

# **Bylaws of the Arkansas Physical Therapy Association**

## **ARTICLE I. NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION**

Section 1: The Arkansas Physical Therapy Association, hereinafter referred to as the Chapter, shall be a chapter of the American Physical Therapy Association, hereinafter referred to as the Association.

Section 2: The geographic jurisdiction of the Chapter shall coincide with the boundaries of the State of Arkansas.

## **ARTICLE II. OBJECT**

The object of the Chapter shall be the object of the Association as stated in the Association bylaws.

## **ARTICLE III. FUNCTIONS**

The functions of the Chapter shall be the same as the functions of the Association as stated in the Association bylaws.

## **ARTICLE IV. MEMBERSHIP**

### **Section 1: Categories and Qualifications of Members**

The Chapter membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant shall be the same as those of the Association.

In addition, the Chapter shall maintain a single Corresponding Member category with rights and privileges as stated in the Association Bylaws.

### **Section 2: Rights and Privileges of Members**

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

### **Section 3: Admission to Membership**

Admission to Chapter membership is by assignment by the Association's Board of Directors.

### **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 Chapter who is suspended by the Association shall have his or her membership privileges suspended in the Chapter. Any member

who is expelled from membership in the Association shall be expelled from Chapter membership.

- B. 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.

#### Section 6: Reinstatement

Individuals shall be reinstated to Chapter membership in accordance with the Association's Standing Rules. The Chapter may not charge a reinstatement fee.

### ARTICLE V. DISTRICTS AND SPECIAL INTEREST GROUPS

#### Section 1: Districts

- A. A district Shall:
  - 1. 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 Board of Directors.
  - 2. Not establish dues.
  - 3. Not levy special assessments that carry punitive action or loss of good standing.
- B. A district of the Chapter may be established and/or dissolved in accordance with the rules and conditions specified by the Chapter Board of Directors.

#### 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 Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
  - 2. Not levy special assessments that carry punitive action or loss of good standing.
- C. A special interest group of the Chapter may be established and/or dissolved in accordance with the rules and conditions specified by the Chapter Board of Directors.

#### Section 3: Limitations

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

- A. Bylaws and policies of the Association and the Chapter.
- B. No district or special interest group shall profess or imply that it speaks for or represents the Chapter or members other than those currently holding

membership in the district or special interest group unless authorized by the Chapter's governing body.

## ARTICLE VI. MEETINGS

### Section 1: Regular Membership Meetings

A minimum of two regular meetings shall be held during a fiscal year, one in the spring and one in the fall. Chapter programs and business meetings shall not conflict with the Association's Combined Sections, Annual meeting, or House of Delegates meeting.

### Section 2: Special Membership Meeting(s)

Special meetings of the Chapter may be called by the President or by the request of a majority of the membership.

### Section 3: Notice of Membership Meeting Requirements

Notice of the time and place of meetings shall be made public no less than thirty days prior to the date of the meeting.

### Section 4: Quorum

A quorum for any regular or special membership meeting shall be 15 voting members.

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

## ARTICLE VII. OFFICERS & BOARD OF DIRECTORS

### Section 1: Officers: Rights, Duties, and Responsibilities

Officers will be elected for a term of two years or until the election and assumption to office of their successors and officially take office on January 1 following their election. No officer shall serve more than two consecutive terms as an elected officer in the same office.

#### A. President

The President shall be the official representative of the Chapter, shall preside at all meetings of the Chapter and the Board of Directors and shall be an ex-official member of all committees, excluding the Nominating Committee and Ethics Committee. The President shall act on behalf of the Board of Directors between its meetings.

#### B. Vice-President

The Vice-President shall assume the duties of the President when the President is absent or incapacitated. In the event of a vacancy in the office of the President, the Vice-President shall succeed to the Presidency for the

unexpired portion of the term and the office of the Vice-President shall be declared vacant.

C. Secretary

The Secretary shall be responsible for recording and archiving the minutes of the meetings of the Chapter and the Board of Directors. At each meeting, the Secretary shall see to it that minutes of the preceding meeting are read, unless they have been made public at least two weeks prior to the meeting. Business meeting minutes shall be sent to the Association within 45 days after a meeting.

D. Treasurer

The Treasurer shall collect and keep accurate records of all moneys collected and disbursed by the Chapter. The Treasurer shall serve as Chairperson of the Finance Committee.

Section 2: Vacancies

If, before the expiration of the term for which elected, the President dies, resigns, is removed, or becomes disqualified, the Vice-President shall succeed the office vacated for the unexpired portion of the term. Vacancies created by death, resignation, removal, or disqualification of other officers shall be filled by the Board of Directors to serve until the end of the regular term.

Section 3: Qualifications

Only such members of the Chapter as are provided for in the Association bylaws, Article IV, Section 2, subparagraph B.(3).b, who have been members in good standing for a period of at least 1 year immediately preceding their election, and who have consented to serve, shall be eligible for election to office.

Section 4: Board of Directors

A. Composition

The members of the Board of Directors shall consist of the Officers (President, Vice-President, Secretary and Treasurer), the Chief Delegate, the chairpersons of the standing committees, and the district and SIG representatives. The newly elected officers shall attend meetings of the Board of Directors as observers until they officially take office.

B. Duties and Responsibilities

The Board of Directors shall:

- A. Carry out the mandates and polices of the Chapter as determined by the membership.
- B. Perform all acts and transact all business for and on behalf of the Chapter with full power and complete authority between meetings of the Chapter membership, subject to the provisions of these bylaws,

the Association bylaws, and all resolutions and enactments of the membership.

- C. Meet at regular intervals and at such other times as are necessary to conduct the affairs of the Chapter business of the Board of Directors will be conducted between regular meetings by the Chapter President.
- D. Bring before the members of the Chapter at any regular or special meeting, or by correspondence, communication from the Association for information or vote.
- E. Submit, as individual directors, reports at each Board of Directors and Chapter meeting and submit annually a strategic plan.
- F. Appoint a committee of three members to audit the Treasurer's account annually or have the account audited by a Certified Public Accountant.
- G. See that each new Chapter member receives a copy of the Chapter bylaws, the state licensure law, and any other current publications pertinent to membership in the Chapter.

C. Meetings

1. Regular Meetings

A minimum of two Board of Directors meetings will be held each year. Additional meetings may be called at the discretion of the Chapter President.

2. Special Meetings

A special meeting of the Board of Directors must be called upon request of a majority of the members of the BOD.

3. Notice Requirements

Notice of meetings will be made public no less than two weeks prior to the meeting date.

4. Quorum

Each member shall have one vote at meetings of the Board of Directors. A quorum shall be four voting members with at least two executive officers present.

ARTICLE VIII. COMMITTEES

Section 1: Appointment of Tenure

Qualifications for committee chairpersons and members shall be identical to those found in Article IV, Section 2.B.7 & 8 of the Association bylaws. Unless

otherwise provided for in these bylaws, the Officers shall appoint the chairperson of committees. Each committee shall consist of a chairperson and additional members as necessary to carry on the activities of the committee. Unless otherwise provided for in these bylaws, the chairperson of the committee shall appoint the committee members.

#### Vacancies

Unless otherwise provided for in these bylaws, if an appointed member dies, resigns, is removed, or fails to serve, the Officers shall appoint an eligible member to serve the unexpired portion of the term if it is the committee chairperson. Otherwise, the committee chairperson shall appoint a replacement to serve the unexpired portion of the term.

#### Required Reports

Each of the committees shall submit a written annual report to the Chapter at the Annual Meeting concerning the activities of the previous fiscal year and shall submit reports to the Chapter's Board of Directors and at regular Chapter meetings upon request.

#### Section 2: Finance Committee

The Finance Committee Shall:

1. Present an annual budget to the Chapter.
2. Advise the Chapter on matters pertaining to the Chapter's financial need, growth, and stability based on periodic review of income, expenditures, and investments.

#### Section 3: Ethics Committee

Ethics Committee: The Ethics Committee shall be a three-person committee, one person appointed annually by the Officers to serve a term of three years or until the election of his successor. The individual with the most seniority in the committee shall serve as chairperson. The committee shall be charged with investigating any ethics complaints according to the Association's stated procedures.

#### Section 4: Nominating Committee

The Nominating Committee shall consist of three eligible members (one of whom may be a PTA member); one member shall be elected each year and shall serve a term of three years or until the election of his successor. The senior member of the committee shall serve as Chairperson. The Officers shall fill any vacancy until the next regular election at which time the vacant position shall be filled for the remainder of the term.

#### Section 5: Ad Hoc Committees

Such other committees, standing or special, shall be appointed by the Officers, as deemed necessary to carry on the work of the Chapter.

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

### Section 1: Qualifications

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

### Section 2: Election and Term

Regular delegate(s) will be elected by mail ballot following the Annual Chapter Meeting.

Regular delegates shall be elected to serve a term of two years. Two alternates shall also be elected and be designated as first and second alternate for that year.

The Chief Delegate shall be a Physical Therapist member and have served at least one year as a regular delegate to the Association's House of Delegates. The Chief Delegate shall serve a term of three years. The Chief Delegate shall not serve more than two consecutive terms.

The Chief Delegate shall fill any vacancies in the delegation at any meeting of the House of Delegates from the official alternates present, beginning with the first alternate.

In the event the Chief Delegate is not able to serve, the Chapter President shall appoint one of the other official delegates (or ranked alternate, or any qualified Chapter member, if necessary) as Chief Delegate for a temporary period or for the completion of the term.

### 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 Chapter Board of Directors and/or voting body.
- C. To present material concerning the House of Delegates to the Chapter for information, discussion, opinion or vote.
- D. To vote at meetings of the House of Delegates in accordance with instructions and/or policies of the Chapter.

ARTICLE X. REPRESENTATIVE TO THE PTA CAUCUS.

Section 1: Qualifications

- A. Qualifications of the representative shall be a stated in the APTA Board policies and procedures.
- B. The Chapter shall notify Association headquarters of the name of the Representative as required by the Association.

Section 2: Election and Term

Prior to the fall Chapter meeting and Bprior to the annual session of the PTA Caucus, the PTA, life PTA, and retired PTA members of the Chapter shall elect the Representative to which the Chapter is entitled. An alternate representative may also be elected.

Section 3: Duties of Representative

- A. To attend the annual and special meetings of the PTA Caucus.
- B. To present to the PTA Caucus such matters as are ordered by the Chapter Board of Directors and/or voting body.
- C. To present material concerning the PTA Caucus to the Chapter for information, discussion, opinion, or vote.
- D. To participate and, as indicated, vote at meetings of the PTA Caucus.

ARTICLE XI. ELECTIONS

Section 1: Frequency

Elections will be held annually, after the Annual Meeting of the Association but prior to the fall meeting of the Chapter, according to the following guidelines:

- A. The following will be elected in odd-numbered years – President and Treasurer
- B. The following will be elected in even-numbered years – Vice-President, Secretary and Chief Delegate
- C. The following will be elected annually – Delegates, PTA Representative and Nominating Committee member (1)

Section 2: Nominations

For elections of Officers, Chief Delegates, Delegate, PTA Representative and members of the Nominating Committee, the Nominating Committee shall prepare a slate consisting of at least one name for each vacant office, as is appropriate



for each vacancy to be filled, and submit this slate by mail to the members. It is the responsibility of the Nominating Committee 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. The Nominating Committee is also responsible for election mail-outs, counting the returns and certifying and reporting the election results.

Section 3: Ballots

Voting will be by mail ballot. Ballots will be mailed to all voting members within a time frame that allows the elections results to be finalized in time to be presented to the membership at the fall meeting.

A minimum return of 25% of the membership shall be required for the mail ballot to be valid. The nominating committee will determine a mechanism of membership verification, which must be approved by the Board, and then utilize this mechanism to insure authenticity of the vote. The candidate with the most votes shall be declared the winner. In the event that an election is deemed invalid, there will be an on-site election at the fall Chapter meeting. In the event that the Nominating Committee cannot produce at least one name to place on the mail ballot for a given office, there will be an on-site election at subsequent Chapter meetings until the vacancy is filled.

Results of the elections shall be presented to the Membership by the Nominating Committee at the fall Chapter meeting and sent to the Association within 30 days by the Nominating Committee Chairperson.

ARTICLE XII. FINANCE

Section 1: Fiscal Year

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

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 Chapter's Board of Directors. The Board of Directors shall not commit the Chapter to any financial obligation in excess of its current financial resources.

Section 3: Dues

Physical Therapist:	\$115
PT Post Professional Student:	\$50
Physical Therapist Assistant:	\$55
Life PT or Life PTA:	\$0
Retired PT:	\$50
Retired PTA:	\$25
Student PT or Student PTA:	\$0
Corresponding Member:	\$50

- A. Student Physical Therapist and the student Physical Therapist Assistant 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 PT or Student PTA member automatically converts to the Physical Therapist or Physical Therapist Assistant member category for the remainder of the 12 months of membership. Once the membership remainder expires, these new members are eligible for one year of membership at 50% of the Association and chapter dues rate for the respective Physical Therapist or Physical Therapist Assistant member.
- B. All dues shall be for the period specified in the Associations bylaws and shall be payable following the Association schedule.
- C. All dues changes approved by the Chapter membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first day of the Association's next fiscal year.

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

#### ARTICLE XIII. DISSOLUTION

The Chapter may be dissolved by two-thirds vote of eligible voting members present, provided that at least 30 days prior to the meeting, all voting members are notified in writing of the proposal to dissolve.

#### ARTICLE XIV. PARLIAMENTARY AUTHORITY

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

#### ARTICLE XV. AMENDMENTS

These bylaws may be amended in whole or in part at any meeting of the Chapter by the affirmative vote of at least two-thirds of the members present and voting, a quorum present, provided at least thirty days prior to the meeting a copy of the proposed amendment has been made public to the members of the Chapter. A copy of the proposed amendment must be submitted to the Board of Directors of the Association for approval 60 days before notice to the membership. These bylaws may be amended between meetings by a mail ballot provided that said notice is made public thirty days prior to the date when the vote is due. Two-thirds vote is necessary to pass an amendment by mail ballot provided that 25% of ballots are returned.

If the intent of an amendment is editorial or to bring the Chapter's bylaws into agreement with those of the Association, the amendment shall be made as required by a Bylaws Committee Chair and shared with the Board of Directors. The Bylaws Committee Chairperson shall notify the Chapter's membership that such amendments have been made.

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

#### ARTICLE XVI. ASSOCIATION AS HIGHER AUTHORITY

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

#### ARTICLE XVII. ASSOCIATION MANAGEMENT

The person(s) employed by the Chapter to manage Chapter affairs shall be responsible to the Board of Directors and shall carry out but not make policy as directed by the Board of Directors.

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