vice President Nom Committee

	<ul style="list-style-type: none"> • Collect names of members contacted previously who indicated a willingness to run in subsequent years • Mail Fall Bulletin • Send Bulletin bills to Treasurer • Aid in Bylaws revision process, mailing to membership if necessary • Write letters of recommendation and nominations for APTA BOD and other offices, as recommended at Annual Business meeting • Prepare biennial member directory - solicit ads for cost • Comply with CSM program submission 	<ul style="list-style-type: none"> • Nom Committee • Exec Officer • Exec Officer • Exec Officer • President • Exec Off/Funding • Prog Chair
October	<ul style="list-style-type: none"> • Budget preparation • Begin soliciting names and developing a priority list of potential candidates • Mail Fall JPTE • Request Pre-CSM brochure copies for distribution • Activity report for Executive Committee • Attend and have Section display at National Student Conclave • Mail for membership drive • Respond to all request for CSM program confirmation & logistics 	<ul style="list-style-type: none"> • Treasurer • Nom Committee • Exec Officer • Exec Officer • Pres or designee • Mem Rep/Prog Ch
November	<ul style="list-style-type: none"> • Attend APTA Board of Director Meeting (if appropriate) • Request reports for CSM • Continue developing list of candidates • Mail subscriptions and gratis copies of Fall JPTE, thank you letters and invoices, if necessary, to advertisers • CSM Reminder to be mailed • Send letters to all Program Directors reminding them to advertise for faculty positions in Spring <i>Bulletin</i> and Doc Prog • Respond to all requests for CSM program confirmation & logistics 	<ul style="list-style-type: none"> • President • Secretary • Nom Committee • Exec Officer • Exec Officer • Rep for Funding • Program Chair
December	<ul style="list-style-type: none"> • Prepare Annual Report for APTA • Send reports to Secretary for CSM Meeting • Continue developing list of candidates • Revise Strategic Plan for Section and send to Secretary • Respond to all requests for CSM program confirmation & logistics 	<ul style="list-style-type: none"> • President • ALL • Nom Committee • President • Program Chair

CSM: 2003 - Tampa, FL Feb 12-16
2004 - Opryland, TN Feb 4-8
2005 - New Orleans, LA Feb 23-27

Annual Conference: Washington, DC June 18-21
Cincinnati, OH June 5-8
Chicago, IL June 30-July 3

2003- 2004 ROSTER EDUCATION SECTION, APTA

2003- 2004 ROSTER EDUCATION SECTION, APTA

2002- 2003 ROSTER EDUCATION SECTION, APTA

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2002- 2003 ROSTER EDUCATION SECTION, APTA

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SECTION II – ELECTED POSITIONS

Board of Directors A

Executive Committee B

President C

President Elect..... D

Vice President E

Secretary..... F

Treasurer..... G

At-Large Representative H

Special Interest Groups I

Section II. Elected Positions

A. Board of Directors

1. Composition:
 - a. Voting members: The officers of the Section along with At-large representatives shall constitute the voting membership of the Board of Directors.
 - b. Non-voting members: The Chairman of the Special Interest Groups and the Program Chair shall constitute the non-voting membership of the Board of Directors.
2. Qualifications: Only members in good standing in the Section shall be eligible to serve on the Board of Directors.
3. Tenure: The officers of the Section shall serve from the time each takes office for the duration of his term of office.
 - a. No member shall serve more than two complete terms in one office or more than three complete consecutive terms on the Board of Directors.
 - b. A full-term will be considered to be more than one-half of a term.
 - c. For purposes of this Section a term as President-Elect shall not be considered a complete term.
4. Duties: The Board of Directors shall:
 - a. Carry out mandates and policies of the Section membership as determined at the Annual Meeting. Between Annual Meetings, the Board of Directors may make and enforce such policy on behalf of the section as is consistent with the mandates and policies of Section membership.
 - b. Direct all business and financial affairs for and on behalf of the Section. The Board shall not commit the Section to any financial obligations in excess of its current financial resources.
 - c. Foster the growth and development of the Section for the benefit of the APTA.
 - d. Develop, approve, and manage the annual budget with the assistance of the Treasurer and the Finance Committee.
 - e. Identify special projects that the Board of Directors and the Section will address during a given year or specific period of time.
 - f. *In the event that a vacancy occurs in the office of President-Elect, appoint an active Section member in good standing who has been an Association member in good standing no less than two years immediately preceding the appointment to complete the unexpired term.*
 - g. Appoint the Editor of the Bulletin.
 - h. Approve the Bulletin format.

- i. All officers will update their section of the Section Procedure Manual prior to leaving office.
- j. Determine Strategic Plan for Section.
- k. Review Mission, Philosophy and goals for Section and revise as necessary.

B. The Executive Committee

- 1. Composition: The President, President -Elect, Vice President, Treasurer, and Secretary
- 2. Duties:
 - a. Carry out mandates and policies of the Board of Directors. Between Board of Director meetings, the Executive Committee may make and enforce such policy on behalf of the Section as is consistent with the mandates and policies of Section membership and the Board of Directors.
 - b. Keep an accurate record of the members of the Section.
 - c. Send the name of the Section delegate to headquarters no later than January 1.
 - d. Set the agenda for all business meetings of the Board of Directors and the Executive Committee.
 - e. Manage the annual budget in concert with the Board of Directors, the Treasurer and the Finance Committee.

C. Section Officers' Duties

- 1. President shall:
 - a. preside at all meetings of the board of Directors, Executive Committee, and Section, and shall be an ex-officio member of all committees except the Nominating Committee.
 - b. create and appoint all special advisory committees necessary to accomplish the functions of the Section.
 - c. appoint a member to fill any vacancy occurring in the offices of Vice President, Secretary, Treasurer, Nominating Committee, or At-large Representatives for the unexpired term, the Program Chair, the Newsletter editor and the Awards Committee with the advice of the Board of Directors.
 - d. be responsible for relations with groups or individuals external to the Section, within or outside of the Association (e.g. National Headquarters, other Sections, Chapters, educational associations, etc.) and shall attend meetings of:
 - 1) the APTA Board of Directors (when appropriate)
 - 2) Component President meetings at CSM and ACE
 - e. submit to the Association an annual report in writing of the activities of the Section
 - f. serve as the Section representative to the House of Delegates of the Association. She/he shall not also serve as a Chapter delegate.

- g. submit a proposed office budget at the time requested and submit a final budget report at the end of a given year to the Section Treasurer
 - h. submit an updated job description and responsibility list to the Vice President for inclusion in the Section Manual at the end of the term
 - i. appoint members to any Task Force developed through motions approved by the Executive Committee, Board of Director or membership at a Section business meeting
2. **President-Elect** shall:
- a. assume the duties of the President if s/he is absent or incapacitated. In the event of a vacancy in the office of President, the President -Elect shall succeed to the term.
 - b. be responsible for learning the duties of the Presidency, and assuming assignments as delegated by the President or the Board of Directors.
 - c. succeed to the office of President immediately following the completion of the term for which s/he was elected
 - d. submit a proposed office budget at the time requested and submit a final budget report at the end of a given year to the Section Treasurer.
 - e. Submit an updated job description and responsibility list to the Vice President for inclusion in the Section Manual at the end of the term.
3. **Vice President** shall:
- a. assume the duties
 - 1) of the President if both the President and President-Elect are absent or incapacitated. In the event of a vacancy in the offices of President and President-Elect, the Vice President shall succeed to the Presidency for the unexpired portion of the term.
 - 2) as delegated by the President, the Executive Committee, or the Board of Directors
 - b. communicate with
 - 1) the editors of the Journal of Physical Therapy Education and the Bulletin on a regular basis to assist in their communication with the Board of Directors and the Executive Committee.
 - 2) the Program Chair to assist with the pre-conference programming and with communication between the Executive Committee, Board of Directors and the Program Committee
 - c. be responsible for
 - 1) the Bylaws:
 - a) Prepare proposed bylaw amendments at the request of the Board of Directors or members of the Section for consideration at the annual meeting.
 - b) Arrange for publication of proposed bylaw amendments in a timely fashion prior to anticipated action.
 - c) Make recommendations to the Board of Directors regarding bylaw matters.

- d) Review the Section SIG Bylaws every fourth year, beginning 2002
- 2) compiling and maintaining an updated Section Policy and Procedures Manual.
- d. submit
 - 1) a proposed office budget at the time requested and submit a final budget report at the end of a given year to the Section Treasurer
 - 2) An updated job description and responsibility list for inclusion in the Section Manual at the end of the term.
- 4. **Secretary** shall:
 - a. be responsible for
 - 1) Keeping and distributing the minutes of the proceedings of all meetings. (Ex Officer distributes and archives)
 - 2) Notices to member of the Section (through Executive Officer)
 - b. complete and submit appropriate reports to APTA headquarters, to include minutes of session meetings and updated roster within 30 days after the Section business meetings. (Ex Officer keeps roster and distributes minutes to appropriate parties)
 - c. maintain records of all official actions of the Section and Board of Directors. (Ex Officer keeps original of all mailings.)
 - d. maintain the membership list and welcome new members. (Ex Officer does this)
 - e. For each meeting:
 - 1) 6 weeks prior: send reminder of meeting schedule and report form to Board members, editors, committee chairs (forms to be due back in 2 weeks)
 - 2) 4 weeks prior:
 - a. collect report forms, review for agenda items
 - b. develop meeting agenda in concert with president
 - c. send original materials to Ex Officer to duplicate materials for Board, etc.
 - d. Ex Officer contact Section program chair to get room assignments for meetings
 - 3) 3 week prior: send final announcement of meeting along with reports to all (include room assignments)
 - 4) during meeting:
 - a. take minutes
 - b. develop agenda for business meeting, type up and make copies for membership
 - 5) no later than 30 days following meeting:
 - a. compile minutes
 - b. Ex Officer sends to appointed members for approval
 - c. Ex Officer updates roster
 - d. Duplicate above, send to all—including Bulletin editor and to Component Services, roster to Department of Education

- f. Other activities:
 - 1) Monthly: welcoming letters sent to new members identified on membership lists/transaction report: sent by APTA
 - 2) Annually submit a proposed office budget and a final budget report to the Treasurer.
 - 3) Submit an updated job description and responsibility list to the Vice President for inclusion in the Section Manual at the end of the term.

- g. Ongoing Activities: Coordinate with Ex Officer to:
 - 1) Maintain/update files
 - 2) Respond to correspondence
 - 3) Reprint Section stationery as needed for members
 - 4) Send starter copies to newly elected members of the Board of Directors
 - 5) Send Section Manual to newly elected members of the Board of Directors after update from outgoing member

5. **Treasurer** shall:

- a. be responsible for maintaining complete and accurate financial records, reporting in writing the financial status of the Section to the Section members and sending a copy of the audit to Association Headquarters by May 31st.

- b. have the accounts audited bi-annually and have peer review in each year that there is not an audit.

- c. receive and disburse all monies related to the Section, Journal, Bulletin, and all Special Interest Groups.

- d. develop and manage the annual budget in concert with the Board of Directors
 - 1) January 15 - Budgets submitted to Treasurer
 - 2) CSM - Preliminary budget for following year for presentation to Board Meeting
 - 3) April/May - Finance Committee develops a final budget for the following year
 - 4) June - Treasurer presents final Budget for following year at Ed Section Board of Directors Meeting

- e. Serve on the Finance Committee as Chair.

- f. Prepare an annual tax return

- g. Develop and submit a proposed office budget and a final budget report at the end of a given year

- h. Submit an updated job description and responsibility list to the Vice President for inclusion in the Section Manual at the end of the term.

- i. Coordinate activities with the Representative at Large for Funding

6. **At-Large Representative** shall:

- a. provide for broad based input into the decision making process of the Board

- b. assist with the dissemination of information to the membership

- c. accept specific duties and responsibilities as delegated by the board related to one of the following areas:
- 1) Membership and Public Relations - public relations, promote the section, recognize and identify Section members who are distinguished, increase membership and maintain list with the Executive Officer
 - a) Manage Section's booth at CSM/Annual Meeting
 - b) Develop membership recruitment and retention strategies
 - c) Collect and maintain membership data/trends
 - d) Contact PT and PTA faculty annually for membership drive
 - e) Awards Committee Chairman report to BoD through this Chair
 - 2) Professional Education -entry -level, accreditation, post-professional education, Consultant pool, academic and Clinical Career pathways
 - 3) Professional development - programming at CSM and Annual Conference, programming for the Section membership, career pathways, new faculty workshops
 - 4) Funding - joint ventures for specific projects and planned activities, publications, identify self-funding operations, and special projects such as raising funds for endowment fund, support a doc, grants, etc
 - a) Serves on Finance Committee
 - b) Review/identify outside sources and funds to support activities of the Section
 - c) Identify advertising support for the Journal of PT Education
- d. Responsibilities include
- 1) Develop and submit a proposed office budget and a final budget report at the end of a given year
 - 2) Submit an updated job description and responsibility list to the Vice President for inclusion in the Section Manual at the end of the term
 - 3) Report regularly to the board of Directors or Executive Committee regarding activities
 - 4) Attend Board of Director meetings at CSM and Annual Conference
 - 5) Duties specific for each at-large representative

D. Special Interest Groups

1. A Special Interest Group of the Section consists of members who have a common interest in a special area of activity related to physical therapy education.
2. The Special Interest Groups in the Section are:
 - a. Academic Administrators
 - b. Clinical Educators
 - c. Physical Therapist Assistant Educators
 - d. Academic Faculty

3. Each SIG will elect a Chair and other officers necessary to that Special Interest Group. Responsibilities of the Chair include:
 - a. Chair the SIG meetings semiannually scheduled for CSM and Annual Meeting
 - b. Develop and submit a proposed office budget and a final budget report at the end of a given year
 - c. Maintain records for the SIG
 - d. Submit SIG updates and announcements for publication in the Bulletin
 - e. Attend Section Board Meetings as a non-voting member of the Board of directors
 - f. Draft and present SIG reports for the Board and Section Members
 - g. Each SIG Chair will work with the Program Committee Chair on a rotating basis to assist with pre-conference tasks such as programming and platform presentations

4. SIG bylaws are found in the Manual Appendix

SECTION III – APPOINTED POSITIONS

Standing Committees and Special Appointments A

Special Appointments B

SECTION III: APPOINTED POSITIONS

A. Standing Committees and Special Appointments

1. Nominating Committee

a. Composition

- 1) The Nominating Committee shall consist of three active or life Section Members in good standing who shall serve for three years. One member shall be elected to this Committee each year.
- 2) The senior member of the Committee shall serve as Chairman during his third year in office

b. Duties:

- 1) The Nominating Committee shall present a slate of two or more qualified candidates, if possible, for the appropriate offices annually at the Section business meeting during the Combined Sections Meeting.
- 2) Additional nominations of others consenting to serve if elected shall be accepted at that time.
- 3) Presents a slate of two or more candidates, if possible, for the appropriate offices annually at the Section business meeting during the Combined Sections Meeting. Prepares and submits ballot to the membership via the Executive Office

c. Elections:

- 1) Elections shall be held by mail.
- 2) A ballot of nominees and statements concerning their candidacy shall be mailed to all eligible voting members of the Section no later than six weeks after the conclusion Combined Sections Meeting
- 3) Ballots shall be returned by the dates specified on the Ballot.
- 4) Nominees receiving a plurality of votes cast shall be considered elected.
- 5) Details of the election procedures shall be set by the Nominating Committee and filed in the Committee's and Section's policy and procedure manual.

d. Voting body: The voting body shall be composed of all members of the Section who have voting privileges in the APTA. Member of the voting body present shall constitute a quorum

e. Guidelines and Time Lines

- 1) Although not a member of the Board of Directors, the Chairman is invited to attend Board Meetings held at Combined Sections Meetings and Annual Conference. The Chairman also represents the Nominating Committee at all Section Business meetings.
- 2) Duties: The Nominating Committee shall present a slate of two or more qualified candidates, if possible, for the appropriate offices annually at the Section business meeting during the Combined Sections Meeting (CSM).
- 3) Budget: It is recommended that a budget be submitted to the Treasurer at the start of the Chairman's term of office. It is also recommended that the Chairman's travel expenses be included in the Nominating Committee's budget.

2. **Tellers Committee:**
 - a. Membership: Two members of the section appointed by the Section President with the approval of the Executive Committee.
 - b. Responsibilities are to:
 - 1) manage all elections
 - 2) collect all ballots (mail ballots will be sent to the Chair of the Tellers Committee)
 - 3) count and tally all votes
 - 4) report the results of the election to the Section President
3. **Program Committee:**
 - a. Membership:
 - 1) Program Chairperson, appointed by Section President for a 2 year term
 - 2) One (1) designated individual from each Special Interest Group
 - b. Responsibilities are to:
 - 1) explore programs of interest to the members of the Education Section and other physical therapists
 - 2) generate revenue for the Education Section
 - 3) provide continuing education opportunities for the membership
 - 4) serve as a resource for the Education Section
 - 5) manage meeting space for the Combined Sections Meeting and Annual Conference
 - c. Responsibilities:
 - 1) Program Chairperson:
 - a. oversees all programming activities for the Section
 - b. serves as liaison with APTA for all relevant communication around programming
 - c. represents the Section at Program Chair meetings
 - d. works with SIG program committee members on SIG programming
 - 1) assists in development of programs
 - 2) approves programs, budgets, contracts, etc.
 - 3) assures deadlines are met
 - e. works directly with speakers for general Section programming
 - f. makes all room and refreshment arrangements for Section and SIG programming
 - g. coordinates activities of program committee re planning of general Section programming
 - 2) SIG Program Committee Representatives:
 - a. plans pre-conference workshop on rotating schedule (every 4th year), in collaboration with Section Program Chair and Committee
 - 1) determine topics
 - 2) contact speakers
 - 3) develops program
 - 4) budget for program
 - 5) publicity
 - 6) coordinates registration
 - b. manages abstract review process for posters and platforms
 - c. works through Program Chair to finalize all programs, budgets, rooms, etc.
 - d. provides information on Section programming to SIG
 - e. works with Program Chair and other SIG committee members to plan and implement Section programming.

- 3) Program Committee Members:
 - a. One member must be available at CSM to represent the Education Section at joint programs to introduce speaker.
- d. Budget
 - 1) For Program Chair:
 - a. Annual Conference: airfare, 3 days per diem
 - b. CSM: airfare, 5 days per diem, conference registration
 - 2) For Speakers:
 - a. honoraria and travel
4. **Research Committee**
 - a. Members shall be appointed by the President with the approval of the Executive Committee
 - b. Responsibilities: Review posters for CSM, develop grants for the Section
5. **Bylaws Committee**
 - a. Membership: current Vice President, past Vice President, parliamentarian, one elected member
 - b. Responsibilities: Review Bylaws and make suggestions for revision
6. **Finance Committee**
 - a. The Finance Committee is composed of the following individuals: the Section Treasurer, the At-Large Representative for Funding (Chair), and a Section member appointed by the President.
 - b. Responsibilities:
 - 1) Establishment, review and revision of Section financial policies, subject to final approval of the Board of Directors
 - 2) Development of an annual budget.
 - 3) Audit of the treasurer's records.
 - c. The Finance Committee shall meet at least once per year.
7. Awards Committee:
 - a. Composition: The Awards Committee shall be composed of three (3) persons serving on a rotating basis.
 - b. Chairman: The Awards Chairman will be appointed by the Board of Directors.
 - c. Term: Each member shall be appointed for a three (3) year term.
 - d. Responsibilities:
 - 1) Receive and review materials submitted for Section Awards.
 - 2) Make reports and recommendations to the Board of Directors through the President as to award recipients through the Membership and promotion At-Large Representative including putting Education Section members forward for specific awards.

- 3) Develop and maintain procedures for applying and/or recommending for Section awards.
 - a) Award for Leadership in Education
 - b) Distinguished Educator in Physical Therapy Award
 - c) Adopt-A-Doc Scholarship Award
 - d) Pauline Cerasoli Award
- 4) Publishing in a timely fashion criteria for awards and procedures for applying and/or recommending.
- 5) Soliciting follow-up from the Adopt-A-Doc recipient
- 6) Communicate with the Bulletin Editor for follow up article on the awards

B. Special Appointments

1. **Bulletin Editor:**

- a. Term: The Bulletin editor shall be appointed for a two (2) year term concurrent with that of the President.
- b. Responsibilities:
 - 1) Solicit materials for publication.
 - 2) Report the bulletin activities to the Board of Directors.
 - 3) Secure all arrangements for publication and mailing of the Bulletin.
 - 4) Publishes Bulletin of the Education Section twice yearly.
 - a) Determines content, based on list of routine inclusions, additions by the Board of Directors, and examination of unsolicited materials.
 - b) Determines format based on the budget of the Education Section.
 - c) Determines mailing procedures based on the budget of the Education Section.
 - d) Coordinates payment for printing and mailing costs and collection of advertising revenue with the Section Treasurer and Executive Officer.
 - 5) Assumes other duties relative to Section publications, as assigned by the Board of Directors.
 - 6) Attends meetings of the Board of Directors and of the Section as a whole, as requested by the Board, to allow the Bulletin editor to be an informed resource capable of making content decisions in accordance with Section priorities. Informs the Board of Directors of costs associated with the Bulletin. Informs Board of Directors and other Section members of deadlines for inclusion of information in the Bulletin.

2. **Journal Editor:**

- a. Administers/Manages all non-fiscal activities related to the Journal.
- b. Appoints Editorial Board, with the consent of the Board of Directors.
- c. Appoints a panel of peer reviewers, specialized content consultants, book reviewers, guest editors, and others, as needed, to insure quality of the Journal's content.
- d. Selects and works with a publisher/printer.
- e. Chairs Editorial Board, with vote only in a tie.
- f. Works with the At-large Representative for funding.
- g. Serves at the will of the Board of Directors with a three (3) year renewable term.
- h. Submits annual report to the Board of Directors

3. Editorial Board:

- a. Implements policy, themes, ideas for Journal; advises the Editor and Business Manager.
- b. May appoint Editorial Consultants for special tasks.
- c. Appointed for a specific term by the Editor, with consent of the Board of Directors.
- d. Will be composed of five regular voting members, with staggered terms of office.
- e. Editor will chair, with vote only in a tie.
- f. APTA Staff Liaison is an ex-officio, non-voting member.
- g. Will meet formally twice a year at APTA Combined Sections Meeting and at Annual Conference; interim business will be conducted by mail and phone.

4. **Executive Officer**

a. Responsibilities

1) Office Administration

- a) Provide general secretarial services for the Section Board of Directors
- b) Provide and maintain a master list of Section and SIG officers, committee chairs, and membership
- c) Maintain database for the four special interest groups
- d) Provide SIG membership lists
- e) Coordinate SIG mailings on request
- f) Maintain and store files and records for the Section

b. Communications

- 1) Work with the Journal of PT ED (For specific duties see the annual agreement)
- 2) Work with the Bulletin (For specific duties see the annual agreement)
- 3) Provide biannual activity reports at CSM and Annual Conference

c. Governance

- 1) Assist nominating and election committees with balloting and election process
- 2) Distribute minutes and committee reports

d. Membership

- 1) Acknowledge new members
- 2) Maintain insert material (new member letter, officer roster, etc.)
- 3) Contact Dropped members
- 4) Record Statistics
- 5) Work with Membership chair re statistics, monthly report and transaction/payment reports

e. Meeting Services

- 1) Attend Board of Directors, Executive Committee and Business meetings upon request
- 2) Provide administrative support by processing registrations for pre-CSM Instructional Courses (not to exceed 2 courses)

SECTION IV – POLICIES

Publications..... A

Financial Policies B

SECTION IV: POLICIES

A. Publications:

1. Journal
 - a. The Education Section will publish a journal devoted to research in and commentary about physical therapy education.
 - b. The Education Section journal will be called The Journal of Physical Therapy Education.
 - c. The Journal shall be managed by an editorial board as defined in the Section guidelines.
 - d. The Journal will function as a refereed journal by utilizing a blind review process.
 - e. The Journal will solicit advertising as its primary means of fiscal visibility.
 - f. At least three issues of the Journal shall be published per year.
 - g. The Board of Directors appoints the Editor and approves the Editorial Board.
 - h. Board of Directors also assists the Journal to become financially self-supporting.
2. Education Section Bulletin
 - a. The Bulletin shall be the vehicle by which the business, concerns and actions of the Section are communicated to the Section membership.
 - b. The Bulletin shall be managed by an Editor appointed by the Board of Directors.
 - c. The Bulletin will be printed and distributed at least twice a year.
3. Publication Policies and Procedures
 - a. Policies and Procedures: *Journal of Physical Therapy Education*
 - 1) Board of Directors, Education Section
 - a) Appoints an Editor and consents to the Editorial Board appointments
 - b) Appoints Editorial Board, with the consent of the Board of Directors
 - c) Assists Journal to become financially self-supporting
 - d) Acts through the Journal—BoD Liaison
 - 2) Editor
 - a) Administers/manages all non fiscal activities related to the Journal
 - b) Appoints Editorial Board, with the consent of the Board of Directors
 - c) Appoints a panel of peer reviewers, specialized content consultants, book reviewers, guest editors, and others, as needed, to insure quality of the Journal's content
 - d) Selects and works with a publisher/printer
 - e) Chairs Editorial Board, with vote only in a tie
 - f) Works with the Section Finance Committee through the Representative At-large for Funding
 - g) Serves at the will of the Board of Directors with a 3-year term being the norm, as specified by Section bylaws
 - h) Submits annual report to the Board of Directors
 - 3) APTA Staff Liaison
 - a) Maintains a record of costs for the Journal
 - b) Serves an ex-officio, non-voting member of the Editorial Board
 - c) Works with Board of Directors, Editorial Board, Publisher and Representative At-large for Funding to secure stable funding base
 - d) Submits bills to the Treasurer
 - e) Serves at the will of the Board of Directors

- 4) Editorial Board
 - a) Implements policies and procedures, develops themes and ideas for Journal; advises the Editor on policies and procedures
 - b) May appoint Editorial Consultants for special tasks
 - c) Appointed for a specific term by the Editor, with consent of the Board of Directors
 - d) Will be composed of five regular, voting members, with staggered terms of office
 - e) Editor will chair, with vote only in a tie
 - f) APTA Staff Liaison is ex-officio, non-voting member
 - g) Will meet twice a year in conjunction with APTA Combined Sections Meeting and Annual Conference; meetings may be in person or by conference call. Interim business will be conducted by mail and phone

- 5) Representative-at-Large for Funding
 - a) Acts a liaison between Executive Committee and Finance Committee and the Journal Editor and Editorial Board
 - b) Access funding sources for Journal

6. Authority: These policies and procedures are in effect until change is mutually agreed to by the Board of Directors and the Editor.

- b. Policies and Procedures: Education Section Bulletin
 - 1) The Bulletin shall be published at least once a year after the Annual Conference of the APTA and/or after the Combined Sections Meeting. Deadlines for contributions are 3 weeks after Annual and CSM to allow for mailing in late August and late March to reach academic members of the Sections during the school year.

 - 2) Regular inclusions shall include:
 - a) Fall Issue (following Annual Conference)
 - President's Message
 - Board of Directors roster
 - Minutes of the Annual Conference Section business meeting
 - Special Interest Group reports
 - Section Awards report
 - Program for Combined Sections
 - Call for Nominations for Section Awards
 - Journal Call for Papers (as desired by Journal editor)
 - Faculty, ACCE, CCCE advertising
 - b) Spring Issue (following Combined Sections Meeting)
 - President's Message
 - Board of Directors roster
 - Minutes of the CSM Section business meeting
 - Special Interest Group reports
 - Treasurer's Report
 - Nominating Com. Report: information about candidates/ballot
 - Call for papers for next CSM
 - Journal Call for Papers (as desired by Journal editor)
 - Faculty, ACCE, CCCE advertising

 - 3) The Bulletin shall be sent to all active members of the education Section.
 - a) Mailing labels can be ordered by mail or phone from APTA Membership Services.

- b) The labels should be billed to the Section Treasurer directly. If bulk mailing is used, labels need to be in zip code order
- 4) The Bulletin shall also be sent to Chapter and Component editors (mailing labels provided by Component Services), Board members who are not Section members, and to key people in the Department of Education and Department of Accreditation (if not Section members already). The Spring issue shall also be sent to all PT and PTA educational programs.
- 5) The general format of the Bulletin shall be determined by the Section budget and is subject to approval from the Board of Directors
- 6) The Bulletin editor shall provide members of the Board of Directors and other Section members who are contributing to the Bulletin with a list of the areas for which they are responsible. This list shall include formal suggestions and publication deadlines. This list will generally be mailed to the contributors within 1 week of the Annual Conference and the Combined Sections Meeting.

Recommendations for Modifications

Reimbursement Policies/Procedures

January 21, 2003

B. Financial Policies

1. General Finance Policies

- a. Fiscal Year: The Section shall operate on the APTA mandated fiscal year of January 1 to December 31.
- b. General responsibilities related to finances of the Section
 - 1) The Board of Directors is ultimately responsible for the fiscal well-being of the Section. The Board of Directors has the responsibility of approving all Section expenditures either through the budgetary process or through action on specific requests. The Board of Directors is also responsible for the approval of financial policies and the annual budget.
 - 2) The Executive Committee has the power to act on behalf of the Board of Directors between meetings, acting consistent with Section policies.
- c. Finance Committee
 - 1) The Finance Committee is composed of the following individuals: the Section Treasurer and 2 Section member(s) appointed by the President. The President also serves ex officio.
 - 2) The Finance Committee has the following responsibilities:
 - a) Establishment, review and revision of Section financial policies, subject to final approval of the Board of Directors.
 - b) Development of an annual budget.
 - c) Audit of the treasurer's records.
 - 3) The Finance Committee shall meet at least once per year.
- d. Budget
 - 1) The Finance committee shall prepare the Section budget using the following schedule:
 - a) December/January budget materials sent to Officers, SIG Chairmen, Committee Chairmen.
 - b) CSM Goals of the Section for the following fiscal year discussed/determined, budget materials returned to the Finance Committee. Finance Committee prepares budget.
 - c) Annual Conference Budget discussed/adopted by Board of Directors; presented to membership.
 - d) Final budget is printed in appropriate Section publication.
 - 2) The projected annual budget shall be balanced and include at least a 5% reserve allocation which is in addition to the existing reserve.

- e. Bonding: The Section President, Secretary and Treasurer shall be bonded by the Section for an amount sufficient to cover all Section funds. Guidelines from APTA are to be followed.
- f. Tax Return: All Section financial records will be included in the annual tax return. This return will be completed by the Treasurer or tax accountant selected by the Treasurer and reviewed by the Section President.
- g. Audits
 - 1) Section
 - a) The Section is required to submit financial records for audit, annually, by the Finance Committee. In the year the Treasurer leaves office, all financial records for the term will be audited by an outside agency.
 - c) The Section audit in abstract will be published in the first available Education Bulletin and made available to all the members of the Board of Directors
 - 2) Special Interest Groups
 - The Treasurer will meet with the treasurers of the SIGS to review income and expenditures recorded to date for each.
- h. Maintenance of Records: All financial records shall be maintained for five (5) years.
- i. Reimbursement for Travel and Per Diem
 - 1) Officers:
 - a) The Section President, or his/her designee shall be reimbursed for actual expenses related to the Section to attend CSM, Annual Conference and one meeting of the APTA Board of Directors. He/she shall also be reimbursed for other actual expenses within the constraints of the approved annual budget.

Do we wish to do the same for the Program Chair for CSM as this position requires consistent work throughout CSM and much of Annual Conference with a caveat of minus the APTA allocation for program chairs?

- b) The Vice President, Secretary, Treasurer, At-large Representatives and SIG chairmen (one representative per SIG) shall be reimbursed, travel, hotel costs and meals for the days that the person must attend Section activities such as Board of Directors and Executive Committee meetings and other required duties.
- c) The Program Chair shall be reimbursed travel, hotel costs and meals. Reimbursement for the Program Chair is less the APTA allocation for program chairs.

~~1) Section Officers, At large Representatives and SIG chairmen are reimbursed travel, hotel costs and meals for the days that the person must attend Section activities such as board of Directors and Executive Committee meetings and other required duties.~~

- 2) The maximum per diem at CSM and at Annual Conference should be pre-determined by the Section President or Treasurer. Special circumstance requires prior approval by the Executive Committee

Do we offer a true "per diem" or just reimburse for meals? Section on Health Policy & Admin. Pays \$150/day (using APTA guidelines – BOD 1996)

- 3) Rates of Reimbursement for Expenses attending CSM and Annual meetings
 - a) a maximum allotment for meals is \$45.00 per day with receipts and \$26.00 per day without receipts. Alcoholic beverages are not covered.
 - b) A maximum of ~~\$00.20~~ \$00.36 (for 2003) (I believe this is the current IRS rate, but will double check. [THOUGHT: we could put in this area a statement re: IRS mileage rate effective January of calendar year and look it up at the beginning of each year] per mile is allowed for driving up to the cost of airfare.

- c) Actual travel reimbursed expenses are subject to the provisions below.
- (1) Coach airfare will be covered in full if flight arrangements are finalized a minimum of 30 days/21/14 days? in advance of the first date (*initiation*) of travel.

Do we wish to require a Sat. stay?

Do we want to put something here about using Garber Travel?

- (2) *Hotel costs will be reimbursed at a maximum of one-half (1/2) the double occupancy rate at the most expensive APTA designated hotel. (or do we want to specify the Conference Hotel?)*

The maximum rate will be pre-determined by the Treasurer prior to CSM or Annual Conference and published on the Section Website?

d) Copying of materials for CSM or Annual Conference is to be completed prior to conference whenever possible. Copying needs on-site, must be approved in writing by the Program Chair for Section Sponsored activities and by the Chair of a Special Interest Group (SIG) for SIG activities. Copies are to be made at the Section designated copy facility.

- 4) The following mechanism shall be used for reimbursement of expenses:
 - a) All expenses shall be documented on the current Section reimbursement voucher. *Should we include a copy as an attachment to the P & P's or make a statement here re: how to access the form on line or through the Executive Officer/Treasurer?*
 - b) The voucher along with all **original receipts** shall be sent to the ~~Section Treasurer~~ Section address, Executive Office, Education Section/APTA, 1111 N. Fairfax Street, Alexandria, VA 22314) within 30 (or 45 days) of the end of the conference. ~~who~~ After review by the Treasurer, the Section shall reimburse the individual.
Reimbursement requests received after 30/45 days will *(not be paid or will be paid as the budget allows? Some form of consequence for not submitting in a timely manner....*

~~The Section President, or his/her designee shall be reimbursed for actual expenses related to the Section to attend CSM, Annual Conference and one meeting of the APTA Board of Directors. He/she shall also be reimbursed for other actual expenses within the constraints of the approved annual budget.~~

5) The following mechanism shall be used for requests for travel reimbursement advances by Section Officers:

- a) All requests for travel reimbursement advances shall be documented on the current Section advance request voucher. *Should we include a copy as an attachment to the P & P's or make a statement here re: how to access the form on line or through the Executive Officer/Treasurer?*
- b) The voucher is to be submitted to the Section address, Executive Office, Education Section/APTA, 1111 N. Fairfax Street, Alexandria, VA 22314, a minimum of _____ days prior to the conference or event. The request for advance cannot exceed \$500.00/\$400/\$600? After review by the Treasurer, the Section shall send the advance payment.
- c) Within 30/45? days of the completion of the conference, the officer receiving the advance shall complete follow the directions for submission of reimbursement above. On the reimbursement voucher there is a line asking the individual submitting the form to subtract the amount of the advance payment before totaling the reimbursement request. (See voucher)
 - (1) If the advance exceeds the final total to be reimbursed, the individual is to return the completed reimbursement voucher with all original receipts attached and with a check made out to the Education Section with the exact advance amount exceeding the reimbursement total.
 - (2) If the reimbursement total exceeds the advance, the individual is to submit the reimbursement voucher along with all **original**

receipts to the ~~Section Treasurer~~ Section address, Executive Office, Education Section/APTA, 1111 N. Fairfax Street, Alexandria, VA. *(not sure how to phrase this; feel it is best to have the requests sent to APTA finance area)* within 30 (or 45 days) of the end of the conference. ~~who~~ After review by the Treasurer, the Section shall reimburse the individual.

j. Honoraria and Travel for Speakers

I currently do not know how this area is determined... so I incorporated some thoughts

- 1) For CSM and Annual Conference, the Program Chair shall establish the honorarium for each speaker and determine which travel expenses will be reimbursed for each speaker. *Should we include something here about in conjunction with the Treasurer and/or President in relation to overall budget?*

A copy of the contract for each speaker is to be sent to the Education Section address prior to the conference beginning.

Do we wish to set a timeframe here?

- 2) For the AASIG meeting, the _____ (AASIG officer) shall establish the honorarium for each speaker and determine which travel expenses will be reimbursed for each speaker.

A copy of the contract for each speaker is to be sent to the Education Section address prior to the meeting. *Do we wish to set a timeframe?*

k. Special Interest Group funding

- 1) SIGs will submit a proposal for what they believe their expenses to be and justify those expenses, for approval by the Board of Directors at the Combine Sections Board of Directors meeting.
- 2) Special circumstances requires prior approval in accordance with the amount requested (See I.I.C.)

2. Financial Operations for the Section

- a. All invoices and vouchers with approvals are to be submitted to the ~~Section Treasurer~~ Section address in writing. The ~~Treasurer~~ **Chief Bookkeeper at APTA** will date all invoices and vouchers on receipt.

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- b. All disbursements (invoices are to be paid within 30 days of receipt unless the due date is prior to the 30 day limit.

Deleted: bookkeeper/Robin Tringale's title at APTA?

- c. All disbursements which go beyond approved budget funds must be approved in writing by Board of Directors if greater than \$1,000.00, and by the Executive Committee if less than \$1,000.00.

- d. If a cash flow problem is identified by the Treasurer, the Section President must be apprised of the situation immediately. The following steps will then be initiated.

- 1) All invoices/vouchers will be prioritized for payment by the President and Treasurer.
- 2) Allocations to the Special Interest Groups will be held until the cash flow problem has been resolved. If this action creates a cash flow problem for the Special Interest Groups. The Executive Committee will evaluate and determine appropriate action.
- 3) The Section President, if deemed necessary, will request a dues allocation advance from the National Office.

- e. The Section Treasurer *or* **Chief Bookkeeper** will provide the Board of Directors SIG Treasurers, and Finance Committee with YTD income and expense statements at least two times per year.

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- f. The Board of Directors, upon the recommendation of the Finance Committee, is responsible for the Investing of Section funds. At the time when the Board of Directors is not meeting, the Executive Committee will make investment decisions and report their actions at the next Board of Directors meeting. When making investments consideration should be given, but not limited, to the following criteria:

- 1) Maximum amount to be invested
 - 2) Interest rates
 - 3) Penalties for early withdrawal
 - 4) Date of maturity
 - 5) At least 40% of the current year's expense budget shall be kept in reserve
 - 6) All funds must be kept in accounts which are 100% insured (i.e., no more than \$100,000 in each account or bank, depending on the bank's policy on insuring funds) or in non-insured accounts approved by the Section Executive Committee, but a minimum of 50% of the reserve fund would be in insured accounts.
- g. The Treasurer shall be responsible for filing the appropriate tax forms to the Federal and State Governments and the annual Treasurer's report to APTA.
- h. An allocation in the amount approved by the Board of Directors will be budgeted, annually, by the Section to each SIG on January 1.
- i. The Section President or Secretary or Treasurer or Associate Director of Finance, APTA (*Dave Moore*) shall be able to sign checks. Checks for more than \$1,000.00 (*or do we want this to be a higher number*) require a co-signature by the Section Treasurer, President or Secretary.
- j. **Checking account.** A checking account should be established in the Section's name. The Section's tax I.D. number should be used.
- k. **Savings Account** A savings account in the name of the Section may be established.
- 1) Withdrawal or transfer of the funds may be done by the Treasurer or ~~Chief Bookkeeper~~ in consultation with the Section President.
Account should be balanced monthly
- l. **Certificate of Deposit.** A Certificate of Deposit in the name of the Section may be established. Choice of CD requires approval of the Executive Committee.
- m. **Financial Records.**
- 1) A journal system should be used for maintaining financial records.
 - 2) Each transaction should identify:
 - a) Date of transaction
 - b) Check number of transaction(s)
 - c) Source/recipient of funds transacted
 - d) Reason for transaction.
 - e) Canceled checks and deposit slips should be kept for 5 years.
 - f) Categorized cost centers for special programs
- n. **Treasurer's Report at Section Meeting**
- 1) Previous balance
 - 2) Income since last meeting (including interest)
 - 3) Expenses since last meeting
 - 4) New balance

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Deleted: bookkeeper (*Robin Tringale's title*)

SECTION V – REFERENCES

Award Criteria.....	A
APTA Bylaws	B
APTA Board of Directors Policy for Section Bylaws	C
APTA Board of Directors Policies for Components	D
APTA Board of Directors Guidelines for Components	E
APTA Board of Directors Procedures for Components	F
APTA Board of Directors – Councils	G

SECTION V: REFERENCES

A. Award Criteria

\$2,500 Adopt-A-Doc Scholarship Award

Description: The Education Section Adopt-A-Doc program seeks to increase the number of doctorally prepared faculty teaching in PT and PTA education programs by providing financial support to current or former PT or PTA faculty members who are in the dissertation phase of their doctoral programs.

Award: One award is to be given in 2002. It will include a \$2,500 award to offset tuition or doctoral research costs and reimbursement of Section membership dues for 2002. The award presentation will be made at the 2002 APTA Annual Conference in Cincinnati, Ohio. Award recipients must plan to work in a PT or PTA education program following graduation.

Eligibility Criteria: (1) Member of the Education Section, (2) Current or former faculty member within a PT or PTA education program, (3) Doctoral candidate with an approved dissertation proposal.

Application Procedure: Assemble the application information, in order, as noted below. Submit one original and 3 copies to: Attn: Adopt-A-Doc, Education Section, 1111 N Fairfax Street, Alexandria VA 22314.

Applications must be received on or before April 26, 2002.

Application Information:

1. Signed application letter, which must include the following information:
 - a. Name, mailing address, telephone and fax number(s), e-mail address if applicable, APTA membership number and dates of Education Section membership.
 - b. Name of institution in which enrolled
 - c. Description of doctoral program
 - d. Anticipated date of completion of doctoral education
 - e. Description of teaching experience (didactic, clinical, continuing education)
 - f. Career goals related to PT or PTA education
2. One-page itemized budget request. Allowable award expenditures include tuition, equipment, supplies, printing, fees, software, statistical consultation, subject honoraria, travel related to research. Note the amount and sources of other funding received during the course of doctoral study. Personal expenses and association dues are not eligible for funding.
3. Curriculum vitae
4. Verification of doctoral candidacy status
5. Abstract of approved doctoral dissertation proposal (additional documentation of approval is needed if the committee signature is not included on the abstract).
6. Letters of recommendation from dissertation advisor and from PT or PTA program director at the program with which the applicant has been associated.

BYLAWS OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION

Adopted June 1970; amended June of each year 1971-1982, June 1985 and 1986, June of each year 1988-1994, June 1996, and May 1997; adopted revision June 1998; amended June of each year 1999-2002.

ARTICLE I. NAME

The name of this organization is the American Physical Therapy Association, hereinafter referred to as the Association.

ARTICLE II. OBJECT

The object of this Association is to represent and promote the profession of physical therapy and to meet the needs and interests of its members in order to address the physical therapy needs of members of society and to develop and advance the art and science of physical therapy, including practice, education and research.

ARTICLE III. FUNCTIONS

The functions of the Association shall be to:

- A. Address the needs of members of society and demand for physical therapy services through the promotion of access to and availability of these services.
- B. Maintain and promote ethical principles and standards of conduct for its members.
- C. Maintain and promote standards for physical therapy practice, education, and research.
- D. Promote and advance physical therapy practice, education, and research.
- E. Further the profession of physical therapy in the enhancement of the health and well-being of members of society.
- F. Promote the profession of physical therapy in prevention, evaluation, diagnosis, and intervention related to impairments, functional limitations, and disabilities.
- G. Represent the profession of physical therapy.
- H. Serve as the principal source of information on physical therapy.
- I. Promote public recognition of the profession of physical therapy.
- J. Influence public policy as will further the object of the Association.
- K. Promote and protect the professional welfare of Association members.
- L. Promote the professional development of Association members.
- M. Promote affirmative action.
- N. Provide such services as will further the object of the Association.

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

All members in the various categories shall possess the following qualifications and, in addition, shall possess the qualifications prescribed and published by the Board of Directors:

- A. Active
 - (1) Be a graduate physical therapist.
 - (2) Active – Student: Be an active member who is enrolled in a post-professional masters or doctoral program and meets the Membership Qualifications Prescribed by the Board of Directors.
- B. Life
 - (1) Be a graduate physical therapist.
 - (2) Meet qualifications regarding age, disability, and practice status, as published in the Membership Qualifications Prescribed by the Board of Directors.
- C. Affiliate
 - Be a graduate physical therapist assistant.
- D. Life Affiliate

- (1) Be a graduate physical therapist assistant.
 - (2) Meet qualifications regarding age, disability, and work status, as published in the Membership Qualifications Prescribed by the Board of Directors.
- E. Student
Be enrolled in a physical therapy curriculum.
- F. Student Affiliate
Be enrolled in a physical therapist assistant curriculum.
- G. Retired Active
- (1) Be a graduate physical therapist.
 - (2) Meet qualifications regarding age, disability, and practice status, as published in the Membership Qualifications Prescribed by the Board of Directors.
- H. Retired Affiliate**
- (1) Be a graduate physical therapist assistant.
 - (2) Meet qualifications regarding age, disability, and work status, as published in the Membership Qualifications Prescribed by the Board of Directors.
- I. Honorary
An individual other than a member of any other membership category of the Association who has rendered outstanding service to the Association or made notable contribution to the health of mankind and has been proposed by a chapter, nominated by the Board of Directors by a two-thirds vote, and elected by the House of Delegates by a two-thirds vote.
- J. Catherine Worthingham Fellow of the APTA
An active or life member of the Association, whose contributions to the profession through leadership, influence, and achievements, demonstrate frequent and sustained efforts to advance the profession for a period of not less than 15 years preceding the nomination for election, has been nominated by a member or a component and elected by a ballot vote of the Board of Directors with at least two-thirds of the entire membership of the Board of Directors voting in the affirmative for election, and continues in active membership or in another membership category after election.

Section 2: Membership Groupings

- A. All active, retired active, and life members shall be members of the American College of Physical Therapists, hereinafter referred to as the College. All legislative and elective powers and authority to determine policies of the Association shall be vested in the House of Delegates of the American Physical Therapy Association, in accordance with Article VII.
- B. All affiliate, retired affiliate, and life affiliate members shall be members of the National Assembly of Physical Therapist Assistants established pursuant to Article V., hereinafter referred to as the National Assembly.

Section 3: Rights and Privileges of Members

- A. All members shall have the following rights:
 - (1) To attend all meetings (except section and assembly business meetings).
 - (2) To speak and debate.
- B. Only members in certain categories have the following privileges (subject to restriction as otherwise provided in Association Bylaws):
 - (1) To make and second motions.
 - a. At House of Delegates meetings: All registered delegates.
 - b. At chapter or section meetings by members of the chapter or section: Active, retired active, life, affiliate, retired affiliate, and life affiliate, except when chapter or section bylaws provide for a representative body.
 - c. At assembly meetings: Members of the assembly, except when assembly bylaws provide for a representative body.
 - d. At committee meetings: Any member serving on the committee.
 - (2) To vote.
 - a. At House of Delegates meetings: Chapter delegates, one vote.

- b. At chapter or section meetings by members of the chapter or section: Active, retired active, and life, one vote; affiliate, retired affiliate, and life affiliate, one-half vote; except when chapter or section bylaws provide for a representative body.
 - c. At assembly meetings: Members of the assembly, one vote, except when assembly bylaws provide for a representative body.
 - d. At committee meetings: Any member serving on the committee, one vote.
- (3) To hold office.
- a. For the Association: Active.
 - b. For the chapter or section: Active, retired active, and life, subject to additional eligibility requirements in the chapter or section bylaws; when provided for in the chapter or section bylaws, affiliate, retired affiliate, and life affiliate members may hold office, with the exception of the office of president, president elect, vice president and chief delegate, or any position that may succeed to the presidency, subject to additional eligibility requirements in the chapter or section bylaws.

- c. For the assembly: Assembly member, subject to additional eligibility requirements in the assembly bylaws.
- (4) To serve as a delegate to the House of Delegates.
 - a. As chapter delegate: Active.
 - b. As section delegate: Active and affiliate.
 - c. As assembly delegate: Assembly member, subject to additional eligibility requirements in the assembly bylaws.
- (5) To serve on a Nominating Committee, which shall be elected.
 - a. For the Association: Active.
 - b. For the chapter or section: Active, retired active, and life, subject to additional eligibility requirements in the chapter or section bylaws; when provided for in the chapter or section bylaws, affiliate, retired affiliate, and life affiliate members may be elected to a chapter or section nominating committee, subject to additional eligibility requirements in the chapter or section bylaws.
 - c. For the assembly: Assembly member, subject to additional eligibility requirements in the assembly bylaws.
- (6) To serve on House of Delegates Reference Committee: Active.
- (7) To serve as chair of committees:
 - a. In the Association, chapter, or section: Active, retired active, life, affiliate, retired affiliate, and life affiliate, except as provided for elsewhere in these bylaws.
 - b. In the assembly: Assembly member, subject to additional eligibility requirements in the assembly bylaws.
- (8) To serve as a member of committees: Active, retired active, life, affiliate, retired affiliate, life affiliate, student, and student affiliate, except as provided for elsewhere in these bylaws.
- (9) To petition to form a chapter: Active, retired active, and life.
- (10) To petition to form a section: Active, retired active, life, affiliate, retired affiliate, life affiliate, student, and student affiliate.
- (11) To receive the official journal of the Association: All members except retired active, life, retired affiliate, and life affiliate members, who may subscribe at a courtesy rate.
- (12) To use the initials FAPTA after their name signifying a Catherine Worthingham Fellow of the APTA: Catherine Worthingham Fellows.

Section 4: Admission to Membership

Applications for admission to membership in any category, proposals for honorary membership, and nominations for Catherine Worthingham Fellow of the APTA must be submitted in writing to the Board of Directors. The Board of Directors shall admit to membership in the appropriate categories those who meet the prescribed qualifications and pay required dues.

Section 5: Chapter Assignment

All members, except those employed by the Association and those who reside for at least one year where a chapter does not exist, shall be assigned to a chapter having territorial jurisdiction of the area where the member practices, resides, or attends school or to an immediately adjacent chapter in which the member evinces the possibility of more active participation.

Section 6: Good Standing

An individual member is in good standing within the meaning of these Bylaws if the member:

- A. Complies with the ethical principles or standards of the Association applicable to the individual's membership category.
- B. Makes timely payments of all Association, chapter, and applicable assembly dues. A member whose dues have not been received by the due date shall be considered to be in arrears and shall have all membership privileges suspended. If the dues are not received within thirty (30) calendar days after the due date, the membership shall be revoked.
- C. Is not under current suspension or revocation of a license or certificate of registration to practice physical therapy or to act as a physical therapist assistant in any jurisdiction.

Section 7: Disciplinary Action

The Association shall expel from membership or otherwise discipline any member who is not in good standing. Complaints to the effect that a member has violated the ethical principles or standards of the Association shall be processed in accordance with the Association's procedural document on disciplinary action.

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Section 8: Reinstatement

- A. On approval of the Board of Directors, any former member may be reinstated to membership in accordance with the Standing Rules.
- B. There shall be no reinstatement fee charged by the Association or its components, but persons seeking reinstatement shall pay the dues as provided in the Standing Rules.

ARTICLE V. COMPONENTS: CHAPTERS, SECTIONS, AND ASSEMBLIES

Section 1: Chapters

- A. **Definition**
A chapter of the Association consists of a group of members of the Association in the United States or its possessions that is chartered by the Association as having territorial jurisdiction over a geographic area.
- B. **Formation**
The Board of Directors may establish a chapter, as prescribed in the Standing Rules, by the issuance of a charter.
- C. **Charters**
All charters issued by the Association shall continue in force and effect until revoked (as provided for in the Association Bylaws) or until notification is received from the chapter of its dissolution.
- D. **Structure**
 - (1) Every chapter shall enact bylaws that, in their original form and as amended, shall not be inconsistent with Association Bylaws and shall be approved in writing by the Board of Directors.
 - (2) If a chapter is to be incorporated it shall submit its proposed certificate of incorporation, and any subsequently proposed amendments to this certificate, to the Board of Directors for prior approval in writing.
 - (3) A chapter may create districts within its territorial jurisdiction. These districts shall:
 - a. Operate under bylaws or rules of order that shall not be inconsistent with chapter or Association Bylaws and that shall be approved by the chapter.
 - b. Not establish dues.
 - (4) A chapter may create a representative body for the transaction of chapter business provided that the basis for establishing and apportioning the membership of the representative body shall be included in the chapter bylaws. A chapter's method of apportioning representatives of affiliate, retired affiliate, and life affiliate members of the representative body shall be proportional to one-half the number of affiliate, retired affiliate, and life affiliate members in the chapter.
 - (5) A chapter may authorize the establishment of special interest groups within its territorial jurisdiction. These special interest groups shall be subject to rules and conditions set down by the chapter.
 - (6) A chapter may authorize the establishment of an assembly subsidiary group within its territorial jurisdiction upon a request made by the assembly. The subsidiary group shall be subject to rules and conditions set down by both the chapter and the assembly.
 - (7) Chapter dues for any category of membership shall not exceed Association dues for that membership category without specific approval of the Board of Directors. Such approval shall be granted when the chapter has complied with criteria established and published by the Board of Directors. Failure of the Board of Directors to grant approval under such circumstances shall be subject to appeal to the House of Delegates.
 - (8) Chapters shall establish a corresponding membership category in chapter bylaws for active, retired active, affiliate, retired affiliate, life, and life affiliate members who are not assigned to that chapter. Dues for corresponding members shall not exceed chapter dues rates.
 - Corresponding members of a chapter shall have the following rights and privileges:
 - Attend chapter meetings
 - Speak and debate at chapter meetings
 - Receive all chapter publications and correspondence and have access to chapter information resources provided to chapter members.
- E. **Obligations**
Each chapter shall do the following:

- (1) Further the object and the functions of the Association as set forth in the Association Bylaws and in policy statements made by the House of Delegates in the area of the chapter's authority and within its territorial jurisdiction.
- (2) Perform the duties and assume the responsibilities that Association Bylaws place on chapters.
- (3) Conduct its affairs in accordance with its bylaws.
- (4) Maintain complete and accurate financial records that shall be audited annually.
- (5) Submit to the Board of Directors annual reports of its activities and such other reports as may be requested by the Board of Directors.
- (6) Hold an annual meeting of the general membership or representative body and, in chapters in which no meetings are held at district level, hold at least one additional general membership meeting a year.
- (7) Be represented in the House of Delegates at least every third year.
- (8) Investigate any complaints of violations of ethical principles or standards made against any member in its jurisdiction in accordance with the Association's procedural document on disciplinary action.
- (9) Limit attendance at chapter business meetings to Association members and invited guests approved by the chapter officers.

F. Trusteeship

The Board of Directors may, at its discretion, conduct the affairs and assume custody of the records, funds, and management of any chapter that it finds has failed to comply with its obligations. Such action shall be subject to ratification by the House of Delegates at its next session.

G. Dissolution

- (1) A chapter may dissolve pursuant to the provisions of its bylaws or pursuant to its articles of incorporation.
- (2) The Board of Directors may revoke the charter of any chapter if the chapter has failed to satisfy its obligations or to observe the limitations on chapters as set forth in the Association's Bylaws.
 - a. The chapter must be given timely notice of the charges against it and the opportunity to be heard in its own defense, and the judgment of revocation must be supported by at least two-thirds of the members of the Board of Directors.
 - b. A chapter whose charter has been revoked by the Board of Directors shall have the right to appeal to the House of Delegates at the next session of the House of Delegates following the decision of the Board of Directors. The decision of the House of Delegates in the matter shall be final. Pending the determination of the House of Delegates, the decision of the Board of Directors shall be given full force and effect.

H. Property and Records

If the charter of the chapter is revoked or if the chapter is dissolved or its existence otherwise terminated, all property and records of whatever nature in the possession of the chapter shall, after payment of its bona fide debts, be conveyed to the Association. The Association shall not be obligated for any debts incurred by a chapter unless the chapter has been specifically authorized in writing by the Board of Directors to act on behalf of the Association. In the case of two or more chapters merging, all property and records will be turned over to the continuing chapter without being returned through headquarters.

Section 2: Sections

A. Purpose

Sections may be organized to provide a means by which members having a common interest in special areas of physical therapy may meet, confer, and promote the interests of the respective sections.

B. Formation

A section may be established as prescribed in the Standing Rules.

C. Structure

- (1) Each section shall operate under bylaws that in their original form and as amended shall not be inconsistent with Association Bylaws and shall be approved in writing by the Board of Directors.
- (2) If a section is to be incorporated, it shall submit its proposed certificate of incorporation, and any subsequently proposed amendments to this certificate, to the Board of Directors for prior approval in writing.
- (3) A section may be organized regionally.
- (4) A section may authorize the establishment of special interest groups within its area of authority. These special interest groups shall be subject to rules and conditions set down by the section.
- (5) Section dues for any category of membership shall not exceed Association dues for that membership category without specific approval of the Board of Directors.

D. Obligations

Each section shall do the following:

- (1) Further the object and the functions of the Association as set forth in Association Bylaws and in policy statements made by the House of Delegates in the area of the section's authority.
- (2) Perform the duties and assume the responsibilities that Association Bylaws place on sections.
- (3) Conduct its affairs in accordance with its bylaws.
- (4) Maintain complete and accurate financial records that shall be audited annually.
- (5) Submit to the Association annual reports of its activities and such other reports as may be requested by the Board of Directors.
- (6) Hold meetings in conformity with Association policy.
- (7) Be represented in the House of Delegates at least every third year.
- (8) Limit attendance at section business meetings to section members and invited guests approved by the section officers.

E. Trusteeship

The Board of Directors may, at its discretion, conduct the affairs and assume custody of the records, funds, and management of any section that it finds has failed to comply with its obligations. Such action shall be subject to ratification by the House of Delegates at its next session.

F. Dissolution

- (1) A section may dissolve pursuant to the provisions of its bylaws.
- (2) A section may be dissolved by a two-thirds vote of the Board of Directors if the membership of the section remains fewer than 200 members during any consecutive 12-month period.
- (3) The House of Delegates may, by a two-thirds vote, dissolve a section if the section has failed to satisfy its obligations or has failed to observe the limitations on sections as set forth in these Bylaws. The House of Delegates shall have the power so to act only on the recommendation of a majority of the Board of Directors that is made after the section has been given timely notice of charges against it and the opportunity to be heard in its own defense.

G. Property and Records

If a section is dissolved, all property and records of whatever nature in the possession of the section shall, after payment of its bona fide debts, be conveyed to the Association. The Association shall not be obligated for any debts incurred by a section unless the section has been specifically authorized in writing by the Board of Directors to act on behalf of the Association. In the case of two or more sections merging, all property and records shall be turned over to the continuing section without being returned through headquarters.

Section 3: Assemblies

A. Purpose

Assemblies may be organized to provide a means by which members of the same category, except active and honorary, having a common interest because of their membership category, may meet, confer, and promote the interests of the respective membership categories and assemblies. Exception: Student and student affiliate categories may combine to form one assembly.

B. Formation

An assembly may be established as prescribed by the Board of Directors and approved by the House of Delegates.

C. Structure

- (1) Each assembly shall operate under bylaws that in their original form and as amended shall not be inconsistent with Association Bylaws and shall be approved in writing by the Board of Directors.
- (2) If an assembly is to be incorporated, it shall submit its proposed certificate of incorporation, and any subsequently proposed amendments to this certificate, to the Board of Directors for prior approval in writing.
- (3) An assembly may be organized regionally.
- (4) An assembly may request that a chapter authorize the establishment of a subsidiary group of the assembly within the chapter's territorial jurisdiction. The subsidiary group shall be subject to rules and conditions set down by both the assembly and the chapter.
- (5) An assembly may authorize the establishment of special interest groups within its area of authority. These special interest groups shall be subject to rules and conditions set down by the assembly.
- (6) Assembly dues for the appropriate category or categories of membership shall not exceed Association dues for that membership category or those membership categories without specific approval of the Board of Directors.

D. Obligations

Each assembly shall do the following:

- (1) Further the object and the functions of the Association as set forth in Association Bylaws and in policy statements made by the House of Delegates in the area of the assembly's authority.
- (2) Perform the duties and assume the responsibilities that Association Bylaws place on assemblies.
- (3) Conduct its affairs in accordance with its bylaws.
- (4) Maintain complete and accurate financial records that shall be audited annually.
- (5) Submit to the Association annual reports of its activities and such other reports as may be requested by the Board of Directors.
- (6) Hold meetings in conformity with Association policy.
- (7) Be represented in the House of Delegates at least every third year.
- (8) Limit attendance at assembly business meetings to assembly members and invited guests approved by the assembly officers.

E. Trusteeship

The Board of Directors may, at its discretion, conduct the affairs and assume custody of the records, funds, and management of any assembly that it finds has failed to comply with its obligations. Such action shall be subject to ratification by the House of Delegates at its next session.

F. Dissolution

- (1) An assembly may dissolve pursuant to the provisions of its bylaws.
- (2) An assembly may be dissolved by a two-thirds vote of the Board of Directors if the membership of the assembly remains fewer than 50 members during any consecutive 12-month period.
- (3) The House of Delegates may, by a two-thirds vote, dissolve an assembly if the assembly has failed to satisfy its obligations or has failed to observe the limitations on assemblies as set forth in these Bylaws. The House of Delegates shall have the power so to act only on the recommendation of a majority of the Board of Directors that is made after the assembly has been given timely notice of charges against it and the opportunity to be heard in its own defense.

G. Property and Records

If an assembly is dissolved, all property and records of whatever nature in the possession of the assembly shall, after payment of its bona fide debts, be conveyed to the Association. The Association shall not be obligated for any debts incurred by an assembly unless the assembly has been specifically authorized in writing by the Board of Directors to act on behalf of the Association.

Section 4: National Assembly of Physical Therapist Assistants

A. Creation and Purpose

There shall be a National Assembly of Physical Therapist Assistants, which shall be a means by which affiliate, retired affiliate, and life affiliate members may meet, confer, and promote the interests of their membership categories. For purposes of these bylaws, the term assembly shall include the National Assembly.

B. Structure

- (1) The National Assembly shall operate under bylaws that in their original form and as amended shall not be inconsistent with Association Bylaws and shall be approved in writing by the Board of Directors.
- (2) If the National Assembly is to be incorporated, it shall submit its proposed articles of incorporation, and any subsequently proposed amendments to its articles, to the Board of Directors for prior approval in writing.
- (3) The bylaws of the National Assembly shall provide that every affiliate, retired affiliate, and life affiliate member of the Association shall be a member of the National Assembly and that every member of the National Assembly shall be a member of the Association.
- (4) National Assembly dues shall not exceed Association dues for the Association membership category to which the National Assembly member belongs, without specific approval of the Association's Board of Directors.
- (5) The bylaws of the National Assembly may provide for a representative body. Should the National Assembly establish a representative body, the representative body of the National Assembly shall include three consultants from the APTA Board of Directors. These consultants shall be the President, Speaker of the House, and the Board liaison to the National Assembly or any designee from the Board of Directors appointed by the President.
- (6) The National Assembly may request that a chapter authorize the establishment of a subsidiary group of the National Assembly within the chapter's territorial jurisdiction. The subsidiary group shall be subject to rules and conditions set down by both the assembly and the chapter.
- (7) The National Assembly may authorize the establishment of special interest groups within its area of authority. These special interest groups shall be subject to rules and conditions set down by the National Assembly.

C. Obligations

The National Assembly shall do the following:

- (1) Further the object and the functions of the Association as set forth in Association Bylaws and in policy statements made by the House of Delegates in the area of the assembly's authority.
- (2) Perform the duties and assume the responsibilities that Association Bylaws place on the National Assembly.
- (3) Conduct its affairs in accordance with its bylaws.
- (4) Maintain complete and accurate financial records that shall be audited annually.
- (5) Hold an annual meeting of the general membership or representative body.

D. Trusteeship

The Board of Directors, at its discretion, may conduct the affairs and assume custody of the records, funds, and management of the National Assembly if it finds that the National Assembly has failed to comply with its obligations. Such action shall be subject to ratification by the House of Delegates at its next session.

E. Dissolution

- (1) The National Assembly may dissolve pursuant to the provisions of its bylaws.
- (2) The National Assembly may be dissolved by a two-thirds vote of the Board of Directors if its membership remains fewer than 50 members during any consecutive 12-month period.
- (3) The House of Delegates may, by a two-thirds vote, dissolve the National Assembly if the National Assembly has failed to satisfy its obligations or has failed to observe the limitations on it as set forth in these Bylaws. The House of Delegates shall have the power so to act only on the recommendation of a majority of the Board of Directors that is made after the National Assembly has been given timely notice of charges against it and the opportunity to be heard in its own defense.

F. Property and Records

If the National Assembly is dissolved, all property and records of whatever nature in its possession shall, after payment of its bona fide debts, be conveyed to the Association. The Association shall not be obligated for any debts incurred by the National Assembly unless it has been specifically authorized in writing by the Board of Directors to act on behalf of the Association.

Section 5: Limitations

Components are subject to the following limitations:

- A. The Bylaws of the Association. If the component bylaws, rules, or resolutions are inconsistent with the Bylaws of the Association, the part or parts of the component bylaws, rules, or resolutions that are inconsistent are void and of no effect.
- B. Policies adopted by the House of Delegates or by the Board of Directors.
- C. Membership categories and the rights and privileges for each category only as established in Association Bylaws. Chapter and section bylaws shall provide for all categories of members established in Association Bylaws, except they need not provide for the honorary and Catherine Worthingham Fellows of the APTA membership categories. Assembly bylaws shall provide for only the category or categories of members appropriate to the respective assembly. Chapters and sections retain the right to provide for the privilege of affiliate, retired affiliate, and life affiliate members to hold office, with the exception of the office of president, president elect, vice president and chief delegate, or any position that may succeed to the presidency.
- D. No component shall profess or imply that it speaks for or represents the Association or members other than those currently holding membership in the component unless authorized to do so in writing by the Board of Directors.

ARTICLE VI. MEETINGS

Section 1: Annual Session

The annual session of the Association shall consist of one or more meetings of the House of Delegates, held at a time and place specified by the Board of Directors.

Section 2: Special Sessions

A special session of the House of Delegates may be called between annual sessions by a two-thirds vote of the Board of Directors and shall be called in response to a written request from chapters representing a majority of the delegate votes in the previous annual session of the House of Delegates.

Section 3: Notice of Sessions

- A. **Annual Session**
The time and place of the annual session shall be announced in the official journal of the Association, and notice shall be sent to each component president or chair and to each chapter chief delegate at least six weeks before the session is scheduled to convene. This notice may be made by mail or any telecommunications method including, but not limited to, fax and e-mail transmissions which must ensure the timely receipt of the notice and may ensure verifiable receipt of the notice by the intended recipients.
- B. **Special Sessions**
- (1) At least 30 days before a special session, official notice of that session shall be sent to each component president or chair, to each component delegate registered at the immediately preceding House of Delegates, and to members of the Board of Directors. This notice may be made by mail or any telecommunications method including, but not limited to, fax and e-mail transmissions which must ensure the timely receipt of the notice and may ensure verifiable receipt of the notice by the intended recipients
 - (2) The time, place, and purpose of the session shall be stated in the notice.

Section 4: Annual Conference

An annual conference of members shall be scheduled by the Board of Directors unless there is a state of national emergency.

ARTICLE VII. HOUSE OF DELEGATES OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION

Section 1: General Powers

The House of Delegates of the American Physical Therapy Association has all legislative and elective powers and authority to determine policies of the Association, including the power to:

- A. Amend and repeal these Bylaws;
- B. Amend, suspend, or rescind the Standing Rules;
- C. Adopt ethical principles and standards to govern the conduct of members of the Association in their roles as physical therapists or physical therapist assistants; and
- D. Modify or reverse a decision of the Board of Directors.

Section 2: Composition

- A. **Registered Delegates**
The House of Delegates shall consist of all registered delegates. Registered delegates shall include all those who have filed credentials as component delegates and members of the Board of Directors.
- B. **Consultants**
Consultants shall include all members of the Reference Committee, a member of the Ethics and Judicial Committee, a member of the American Board of Physical Therapy Specialties, three National Assembly Board consultants, and Association staff designated by the Chief Executive Officer in consultation with the Board of Directors. All consultants shall be available in the House of Delegates to reply to inquiries as directed by the Speaker of the House of Delegates.

Section 3: Voting Delegates

The voting delegates of the House of Delegates shall be the chapter delegates.

- A. **Qualifications of Voting Delegates**
- (1) Chapter delegates: Only active members may serve as chapter delegates. Only active members who have been Association members in good standing in any category of membership for no fewer than the two years immediately preceding the start of the House session may serve as chapter delegates.
 - (2) Members of the Board of Directors may not serve as chapter delegates.
 - (3) A delegate of any one component may not serve concurrently as a delegate of another component.
- B. **Number of Voting Delegates**
The number of chapter delegates shall be based on, but not limited to, 400, which shall be apportioned among the chapters on the basis of the number of active, retired active, life, affiliate, retired affiliate, and life affiliate members in each chapter according to membership records in the Association headquarters and as described in the Standing Rules. No chapter shall have fewer than two delegates.
- C. **Selection of Voting Delegates**

Each chapter shall select the delegates who will represent it at the annual session. Each chapter shall designate one delegate as its chief delegate.

D. Credentials

Credentials shall be issued by the Association. Delegates shall register and file credentials before the first meeting of the House of Delegates and at such other times as designated by the Officers of the House of Delegates.

E. Voting Body

Each chapter delegate shall have one vote, except that if any of the delegates to which a chapter is entitled does not attend a meeting of the House of Delegates, the vote(s) may be transferred to the remaining member(s) of the delegation who are present.

Section 4: Nonvoting Delegates

The nonvoting delegates of the House of Delegates shall be the section delegates, assembly delegates, and the members of the Board of Directors.

A. Qualifications of Nonvoting Delegates

(1) Section delegates: Only active and affiliate members may serve as section delegates. Only active and affiliate members who have been Association members in good standing in any category of membership for no fewer than the two years immediately preceding the start of the House session may serve as section delegates.

(2) Assembly delegates: Only assembly members who have been Association members in good standing in any category of membership for no fewer than the two years immediately preceding may serve as assembly delegates. Exception: Student and student affiliate members who have been Association members in good standing for the three months preceding may serve as student assembly delegates.

(3) Members of the Board of Directors may not serve as section or assembly delegates.

(4) A delegate of any one component may not serve concurrently as a delegate of another component.

B. Number of Nonvoting Delegates

(1) Section delegates: Each section shall be entitled to one delegate.

(2) Assembly delegates: Each assembly shall be entitled to two delegates.

C. Selection of Nonvoting Delegates

Each section or assembly shall select the delegate(s) who will represent it at the annual session.

D. Credentials

Credentials shall be issued by the Association. Delegates shall register and file credentials before the first meeting of the House of Delegates and at such other times as designated by the Officers of the House of Delegates.

E. Rights and privileges of nonvoting delegates: Section and assembly delegates, and members of the Board of Directors may speak, debate, and make and second motions.

Section 5: Conduct of Business

A. Officers of the House of Delegates

(1) The officers shall be the Speaker of the House of Delegates, the Vice Speaker of the House of Delegates, and the Secretary.

(2) The officers shall be responsible for registering delegates, transferring voting privileges, preparing rules of order and an agenda for the consideration of the House of Delegates, recording and reporting the proceedings, appointing a committee to approve the minutes, making appointments to the Reference Committee, conducting elections, making editorial changes to the Bylaws and Standing Rules, and performing other duties as determined by these Bylaws or the Standing Rules.

B. Quorum

Delegates representing one-third of the chapters and numbering one-third of the total number of chapter votes that could be cast if all delegates from all chapters were present shall constitute a quorum.

C. Voting

(1) Voting on motions and resolutions in the House may be by voice, show of hands, standing, roll call, or use of electronic equipment.

(2) If a decision must be made during the interval between annual sessions, a majority vote of the Board of Directors may determine that the chapter delegates be polled by mail. These delegates shall be those registered at the immediately preceding session of the House of Delegates. If the delegate is no longer a member of the chapter or holds membership in a category other than that held when the delegate registered at the immediately preceding session of the House of Delegates or for any other reason no

longer meets the qualifications for delegate, an alternate delegate shall be named by that chapter. At least 50 percent of the ballots of the eligible delegates must be returned to validate the vote.

- (3) Election of officers, directors, and members of the Nominating Committee shall be by ballot or use of electronic equipment. Officers shall be elected by a majority of the votes cast. Directors and members of the Nominating Committee shall be elected by a plurality of the votes cast. If the vote fails to determine election, rebaloting shall be conducted under procedures determined by the Officers of the House of Delegates.

D. Memorials and Resolutions

Only memorials or resolutions adopted by the House of Delegates can be issued validly in the name of the Association.

ARTICLE VIII. BOARD OF DIRECTORS OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION

Section 1: Composition

A. Board of Directors of the American Physical Therapy Association

The six officers of the Association together with nine directors shall constitute the Board of Directors.

B. Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and one of the nine directors. This fifth member shall be elected to the Executive Committee annually by members of the Board of Directors who are not members of the Executive Committee.

Section 2: Qualifications

Only active members of the Association can serve, and they are eligible to serve if they have:

- A. Been active members in good standing for at least five years immediately preceding their election or appointment, and
- B. Consented to serve.

Section 3: Officers

The officers of the Association shall be the President, Vice President, Secretary, Treasurer, Speaker of the House of Delegates, and Vice Speaker of the House of Delegates.

A. President

The President shall preside at all meetings of the Board of Directors and of the Executive Committee and shall be an ex-officio member of all committees appointed by the Board of Directors except the Ethics and Judicial Committee. Only the President or his designee shall serve as the official spokesman of the Association.

B. Vice President

The Vice President shall assume the duties of the President in the absence or incapacitation of the President. In the event of a vacancy in the office of President, the Vice President shall succeed to the Presidency for the unexpired portion of the term, and the office of Vice President shall be declared vacant.

C. Secretary

The Secretary shall be responsible for keeping the minutes of the proceedings of the House of Delegates, of the Board of Directors, and of the Executive Committee; for making a report in writing to the House of Delegates at each annual session and to the Board of Directors on request; and for preparing a summary of the proceedings of the House of Delegates for publication as soon as practical after the session. The Secretary shall also serve as an officer of the House of Delegates.

D. Treasurer

The Treasurer shall be responsible for reporting in writing on the financial status of the Association to the House of Delegates and to the Board of Directors on request. The Treasurer shall also serve as a member of the Finance Committee.

E. Speaker of the House of Delegates

The Speaker of the House of Delegates shall preside at sessions of the House of Delegates, be an ex-officio member of the Reference Committee, and serve as an officer of the House of Delegates.

F. Vice Speaker of the House of Delegates

The Vice Speaker of the House of Delegates shall act as an officer of the House of Delegates and shall assume the duties of the Speaker of the House of Delegates in the absence or incapacitation of the Speaker. In the event of a vacancy in the office of Speaker of the House of Delegates, the Vice Speaker shall succeed to the office of Speaker

for the unexpired portion of the term, and the office of the Vice Speaker of the House of Delegates shall be declared vacant.

Section 4: Tenure

- A. Members of the Board of Directors shall assume office at the close of the annual session of the House of Delegates at which they were elected.
- B. The term of office of each member of the Board of Directors shall be three years or until their successors are elected.
- C. No member shall serve more than three complete consecutive terms on the Board of Directors or more than two complete consecutive terms in the same office.
- D. A complete term for a member of the Board of Directors shall be defined as three years.
- E. Vacancies
In the event that a position on the Board of Directors becomes vacant, the vacancy shall be filled in the manner prescribed in the Standing Rules. (Exceptions: President and Speaker of the House of Delegates.)

Section 5: Duties

The Board of Directors shall, in addition to the duties otherwise imposed by these Bylaws and the Standing Rules:

- A. Carry out the mandates and policies of the Association as determined by the House of Delegates. Between sessions of the House of Delegates, the Board of Directors may make and enforce such policy on behalf of the Association as is not inconsistent with the mandates and policies determined by the House of Delegates.
- B. Direct all business and financial affairs for and on behalf of the Association, be responsible for all of its property and funds, and provide for an annual audit by a certified public accountant.
- C. Foster the growth and development of the Association.
- D. Provide for the maintenance of a headquarters of the Association and assume responsibility for personnel policies.
- E. Appoint and employ a chief executive officer who shall be the administrator of the headquarters and who shall be responsible to the Board of Directors.
- F. Provide for bonding of all persons handling money or other property of the Association.
- G. Prescribe and publish with these Bylaws the qualifications for each category of individual membership and provide for appropriate action on all applications for membership.
- H. Be responsible for filling vacancies on the Board of Directors and on committees, except as otherwise provided in these Bylaws and in the Standing Rules.
- I. Be responsible for creation, appointment, purposes, and activities of such committees as it deems necessary.
- J. Be responsible for the creation of and facilitation of activities of such councils as it deems necessary.
- K. Be responsible for the program, time, and place of the annual conference of the Association.
- L. Be responsible for publication of the official journal of the Association.
- M. Provide for development and maintenance of procedural documents related to these Bylaws.
- N. Approve the procedure by which reported violations of the ethical principles and standards of the Association are to be processed.
- O. Review and revise existing Association policies, except in these Bylaws, for consistency of intent and language with such new policies as may be adopted from time to time by the House of Delegates.

Section 6: Conduct of Business

- A. Board of Directors
The Board of Directors shall meet not less than once a year. Ten members shall constitute a quorum. The President may call a special meeting of the Board of Directors and must call a special meeting on written request of 10 members of the Board. Notice of all meetings shall be sent to all members of the Board of Directors not later than 10 days before the date fixed for the meeting. This notice may be made by mail or any telecommunications method including, but not limited to, fax and e-mail transmissions which must ensure the timely receipt of the notice and may ensure verifiable receipt of the notice by the intended recipients. When a decision is needed between meetings of the Board of Directors, voting may be conducted by mail or fax.
- B. Executive Committee
The Executive Committee shall meet not less than twice a year and shall exercise the power of the Board of Directors between its meetings. Three members shall constitute a quorum. The President may call a special meeting of the Executive Committee and must call a special meeting on request of three members of the Committee. Notice of all meetings shall be given to all members of the Executive Committee not later than five days before the date fixed for the meeting.

ARTICLE IX. COMMITTEES AND COUNCILS

Section 1: Committees of the Association

Besides such other committees as shall be created by the Board of Directors, the Board shall appoint the following:

- A. Finance Committee
This committee shall consist of at least five members, one of whom shall be the Treasurer, and each member other than the Treasurer shall serve a term of four years. At least one member shall be appointed annually. This committee shall advise the Board of Directors on matters pertaining to the Association's financial needs, growth, and stability based on periodic review of income, expenditure, and investments. The committee shall present an annual budget to the Board of Directors.
- B. Ethics and Judicial Committee
This committee shall consist of at least five members, and each member shall serve a term of five years. At least one member shall be appointed annually. No member shall be appointed to successive complete terms. This committee shall:
- (1) Interpret the ethical principles and standards of the Association.
 - (2) Propose revisions of the ethical principles and standards of the Association and the procedural document on disciplinary action of the Association.
 - (3) Make revisions, as necessary, to the documents that interpret the ethical principles and standards of the Association and disseminate these documents for the management of judicial affairs.
 - (4) Promote activities for the dissemination of information on ethics.
 - (5) Process reported violations of ethical principles and standards in accordance with approved procedures.
 - (6) Make final decisions in disciplinary proceedings against a member, subject only to appeal to the Board of Directors by the member.
 - (7) Carry out other duties as may be requested by the Board of Directors.

Section 2: Committees of the House of Delegates

- A. Nominating Committee
- (1) This committee, elected by the House of Delegates, shall consist of five active members of the Association who have:
 - a. Been active members in good standing for at least five years immediately preceding their election or appointment, and
 - b. Consented to serve.
 - (2) Members shall serve three-year terms or until their successors are elected. The terms of two members shall expire each year except that every third year the term of only one member shall expire. No member shall be elected to successive complete terms.
 - (3) The chair shall be elected by the committee and shall serve until the successor assumes office.

- (4) Vacancies on this committee shall be filled by appointment by the Nominating Committee until the next session of the House of Delegates, when an election shall be held to fill the unexpired portion of the term.
 - (5) This committee shall, in addition to the duties otherwise directed by the House of Delegates:
 - a. Prepare a slate of at least two candidates, if possible, for each position from those consenting to serve, if elected, for officers and directors and for members of the Nominating Committee. This slate of candidates shall be published and distributed to the members as soon as available, but no later than three months before the annual session.
 - b. Foster activities that maintain and promote a pool of nominees.
 - (6) On petition of five chapters, a qualified consenting member shall be placed in nomination for a position as an officer or director or as a member of the Nominating Committee. Such a petition must be filed with the officers of the House of Delegates no later than 45 days after the slate of candidates prepared by the Nominating Committee has been published and distributed to members. A candidate nominated by petition shall be afforded similar opportunities for publication of candidacy to the membership as those afforded a candidate nominated by the Nominating Committee, except that this individual shall be identified as nominated by petition.
 - (7) When nominations are presented to the House of Delegates, nominations from the floor for any position shall be in order.
- B. Reference Committee
- (1) This committee shall consist of at least three active members appointed by the officers of the House of Delegates. The Speaker of the House of Delegates shall serve as an ex officio member.
 - (2) Members shall serve three-year terms with at least one member being appointed each year.
- C. Special Committees
- The House may create and appoint such special committees as it deems necessary.

Section 3: Councils

The Board of Directors may establish a council as prescribed in the Standing Rules.

ARTICLE X. FINANCE

Section 1: Fiscal Year

The fiscal year of the Association is from January 1 through December 31. The fiscal year of components may be either January 1 through December 31 or July 1 through June 30.

Section 2: Limitation on Expenditures

No officer, employee, or committee shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment except by order of the Board of Directors. The Board shall not commit the Association to any financial obligation in excess of its current financial resources.

Section 3: Dues

- A. The dues for each membership category shall be:
- (1) Active member: \$245. Active-Student member: \$150.
 - (2) Life and life affiliate members: \$60.
Proviso: Current life and life affiliate members (as of June 4, 2002) may opt to continue as non-dues paying life or life affiliate members with benefits as before.
 - (3) Affiliate member: \$171.
 - (4) Student and student affiliate member: \$75 in 2003 and 2004, \$80 in 2005 and thereafter.
 - (5) Retired active and retired affiliate members: \$120.
 - (6) Honorary member: no dues.
 - (7) Catherine Worthingham Fellow of the APTA: no dues other than those payable for continuing membership in another category.
 - (8) Student and student affiliate member dues are for 12 months from the time of renewal or join date. As of the last day of the graduation month, the student or student affiliate member automatically converts to the

active or affiliate member category for the remainder of the 12 months of membership. Once the membership remainder expires, these new active or affiliate members are eligible for one year of membership at 50% of the Association and chapter dues rate for an active or affiliate member.

- B. All dues shall be for 12 months of membership.
- C. On a one-time-only basis, a member may pay for less than 12 months of membership in order to change the due date for all future dues payments. The member must simultaneously pay component dues for the same number of months.
- D. Dues Changes
All dues changes passed by the House of Delegates shall become effective on the first of the Association's fiscal year following the House of Delegates' action, and the new dues shall apply to the members at the time of individual renewal.
- E. The Board of Directors may waive in whole or in part in extreme circumstances the annual national dues and annual component dues of an eligible member.
- F. The Board of Directors may offer reduced rates for Association dues as an incentive to promote membership.

ARTICLE XI. OFFICIAL PUBLICATION

Physical Therapy shall be the official Journal of the Association.

ARTICLE XII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association and all components in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Standing Rules of the Association, and any special rules of order adopted by the Association or its components.

ARTICLE XIII. AMENDMENTS

These Bylaws may be amended at the annual session of the House of Delegates during even-numbered years by the affirmative vote of at least two-thirds of the chapter delegates present and voting or at any special session of the House of Delegates or the annual session of the House of Delegates during uneven-numbered years by the consent to consider of three-fourths of the chapter delegates present and voting and by the affirmative vote of at least two-thirds of the chapter delegates present and voting, providing the following:

- A. Any proposed amendment has been submitted in writing to the Association's headquarters by a date set by the Speaker of the House of Delegates, which shall be at least four months but no more than five months before the session of the House of Delegates.
- B. Copies of all proposed amendments have been printed in an Association publication or mailed to all Association members at least two months before the session of the House of Delegates.

MODEL BYLAWS FOR SECTIONS BOD 11-02-27-87 (Program 40) [Amended BOD 11-00-14-42; BOD 11-00-14-42; BOD 03-99-32-97; BOD 03-98-24-87; BOD 11-96-09-29; Initial BOD 03-92-29-100] [See also 02-75-27-71]

INTRODUCTION

These model bylaws are intended to assist the Section in achieving and maintaining bylaws that are consistent with the Association's bylaws. Consistency does not imply that component bylaws are necessarily identical to the APTA bylaws. Some areas will differ and it is for this reason that these model bylaws were developed. These model bylaws serve as a guide for the content or exact wording that must be contained in component bylaws. This guidance takes the form of model language and advice. As well, this policy offers instructions and suggestions regarding the content of component bylaws.

Below are the typographic conventions used in the model bylaws:

Model Language appears in **boldface type**. This language exactly as written or its functional equivalent shall appear in component bylaws.

Instructions for complying with the model language appear in *italics*.

Suggestions on the content of component bylaws that is preferred, but not required, appears underlined.

[[Advice]] on the content of component bylaws, but for which no model language is necessary or offered, appears inside [[double brackets.]]

MODEL BYLAWS

TITLE

Bylaws of *(insert full name of the corporation as it appears in the Articles of Incorporation, e.g., Section on Geriatrics of the American Physical Therapy Association)*

[[ADVICE: If a Section wishes to change its name, and it is incorporated, it must amend its Articles of Incorporation once the name change is approved by the Association.

All sections must follow the POLICY FOR SECTION NAME, PURPOSE, OR OBJECT CHANGES BOD 03-97-16-37 if they wish to change their name.]]

ARTICLE I. NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION

Section 1: *[Here insert legal name of corporation as shown on articles of incorporation], hereinafter referred to as the Section, shall be a section of the American Physical Therapy Association, hereinafter referred to as the Association.*

ARTICLE II. PURPOSE

The purpose of the Section shall be to provide a means by which Association members having a common interest in *specify special area of interest* may meet, confer, and promote these interests.

ARTICLE III. OBJECTIVES

[[ADVICE: Include statements of objectives unique to the section.]]

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Section membership categories and qualifications for active, life, affiliate, life affiliate, student, student affiliate, retired active, and retired affiliate shall be the same as those of the Association.

[[ADVICE: Since the Honorary and Catherine Worthingham Fellow of the APTA membership categories are bestowed at the national level, it is not necessary to mention these categories in component bylaws.]]

Section 2: Rights and Privileges of Members

The rights and privileges of the Section's members shall be identical to those established in the Association's bylaws.

[[ADVICE: There is absolutely no need to reproduce the detailed members rights and privileges from the APTA Bylaws.]]

Section 3: Application for and Admission to Membership

The payment of Section dues by members in good standing in the Association shall constitute application for and admission to Section membership.

Section 4: Good Standing

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Association.

Section 5: Disciplinary Action

- A. Any member of the Section who is suspended by the Association shall have his or her membership privileges suspended in the Section. Any member of the Section who is expelled from membership in the Association shall be expelled from Section membership.**
- B. Any member of the Section who fails to make timely payment of required Section dues shall be expelled from Section membership.**

Section 6: Reinstatement

Any former member of the Section who is in good standing in the Association may be reinstated to membership in the Section by payment of the required Section dues.

ARTICLE V. REGIONAL AND SPECIAL INTEREST GROUPS

[[ADVICE: A Section may create regional and special interest groups within its geographic jurisdiction. If a Section has regional and special interest groups the following model language applies. Insert sections 1 through 3 as appropriate to the Section. Specification of the number of Regional, Special Interest Groups, and their names should be specified in *specify document, e.g., standing rules or policies and procedures* for ease of revision.]]

Section 1: Regional Groups

- A. A regional group shall:**
 - 1. Operate under bylaws or rules of order that shall not be inconsistent with Section or Association bylaws and that shall be approved by the Section *specify approving body, e.g., Board, Bylaws Committee, or Executive Committee.***
 - 2. Not levy special assessments that carry punitive action or loss of good standing.**

[[ADVICE: Wording may want to be considered that directs the regional group or SIG to notify, or receive approval from, the section board of directors prior to any special assessments levied by the regional group or SIG.]]

- B. A regional group of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Section's *specify document or approving body*.**

Section 2: Special Interest Groups

A. A special interest group shall:

- 1. Operate under bylaws or rules of order that shall not be inconsistent with Section or Association bylaws and that shall be approved by the Section *specify approving body, e.g., Board, Bylaws Committee, or Executive Committee*.**
- 2. Not levy special assessments that carry punitive action or loss of good standing. A special interest group of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Section's *specify document or approving body*.**

Section 3: Limitations

[[ADVICE: Delete any inappropriate groups in the following text.]]

Regional and special interest groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Section.**
- B. No regional and special interest group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the regional and special interest group unless authorized by the Section's governing body.**

ARTICLE VI: MEETINGS

[[ADVICE: The Section shall hold an annual meeting of the general membership for the conduct of business, with attendance limited to Section membership and invited guests approved by the Section officers. The quorum and the advanced notice requirements as well as a provision for calling special meetings must be stated.]]

Section 1: Annual Meeting

[[ADVICE: The approximate date of the annual meeting, at least giving the season in which it is to take place, should be indicated. The meeting should not be tied to a specific date.]]

Section 2: Special Meeting(s)

[[ADVICE: Name who (President, Board, etc.) has authority to call special meetings. Include a provision that a meeting *must* be called if substantial portion of members request one in writing.]]

Section 3: Notice of Meeting Requirements

Section 4: Quorum

Section 5: All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting.

[[ADVICE: The timing of this requirement will probably require that the Chapter routinely establish (at the meeting) a committee to approve the minutes, with authority to make appropriate corrections.]]

**ARTICLE VII. OFFICERS
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE**

Section 1: Officers: Rights, Duties, and Responsibilities

[[ADVICE: List the officers, by title, and state duties in separate sub-sections. Do not include election related information, other than stating when they are elected, when the term begins, the length of the term of office and number of (successive) terms allowed. Be sure to include the phrase “ ... or until the election and assumption to office of their successors”, after stating the length of a term. “Directors” should be included here, as well. The President should not be an ex officio member of the Nominating Committee.]]

Section 2: Vacancies

[[ADVICE: State how vacancies in each office are filled, who or what body fills them, and for how long. To end of term? To next scheduled election or annual meeting? If you have a “president-elect” system take exceptional care with these provisions.]]

Section 3: Qualifications

Only such members of the Section as are provided for in the Association bylaws, Article IV, Section 3, subparagraph B.(3).b. who have been members in good standing for a period of at least *specify number of years* immediately preceding their election, and who have consented to serve, shall be eligible for election to office.

[[ADVICE: Additional eligibility requirements may be stated.]]

Affiliates and Life Affiliates may hold office subject to the limitations specified in the Association bylaws, Article V, Section 5, subparagraph C.

Section 4: Board of Directors

A. Composition

[[ADVICE: Define the composition of the Board of Directors, identifying which officers, including Directors, are members, plus others: e.g., Past President, Committee Chairmen, etc. Do not define the “Executive Committee”, usually a smaller body, here. See below.]]

B. Duties and Responsibilities

[[ADVICE: Specify duties of the Board in addition to duties otherwise imposed in the Section's bylaws. Specify the policy responsibilities and fiduciary responsibilities of the Board.]]

C. Meetings

1. Regular Meetings

2. Special Meetings

[[ADVICE: Name who (e.g., President) has authority to call special meetings. Include a provision that a meeting *must* be called if substantial portion of Board members request one in writing.]]

3. Notice Requirements

4. Quorum

Section 5: Executive Committee

[[ADVICE: It is not required to have an Executive Committee. But if you choose to, be sure to differentiate its respective duties carefully from the Board of Directors.]]

A. Composition

[[ADVICE: Define the membership of the Executive Committee, usually only the officers listed in Section one, less the “directors”, plus maybe one or two additional critical people.]]

B. Duties and Responsibilities

[[ADVICE: See advice under Board of Directors.]]

C. Meetings

1. Regular Meetings

2. Special Meetings

[[ADVICE: Name who (e.g. President) has authority to call special meetings.]]

3. Notice Requirements

4. Quorum

ARTICLE VIII. COMMITTEES

[[ADVICE: Provisions shall be made for a Finance Committee and a Nominating Committee. For all committees named in the bylaws, provide for the members’ qualifications, length and number of terms, duties, and election or appointment. Give vacancy filling rules if not given elsewhere, for example, in Board duties. The members of the Nominating Committee shall be elected and not appointed. It is preferable not to specify other committees in the bylaws, so that changes in designations of committees and their purposes and activities can readily be made as needed without requiring bylaws amendments.]]

Section 1: Finance Committee

[[ADVICE: Be sure to include the basic duties of the Finance Committee, e.g., to advise the Board of Directors on matters pertaining to the financial needs, growth, and stability, presentation of an annual budget to the Board of Directors, and investment policies.]]

Section 2: Nominating Committee

The Nominating Committee shall consist of three eligible members; one member shall be elected each year, at the Meeting, who shall serve a term of three years or until the election of his successor. The senior member of the committee shall serve as Chairman. Any vacancies shall be filled by the Board of Directors (or Executive Committee, choose one or the other) until the next regular election at which time the vacant position shall be filled for the remainder of the term.

[[ADVICE: Be sure to include the basic duties of the Nominating Committee, e.g., to seek out candidates for vacant offices, to review their qualifications, to ascertain their willingness to serve, to nominate a candidate or candidates for each office, and to report to the Election meeting of the Section. Nominations from the floor should also be allowed at the time of the meeting.]]

Section 3: Such other committees, standing or special, shall [or may] be appointed by the President, with the approval of the [Board or Executive Committee], as the [insert Section, Board of Directors, and/or Executive Committee] deems necessary to carry on the work of the Section.

[[ADVICE: The "approval of the Board" in the above allows the Board to veto the president's choice. Using "may" rather than "shall" in the first line allows the Section to name (appoint) members to committees that it establishes, or leave it to the president.]]

ARTICLE IX. DELEGATE TO THE ASSOCIATION'S HOUSE OF DELEGATES

[[ADVICE: Specify the method of selection or election, qualification, and length and number of terms for the Section's delegate to the Association's House of Delegates.]]

Section 1: Qualifications

- A. The qualifications of the delegate shall be as stated as in the Associations bylaws.
- B. **A Section Delegate may not, in the same year, serve as Chapter or Assembly Delegate.**
- C. **The Section shall notify Association headquarters of the name of Section Delegate, as required by the Association and the Standing Rules of the House of Delegates.**
- D. **The Section must be represented in the House of Delegates at least every third year.**

Section 2: Election and Term

At the meeting prior to the annual session of the House of Delegates of the Association, the Section shall select the delegate. The Section may also elect an alternate Delegate

Section 3: Duties of Delegates

- A. To attend the annual and special meetings of the House of Delegates of the Association.
- B. To present to the House of Delegates such matters as are ordered by the Executive Committee (or Board of Directors) and/or voting body.

ARTICLE X. ELECTIONS

[[ADVICE: Include the offices and Director positions to which members are to be elected, the type of ballot, method of balloting, type of vote required (majority or plurality), where and when elections take place, who is the voting body, a teller's report, and an official report of results. If there is to be a mail ballot, the bylaws must provide for such, should have a mechanism for resolving ties, and should require some minimum return.]]

ARTICLE XI. FINANCE

Section 1: Fiscal Year

The fiscal year of the Section shall be the same as that of the Association.

[[ADVICE: A section may also select a July-June fiscal year. APTA bylaws state "The fiscal year of the Association is from January 1 through December 31. The fiscal year of components may be either January 1 through December 31 or July 1 through June 30."]]

Section 2: Limitation on Expenditures

No officer, employee, or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Section's *specify name of governing body*. The *specify name of governing body* shall not commit the Section to any financial obligation in excess of its current financial resources.

Section 3: Dues

- A. **Active: XX; Active-Student: XX
Life and Life Affiliate: XX
Affiliate: XX
Student and Student Affiliate: XX
Retired Active and Retired Affiliate: XX**

[[ADVICE: There are 9 membership categories in sections for dues. The dues for each membership category shall be specified in the Section bylaws. Section dues for any category of membership shall not exceed Association dues for that membership category without specific approval of the Association's Board of Directors. The Section should specify a separate rate for active-student; such dues may not exceed the Association's rate for active-student members. If a Section fails to specify a separate dues rate for active-student members, the applicable rate will be deemed to be equal to the Section's dues rate for student members.]]

- B. **All dues shall be for the period specified in the Associations bylaws, and shall be payable following the Associations schedule.**
- C. All dues changes approved by the Section membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Section's next fiscal year.

Section 4: **The Section shall submit their annual financial statements, tax returns, and audit report to the Association when and as directed by APTA Headquarters.**

[[ADVICE: Sections may not levy mandatory special assessments upon members. (June 1992 House of Delegates.)]]

ARTICLE XII. DISSOLUTION

[[ADVICE: The Section shall provide for a method of dissolution in its bylaws.]]

The Section may dissolve subject to a recommendation to dissolve supported by no less than *specify proportion* of the members of the Section's *specify name of governing body* and adopted by *specify proportion* of the Section's members

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any rules of order adopted by the Section.

ARTICLE XIV. AMENDMENTS

[[ADVICE: Specify the requirements for amending the Section bylaws: previous notice to members, when and how the vote is to be taken to amend the bylaws, and type of vote (commonly, two-thirds of those present and voting).]]

If the intent of an amendment is editorial or to bring the Section's bylaws into agreement with those of the Association, the amendment shall be made as required by the *specify the Section officer* and approved by *specify the approving body, for example, Board of Directors*. The *specify the Section officer* shall notify the Section's membership of such amendment.

Amendments to the Section's bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in section dues become effective on the first day of the Association's next fiscal year following approval.)

ARTICLE XV. ASSOCIATION AS HIGHER AUTHORITY

In addition to these Section bylaws, the Section is governed by the Associations bylaws and standing rules, and by Associations House of Delegates and Board of Directors policies.

Be sure to put a proper (and clear/readable) date for the final production or amended date of this document, either here or at the top.

COMPONENTS, POLICIES FOR

BOD 11-95-20-68	Board of Directors' Travel to Components
BOD 03-99-28-92	Registration for Component Officers, Program Chairs, and Executive Personnel Attending CSM and Annual Conference
BOD 03-85-12-49	Collection of Component Dues
BOD 03-00-14-30	Component Document Review
BOD 06-93-04-02	Component Dues Revenue Transfers
BOD 02-02-11-11	Component Financial Reporting
BOD 11-97-09-24	Component Funding to Purchase Computer/ Fax
BOD 03-99-28-93	Reimbursement for Committee on Chapters and Committee on Sections Attending CSM and Annual Conference
BOD 03-87-33-99	Distribution of Income Combined Sections Meeting
BOD 03-98-23-85	External Liaisons for APTA and its Components
BOD 06-75-11-26	Honorary Membership Proposals
BOD 06-88-05-09	Loans From APTA to Components
BOD 06-90-13-44	Mailing Labels to Components
BOD 06-89-15-36	Publishing Agreements with Components
BOD 11-92-22-94	Review of Outside Group's Policies and Procedures
BOD 03-92-30-102	Section and Assembly Annual Meetings
BOD 03-97-16-37	Section Name, Purpose, or Object Changes

BOARD OF DIRECTORS' TRAVEL TO COMPONENTS BOD 11-95-20-68 (Program 12)
[Amended BOD 11-91-09-30; BOD 03-90-16-47; BOD 06-89-04-08; Initial BOD 11-83-05-20]

It is the policy of the APTA Board of Directors that:

Components requesting the attendance of members of the APTA Board of Directors shall provide hotel, meal, conference registration and travel expenses for the attendee.

In the event that a component does not have sufficient financial resources to provide hotel, meal, conference registration and travel expenses, the component may request the APTA President to authorize the Association's assumption of a portion or all of these costs.

**REGISTRATION FOR COMPONENT OFFICERS, PROGRAM CHAIRS, AND EXECUTIVE PERSONNEL
ATTENDING CSM AND ANNUAL CONFERENCE BOD 03-99-28-92** (Program 40)
[Consolidated BOD 11-92-21-93; BOD 11-92-20-91; BOD 11-92-20-91; BOD 11-94-17-50]

It is the policy of the APTA Board of Directors that:

Combined Sections Meeting (CSM):

- Each section shall be given one (1) complimentary CSM registration to be used by either section executive personnel or a section officer.
- Each Section Program Chair shall be given one (1) complimentary CSM registration.
- Advance registrations shall be offered to component executive personnel at a reduced rate, which shall be specified and communicated on an annual basis. When registering on-site, the member rates shall apply.

Annual Conference:

- Chapter presidents shall receive a 50% reduction on the annual conference Early Bird conference registration fee; after the Early Bird deadline, the regular member rates shall apply.
- Advance registrations shall be offered to component executive personnel at a reduced rate, which shall be specified and communicated on an annual basis. When registering on-site, the member rates shall apply.

COLLECTION OF COMPONENT DUES BOD 03-85-12-49 (Program 40)

It is the policy of the APTA Board of Directors that:

Component dues shall be collected at Association headquarters.

COMPONENT DOCUMENT REVIEW BOD 03-00-14-30 (Program 40) [Amended BOD 03-98-24-88; BOD 03-96-10-30; BOD 03-85-41-139; BOD 03-84-28-99; Initial BOD 11-78-09-25]

It is the policy of the APTA Board of Directors that:

Component policies, position statements, and practice guidelines should be sent to Component Relations prior to distribution to the membership or to the public. These documents will be reviewed by a committee of the Board of Directors established to review component policies, position statements, practice guidelines, bylaws, and external liaison appointments. The committee's purpose is to ensure that component documents are consistent with APTA documents. The Board review committee may recommend to a component that the document(s) be forwarded to the House of Delegates for consideration. The component, the Board Liaison, and the APTA President are to be notified of any document inconsistencies and recommendations.

COMPONENT DUES REVENUE TRANSFERS BOD 06-93-04-02 (Program 12)

It is the policy of the APTA Board of Directors that:

Components shall use APTA's Direct Deposit (Automated Clearing House) Program for the transfer of monthly dues revenues from APTA headquarters to components' bank accounts.

COMPONENT FINANCIAL REPORTING BOD 02-02-11-11 (Program 12) [Amended BOD 02-02-11-11; BOD 11-99-12-32; BOD 06-94-10-91; Initial BOD 11-90-15-57]

It is the policy of the APTA Board of Directors that:

Components shall be required to submit annually within five months after the end of their fiscal year, copies of the following:

1. the year-end financial statement to include income and expense statement and balance sheet,
2. an audit report done by a professional audit firm or peer review,
3. the federal tax return (when filed) and,
4. other items or documentation, as requested.

Components shall be required to submit annually by July 15th the IRS Lobbying Report required by the Omnibus Budget Reconciliation Act of 1993. Staff will provide instructions annually in June to component treasurers/executive personnel.

A component failing to comply with the reporting requirements 60 days after having been formally notified by APTA that a report is late will have monthly dues transfers withheld until a report is filed.

COMPONENT FUNDING TO PURCHASE COMPUTERS/FAX BOD 11-97-09-24(Program 12)
[Initial EC 08-95-03-08]

It is the policy of the APTA Board of Directors that:

Upon the written request of components, the American Physical Therapy Association (APTA) shall make available funds (non-interest-bearing loans) to assist components with the purchase of computers and fax machines. These loans are to be

used to purchase equipment to enhance communications between components and national. Technology loans should be limited to a maximum of two (2) per component in a five (5)-year period.

[Also see APTA Loans to Components BOD 06-88-05-09]

DISTRIBUTION OF INCOME - COMBINED SECTIONS MEETING BOD 03-87-33-99 (Program 22)

[Initial BOD 11-85-12-50; EC 11-82-01-01]

It is the policy of the APTA Board of Directors that:

The net income from Program 22 - Combined Sections Meeting and Exposition shall be split 50/50 with the sections participating in the Combined Sections Meeting. General and Administrative (G & A) costs of Program 22 - Combined Sections Meeting and Exposition will be borne by APTA and shall not be included in determining the net income.

EXTERNAL LIAISONS FOR APTA AND ITS COMPONENTS BOD 03-98-23-85 (Program 40)

[Initial 11-93-14-49]

It is the policy of the APTA Board of Directors that:

When APTA engages in liaisons with external organizations, the appropriate component will be consulted before the relationship is established. The component will have the opportunity to provide input concerning qualifications, rationale, and the criteria for the appointment. The appointee shall follow the Procedures Governing Appointed Member Liaisons to External Organizations (BOD 03-97-27-67). Components will be notified of the appointments.

When components engage in external liaisons, they shall submit the external organization's name and address, the name of the contact person at the organization, the purpose and function of the relationship, and the name and the term of the member who is serving as liaison to this group. This information shall be submitted to the Component Relations Department before formalizing the relationship. These materials will be reviewed by the Board Committee to Review Component Documents to ensure that materials are not in conflict with APTA policies and positions. The component will be notified of any conflicts.

HONORARY MEMBERSHIP PROPOSALS BOD 06-75-11-26 (Program 10)

It is the policy of the APTA Board of Directors that:

Chapter proposals for honorary membership in the APTA must be submitted to Association headquarters by December 1 of the previous year and will be considered at the Spring Board of Directors meeting. (*Honorary Membership Form is attached at the end of this Section*).

LOANS FROM APTA TO COMPONENTS BOD 06-88-05-09 (Program 12) [Initial BOD 11-86-15-49]

It is the policy of the APTA Board of Directors that:

Components requesting and receiving loans shall supply information as requested to verify their requests for their accounting processes and fiscal policies and procedures.

Criteria

The loan requested by a component must:

1. be necessary to maintain the integrity of the component
2. be for emergency use only
3. enable the component to further the object, functions and policies of APTA
4. represent a legitimate request.

Requirements

Component loan requests must include:

1. the specific and clearly identified use of the loan money (e.g., special project, operating expenses, etc.)
2. the steps taken to address the problems(s) before requesting the loan
3. the actual budget for the prior year, the current budget and the operational plan, including objectives and activities and the projected budget for the subsequent year
4. the signature of the President and Treasurer, with proof of authorization for the request by the component's Board of Directors and/or membership.

Component loans shall be:

1. short-term, not to exceed one (1) year
2. issued at the prime rate plus 1% at the date the loan is issued
3. for a maximum of \$30,000
4. repaid on a quarterly or monthly basis. If quarterly, the first payment is due on the first day of the next calendar quarter. If monthly, the first payment is due on the first day of the next month. If a quarterly payment is missed, the payment will be withheld from the first component dues remittance of the first month of the next quarter after the due date. If two (2) monthly payments are missed, the payment will be withheld from the next component dues remittance
5. submitted to the APTA Finance Committee for review and approved by the Board of Directors.

[Also see Component Funding to Purchase Computers/Fax EC 08-95-03-08]

MAILING LABELS TO COMPONENTS BOD 06-90-13-44 (Program 40)

It is the policy of the APTA Board of Directors that:

Mailing labels shall be provided free to components for the purpose of communicating with their members. Orders for labels shall be placed by a component officer or component executive personnel.

PUBLISHING AGREEMENTS WITH COMPONENTS BOD 06-89-15-36 (Program 50)

[Initial BOD 03-89-40-134]

It is the policy of the APTA Board of Directors that:

APTA may enter into agreements for publishing projects with its components.

APTA's Publications Department staff (with the approval of the Finance Committee) is responsible for reviewing and approving proposed projects and for negotiating contractual arrangements. APTA reserves the right to reject a proposal.

Publications Department staff, in consultation with appropriate content or technical experts, is responsible for ensuring the accuracy of content. APTA retains the copyright on all publications produced under publishing agreements.

Financial agreements negotiated by Publications Department staff will be based on a straight percentage of gross sales, that percentage to be determined based on the levels of participation of all parties.

REVIEW OF OUTSIDE GROUP'S POLICIES AND PROCEDURES BOD 11-92-22-94 (Program 40)

Component requests for endorsements of policies or positions of outside groups shall be reviewed by the Board Committee to Review Component Documents prior to any endorsement by the Board of Directors and/or component.

SECTION AND ASSEMBLY ANNUAL MEETINGS BOD 03-92-30-102 (Program 40)

Each section and assembly shall hold an annual meeting of its members.

SECTION NAME, PURPOSE, OR OBJECT CHANGES BOD 03-97-16-37 (Program 40)

It is the policy of the APTA Board of Directors that:

Changes to a section's name, purpose, or object are bylaw amendments. Therefore, these changes must be reviewed in accordance with the Approval Process for Component Bylaws (BOD 03-99-32-96). In addition to this approval process, proposed changes to a section's name, purpose, or object will be sent to all current section presidents for approval.

The review by current section presidents will occur after the proposed bylaw amendments are received by the APTA Component Relations Department, at the same time that the parliamentarian conducts a review, and before the Board Committee to Review Component Documents conducts its review.

A unanimous vote of approval by all current section presidents is required. In the event that the proposal is not approved by all section presidents, the section which has proposed a change to its section name, purpose, or object may appeal to the Board Committee to Review Component Documents. The Board Committee will make recommendations to the APTA Board of Directors who shall make a final decision.

COMPONENTS, GUIDELINES FOR

BOD 03-99-28-94	Guidelines for Districts
BOD 03-99-30-95	Guidelines for the Formation of Special Interest Groups

GUIDELINES FOR DISTRICTS BOD 03-99-28-94 (Program 40) [Amended BOD 03-90-29-102; Initial BOD 04-80-16-63]

APTA bylaws make provision for district formation within a chapter's territorial jurisdiction (Article V, Section 1.D. (3).

Districts are designed to provide opportunities for improved communication and for members to participate directly in chapter/Association planning and activities.

Districts function throughout the year as representative groups of the chapters in their particular areas, and are under the jurisdiction of the board of directors of the chapters.

A. **Formation**

A number of eligible chapter members specified by the chapter should file a petition to form a district with the chapter's board of directors. The board of directors should act on the petition in a timely manner (e.g., at the next scheduled board meeting).

A member of the chapter's board of directors should be assigned to review the petition and make a recommendation to the board concerning formation of the district. If the petition is approved, the district's territorial boundaries should be outlined and its bylaws or rules of order should be developed either as part of the chapter bylaws or as a separate document.

B. **District Assignment and Dues**

Assignment to a district should be made by the chapter according to the member's residence and/or practice address on record in the chapter files. A member who wishes to be assigned to a district other than the one in which he or she resides or practices may petition the chapter board of directors for reassignment.

Districts may not charge dues and may not levy special assessments that carry punitive action or loss of good standing at the national or chapter level.

C. **Bylaws or Rules of Order**

Districts may use the Model Bylaws for Chapters (BOD 03-98-24-86) as a guide in preparing their bylaws or rules of order. Proposed district bylaws or rules of order and amendments thereto should be reviewed by a parliamentarian for consistency with the chapter's bylaws. District bylaws or rules of order, in their original form and when they are amended, must be presented to the chapter's board of directors for approval after approval by the district's membership.

Chapters may wish to include the provisions for districts in the body of their bylaws rather than having a separate document for each district. In this event chapter bylaws should include a statement to the effect that the chapter's bylaws and a procedure manual (see below) that has been approved by the chapter's board of directors govern its districts.

District bylaws or rules of order, as a separate document or as part of the chapter bylaws, should include (but not be restricted to) the following areas:

- District name and geographic boundaries; name of governing chapter
- Object
- Functions
- Membership/district assignment
- Meetings
- Officers, Board of Directors, Executive Committee
- Committees

- Elections
- Fiscal year
- Dissolution - voluntary or by chapter with right of appeal
- Parliamentary authority
- Amendments
- Association and chapter as higher authorities
- Property and records

D. District Procedure Manuals

After its formation, a district may wish to develop and adopt a procedure manual for the conduct of its business and activities. Such a manual should be updated annually by the district officers. The procedure manual should include, but not be restricted to, the following items:

1. District name and geographic boundaries; name of governing chapter
2. Statement of district object and functions
3. District obligations to the chapter
 - To provide opportunities for improved communications and for the membership to participate directly in chapter/Association planning and activities.
 - To coordinate all district activities within the chapter's calendar and time frames.
 - To inform the chapter of district activities
 - To maintain complete and accurate financial records, and report on its financial status annually
 - To cooperate in carrying out chapter activities and supporting chapter projects.
 - To further the object and functions of the chapter as set forth in the chapter bylaws.
4. A list of district officers, terms of office, and description of duties and responsibilities.
5. A list of district committees, including their authorization, constituencies, terms of appointment, functions and responsibilities.
6. A description of district assignment/membership requirements.
7. A description of the number(s) and type(s) of meetings and programs, including responsibility for planning and organization.
8. A description of the method used to select delegates to the Association's House of Delegates and to the chapter representative body (if any), including amount of remuneration (if any), obligations, duties, and method of reporting back to the chapter/district.
9. Financial information, including a description of regular sources of district income (including any allocations from the chapter), procedures and responsibilities for collecting monies, financial accounting, authorization for expenditures, budget preparation, and annual financial reports. Any forms and documents pertaining to the district's financial activities and obligations should be included.
10. Information regarding the district's communication with the chapter (e.g., through regular reports, representation on the chapter board, newsletters, etc.) Any reporting forms and documents pertaining to officers, committees and representatives should be included.
11. Other duties and responsibilities assigned by the chapter, including the individuals and/or groups responsible, method of executing and reporting, etc.

GUIDELINES FOR COMPONENT SPECIAL INTEREST GROUPS BOD 03-99-30-95 (Program 40) [Amended BOD 11-90-42-166; BOD 03-90-28-100; Initial BOD 11-89-41-162]

APTA Bylaws make provision for chapters and sections to authorize the establishment of special interest groups which shall be subject to rules and conditions set down by the component [Article V, Section 1.D. (5); Article V, Section 2.C, (4)].

Component special interest groups (SIG) are designed to provide opportunities for members who share a special professional interest that cannot be served through existing means to meet and participate in activities related to that special interest within a component's structure.

Special interest groups are under the jurisdiction of the board of directors of the components.

A. Formation

A number of eligible component members specified by the component should file a petition to form a component

special interest group (SIG) with the component's board of directors. The petition should include a brief explanation of the reason(s) for forming the SIG and indicate why the interests of individuals represented by the proposed group cannot be served through existing means. The component board should act on the petition in a timely manner (e.g., at the next scheduled board meeting).

A member of the component's board of directors should be assigned to review the petition and make a recommendation to the component board concerning formation of the special interest group (SIG). If the petition is approved, the SIG's bylaws or rules of order should be developed either as part of the component bylaws or as a separate document.

B. Membership and Dues

Membership in a special interest group (SIG) is voluntary. All SIG members continue to belong, pay dues to, and receive benefits from APTA and the component. SIGs may charge dues; nonpayment shall not carry punitive action or loss of good standing at the national or component level.

C. Bylaws or Rules of Order

Special interest groups (SIG) may use the Model Bylaws for Chapters (BOD 11-00-14-41) and the Model Bylaws for Sections (BOD 11-00-14-42) as a guide in preparing their bylaws or rules of order. Proposed special interest group (SIG) bylaws or rules of order and amendments thereto should be reviewed by a parliamentarian for consistency with the component's bylaws. These bylaws or rules of order, in their original form and when they are amended, must be presented to the component's board of directors for approval after approval by the SIG's membership.

Components may wish to include the provisions for special interest groups (SIG) in the body of their bylaws rather than having a separate document for each SIG. In this event component bylaws should include a statement to the effect that the component's bylaws and a procedure manual (see below) that has been approved by the component's board of directors govern its special interest group(s).

Special interest group bylaws or rules of order, as a separate document or as part of the component bylaws, should include (but not be restricted to) the following areas:

Special interest group name/area of special interest and name of governing component

- Object or Purpose
- Functions or Objectives
- Membership
- Meetings
- Officers, Board of Directors, Executive Committee
- Committees
- Elections
- Fiscal year
- Dissolution - voluntary or by component with right of appeal
- Parliamentary authority Amendments
- Association and component as higher authorities
- Property and records

D. Special Interest Group Procedure Manual

After its formation, a special interest group (SIG) may wish to develop and adopt a procedure manual for the conduct of its business and activities. Such a manual should be updated annually by the SIG's officers. The procedure manual should include, but not be restricted to, the following items:

1. SIG name; name of governing component
2. Statement of SIG object/purpose and functions/objectives
3. SIG obligations to the component
 - To provide opportunities for members to meet and participate in activities related to the special interest of the group.
 - To coordinate all SIG activities within the component's calendar and time frames.
 - To inform the component of SIG activities
 - To maintain complete and accurate financial records, and report on its financial status annually

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- To cooperate in carrying out component activities and supporting component projects.
 - To further the object and functions of the component as set forth in the component bylaws.
4. A list of the SIG officers, terms of office, and description of duties and responsibilities.
 5. A list of SIG committees, including their authorization, constituencies, terms of appointment, functions and responsibilities.
 6. A description of membership requirements and dues payments, if any.
 7. A description of the number(s) and type(s) of meetings and programs, including responsibility for planning and organization.
 8. Financial information, including a description of regular sources of SIG income (including any allocations from the component), procedures and responsibilities for collecting dues, financial accounting, authorization for expenditures, budget preparation, and annual financial reports. Any forms and documents pertaining to the SIG's financial activities and obligations should be included.
 9. Information regarding the SIG's communication with the component (e.g., through regular reports, representation on the component board, newsletters, etc.) Any reporting forms and documents pertaining to officers, committees and representatives should be included.
 10. Other duties and responsibilities assigned by the component, including the individuals and/or groups responsible, method of executing and reporting, etc.

COMPONENTS, PROCEDURES FOR

BOD 06-01-01-01	APTA Direct Access Grants to Chapters
BOD 03-00-11-21	Compendium of Component Procedures
BOD 11-99-12-33	Grant Assistance From APTA to Chapters
BOD 03-97-06-13	Honorary Membership Proposal Submissions

APTA DIRECT ACCESS GRANTS TO CHAPTERS BOD 06-01-01-01 (Program 19)

The American Physical Therapy Association (APTA) is committed to assisting its chapters, when determined appropriate by the APTA Board of Directors, in the chapter's efforts to pass Direct Access legislation.

In situations in which a chapter seeks grant funding for financial support of Direct Access efforts, the APTA Board will use the following criteria, procedures, and priorities to determine the need for assistance.

Criteria

1. The chapter has made a substantial financial commitment to achieving direct access. Describe.
Description should include percentage of funds that the chapter has devoted, or plans to devote to, direct access effort, estimated cost of lobbying effort, estimated cost of grassroots effort, and estimated cost of materials needed for direct access effort including direct access brochures, fitness clinics, and items to give to legislators.
2. The chapter has initiated a political action effort, using PAC funds where allowable, to achieve direct access. Describe.
3. The chapter has developed a legislative plan to obtain direct access. Describe.
The description of the legislative plan should include the timeline for obtaining direct access, grassroots plan and resources needed.
4. The chapter's past efforts to pass direct access legislation increases the likelihood of success in the future. Describe past efforts.
If the chapter has introduced direct access legislation in the past, indicate how many years the chapter has introduced direct access legislation, how far in the legislative process the chapter's direct access legislation has advanced, whether the bill has been reported out of committee in either body of the legislature, and whether the bill has been passed by one body of the legislature.
5. If the chapter is granted funds, describe specifically how the funds would be used.

Procedures

1. The president of the chapter, with proof of authorization for the request by the chapter's board of director's, should forward to the APTA Executive Committee, through the Director of Government Affairs, a written request for grant assistance.
2. The Executive Committee shall receive grant requests by December 1 for consideration.
3. Grant monies shall be for the upcoming legislative year and will be awarded by the Executive Committee by mid-January.
4. The chapter will continue to work with APTA Government Affairs staff and consult with APTA legal counsel regarding the management, strategies, and plan of action for direct access legislation.

Priorities

The Executive Committee will review the grant applications and fund grants contingent upon each year's budget. The APTA Board envisions that between \$25,000 and \$30,000 for direct access grants shall be considered as part of the APTA budget. A maximum of \$5,000 will be granted to a chapter. In awarding grants, priorities will be given to (1) states that have no direct access to evaluation, (2) states that have no direct access to treatment, (3) states that are removing limitations in existing direct access law, and (4) the likelihood of success.

COMPENDIUM OF COMPONENT PROCEDURES BOD 03-00-11-21 (Program 40) [Amended BOD 06-92-17-51; BOD 11-90-42-167; BOD 03-92-30-103; BOD 11-90-43-169; BOD 11-89-41-163; BOD 03-88-33-118; BOD 11-88-36-142; BOD 11-87-21-78; BOD 11-87-20-77; BOD 11-85-17-77; BOD 03-87-32-98; BOD 03-85-42-142; BOD 11-85-17-78; BOD 11-81-15-62; BOD 03-85-42-143; Initial BOD 04-79-07-21; BOD 03-84-28-98; Initial BOD 11-79-15-58]

APTA Bylaws, Standing Rules, and Section IV of the Board of Directors Policies, Guidelines, Procedures, Forms, and Model Bylaws for Components must be reviewed to find all rules, procedures, and deadlines applicable to component operations.

1. Formation
 - See APTA Standing Rules.
2. Bylaws
 - See Section II, Board of Directors Operational and Administrative Policies and Positions, Policy on Component Bylaws, and Model Bylaws.
3. Charters
 - APTA Bylaws, Article V, Section 1C, (Chapters).
4. Certificates of Incorporation
 - Chapters: See Article V, Section 1D(2) in the APTA Bylaws
 - Sections: See Article V, Section 2C(2) in the APTA Bylaws
 - Assemblies: See Article V, Section 3C(2) in the APTA Bylaws
5. Reporting to APTA
 - Names and contact information for chapter delegates to the House of Delegates. (January 1)
 - Names and contact information for chapter representatives to the RBNA. (January 1)
 - Annual component activity report survey (February 15)
 - Annual year-end financial statements to include income and expense statements and balance sheet, an audit report done by a professional auditing firm or peer review, the federal tax return (when filed), and other items or documentation, as requested. A component failing to comply with the reporting requirements 60 days after having been formally notified by APTA that a report is late will have monthly dues transfers withheld until the report is filed. (May 31)
 - Estimate of component lobbying expenses and dues schedule (active, affiliate, student) for the following year (July 15)
 - Business meeting minutes and election results (within 45 days after the meeting and 30 days after the election)
6. Finances
 - Fiscal year of January 1 through December 31. A component may also select a July 1 through June 30 fiscal year.
 - All dues approved by the component membership shall become effective on the first of the fiscal year following the Board of Directors approval. Board approval must be obtained by July 15 prior to the fiscal year in which the dues change is to be implemented.
 - Dues in excess of APTA's. The Board of Directors will consider a request, following the Finance Committee's review and recommendation, from a component to establish dues in excess of APTA's, provided that:
 1. The component develops a budget (both income and expenses) which demonstrate the need for the dues amount specified in the proposed bylaw amendments.
 2. Both budget and proposed bylaw amendments are to be submitted to the component membership under separate First Class mail in accordance with previous notice requirements in the respective component bylaws. This notice shall be in addition to normal procedures for notification of bylaw amendments. A copy of the First Class notice will be sent to APTA.
 3. The component submits both the budget and bylaws adopted to the Board of Directors for approval of the bylaw dues amendments. The component must submit a financial summary and balance sheet from the previous year showing justification of change by line item and a copy of the component bylaws must also be submitted.
 4. Bylaw amendments, approved by the component, must include a provision for annual budget review by the component membership or representative body.

7. Liaisons
 - The APTA President may assign Board members as liaisons to components.
 - The Committee on Sections, Committee on Chapters and staff are also liaisons to Sections and Chapters.
8. Honorary Member Proposals
 - The deadline for submission of proposals is December 1.
(See Section II, Board of Directors Operational and Administrative Policies and Positions)
9. Combined Sections Meeting
 - Sections: See Affirmation Agreement
 - Chapters may not hold on-site business meetings or instructional courses.
 - A time and place shall be made available for a Council of Chapter Presidents Meeting and a Council of Section Presidents Meeting at the Combined Sections Meeting. These meetings may be conducted concurrently with the pre/post instructional programs. One year's advance notice will be given by APTA of the scheduled date and time of these meetings by:
 1. Announcing scheduled date and time at CSM, and
 2. Publishing notification in the Component Bulletin.
10. Annual Conference
 - Chapters may submit specific programs, topics and speakers for the Annual conference Program. This information must be submitted to the APTA Annual Conference Program Committee by December 1, 18 months prior to the Annual Conference.
 - Chapters may not hold on-site business meetings or instructional courses.
 - Sections and Assemblies:
 1. Sections and Assemblies shall be responsible for organizing and planning their business meetings, and coordinating these events with other activities of the Annual Conference.
 2. Section and Assembly business meetings, executive committee meetings, and social functions may be conducted on Saturday morning, Sunday morning, and Monday afternoon. This is in addition to meetings scheduled during designated Section/Assembly time. These meetings will not interfere with the Mary McMillan Lecture, Opening Ceremonies, Opening Reception, Foundation Dinner, unopposed exhibit breaks or the closing conference event.
 3. The Director of Meeting Services will receive event sheets from the program chairmen which will provide the Director of Meeting Services with all requests for audiovisual setups, food, etc.
 4. All arrangements for facilities and services at the conference hotel will be made only by Section/Assembly chairman working through the Director of Meeting Services.
11. House of Delegates
 - Submission of APTA Bylaw amendments: See Article XIII of APTA Bylaws.
 - Submission of main motions: See Standing Rule 15.
 - Provide APTA with information on delegates:
 1. Sections and Assemblies: Annually, prior to the deadline issued by APTA, Sections and Assemblies shall notify APTA of its delegates.
 2. Chapters: See Standing Rule 8.
 - Components shall be represented in the House of Delegates at least every three years.
12. Councils
 - APTA Bylaws, Article IX, Section 3: Councils.

GRANT ASSISTANCE FROM APTA TO CHAPTERS BOD 11-99-12-33 (Program 12) [Amended BOD 06-99-01-01; BOD 06-98-05-14; 06-94-09-18; BOD 11-89-18-78; Retitled: Procedures for Determining Assistance to Components, Initial BOD 03-89-33-108]

The American Physical Therapy Association (APTA) is committed to assisting its chapters, when determined appropriate by the APTA Board of Directors, in efforts addressing proposed legislative/legal issues that would limit the scope of physical therapist practice in a manner that extends beyond concerns and interests of an individual chapter.

In situations in which a chapter seeks grant funding for financial support of legislative/legal issues that have an impact on scope of practice affecting the profession and that extend beyond the concerns and interests of the individual chapter, the Board will use the following criteria and procedures to determine the need for assistance, the amount of which will not exceed \$20,000 per request.

Criteria

- 1) The legislative/legal issue must have a significant limiting impact on the scope of physical therapist practice. To make this determination, the Board of Directors will assess the request in the context of the Association's purpose and priorities as stated in:
 - APTA Bylaws
 - House of Delegates policies and priorities
 - Board of Directors policies and priorities
 - **Association goals and objectives**
- 2) The legislative/legal issue must have nationwide impact. In applying the criteria, the Board of Directors will consider single-state issues that could have a broader effect, even though the immediate direct result might involve only a limited number of Association members.
- 3) The requesting chapter must be willing to consult and cooperate with APTA staff and legal counsel.
- 4) The intended course of action to address the issue should be consistent with the principles and language of the *Guide to Physical Therapist Practice*.

Procedures

- 1) The president and treasurer of the chapter, with proof of authorization for the request by the chapter's board of directors, must forward to the APTA Board of Directors, through the APTA Finance Committee, a written request for grant assistance. This request must include a complete explanation of the legislative/legal issue involved, including a detailed explanation of its national impact.
- 2) Wherever possible, the request is to be made prior to any expenditures of funds in connection with this request.
- 3) The request must describe a plan of action and timeframe for addressing the issue.
- 4) The request must include a fiscal impact statement addressing the estimated costs and plans for generating revenue.
- 5) The request must explain the impact on the chapter's current financial status, an operational year-end projection, identification of the chapter's share of the project costs, and revenues solicited/received from other sources.
- 6) The Finance Committee will review the completed request and make a recommendation to the APTA Board of Directors. The review shall include consideration of the chapter's history of fulfillment of its obligation to provide annual financial reports as outlined in APTA's Bylaws.
- 7) The Board of Directors shall determine grant approval and specific dollar amount of funding. The complete review and Board determination, including notification to the component, will occur within 30 days of receipt of the completed application.
- 8) The chapter agrees to provide to the Board an accounting of the expenditures of grant dollars, monies generated and outcomes of the legislative/legal issues on a quarterly basis.
- 9) The APTA Board of Directors shall submit an annual report to the House of Delegates that summarizes all requests for funding, amounts funded, rationale for denials, and outcome of activities funded during the previous year.
- 10) The chapter will ensure that state legal counsel and lobbyists consult with Association counsel and staff regarding the management, strategies, and plan of action for the legislative/legal issue.

HONORARY MEMBERSHIP PROPOSAL SUBMISSIONS BOD 03-97-06-13 (Program 10) [Amended BOD 06-75-00-00]

1. Proposals for the APTA Honorary Membership category must be submitted by a chapter of the Association with a nomination form obtained from the APTA Governance Office. Submission of proposals for Honorary Membership

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should include appropriate background materials and support statements, solicited and/or compiled by the nominating chapter, that specifically focus on the following areas of contribution:

- a. significant to the profession of physical therapy,
 - b. national in recognition and scope,
 - c. extend beyond the scope of work done as part of employment; and
 - d. of unique quality.
2. Chapters should submit proposals with background materials and support statements to the APTA Governance Office, 1111 N. Fairfax St., Alexandria, VA 22314-1488, by the deadline date of December 1.
 3. Proposals shall be presented to the Board of Directors for consideration at the March Board of Directors meeting.
 4. The nominating chapter will be notified of the action of the Board of Directors regarding the proposal following the March Board meeting.
 5. If the Board of Directors recommends action to the House of Delegates through the presentation of a motion for Honorary Membership, the chapter should have a delegate prepared to present the support statement to the House of Delegates.
 6. If the motion is adopted by the House of Delegates, and the recipient is unable to be present during the House session to accept the honor, the chapter should identify a representative to accept the membership on behalf of the recipient. Chapter officers may then make the presentation of membership to the recipient at a later date.
 7. A framed certificate will be given to the recipient commemorating the Honorary Membership category in the Association.

COUNCILS

BOD 03-94-12-27	Policy on Councils
BOD 05-02-01-01	Purpose of the Council of Catherine Worthingham Fellows
BOD 11-91-41-166	Purpose and Structure of the Council of Chapter Presidents
BOD 02-02-16-19	Purpose and Structure of the Council of Section Presidents
BOD 11-91-43-172	Composition of Council of Executive Personnel
BOD 11-91-43-173	Purpose of Council of Executive Personnel
BOD 11-91-43-174	Reporting Mechanism for Council of Executive Personnel

POLICY ON COUNCILS BOD 03-94-12-27 (Program 40) [Initial BOD 11 -93-14-51]

Funding for councils will be provided by the APTA Board of Directors and will be considered as part of the Association's annual budget process. Activities of the councils shall be approved by the APTA Board of Directors. Councils shall not collect dues or maintain separate funds. The Association is not responsible for any debts created by the councils.

Councils may create task forces and committees of their own members (without APTA funding) to further the purpose of the council but may not charge other groups to act without prior approval of the Board of Directors.

Councils may not speak on behalf of the Association without being asked, in writing, to do so by the APTA Board of Directors.

COUNCIL OF CATHERINE WORTHINGHAM FELLOWS:

PURPOSE OF THE COUNCIL OF CATHERINE WORTHINGHAM FELLOWS BOD 05-02-01-01[Initial BOD 03-93-08-15] (Program 01)

Purpose

To provide a formal means for the Catherine Worthingham Fellows to express their collective concerns and recommendations on issues facing the Association and the profession; to promote communications between the Fellows and the APTA Board of Directors, components, and staff; to promote communication among the Fellows; and to provide a mechanism for Fellows to meet at annual conference and the Combined Sections Meeting.

COUNCIL OF CHAPTER PRESIDENTS:

PURPOSE AND STRUCTURE OF THE COUNCIL OF CHAPTER PRESIDENTS BOD 03-01-07-23 (Program 40)
[Amended BOD 11-92-20-86; Initial BOD 11-91-41-166]

Purpose

In 1987, the Board of Directors formalized the meeting of the Chapter Presidents as the Council of Chapter Presidents. This was done to promote greater communication among the chapters, as well as between the chapters, the Board of Directors, sections and staff. The Council also provides a forum for chapter presidents to meet at Annual Conference and the Combined Sections Meeting.

Composition of the Council of Chapter Presidents

Members of the Council will be each chapter president or the president's designee.

Functions of the Council of Chapter Presidents

1. Promote networking and professional development for chapter presidents.

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2. Educate chapter presidents on Association issues, policies, and chapter management.
3. Participate in orientation of new chapter presidents in their role on the Council of Chapter Presidents, their relationship to the Committee on Chapters and the function of the Board of Director liaisons.
4. Provide input on policies, Board of Directors' actions, motions for the House of Delegates, and grassroots concerns to the Committee on Chapters.
5. Provide nominations for committee appointments and APTA elections.

Meetings

1. The Council will hold meetings at both the Combined Sections Meeting and the APTA Annual Conference. The meeting prior to the Combined Sections Meeting and the pre-House of Delegates meeting at Annual Conference should include, but not be limited to:
 - discussion of potential House of Delegates motions
 - a report on Committee on Chapters (CoC) meetings
 - updates and reports from the Board of Directors, APTA staff, task forces, etc.
 - roundtable discussions on chapter concerns
 - orientation for new chapter presidents
 - recommendations for nominations to the Committee on Chapters
 - other recommendations to the Committee on Chapters

The post-House of Delegates meeting should include, but not be limited to:

- discussion of House issues and implications to the chapters
 - generation of nominations for national office and committees
 - conclusion of unfinished business from the pre-House meeting
 - other recommendations to the Committee on Chapters
2. Agenda items for the Council meetings are solicited from chapter presidents, the Board of Directors and APTA staff.
 3. The Committee on Chapters finalizes the agenda and facilitates the Council meetings.
 4. Invited guests may attend meetings and participate in discussion, but may not vote.
 5. Executive sessions may be called at the request of Council members.

COUNCIL OF SECTION PRESIDENTS:

PURPOSE AND STRUCTURE OF THE COUNCIL OF SECTION PRESIDENTS BOD 02-02-16-19 (Program 40)
[Amended BOD 03-93-13-26; BOD 11-92-19-84; Initial BOD 03-92-29-98]

Purpose

In 1991, the Board of Directors formalized the meeting of Section Presidents as the Council of Section Presidents. This was done to promote greater communication among the sections, and between the sections, Board of Directors, chapters and staff. The Council also provides a forum for section presidents to meet at Annual Conference and the Combined Sections Meeting.

Composition of the Council of Section Presidents

Membership of the Council will be each section president of the president's designee.

Functions of the Council of Section Presidents

1. Promote networking and professional development for section presidents.
2. Educate section presidents on Association issues, policies, and section management.
3. Participate in orientation of new section presidents in their role on the Council of Section Presidents, their relationship to the Committee on Sections and the function of the Board of Director liaisons.
4. Provide input, such as policy recommendations, Board of Directors actions, possible motions to the House of Delegates, and grassroots concerns, to the Committee on Sections as a conduit to the Board of Directors.
5. Provide nominations for committee appointments and APTA elections.
6. To select a liaison to the ABPTS. The selection shall take place at the Combined Sections Meeting (CSM). The liaison serves a two-year term.

Meetings

1. The Council will hold meetings at both the Combined Sections Meeting and the APTA Annual Conference. The meeting prior to the Combined Sections Meeting and pre-House of Delegates meeting at Annual Conference should include, but not be limited to:
 - a report on Committee on Sections (CoS) meetings
 - updates and reports from Board of Directors, APTA staff, task forces, etc.
 - roundtable discussions on section concerns
 - orientation for new section presidents
 - recommendations for nominations to the Committee on Sections
 - other recommendations to the Committee on Sections

The post-House of Delegates meeting should include, but not be limited to:

- discussion of House issues and their implications for Sections
 - generation of nominations for national office and committees
 - discussion of potential nominees for national office and committees
 - conclusion of unfinished business from pre-House meeting
 - other recommendations to the Committee on Sections
2. Agenda items for the Council meetings are solicited from section presidents, Board of Directors, and APTA staff.
 3. The Committee on Sections finalized the agenda and the chair of the Committee on Sections facilitates the Council meetings.
 4. Invited guests may attend meetings and participate in discussions, but may not vote.
 5. Executive sessions may be called at the request of Council members.

COUNCIL OF EXECUTIVE PERSONNEL:

COMPOSITION OF COUNCIL OF EXECUTIVE PERSONNEL BOD 11-91-43-172 (Program 40)

The composition of the Council of Executive Personnel shall be those individuals serving as APTA and component chief executive officers, other staff endorsed by the APTA and/or component chief executive officers, and the president of APTA components that do not have an executive officer.

PURPOSE OF THE COUNCIL OF EXECUTIVE PERSONNEL BOD 11-91-43-173 (Program 40)

The purpose of the Council of Executive Personnel shall be to:

- Promote the professional development of council members.
- Provide such services as will further the Object of the Association.
- Promote Association recognition of the unique contributions of component and Association staffs.
- Promote and encourage the highest level of ethical principles.
- Provide for peer networking.
- Enhance communication among and between council members and the Association.
- Provide for an orientation to the Association.

REPORTING MECHANISM FOR COUNCIL OF EXECUTIVE PERSONNEL BOD 11-91-43-174
(Program 40)

The President of the Council of Executive Personnel shall work with APTA Component Relations Department staff on Council activities; APTA staff shall provide staff reports to the APTA Board of Directors when appropriate.