

BYLAWS
APTA NEW YORK
Initially Adopted September 1975

Amended 6/2024

ARTICLE I. NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION

Section 1: Name

APTA New York, hereinafter referred to as the “Chapter,” is a chapter of the American Physical Therapy Association, hereinafter referred to as the “Association.”

Section 2: Jurisdiction

The geographic jurisdiction of the Chapter shall coincide with the boundaries of the State of New York.

ARTICLE II. OBJECT

The object of this Chapter shall be the object of the Association as stated in the Association Bylaws, for members of the Chapter: 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

In furtherance of the object as provided above, the Chapter shall:

A. Cooperate with the Association, and health professions fostering the development and improvement of physical therapy service and physical therapy education through the coordinated action of physical therapists, allied professional groups, citizens, agencies, and schools to the end that the physical therapy needs of the people will be met.

B. Promote professional interest in the understanding of physical therapy in the State of New York.

C. Promote legislation and speak for Chapter members in regard to legislative action concerning general health and welfare programs in the territorial jurisdiction covered by the Chapter.

D. Promote and protect the professional status, economic and general welfare of its members.

E. Provide for the dissemination and exchange of information related to physical therapy.

F. Provide such services to further the object of the Chapter.

G. Ensure compliance with the requirements of the Association Bylaws.

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Chapter membership categories and qualifications are defined in the Association Bylaws and include the following: Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, and Student Physical Therapist Assistant.

The Chapter also maintains a single corresponding membership category for Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, and Student Physical Therapist Assistant members who are not assigned to the Chapter, Such corresponding members shall have the rights and privileges provided 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's 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 their Chapter membership privileges suspended. Any member of the Chapter who is expelled from membership in the Association shall be expelled from Chapter membership.

B. Complaints that a member has violated the ethical principles or standards of the Association shall be processed in accordance with the applicable Association-policies and procedures.

Section 6: Reinstatement

Individuals shall be reinstated to Chapter membership in accordance with the applicable Association policies or procedures. The Chapter may not charge a reinstatement fee.

ARTICLE V. DISTRICTS and SPECIAL INTEREST GROUPS

Section 1: Districts

A. Numerical Designation of Districts

The Chapter shall maintain a list of Districts by name and number that may be added to, altered, or dissolved as provided in these Bylaws.

B. Formation of New Districts

1. A group of one hundred or more Physical Therapist members may apply to form a new District by submitting a written application to the Chapter Board of Directors.

2. Such application for formation of a new District shall include (a) the physical or electronic signatures of the members seeking to form the District, and (b) a statement of financial need for the first year of operation for consideration by the Chapter Board of Directors which may vote to provide funds to assist the new District formation.

3. If formation of a new District is approved the territorial boundaries shall be determined by the Chapter Board of Directors.

4. If formation of a new District is not approved by the Chapter Board of Directors, the members desiring to form the new District may appeal to the Delegate Assembly at the next Annual Meeting.

C. Organization and Administration of Districts

1. A member desiring to join a District shall have the choice to be assigned to the District having geographic jurisdiction of the area: (a) where the member practices, (b) where the member resides, or (c) adjacent to where the member practices or resides if it allows for the member to participate more actively.

2. The Officers of each District shall be the Chair (who may also be the Chapter Director from that District), Secretary, Treasurer (or Secretary/ Treasurer) and one Chapter Director from that District, and such additional Officers or Directors as may be necessary. Qualifications and eligibility requirements will be dictated by District Bylaws with the following requirement: Only Physical Therapist members will hold the office of Chapter Director from that District, Chair (or be both the Chapter Director from that District and Chair), and any position that may succeed to the Chair or Chief District Delegate position.

3. District Bylaws must conform to Chapter and Association Bylaws, must be approved by the Chapter Board of Directors when initially drafted, and shall be periodically reviewed by the Chapter Judicial/Reference Committee and approved by the Chapter Board of Directors. If such Bylaws, amendments or matters of policy are not approved by the Chapter Board of Directors, the Districts may appeal to the Delegate Assembly.

D. Obligations and Restrictions of Districts

Each District shall:

1. Not establish dues.
2. Not levy special assessments that carry punitive action or loss of good standing.
3. Maintain complete and accurate financial records.
4. Submit to the Chapter annual reports of its activities and such other reports as may be requested by the Chapter Board of Directors.
5. Hold at least one annual business meeting.
6. Not profess or imply that it speaks for or represents the Chapter or members other than those currently holding membership in the District, unless authorized to do so in writing by the Chapter Board of Directors.

E. Dissolving a District

1. A District may be dissolved by a two-thirds vote of the Chapter Board of Directors; on recommendation of the District; on failure to prove financial independence within one year of formation or on failure of the District to conform to the requirements or principles of the Chapter.

2. A District so dissolved shall have the right to appeal to the Chapter Delegate Assembly at its next meeting and the decision of the Chapter Delegate Assembly shall be final.

3. Upon dissolution of a District, the term of the Chapter Director from that District shall immediately terminate.

4. All records and property of a District shall be returned to the Chapter when said District has been dissolved.

Section 2: Special Interest Groups

A. Purpose

Special Interest Groups 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 interest of the respective Special Interest Groups. Members of special interest groups shall have no additional rights.

B. Operation of Special Interest Groups

The Chapter will post information regarding the formation, structure, obligations, or dissolution of a Special Interest Group. Special Interest Groups are prohibited from charging dues.

ARTICLE VI. DELEGATE ASSEMBLY

Section 1: General Powers

All legislative and elective powers and all authority to determine the policies of the Chapter including the power to amend and repeal these Bylaws are vested in and reside in the Delegate Assembly, hereinafter referred to as the Assembly. The Assembly shall be responsible for electing the Chapter Officers and the members of the Chapter Nominating Committee.

Section 2: Composition

The Assembly shall consist of all Registered Delegates. Registered Delegates shall include all those who have filed credentials as District Delegates, as Officers of the Board of Directors, and as Student Physical Therapist and Student Physical Therapist Assistant Delegates in accordance with the Delegate Assembly Procedure Manual.

A. Selection of Delegates.

1. District Delegates. The District Chair (or the Chair/Chapter Director from that District) or the District's designee shall serve as the Chief District Delegate. Prior to any meeting of the Assembly, each District shall select the additional Delegates who will represent it at the meeting.

2. Student Physical Therapist and Student Physical Therapist Assistant Delegates. The Vice-Speaker of the Delegate Assembly shall be responsible for the selection of two Student Physical Therapist and two Student Physical Therapist Assistant delegates to the Delegate Assembly from the entire student membership.

B. Number of District Delegates. The determination of the number of delegates to which each District is entitled shall be made prior to any meeting on the basis of the membership records. In addition to its Chief District Delegate, each District shall be entitled to select (1) one additional Physical Therapist delegate for each twenty-five (25) Physical Therapist members or a majority portion thereof; and (2) one Physical Therapist Assistant delegate for each twenty-five (25) Physical Therapist Assistant members or a majority portion thereof. Any District that would not be entitled to a Physical Therapist Assistant delegate according to this formula shall be allowed one (1) Physical Therapist Assistant delegate.

C. Qualifications.

1. Only Physical Therapist members in good standing may serve as Physical Therapist District Delegates.
2. Only Physical Therapist Assistant members in good standing may serve as Physical Therapist Assistant District Delegates.
3. Any individual who is a sitting member of the Association Board of Directors, is a member of the Association Reference Committee, or is employed by the Association is ineligible to serve as a Delegate to the Delegate Assembly.
4. No additional qualifications may be required by any District.

D. Rights of Registered Delegates

1. Each District Delegate shall have one vote. If all the Delegates to which a District is entitled do not attend a meeting of the Assembly, the votes shall be transferred equally to the Delegates of the same membership category in attendance in the delegation from that District. In the event that there are an uneven number of votes to be distributed, the Chief Delegate of that District may assign individual District Delegates a limit of one vote more than other district delegates. The number of votes must be reflected on the District Delegate's credentials.
2. Each Officer of the Board of Directors, while serving as a Registered Delegate, shall have the right to speak and make motions, but may not vote or serve as a District Delegate.
3. Student Physical Therapist and Student Physical Therapist Assistant Delegates shall have the right to speak and make motions but not to vote.

Section 3: Meetings

A. Annual Meetings

The Annual Meeting of the Chapter shall be a business meeting of the Chapter Delegate Assembly at a time and place specified by the Executive Committee in consultation with the Speaker of the Delegate Assembly.

B. Special Meetings

A special meeting of the Chapter Delegate Assembly may be called at any time during the year by the Speaker of the Assembly and shall be called in response to a request by the Chapter Board of Directors or a request from Districts representing a majority of Delegate votes in the previous Chapter Delegate Assembly.

C. Electronic Meetings

Meetings of the Chapter or Assembly may be held by electronic means, including telephone conferences or video conferences subject to the following:

All Delegates shall have access to the appropriate electronic meeting media. A majority of the delegates, as verified by their response to a call for any particular meeting, shall constitute a quorum for the meeting and, once established, shall be assumed present until the meeting is adjourned. The technology used for the electronic meeting shall allow the delegates full access to and full participation in all meeting transactions continuously throughout the specified time of the meeting. A majority of the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority or these Bylaws shall be necessary for the adoption of

motions. Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Board of Directors.

D. Notice of Meetings

1. The time and place of the Annual Meeting shall be announced in the official publication of the Chapter and notices shall be electronically mailed to each District Chief Delegate at least six weeks before the meeting is scheduled.

2. At least thirty days prior to a special meeting, official notice of that meeting shall be electronically mailed to each District Chief Delegate and registered delegate. Each registered delegate shall be an accredited delegate who represented that District at the immediately preceding Annual Meeting, provided the delegate is still a member of the District represented; or if unable to serve, an alternate delegate shall be named by the District as a replacement. The time, place and purpose of the meeting shall be stated in the notice.

E. Quorum

A majority of the registered Delegates shall constitute a quorum, provided a majority of the Districts is represented.

F. Voting

1. A majority of the votes cast shall be necessary for the election of Officers, provided that a majority of the quorum shall have voted. In the case of the elections for the Nominating Committee, Delegates to the House of Delegates, and Representative to the Physical Therapist Assistant Council, election shall be by plurality of the votes cast, in accordance with the Delegate Assembly Procedure Manual.
2. Election of Officers and members of the Nominating Committee shall be by ballot, even if there is only one nominee for any office. If a vote fails to determine election, reballoting shall be conducted under procedures determined by the Officers of the Assembly.
3. If a decision must be made between Annual Meetings, a special Delegate Assembly meeting may be called, which may utilize electronic technology provided all District Delegates have an opportunity to participate and a majority of Districts are recorded as present.

Section 4: Officers of the Chapter Delegate Assembly

A. Composition: The Officers of the Assembly shall be the Speaker of the Assembly, Vice-Speaker (who also serves as the Vice-President of the Board) and the Secretary (who also serves as the Secretary of the Board).

B. Responsibilities: These Assembly Officers shall be responsible for determining the number of Delegates to which each District is entitled, registering District Delegates, transferring voting privileges, preparing rules of order, preparing records and reports of the proceeding, appointing a committee to approve the minutes, conducting elections, and providing for the services of a qualified parliamentarian. The agenda for the Assembly shall be prepared by the Speaker of the Assembly and the Judicial/Reference Committee.

Section 5: Minutes

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

ARTICLE VII. OFFICERS, BOARD OF DIRECTORS & EXECUTIVE COMMITTEE

Section 1: Officers and Directors

A. Officers

The Officers shall be the President, Vice-President (who also serves as the Vice-Speaker of the Assembly), Secretary (who also serves as the Secretary of the Assembly), Treasurer, Speaker of the Assembly, and Chief Delegate to the Association House of Delegates.

1. Elections (See also Article VI, Section 3E).

a. At the annual meeting of the Assembly, the President, Vice-President, and Speaker of the Assembly shall be elected on the even-numbered year.

b. At the annual meeting of the Assembly, the Treasurer, the Secretary and the Chief Delegate to the Association House of Delegates shall be elected in the odd-numbered years.

2. Tenure:

a. The term of office of all Officers shall be two years or until their successors are elected and assume office, and shall become effective immediately following the adjournment of the Assembly at which elected, except for the following exceptions:

i. The Chief Delegate to the Association House of Delegates shall assume the office following the adjournment of the Annual Meeting of the House of Delegates in the year elected.

ii. The newly elected President shall serve in the capacity of President-elect during the period immediately following the adjournment of the Delegate Assembly until the adjournment of that year's annual meeting of the national House of Delegates.

b. No Officer may serve in the same office for more than two consecutive terms, but may be re-elected to that office following an interim of at least a complete term of two years.

c. No person shall serve as an Officer of the Board for more than four (4) consecutive full terms.

3. In addition to the rights and duties provided for elsewhere in these Bylaws, or as custom or parliamentary usage may require, the Officers shall have the rights and duties respectively assigned to them as follows:

a. President. The duties of the President shall be to:

1. Serve as official spokesman for the Chapter, with the exception of the Chapter delegation.

2. Preside at all meetings of the Board and the Executive Committee.

3. Call the scheduled Board meetings and any special Board meeting at the request of the majority of the Board, and call any meeting of the Executive Committee.

4. Assume leadership of the Chapter activities and make every effort to develop the Chapter in accordance with policies of the Association.

5. Serve as a Delegate to the House of Delegates of the Association.

6. Submit an annual written report to the Chapter.

7. Serve as an ex-officio member without vote on the Finance Committee.
- b. Vice-President. The duties of the Vice-President shall be to:
1. Succeed to the Presidency for the unexpired term upon a vacancy in the office of President.
 2. Assist the President in the discharge of duties.
 3. Preside at meetings in the absence of the President or on request of the President.
 4. Submit an annual written report to the Chapter.
 5. Serve as Vice-Speaker of the Assembly.
 6. Act as ex-officio member without vote of all committees except the Nominating Committee, Finance Committee, and the Judicial/Reference Committee.
- c. Secretary. The duties of the Secretary shall be to:
1. Ensure the recording, review and dissemination of Delegate Assembly, Board of Directors and Executive Committee minutes as appropriate.
 2. Ensure maintenance of records, books, and papers belonging to the Chapter and of the Chapter's Bylaws, Charter, and Certificate of Incorporation.
 3. Keep a copy of the Chapter annual reports on file.
 4. Prepare and submit an annual written report to the Chapter and such other reports as may be requested by the date(s) specified.
- d. Treasurer. The duties of the Treasurer shall be to:
1. Serve as custodian of all funds of the Chapter and as such the Treasurer shall be bonded in an amount determined by the Chapter Board of Directors and at the expense of the Chapter.
 2. Keep true and accurate accounts of receipts and disbursements of the Chapter.
 3. Have the financial accounts audited annually by a Certified Public Accountant.
 4. Make disbursements on approval of the Board or the Executive Committee.
 5. Serve as Chair of the Finance Committee.
 6. Submit an annual written report to the Chapter.
- e. Speaker of the Assembly. The duties of the Speaker of the Assembly shall be to:
1. In consultation with the Executive Committee, determine the time and place of conferences and the Annual Meeting of the Chapter.
 2. Call regular and special meetings of the Assembly.
 3. Preside at meetings of the Assembly.
 4. Serve ex-officio without vote on the Judicial/Reference Committee.
 5. Prepare the agenda for meetings of the Assembly.
 6. Keep index of standing rules and procedures up to date.

- f. Chief Delegate to the Association House of Delegates. The duties of the Chief Delegate shall be to:
 1. Serve as coordinator and principle spokesman for the Chapter delegation and present to the House of Delegates such matters as are directed by the Board and/or Chapter Assembly.
 2. Preside over any meetings of the Chapter Delegates to the Association House of Delegates.
 3. Serve as ex-officio member of the Chapter Board without a vote.
 4. Prepare and distribute the caucus schedule for the Chapter Delegation to the Association House of Delegates.
 5. Orient the Chapter Delegation to their roles and responsibilities.
 6. Delegate responsibilities to the Chapter Delegates prior to and during the session of the House of Delegates.
 7. Submit a summary report of House of Delegates activities to be published in the Chapter Newsletter as soon as possible after the House of Delegates.
 8. Prepare and distribute a summary report of House of Delegates activities to the first Chapter Board Meeting following the House of Delegates.
 9. Perform any other duties as directed by the Executive Committee, Chapter Board or Chapter Assembly.

B. Chapter Directors

1. Number
There shall be one Chapter Director from each District.
2. Election:
 - a. Chapter Directors shall be elected by the Districts which they represent at the appropriate District Annual Meeting, prior to the Annual Meeting of the Assembly and shall assume office upon adjournment of the Annual Meeting of the Assembly.
 - b. Chapter Directors from the odd-numbered Districts shall be elected on the odd-numbered years.
 - c. Chapter Directors from the even-numbered Districts shall be elected on the even-numbered years.
3. Tenure:
 - a. The term of office of all Chapter Directors shall be two years or until their successors are elected and assume office.
 - b. No person shall serve more than three consecutive terms as a Chapter Director.

Section 2: Vacancies, How Filled

A. Officers

1. If a vacancy occurs in the office of President, the Vice-President shall succeed to the vacated office for the unexpired portion of the term.
2. Vacancies in any of the other Officers shall be filled by appointment by the Executive Committee of the Board for the unexpired portion of the term.

B. Chapter Directors

Vacancies in the office of a Chapter Director shall be filled for the unexpired portion of the term in accordance with the Bylaws of the affected District.

Section 3: Qualifications

- A. Only the following Chapter members shall be eligible for election to the Board who:
 - 1. Are Physical Therapist members in good standing of the Association and the Chapter.
 - 2. Have consented to serve if elected.
 - 3. Have been members of the Association for two years immediately preceding election.

Section 4: Board of Directors

A. Composition

The Officers, Directors, and PTA Council Representative shall constitute the Chapter Board of Directors, hereinafter referred to as the Board.

B. Duties of the Board

The Board of Directors shall:

- 1. Attend all regular and special meetings of the Board.
- 2. Bring before the members, communications from the Association for information, opinion or vote.
- 3. Carry out policies of the Chapter as determined by the Assembly.
- 4. Have full power and complete authority, as the governing body of the Chapter, subject to the provisions of these Bylaws, to perform all acts, and transact all business for and on behalf of the Chapter.
- 5. Create standing committees, ad hoc committees, task forces, and special interest groups and direct the activities of all committees and Task Forces except the Nominating Committee.
- 6. Be empowered to require attendance of any or all committee and task force chairs except the Nominating Committee at any Board meeting, but shall not confer voting power on these chairs.
- 7. Order the calling of Board meetings.
- 8. Receive, review, and approve the annual budgets, and arrange for expenditure of funds.
- 9. Authorize the employment of such outside services as may be required to operate the Chapter efficiently within the financial resources of the Chapter.
- 10. Perform any other duties as provided elsewhere in these Bylaws or as indicated by vote of the Assembly.
- 11. Require that all reports of Officers, committee and task force chairs and all annual or other reports requested by the Association Board of Directors are submitted by the date specified.
- 12. Have published a Chapter Newsletter.
- 13. Determine priorities for Executive personnel.
- 14. Act on all applications for the formation of Districts.

15. Designate an Ethics Liaison to interact with the APTA Ethics Committee, to refer ethics complaints to the Ethics Judicial Committee, and to promote ethics related educational resources to members.

C. Meetings

1. Regular Meetings

The Board of Directors shall meet in the Fall for approval of the budget as specified in these Bylaws, and shall hold additional meetings in accordance with Chapter policy.

2. Special Meetings

A special meeting of the Board of Directors shall be called at any time by the President in response to a request by the Executive Committee or by request of the Chapter Directors representing a majority of votes.

3. Telecommunications Meetings

Regular and special meetings of the Board may be held by a conference with telephone or similar communications equipment allowing all persons participating in the meeting to simultaneously hear each other and participate in proceedings. Participation by such means shall constitute presence in person at a meeting.

4. Notice Requirements

Notice of meetings shall be accordance with Chapter policy

5. Voting Power of the Board of Directors

a. Each Officer shall have one vote, except the Chief Delegate to Association House of Delegates.

b. Each Chapter Director to the Board shall have one vote.

c. The PTA Council Representative shall not have a vote.

6. Quorum

A majority of the voting members of the Board shall constitute a quorum of the Board.

Section 5: Executive Committee

A. Composition

The Executive Committee is a Board Committee and shall consist of the President, Vice-President, Secretary, Treasurer and one member-at-large from the Board. The member-at-large shall be elected to the Executive Committee annually by members of the Board of Directors who are not members of the Executive Committee.

B. Tenure of Member at Large

1. The Member at Large shall assume office immediately upon election.

2. The term of office shall be 1 year or until a successor is elected and assumes office. No Member at Large shall serve consecutive terms.

C. Duties of the Executive Committee

In addition to the duties outlined for the Board of Directors, the Executive Committee shall

1. Exercise the administrative authority of the Board between meetings of the Board.

2. Appoint the Chairs and members of all Committees and task forces, except the Nominating Committee, which is elected as provided in these Bylaws.

3. Fill all vacancies of elected Officers of the Chapter, except the President.

4. Select and employ Executive personnel who shall be responsible to the Board and for administration of the Chapter's office.
5. Provide for bonding of all persons handling money or other property of the Chapter.
6. In consultation with the Speaker of the Delegate Assembly, determine the time and place of the conferences and Annual Meeting of the Chapter.

D. Meetings

1. Regular Meetings

The Executive Committee shall meet at least three times per year, and as often as necessary to carry out the business of the Chapter.

2. Special Meetings

A special meeting of the Executive Committee may be called at any time by the President and shall be called in response to a request by a majority of the Executive Committee.

3. Telecommunications Meetings

Regular and special meetings of the Executive Committee may be held by a conference with telephone or similar communications equipment allowing all persons participating in the meeting to simultaneously hear each other and participate in proceedings. Participation by such means shall constitute presence in person at a meeting.

4. Notice Requirements

Notice of meetings shall be accordance with Chapter policy

5. Quorum

Three voting members shall constitute a quorum of the Executive Committee.

Section 6: Ad Hoc Committees

The Board may create other ad hoc committees from time to time. Such committees shall consist of a minimum of three Board members.

ARTICLE VIII. COMMITTEES

Section 1: Committees of the Chapter

Besides such other committees, standing or ad hoc, as shall be created by the Board of Directors as deemed necessary to carry on the work of the Chapter, there shall be a Judicial/Reference Committee which shall be appointed by the Executive Committee and have the duties, responsibilities, and authority as provided in the Delegate Assembly Procedure Manual and the Judicial/Reference Procedure Manual.

A. Finance Committee

1. Composition: This committee shall consist of the Treasurer and at least three additional members appointed by the Executive Committee. The President shall serve as an ex-officio member without vote.

2. Qualifications: Committee members must be members in good standing of the Chapter.

3. Duties: Advise the Board of Directors on matters pertaining to financial needs, growth and stability, presentation of an annual budget to the board of directors, investment policies, and compliance with financial obligations to APTA.

4. Term: The appointed members shall serve for a term of three years or until their successor is appointed.

5. The Chair shall be the Treasurer.

Section 2: Committee of the Assembly

A. Nominating Committee

1. Composition: This committee shall consist of three members who shall be elected for a three-year term. The senior member shall serve as the Chair of the Committee.

2. Qualifications: Members of this committee shall be Physical Therapist members in good standing in the Association and the Chapter and who have held this status for two years immediately preceding election or appointment.

3. Duties: The duties of the Nominating Committee are prescribed by the Chapter Nominating Committee and Election Procedure Manual.

4. Vacancies: Vacancies on the Nominating Committee shall be filled by appointment by the Executive Committee, until the next meeting of the Delegate Assembly, at which time an election to fill the unexpired portion of the term shall be held.

ARTICLE IX. DELEGATES TO THE ASSOCIATION HOUSE OF DELEGATES

Section 1: Qualifications

A. Only Physical Therapist members in good standing, and one Physical Therapist Assistant member in good standing, may serve as Chapter Delegates.

B. Each Delegate shall meet the criteria for selection as described in the Chapter Nominating Committee and Election Procedure Manual.

Section 2: Election and Term

A. In the event that the Chief Delegate is unable to attend the House, the Chapter Delegates in attendance will elect an Acting Chief Delegate to assume the duties of the Chief Delegate. Only delegates who are Physical Therapist members are eligible to be elected as Acting Chief Delegate.

B. Each District is entitled to elect/select one District Physical Therapist member as its designated delegate to the House of Delegates.

C. Individual Chapter members shall submit their own nomination forms to the Nominating Committee for election for the remaining delegate positions to the House of Delegates, according to the Nominating Committee and Election Procedure Manual. The Nominating Committee shall present the list of candidates to the Delegate Assembly and consider additional nominations from the floor.

D. At-large Delegates and Alternate Delegates shall be elected by the Delegate Assembly. Only one Physical Therapist Assistant member may be elected as an At-large delegate, according

to the Nominating Committee and Election Procedure Manual. The number of Delegates shall not exceed the number to which the Chapter is apportioned; the remainder of the candidates shall be designated as Alternate Delegates and shall be called to serve as a Delegate according to the Nominating Committee and Election Procedure Manual.

E. The term of office for all Chapter Delegates shall begin in the year of election/selection on the date that the Association Delegate Roster Submission Site opens and shall end upon opening of the Association Delegate Roster Submission Site the following year.

F. In the event that a delegate cannot serve, an Alternate Delegate will serve.

G. In the event that the number of Delegate candidates does not meet the number to which the Chapter is apportioned, those candidates **who are Physical Therapist members** shall be designated as Chapter Delegates to the House of Delegates. In the event that the number of Delegate candidates does not meet the number to which the Chapter is apportioned and only one Physical Therapist Assistant member is among the Delegate candidates, that Physical Therapist Assistant member shall be designated as a Chapter Delegate. However, if multiple Physical Therapist Assistant members are among the Delegate candidates, an election shall be held to determine which Physical Therapist Assistant member candidate shall serve as a Chapter Delegate according to the Nominating Committee and Election Procedure Manual.

H. A Chapter Delegate may not, in the same year, serve as a Section Delegate or as a member of the Association Board of Directors. A Chapter Delegate who is a Physical Therapist Assistant member may not serve as a PTA Council Delegate in the same year.

I. The Chapter shall notify Association Headquarters of the name of the Chapter Delegates, as required by the Association and the Standing Rules of the House of Delegates.

J. The Chapter must be represented in each session of the House unless a waiver is approved by the Association Board of Directors.

Section 3: Distribution of Votes

A. The Chief Delegate shall be entitled to one of the apportioned Chapter votes.

B. The Chapter President shall be entitled to one of the apportioned Chapter votes.

C. The newly elected President, serving in the capacity of President-elect, shall be entitled to one of the apportioned Chapter votes in the House of Delegates immediately following their election prior to assuming office.

D. The newly elected Chief Delegate shall be entitled to one of the apportioned Chapter votes in the House of Delegates immediately following their election prior to assuming office.

E. The remainder of the votes to which the Chapter is entitled shall be apportioned among the delegates.

Section 4: Responsibilities of Delegates

- A. Attend all meetings of the House of Delegates and any additional meetings as directed by the Chief Delegate.
- B. Present to the House such matters as are directed by the Board or the Assembly.
- C. Act on behalf of the Chapter in between meetings of the Board and Assembly with respect to House of Delegate-related matters.

ARTICLE X. REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE PHYSICAL THERAPIST ASSISTANT COUNCIL (PTA COUNCIL)

Section 1: Qualifications

- A. The qualifications of the Representative and Alternate Representative shall be as stated in the Association 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

- A. The Representative and Alternate Representative to the PTA Council shall be elected on the even year by plurality vote of the registered Physical Therapist Assistant District Delegates to Delegate Assembly in accordance with the Nominating Committee and Election Procedure Manual.
- B. Tenure: The terms of office shall be two years or until a successor is elected and assumes office.

Section 3: Duties of Representative and Alternate Representative

- A. To attend all meetings of the PTA Council and fulfill all responsibilities as determined by the Association Board of Directors.
- B. To present to the PTA Council such matters as are directed by the Chapter Board or the Delegate Assembly.
- C. To serve as a non-voting member of the Chapter Board.
- D. The Alternate Representative will fulfill any of the duties outlined above only if the Representative is unable

ARTICLE XI. FINANCES

Section 1: Fiscal Year

The fiscal year of the Chapter shall be the same as that of the Association: from January 1 through December 31.

Section 2: Chapter Dues

- A. Chapter Dues shall be as approved by the Delegate Assembly.
- B. All dues shall be for the period specified in the Association Bylaws and shall be payable following the Association's schedule.

C. All dues increases 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 of the Association's next fiscal year.

D. The Chapter Board of Directors, by majority vote, may offer reduced rates for Chapter dues as an incentive to promote membership.

Section 3: Annual Chapter Budget

Current and proposed annual Chapter Budgets shall be prepared by the Finance Committee and shall be distributed to the membership at least forty-five days prior to being submitted for approval at the Fall Board of Directors Meeting. A majority vote of the Board is required to adopt the Annual Budgets, and a two-thirds vote of the Board shall be required to amend the Annual Budgets.

Section 4: 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 approval of the Board. The Board shall not commit the Chapter to any financial obligation in excess of its current financial resources.

Section 5: Statements and Reports

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

ARTICLE XII PUBLICATIONS

The Chapter Newsletter will be the official publication of the Chapter.

ARTICLE XIII. DISSOLUTION AND REVOCATION

A. If the Chapter is dissolved voluntarily, the legal requirements of dissolution and the disposal of assets will be governed by the Board, the incorporation laws of the State, and if applicable, the Federal and State tax laws.

B. Involuntary dissolution of the Chapter by action of the Association Board of Directors shall be as prescribed in the Association Bylaws.

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 at any regular or special meeting of the Assembly by a vote of two-thirds of the registered Delegate votes provided a quorum is present.

A. Any proposed amendment must be submitted in writing to the Chapter Office by the date specified by the Speaker of the Assembly.

B. In accordance with the Association Policy on Component Bylaws, proposed amendments must be submitted to the Association sixty days prior to giving notice to the membership.

C. Copies thereof must be mailed to each voting member at least 30 days prior to the meeting.

D. The amended Bylaws become effective upon approval in writing by the Association's Board of Directors; with the exception of changes in Chapter dues which become effective on the first of the Chapter's next fiscal year following approval.

E. 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 Speaker of the Assembly and shared with the Board of Directors. The Speaker of the Assembly shall notify the Chapter's membership that such amendments have been made.

ARTICLE XVI. ASSOCIATION AS HIGHER AUTHORITY

In addition to these Bylaws, the Chapter is governed by the Association's Bylaws and Standing Rules and by the Association's House of Delegates and Board of Directors policies.