



POLICY MANUAL

REVISED AND APPROVED 5/2022

APTA NEW YORK
Policy Manual

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SECTION 1: CORE DOCUMENTS

APTA New York Bylaws (*available at www.aptany.org*)

Procedure for Amendment/Approval

The APTA New York Chapter Bylaws and proposed amendments must comply with the APTA Bylaws and The Policy on Component Bylaws. The APTA New York Judicial/Reference Committee must review all bylaw amendments prior to being submitted to the APTA for Parliamentary review. The Parliamentarian must receive the proposed amendments at least 60 days prior to notification of the Chapter members. Following approval by the Delegate Assembly, amendments must be sent to APTA for final approval within 30 days. Bylaw amendments become effective upon approval by APTA, except for dues amendments that become effective for the fiscal year following approval.

Strategic Plan

The APTA New York Strategic Plan is defined as the Mission, Vision, Values and Goals and Objectives of the APTA New York (BOD 10-06-14).

APTA*

APTA Bylaws

APTA Strategic Plan

Code of Ethics

Criteria for Standards of Practice for Physical Therapy

Guide for Professional Conduct

Standards of Ethical Conduct of the Physical Therapist Assistant

Guide for Conduct of the Physical Therapist Assistant

**APTA Core Documents are available at www.apta.org*

Public Records

The Chapter governing documents and conflict of interest statement will be available on the APTA New York website.

SECTION 2: DELEGATE ASSEMBLY/HOUSE OF DELEGATES

1. Delegate Assembly (DA)

- A. Time and Place: The Delegate Assembly shall be held in an area accessible by train or plane as budgeted each spring, prior to the APTA House of Delegates (BOD 01-07-02).

- B. Procedure for Amendment and Approval of Chapter Strategic Plan: Not more than every five years, at the annual meeting of the Delegate Assembly, the Assembly shall review and amend as necessary, then adopt the Chapter Strategic Plan. The Executive Committee with input from the Board of Directors is responsible for producing the proposal Chapter Strategic Plan.

Goals and Objectives: At each annual meeting of the Delegate Assembly, the Chapter goals and objectives will be reviewed and amended as necessary to represent the needs of the membership.

- C. Authority for Making Procedural Changes in DA and Nominating Committee Manuals:

1. The Speaker and Secretary, in consultation with the Judicial/Reference Committee, have the authority to make procedural changes in the Delegate Assembly Procedure manual (JC 05-07).
2. The Speaker and Secretary, in consultation with the Judicial/Reference Committee and Nominating Committee have the authority to make procedural changes in the Nominating Committee Procedure Manual (JC 05-07).
3. Any procedure that affects the rights or privileges of the members must be brought to the Delegate Assembly (JC 23-99).

2. House of Delegates (HOD)

- A. Solicitation of Designated Delegates: The Chief Delegate is to solicit the names of the Designated Delegates in accordance with the following:
1. When an individual's name appears on the elected delegate list and the individual is later chosen as a district Designated Delegate, the individual's name shall be removed from the elected delegate list.
 2. Each district should submit the name of at least two alternate Designated Delegates. Alternate Designated Delegates will be called to serve in the event the Designated Delegate cannot attend the House of Delegates in the order submitted by the district.
 3. In the event a Designated Delegate slot is vacant and there is not an alternate, the position will be filled from the elected list. (JC 19-03).
 4. In the event the elected alternate list has been exhausted, delegate positions will be filled by lottery of the remaining district Designated Alternates.
 5. In the event that no elected nor district Designated Alternates are available to fill a vacant delegate position, the Executive Committee, in consultation with the Chief Delegate, shall appoint an individual to serve as a Chapter delegate at that year's House of Delegates provided that APTA's deadline for adding new names to the Chapter Delegate Roster has not expired.

B. Notification of Delegates: The Chief Delegate is to notify elected delegates and alternate delegates to the House of Delegates of their status within one month of the Chief Delegate's receipt of the rank ordered list of the entire slate of candidates for delegates to the House of Delegates from the Nominating Committee Chairperson (JC 21-92)

C. Chapter Delegate Meeting: The Chief Delegate may hold a meeting of all of the delegates to the House of Delegates present at the Annual Meeting for the purposes of orienting the delegates, reviewing the votes of the Delegate Assembly as they relate to the House of Delegates and assigning any activities/responsibilities that are appropriate.

D. Process to Determine Reimbursement of Delegates to APTA House of Delegates: Chapter Delegates to National APTA House of Delegates will be reimbursed through funds allocated annually in the Chapter budget upon full participation in delegate responsibilities as determined by the Chief Delegate (BOD 09-84-33) and the travel/expense policy (BOD 04-86-14). In the event that the Chief Delegate does not believe that a delegate has fulfilled his/her responsibilities and completed his/her full obligation and participation, the Chief Delegate will bring this to the Executive Committee for any financial adjustments or action (BOD 10-02-15).

E. Board Meetings: The Chief Delegate will report the APTA New York/HOD Delegation activities/actions/motions proposals and submissions since the last board meeting.

F. Delegate Assembly: The Chief Delegate will report the APTA New York/HOD Delegation activities/actions/motion proposals and submissions since the last Delegate Assembly. In addition, the Chief Delegate will place on the Delegate Assembly agency any motion from the APTA New York/HOD Delegation coming before the current year's House of Delegates.

3. Physical Therapist Assistant Caucus

A. Physical Therapist Assistant (PTA) Caucus Representative: The Chapter PTA Caucus Representative shall be funded by the APTA New York to attend the PTA Caucus Meeting held at the APTA Annual Conference, as well as the Town Hall Meeting and PTA Caucus Reception held in conjunction with the ATPA Combined Sections Meeting. (JC 12A-99) In addition, the PTA Caucus Representative will be funded to attend and participate in state caucuses and observe APTA candidate interviews and the House of Delegates proceedings. (BOD 01-01-26). The Physical Therapist Assistant Caucus Representative will serve as a non-voting member of the Board of Directors.

SECTION 3: BOARD OF DIRECTORS/EXECUTIVE COMMITTEE

1. Board of Directors

A. Financial Implications for New Committees/Task Forces: When a new committee or task force is being considered by the Board, or a new task is assigned to an existing group, a budget for meeting expenses and resources to complete the charge will accompany the motion for the Board to consider (BOD 01-07-05).

B. Officer/Board Member Orientation: The President is responsible for the general orientation of all Officers and Directors newly elected to the Board of Directors

C. Board of Directors Meeting Frequency: The Board of Directors shall meet three (3) times a year (BOD 10-00-24) with one meeting held in conjunction with the Chapter Conference (BOD 10-96-05), when held. The winter meeting will be held remotely as a web-based meeting. If the financial situation for any fiscal year prevents the expenditure of monies to conduct three (3) meetings of the Board of Directors, the Chapter will hold a sufficient number of meetings to conduct the business of the Chapter.

D. Mandatory Attendance/Board of Directors: Attendance at Chapter Board of Directors meetings is mandatory for all Officers, Chapter Directors and the PTA Caucus Rep. Chairs of Chapter committees, task forces and other consultants to the Board will be invited to attend Board meetings as required to facilitate the business of the Board. The Board packet will be posted in a timely manner prior to the Board meetings and all Officers, Chapter Directors, PTA Caucus Rep, and chairs of committees, task forces and special interest groups will have access to the information and may be asked to post comments prior to the Board meeting.

E. Board Meeting Attendance Issues/Notification to District by President: The Chapter President or designee must contact a district when they have had no district representation at a meeting of the Board of Directors and remind the district that an alternate may be sent (without a vote) in the event that a Chapter Director is unable to attend. If a district is not represented at three (3) consecutive meetings, the Chapter President will recommend to the District Chair the dismissal of the Chapter Director by the District Board (BOD 08-78-14).

F. Invitation to District Member to attend Chapter Board Meeting: Each Chapter Director is encouraged to invite a district member to a Chapter Board meeting (BOD 10-05-09) at the expense of the District or individual member.

G. Guests at Board Meetings: Chapter members are encouraged to attend meetings of the Board. However, all guests attending meetings of the Board shall each be responsible for his/her own expenses (BOD 02-79-23). Attendance by non-members must be approved in advance of the meeting by the President or designee (BOD 01-06-06)

H. Member-at-Large: Annually, those members of the Board of Directors who are **not** members of the Executive Committee shall elect a fifth member to the Executive

Committee (BOD 10-01-02). Chapter Directors, the Speaker of the Delegate Assembly and the Chief Delegate are eligible to serve as Member-at-Large. Only the Chapter Directors and Speaker of the Delegate Assembly may vote for the Member-at-Large.

I. Minutes: Minutes are to be recorded and kept for each Board meeting and distributed within 30 days of the meeting.

J. Recording of Board of Directors Meetings: Recording of Board of Directors meetings may occur at the discretion of the EC with notification to the BOD with the recording remaining confidential to only members of the Board (BOD 10-15-09).

K. Chapter Director/Committee/Task Force/SIG Chair Reports to Chapter Board Meetings (BOD 01-07-17): Each member of the Board and all committee, task force and special interest group chairs shall submit a written report that is to be in the Chapter office by the deadline indicated by Chapter office for inclusion in the Board packet. A sample report format and motion form will be provided.

L. Policy Manual and Procedure Manuals: The Policy Manual and the Procedure Manuals of the APTA New York shall be reviewed by the Board annually (BOD 10-77-13). Standing committees and task forces must review and submit any changes to their procedure manuals for review at the winter Board meeting (BOD 02-83-06).

M. Process and Deadlines for Submission of Motions for the Board of Directors: All motions should be submitted on the appropriate motion form to the Chapter office in time to be included in the Board packet. All other motions submitted after the deadline will be considered as time allows and in relation to the urgency of the subject matter.

N. Conduct of Business: The Chief Delegate to the APTA House of Delegates, the PTA Caucus Rep, Committee and task force chairpersons, and the Federal Affairs Liaison have the right to speak and make motions, but not to vote at Board meetings.

O. Newsletter Summary of BOD Meetings: A written narrative summary of the proceedings of each meeting of the Board is to be prepared and published in the Chapter newsletter.

P. Conflict of Interest: The APTA New York shall utilize the APTA Conflict of Interest policy (BOD 06-08-01-02). The conflict of interest policy shall be applicable to volunteer leaders and staff. The conflict of interest policy will be given to each Board member when elected or appointed to their position. The form shall be signed and returned to the Executive Director for filing in the Chapter office. In addition, while reviewing the agenda at the beginning of each Board meeting, the President shall ask if any director has a conflict of interest to disclose.

Q. Employment of Outside Services: The Board authorizes the contracting of outside services as may be required to operate the Chapter efficiently within the financial resources of the Chapter.

2. Executive Committee

A. Responsibility to Establish Continuing Education Fees: The Executive Committee shall have the authority to establish registration fee category limits for any Chapter continuing education activity not already budgeted (BOD 01-06-10).

B. Meeting Frequency: The Executive Committee will meet via conference call or webinar at a minimum of 5 times per year in the months that a Board meeting is not scheduled. In the months that an in person Board meeting is held, the Executive Committee will hold on-site meetings prior to each Board meeting.

C. Hiring of Executive Personnel: The Executive Committee is responsible for insuring that the personnel policies that govern the Chapter's employment practices and procedures is consistent with all current labor law and other regulations, including Chapter policies as defined by the Board of Directors and the Delegate Assembly.

D. Disaster and Emergency Committee (DEC): The Executive Committee will act as the Chapter Disaster and Emergency Committee (BOD 10-06-11).

E. Chapter Conference: Executive Committee members are required to attend the Chapter Conference.

F. Approval of Mailing Label Fees and Advertiser Discounts: The Executive Committee shall be responsible for approving the standard fee for mailing labels as well as advertiser discounts and "at cost" fees (BOD 05-92-17). The fee for APTA New York membership labels shall not exceed that charged by APTA.

G. Approval for the Use of Contracted Services: Utilization of all Chapter professional services contracted on a fee-for-service basis must be approved by the Executive Committee and the contact person shall be the President or his/her designee.

H. Performance of Duties/Officers (BOD 01-07-12):

a. Any complaints regarding the performance of Chapter Officers shall be submitted to the President in writing and signed for verification. The President will discuss the complaint with the officer involved and then determine a course of action. If formal action is necessary, then the President will present the issue to the other members of the EC for review. Prior to any action being taken, the Officer in question will be provided an opportunity to present to the EC. The EC, excluding the Officer involved, will determine any action to be taken.

b. Any complaints regarding the performance of the President shall be submitted to the Speaker of the Delegate Assembly in writing and signed for verification. The Speaker will discuss the complaint with the President and then present the issue to the other members of the EC for review. Prior to any action being taken, the President will be provided with an opportunity to present to the EC. The EC, excluding the President, will determine any action to be taken.

3. Grounds for Dismissal of Elected/Appointed Officials and Appeal of Decision (BOD 04-07-04)

Grounds for dismissal of elected officials and appointees include:

1. Documented non-compliance with Chapter policies and procedures
2. Documented failure to perform assigned tasks and fulfill required responsibilities
3. Documented failure to attend required meetings, workshops, etc.

The decision to dismiss a Chapter officer or appointee will be made by the Board of Directors.

Appeal of the dismissal:

An officer or appointee who has been dismissed has the right to appeal the decision.

SECTION 4: CHAPTER APPOINTED GROUPS

1. Committees/Task Forces/Special Interest Groups

A. Creation/Appointment: Committees/task forces and special interest groups of APTA New York are created by either the Delegate Assembly or Board of Directors. The Executive Committee is responsible for making appointments to all Board-created groups. The BOD has the authority to create standing committees of the Chapter to perform functions of an ongoing nature. The BOD or Delegate Assembly may create special committees or task forces to carry out function which are not of an ongoing nature.

B. Purpose of Task Forces: Task forces are groups created by the Board of Director or the Delegate Assembly that have a specified activity/function that has a finite timeframe that does not need ongoing activity.

C. Meetings: All committees, task forces and special interest groups will have at least one meeting per year (BOD 10-77-27).

D. Chairperson Attendance at Board Meetings: All committee, task force and special interest group chairpersons or their designees shall attend designated Chapter Board of Directors meetings as budgeted (BOD 05-92-20).

E. Orientation of New Committee/Chairs (BOD 01-07-16): The outgoing chairperson shall perform orientation activities for new committee chairs at a time as early as possible after the new chair's appointment. If the committee chair is unavailable, orientation will be done by the ex officio member of the committee. Committee chair orientation shall be completed within three months. The orientation will include a review of current charges of the committee and pertinent procedure manual.

F. Term Limits for Committee/Appointments: Appointments to all committees of the APTA New York shall be for three (3) years unless otherwise stipulated in the bylaws. Whenever possible, terms of appointment should expire in alternate years to facilitate continuity within the committee structure. Appointments will be made annually on or

about July 1 (unless stated otherwise in the respective committee procedure manual), to allow for vacancies to be filled on the committees in a timely manner, with the proviso that appointments may be longer or shorter to initiate this policy (BOD 10-90-12).

G. Procedure Manuals: All new committees must develop a procedure manual to be approved by the Board of Directors. Annually, all committees must review and submit any changes to their procedure manual, including expected timelines for completion for approval, to the Winter Board of Directors meeting (BOD 02-83-6, 01-88).

H. Filling Vacancies on Committees: If a committee chairperson fails to serve, is removed from office, resigns or dies, the Executive Committee shall appoint an eligible member to serve the unexpired portion of the term. Vacancies on committees shall be filled in the same manner as originally selected. It is the policy of APTA New York to fill all committee vacancies as quickly as possible by soliciting volunteers through various means (BOD recommendations, APTA Engage platform).

2. Committee Policies

A. Awards Committee

1. National Award Nominations: Each nomination for a national award to be submitted from the Board of Directors is to be accompanied by the name of a designated individual willing to assist the Awards Committee in compiling the required award information for that nomination. (BOD 05-92-29)

2. Student Awards: Each student award recipient from each PT/PTA program in New York State shall receive a certificate from the Awards Committee for the Student Participation Award in accordance with the procedure outlined in the Awards Committee Procedure Manual. (BOD 01-95-04)

B. Leadership Committee

Leadership Development Workshop: The Leadership Development Workshop will be held in conjunction with the Delegate Assembly. (BOD 04-07-18) Members from each district who are new PT or PTA delegates, and student delegates will be invited by the APTA New York. One district member or student member will have his/her expenses covered. (BOD 01-11-06). Additional participants are welcome but are responsible for their own expenses.

C. Public Policy Committee

1. Communication with District Legislative Liaisons: The Public Policy Committee Chairperson shall send information to legislative liaison for action. In the absence of a legislative liaison, information should be sent to the District Chairperson for action. (BOD 04-85-38)

2. Public Policy Priorities: The Public Policy Committee will annually develop the Chapter's public policy priorities for the following calendar year, and present it to the Board of Directors for approval at their Fall meeting of the year prior.

D. Research Committee

1. Chapter Conference Policy: The Research Committee will be responsible for conducting a program for platform and/or poster presentations at the Chapter conference. The committee members will serve as moderators.

2. Robert S. Salant Research Award Policy: Each year, the Robert S. Salant Research Awards will be granted for the outstanding research and special interest presentations, which may be in platform or poster format. The criteria by which the award is judged include content, applicability to physical therapy, originality and independence of the work, style and clarity of the presentation and applicability to the physical therapy practice.

3. Arthur J. Nelson Research Designated Fund: This grant is given to the principal investigator in the APTA New York fiscal year that the award is identified. The principal investigator must be a member of the APTA, be licensed to practice physical therapy in the State of New York, and maintain an active New York State Education Department registration. Pre-professional (entry level) students are ineligible to apply.

4. Research Consultation: The Research Committee will serve as consultants to Chapter members for research activities.

SECTION 5: FINANCE COMMITTEE - FINANCIAL AND BUDGET POLICIES

1. Budget

A. The Finance Committee prepares the Budget of the Chapter. The annual budget shall be prepared by:

- a. Merging the budget requests with the Strategic Plan
- b. Basing revenue projections on line-by-line trend analysis and/or zero-based budget constraints
- c. Presenting a balanced budget or options to balance the annual operating budget (BOD 01-91-13)

The budget as approved at the fall meeting of any year shall be the finalized budget for the ensuing fiscal year. Requested expenditures beyond what is budgeted shall not be amendments to the budget, but shall be called "Board approved overages" or "Executive Committee overages" depending upon the body approving the expenditure. (BOD 01-11-03)

All line item budgets for Board members, Committees, Task Forces and Liaisons shall be in effect only for the submitted fiscal year and shall be accumulative only

for that year with the exceptions of donations that were designated for specific uses for a Committee or Task Force. (BOD 04-86-16)

Any unused balance of the Research Designated Fund will not be carried over to the next year. (BOD 05-92-30).

- B. Budget Neutrality of Educational Programs: In planning Board approved educational programs, the Executive Committee will enter into financial agreements that are at least budget neutral for the Chapter. Programs in continuing education should be supported financially by APTA New York to the extent that initial funding is provided, supportive services rendered and if financial loss is incurred due to cancellation, to accept that risk. (BOD 01-06-10)
- C. Personnel Salary Budget: The Finance Committee shall include in the annual proposed budget, a budget that represents the maximum percentage wage increase that may be awarded to all office personnel for the following year. (BOD 10-05-19)
- D. Funding for Special Projects Not Included in Current Budget: Special projects, with a financial expenditure greater than \$10,000 for which funds have not been budgeted, will not be initiated until the Finance Committee has made a recommendation to the Board of Directors on the impact of the expenditure of the funds. Board approval to expend these additional funds is required; however, between scheduled meetings of the Board, when the decision is time sensitive, the Executive Committee may approve the expenditure, with a report to the Board of Directors at its next scheduled meeting. (BOD 10-05-19; amended BOD 10-18-07)
- E. Funding of Committee Chairs to Delegate Assembly: Only the following Committee Chairs will be funded by the Chapter to attend Delegate Assembly: Awards; PAC; Public Policy, Nominating and Judicial/Reference. (BOD 06-20-03)
- F. Funding for APTA New York Attendance at APTA Federal Advocacy events: APTA New York provides funding for attendance at annual APTA federal advocacy events. Funding levels shall be determined through the Chapter budget process. The Federal Affairs Liaison shall make a recommendation to the Executive Committee of how the funds shall be distributed to attendees. The Executive Committee will be responsible for final approval. (BOD 01-20-03)
- G. Budgeting for Research Grants: Up to \$15,000 shall be budgeted annually for research grants. (BOD 05-12-08) The money is given to the principle investigator identified in the grant application in the year the grant recipient is determined. (BOD 10-05-18) Any unused balance of the Research Designated fund will not be carried over to the next year. (BOD 05-92-28) Monies donated to such a fund shall be distributed upon the recommendation of the Research Committee and on

approval of the Board of Directors. (BOD 02-83-14)

- H. Overspending/Reallocation of Funds: Should a financial deficit arise that requires the use of investment funds, the problem will be presented by the Treasurer and APTA New York's financial representative to APTA New York's investment advisors and/or accounting firm for recommendations. A course of action will be proposed by the Finance Committee to the Board of Directors for approval. (BOD 10-05-23)
- I. Chapter Insurance Policy Review: The Finance Committee shall review all insurance policies that either are coming up for renewal or reflect new types of coverage. The Finance Committee will make recommendations to the Executive Committee for approval before renewals or purchase occurs. (BOD 10-05-14)
- J. District/SIG Financial Reports: The Chapter office is responsible for all of the revenue and disbursement paperwork for all districts and special interest groups.
- K. Requests for Financial Information: Requests for financial statements will be handled on an individual basis. All requests for financial statements/information should be directed to the Executive Director.
- L. Audit and Audit Committee: The Finance Committee also serves as the audit committee. (BOD 01-09-19)

2. Mandatory Funding

The following must be budgeted each year:

1. \$500 per month stipend for President (BOD 10-12-09)
2. Funding for Chapter members to attend APTA federal advocacy events shall be budgeted as per Chapter policy BOD 01-20-03
3. Research Designated Fund - up to \$15,000 shall be budgeted annually. Any unused balance of the Research Fund shall be distributed upon the recommendation of the Research Committee and on approval of the Board of Directors. (BOD 05-12-09)
4. Funding all committees and task forces for at least one meeting per year
5. \$1,200 per delegate plus up to two alternate delegates for travel expenses for HOD (BOD 10-15-03)
6. Delegate Forum
7. "Meet the Candidates" reception
8. Attendance of Nominating Committee at "Meet the Candidate" reception and the Delegate Assembly
9. Attendance of Judicial/Reference Committee at Delegate Forum and Delegate Assembly
10. Purchase of Awards (see Awards Committee Procedure Manual)
11. Executive Committee meetings

12. Board meetings
13. Attendance of officers, directors, PTA Caucus Rep, and all committee chairs at Board meetings, as required
14. Leadership Development Workshop: The Leadership Development Workshop will be held in conjunction with the Delegate Assembly. One PT/PTA or student member from each district will have their expenses covered (BOD 01-11-06)
15. Attendance of the Chapter representative to the PTA Caucus at the APTA Town Hall Meeting and National Assembly Reception held in conjunction with CSM, the PTA Caucus meeting held at the APTA annual conference, and the state caucuses, APTA candidate interviews and the House of Delegates (BOD 01-01-26)
16. Ensure that funds are budgeted annually for APTA diversity initiatives
17. The Chapter President and Chair of the Public Policy Committee shall be funded to attend Lobby Day annually (BOD 01-12-04)
18. Chapter Conference no less than every other year (odd year), with the Program Committee making recommendations about holding a conference in the even years (BOD 10-08-15).
19. Attendance of Program Committee for the full conference
20. Attendance of Research Committee at Research session of conference
21. Robert S. Salant Award - \$100 (2) granted for the outstanding research and special interest presentations
22. Only the following Committee Chairs will be funded by the Chapter to attend Delegate Assembly: Awards, PAC, Public Policy, Nominating and Judicial/Reference.

3. Reimbursement/Funding Policies

A. Expense Reimbursement

Travel/Lodging/Meal Reimbursement: APTA New York will reimburse all members of the Board of Directors, Committee Chairpersons or their designee, Task Force Chairpersons or their designee, and appointed individuals for expenses incurred in relation to official duties that are covered expenses under the reimbursement policy of the Chapter (BOD 10-05-11).

1. Travel: Travel to and from official functions will be reimbursed as follows:

Plane: Economy air fare and baggage fees for one bag reimbursed in full

Train: Coach-class train fare reimbursed in full

Car: Mileage reimbursed using current IRS Guidelines for Mileage Reimbursement

Tolls: Reimbursed in full

Bus: Reimbursed in full

Taxi: Reimbursed in full

2. Lodging: Reimbursement for one-half of the contracted meeting/conference hotel room rate (including applicable taxes) will be made with the following exceptions:

a. Executive Committee members at Chapter meetings.

b. Attendance at Chapter functions when a Chapter official/representative specifically requests a roommate by the reservation deadline and the Chapter staff is unable to arrange for one due to gender or non-availability of another person attending the same event.

c. Attendance at individual committee meetings when the makeup of the committee precludes every committee member from having a roommate (uneven number of committee members or same gender).

d. Delegates and two alternate delegates to the HOD may have the full cost of their room reimbursed, provided they have not exceeded the per delegate reimbursement limit of \$1,200 per delegate/alternate delegate.

e. Chapter officials/representatives attending APTA meetings/events may be reimbursed at the full room rate dependent upon budget approval.

3. Meals: Reimbursement will be made for meals not arranged by the Chapter office. A meal allowance of \$85 per day maximum is allowed when all three (3) meals are the responsibility of the member (receipts are required). The daily allowance total will be pro-rated on those days that some meals are provided by Chapter. Daily allowance for meals is:

Breakfast:	\$15.00
Lunch:	\$20.00
Dinner:	\$50.00

Reimbursement of Expenses: Reimbursement of all expenses will be made only after submission of an expense voucher along with applicable receipts. (BOD 10-03-11) Expense vouchers must be submitted to the Chapter office within 30 days following the meeting/activity. Authorization and approval will be made by the Treasurer and/or the Executive Director. Any expense vouchers submitted after the 30-day deadline must be approved by the Executive Committee prior to payment being authorized. (BOD 10-05-11)

B. Funding of Newly Elected Chapter Directors: The Chapter is responsible for funding newly elected Chapter Directors to attend the Board meeting held in conjunction with the Chapter Delegate Assembly (BOD 10-05-07).

C. Reimbursement for Delegates to the APTA House of Delegates: The amount per delegate and alternate delegate to the APTA House of Delegates will be \$1,200 or actual expenses, whichever is less. In the event that the full delegation does not request reimbursement at the maximum level, the amount per delegate may exceed \$1,200 provided that the total expenditure for the Chapter delegation does not exceed the line item amount (BOD 10-15-03).

4. Chapter Conference/Continuing Education

A. Executive Committee at Conference: Executive Committee members are required to attend the Chapter conference.

B. Speaker/Chief Delegate/Committee Chairs at Conference: The Speaker, Chief Delegate and Committee chairs are encouraged to attend conference. Those who elect to attend will be reimbursed for lodging and meals but must include these costs in their annual budget requests in years when conference is held (BOD 01-12-02)

C. Registration of Research Presenters at Chapter Conference: Poster presenters must register for the conference at early bird two-day or one-day conference rate for the day of the research presentation. If poster presenters do not intend to participate in the formal Research programming at conference, they may attend the poster presentation only at no charge. Platform presenters are entitled to receive 50% off the conference registration rate (BOD 10-18-09.1).

D. Waiver of Speaker Registration Fees at Chapter Conference: Speakers will not be required to pay registration fees for the conference unless they wish to attend an educational course requiring an additional fee. If an additional fee is required, speakers will pay only that fee for admittance. (BOD 05-93-04)

E. Conference Exhibitor Refund Policy: In the event that an exhibitor who has already paid for booth space at the Chapter conference cancels that space, a refund will only be made after a substitute exhibitor has been found and has paid for the booth. (BOD 04-87-87) Refunds, when appropriate, will be made according to the following schedule:

<u>Date Cancelled</u>	<u>Amount of Refund</u>
Greater than 90 days out	Full Refund
61-90 days out	75% Refund
31-60 days out	50% Refund
30 days out or less	No Refund

F. Robert S. Salant Research Award: Each year, the Robert S. Salant Research Award will be granted for the outstanding research and special interest presentations, which may be in platform or poster format. Each award includes \$100 to be shared by the authors.

G. Speaker Honorariums: The Board of Directors shall approve the guidelines for honorariums for speakers at Chapter functions upon review and approval of the annual budget. The Executive Committee will have the authority to adjust the honorarium amount when the decision on the honorariums is time sensitive between regularly scheduled meetings of the Board of Directors. The Executive Committee will report the decision to adjust the honorarium to the Board of Directors at their next scheduled meeting. (BOD 04-07-07)

H. Registration Fees for Continuing Education Programs/Chapter Conference: The registration fee structure for APTA New York continuing education programs shall be the following:

- A registration fee differential of not less than an additional 50% over the member or student member registration shall be charged to non-APTA members in all categories. (BOD 02-81-26)
- Student registration fees for Chapter conference shall not exceed 25% of the APTA active member fee (BOD 08-98-02). For all other continuing education events, student registration fees shall not exceed 50% of the APTA member fee. (BOD 02-81)
- Foreign-trained licensed physical therapists, who are not otherwise eligible for membership, shall be charged the same registration fees as APTA members. (BOD 01-06-10)
- Registration forms are to include the category of life membership with a reduced rate for registration at Chapter and District events. (BOD 01-94-18)

I. Timing of Chapter Conference: The Chapter will sponsor a Chapter conference no less than every other year beginning in 2011. The Program Committee must recommend to the Board whether or not to hold a Chapter conference in the even-numbered years. This recommendation must be made to the Board two years prior to the date of the potential conference.

J. PAC Space at Conference: Space shall be allocated at the Chapter conference for PAC fundraising activities. (BOD 10-77-31).

K. Chapter Conference Program Booklet Advertisements: The Chapter office will coordinate the solicitation of advertisements for the Chapter Conference Program booklet. (BOD 05-92-13).

5. District Financial Policies

1. Financial Assistance to Districts: The APTA New York is committed toward assisting its districts in meeting the goals and objectives of APTA New York. At times, districts might require financial assistance in order to achieve these goals and objectives.

Criteria for Funding

a. Strategies or programs to be funded by the Board of Directors must have an impact on APTA New York or which might have a broader effect throughout the state, inclusive of issues that could seriously impact the universal scope of physical therapist practice in the State, even though the direct result might only involve a limited number of local members.

AND

b. The program to be funded must meet the goals and objectives of the APTA New York as approved by the Delegate Assembly.

AND

c. The request for financial assistance is required to maintain the financial integrity of the District.

OR

d. The request for financial assistance is for emergency funding (for example, if a District has zero financial funds to support any activities).

2. Expending Funds for PAC out of District Accounts: Districts may only expend funds from District accounts for PAC activities/funding with permission of the Chapter Executive Committee. The Executive Committee will partner with the Chapter bookkeeper to ensure total APTA New York contributions remain within the legal/regulatory limits. (BOD 04-21-07)

3. Non-member Fees Charged at District Program Meetings: A fee will be charged to non-APTA PTs and PTAs who attend program meetings of local districts. Non-APTA members must request permission to attend district business meetings. (BOD 10-07-17) The fee is to be established by the district. (BOD 05-78-25/02-80-37)

4. District Treasurer: Each district treasurer shall work with the Chapter office/Bookkeeper regarding the finances of the district.

5. District Accounts: All district accounts must be in an account that is under the umbrella of the Chapter's account. (BOD 10-03-07)

6. Student Special Interest Group (SSIG) Funding

1. The Student Special Interest Group (SSIG) shall have a bank account that is under the umbrella of the Chapter's account. Money in this account shall be retained year to year and the Chapter office shall retain control of all monies in the account subject to oversight by the Executive Committee.

2. The SSIG shall receive an annual allotment approved by the Chapter Board of Directors as part of the APTA New York annual operating budget.

a. The SSIG officers shall be responsible for submitting a budget request for the annual allotment amount to the Finance Committee by the budget request due date for the following year's budget cycle.

b. The Chapter's Finance Committee shall recommend the allotment amount as part of the Chapter's annual budgeting process.

3. The SSIG Treasurer, in consultation with the SSIG officers, is responsible for

submitting the SSIG annual operating budget by December 1st for the following year's SSIG activities to the APTA New York Executive Committee.

4. The APTA New York Executive Committee shall have ultimate responsibility for approval of the SSIG operating budget.
5. Payment for expenses within the operating budget shall be approved by the SSIG Treasurer and approved expense vouchers forwarded to Chapter office for processing and payment. All applicable APTA New York financial policies must be followed for reimbursements to be processed.
6. Overages to specific line items in the SSIG operating budget may be requested by the SSIG officers and requires approval of the Chapter Executive Committee.

7. Banking/Investment Policies

A. Banking

1. Banking Policy FDIC Insured Account Limit: The balances in the APTA New York accounts will not exceed the FDIC insured limit for each banking institution. When Chapter accounts exceed 75% of the insured account limit, the Chapter bookkeeper will discuss with the Treasurer disbursement of operating account funds to keep the operating accounts in line with the insured limits. (BOD 10-05-11)
2. Check Signature Requirements: Two signatures will be required on checks issued on all Chapter accounts when the amount of the check is in excess of the amount for which the Chapter's personnel are bonded. (BOD 10-03-08)
3. Revenue and Disbursements Documentation: The Chapter office shall be responsible for all revenue and disbursements documentation for all districts and special interest groups. (BOD 10-08-16)

B. Investments

1. Investments: All investments must be recommended by the Finance Committee with expert outside financial consultation and final approval by the Executive Committee. (BOD 10-05-23) The funds allocated for investment may be invested after the close of the fiscal year. The goal for the total liquid assets in the investments held for reserve shall be 55% (BOD 05-13-07) of the revenue budget of any given year.

The investment program of the Chapter will be overseen by the Treasurer and managed by the Finance Committee. The Investment Guidelines (Finance Committee Procedure Manual) will be reviewed on an annual basis to insure their continued appropriateness. (BOD 01-96-03)

2. Defined Use of Investment Funds: Investment funds can be used for a well-defined project with a specifically defined duration (BOD 05-13-07) with definitive budget projections and specific goals and objectives consistent with those prioritized by the Chapter. Investment funds cannot be used as part of the operating budget. Investment funds used for special projects shall only be used for a project which has an immediate need and which cannot be budgeted through the normal budget process of request submission and approval by the Finance Committee and Board of Directors. (BOD 10-05-23)

3. Excess Reserves: When liquid asset investment funds exceed 55% of the current annual Chapter operating budget, investment funds may be used for funding the next annual Chapter operating budget without relating to a specific project as provided for in the Defined Use of Investment Funds policy. The circumstances and limitations of using investment funds as part of the annual Chapter operating budget shall be:

- a. Not more than 10% of the excess of investment funds may be applied to the annual Chapter operating budget in any fiscal year;
- b. No investment funds shall be used as part of the annual Chapter operating budget that reduces the level of investment funds below 55% of the Chapter's annual operating budget in any fiscal year;
- c. When the level of investment funds falls lower than 55% of the Chapter's annual operating budget for any fiscal year, investment funds shall not be applied to the annual Chapter operating budget in any fiscal year; and
- d. In no case shall the level of investment funds available be less than 55% of the Chapter's annual operating budget for any fiscal year.

4. Investment Direction: The Board of Directors and the Finance Committee can provide Chapter investment managers with direction regarding securities that are not consistent with the mission of the Chapter or are found to be otherwise objectionable to the APTA New York. Investment managers will be expected to divest the portfolios of any such securities within 30 days of written notice and refrain from buying those securities until otherwise notified by the Treasurer. (BOD 10-07-13)

SECTION 6: DISTRICT POLICIES

A. Meetings/Scheduling: Districts may not hold any educational course/vendor fair, excluding regular district program meetings, within one month of the Chapter conference or regional continuing education programming without prior approval of the Executive Committee. (BOD 10-07-18). A district may petition the Executive Committee for a waiver of this policy. The Executive Committee may grant a waiver if it is determined that the course/vendor fair is not likely to affect enrollment at the Chapter conference. If

the petition is denied, a district may appeal to the full Board of Directors. (BOD 10-92-25)

B. District Meeting Notice/Attendance Taking: Written notification of programs and the agenda for district meetings shall be sent to all district members at least two weeks prior to the district meeting. (BOD 02-81-28B). Attendance shall be taken at all district meetings. (BOD 02-80-39)

C. District Annual Report to the Delegate Assembly: The district chairperson shall submit an annual report to the Delegate Assembly. (BOD 05-80)

D. District Officers at BOD Meetings: Members of the district executive committee are encouraged to attend at least one Chapter Board of Directors meeting (BOD 10-07-20).

E. Request of Districts for Mailing Labels: The policy on membership mailing lists pertains to the entire Chapter including individual districts; therefore, any requests to a district for the mailing list shall be referred to the Chapter office. (BOD 11-80-36)

F. District Request for Mailing Labels: Districts should make every effort to utilize the Chapter newsletter and blast email capabilities to disseminate information of interest to the membership. If this is not feasible, any district chairperson or Chapter director may request the mailing list of another district for the purpose of disseminating information of interest to the membership. Requests for the mailing list shall be made to the Chapter office and shall include the requesting district, a copy of the information to be sent, and the districts to whom the information will be sent.

G. District Blast Email Policy: Each district is permitted to request two event emails to be sent to the full Chapter membership per event. One initial announcement, and one follow-up reminder. In order for a district to send an email statewide to the full Chapter membership it must be relative to a continuing education course that is 6 hours or longer, or relative to a web-based continuing education course. Staff can guide districts on the best strategy for sending statewide email blasts. Timing of statewide email blasts will be dependent on the Chapter office email activity.

District are permitted to request that event emails be sent to surrounding districts, and may also request inclusion of their events in the weekly e-newsletter, HotPoints.

SECTION 7: COMMUNICATIONS POLICIES

1. Dissemination of Information/Electronic Communications

A. Dissemination of Information - Regulations/Statutes Affecting Physical Therapy: The Chapter shall disseminate updates of all changes in rules and regulations that pertain to physical therapy using print and/or electronic means, whichever is most cost effective and timely. (BOD 02-80-46)

B. Dissemination of Requests from APTA: Requests received at the Chapter office from APTA for support of issues affecting physical therapists shall be distributed on a timely basis to Chapter Directors, District Chairpersons, Legislative Liaisons and the entire membership when appropriate for immediate response and action. (BOD 05-91-91).

C. Distribution of Board/Executive Committee Meeting Minutes: Minutes of the meetings of the Executive Committee and Board of Directors shall be distributed or posted on the website and available to all members of the Board of Directors within 30 days of the meeting. (BOD 10-77-08)

D. Press Releases: The Chapter office will coordinate dissemination of press releases to appropriate media outlets. (BOD 05-92-27)

E. Distribution of Letterhead: Chapter letterhead will only go out through the Chapter office. (BOD 01-92-02)

F. New Member Welcome: The Chapter office shall send a welcome email and letter from the President to include information about the Chapter.

G. Policy for Electronic Communications: Blast emails will be sent only if activity or information is from or directly related to APTA New York Chapter or District activities. Whenever possible, every effort should be made to include as much information in single contact as possible. For example, combine information about a district meeting, and district elections, etc. instead of sending individual messages about these events. Communication using blast emails should be limited to one per week.

Requests for blast emails must be sent to the Chapter Office and every message should include the name and contact information of the person sending it, along with a directive on where to send replies, if applicable.

Content:

Examples of messages that could be sent include but are not limited to:

- Notification of updated or newly posted online Chapter or District information
- Meeting notices
- District election notices
- Legislative alerts/calls to action

H. Management of Mailing Lists/Labels: The fee for APTA New York membership labels shall not exceed that charged by the APTA. (BOD 10-05-16)

Eligibility for use:

The following categories of organizations are eligible to order/use mailing lists/labels of APTA New York:

- Commercial organization whose products are eligible for advertising in the Chapter newsletter (BOD 01-88)

- Nonprofit philanthropic organizations, such as recognized and accredited schools and national foundations
- Components of APTA
- Recognized and reputable health organizations (BOD 02-80-19)

****Note: Chapter may reject applications that conflict with Chapter-sponsored continuing education. (BOD 10-04-07)***

Conditions for use:

The following conditions are stipulated and must be agreed upon in writing by the person or organization wishing to use the mailing list/labels:

- The content of all materials to be included in a mailing must be submitted to the Executive Director. Only materials approved by the Executive Director and/or a member of the Executive Committee, when applicable, may be included in the mailing. This procedure and that of the following condition serve to protect the name and reputation of APTA New York and its good relationship with its members. The Chapter shall not, under any circumstances, use these procedures to participate in business or marketing efforts for the mailing entity.
- There may be no reference to the APTA New York in the mailing without prior written consent of APTA New York. Under no circumstances may a commercial organization make references to APTA New York in its mailing information. The exception to this would be if an APTA New York-approved partner offering membership benefits wants to mail materials in reference to an Association-endorsed program for the membership.
- Use of the list/labels must enter into a rental agreement with APTA New York prior to receipt of the list.
- The list/labels will be provided in the form of an excel file or pressure-sensitive labels. Users of the list/labels must agree not to copy or otherwise duplicate the set of labels in whole or in part and must further agree to use the list/labels only once.

H. APTA New York Listserv Policies and Procedures: The APTA New York has adopted listserv rules that must be followed with any electronic communication within the Chapter and its components (Chapter, District, Committee, SIG listserv, forums, individual emails, etc.) (EC 10-09-03)

Rules:

- The discussions on the listserv are meant to stimulate conversation, not to create contention. Let others have their say just as you may. Don't challenge or attack others.
- Contact people directly with product and service information if you believe it would help them. Don't post commercial messages on any listserv.

- Use caution when discussing products. Information posted on a listserv is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the listserv.
- Remember that APTA New York and other email listserv participants have the right to reproduce postings to a listserv and forums.

Listserv Etiquette:

- Include a signature tag on all messages. Include your name, affiliation, location, and email address.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals, not to the entire list. Do this by using your email application's forwarding option and typing in or cutting and pasting in the email address of the individual to whom you want to respond.
- Warn other list subscribers of lengthy message either in the subject line or at the beginning of the message body with a line that says "Long Message."

Legal Considerations:

Listservs and forums are provided as a service of the APTA New York and its components. APTA New York is not responsible for the opinions and information posted by others. APTA New York disclaims all warranties with regard to information posted, whether posted by APTA New York or any third party. This disclaimer includes all implied warranties of merchantability and fitness. In no event shall APTA New York be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits arising out of or in connection with the use or performance of any information posted.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the express permission of the copyright owner. By posting material, the posting party warrants and

represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants APTA New York and users of this list the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that wither expressly or is implied that leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts or terms of conditions of sale, salaries, profits, profit margins or cost data, market shares, or selection, rejection or termination of customers or suppliers.

APTA New York does not, on its own, undertake editorial control of postings. However, in the event that any inappropriate posting is brought to APTA New York, it will take all appropriate action.

APTA New York reserves the right to suspend or terminate access to any user on any APTA New York or component listserv or forum who does not abide by these guidelines.

Violation of Guidelines:

If any guidelines are violated, the following procedure will be followed:

- The violation will be brought to the attention of the President and then reviewed by the Executive Committee
- The Executive Committee will discuss the violation, questioning appropriate parties as warranted (Chapter staff, district/SIG officers)
- The Executive Committee will determine if a rule has been broken along with any appropriate action. Potential action on the part of the Executive Committee may include but not be limited to:
 - A warning letter outlining the violation and informing the member that future violations could lead to suspension/revocation of access to the listserv/forum
 - Suspension from the listserv for a period of time
 - Revocation of the rights to access the listserv/forum
- Any action taken by the Executive Committee will be reported in Executive Committee minutes, which are posted to the APTA New York website

2. Newsletter/Chapter Publications

A. Role of the Communications Manager: The Communications Manager is the Editor of the newsletter and is responsible for the Chapter newsletter and shall publish any and all letters and articles at his/her discretion or upon the advice of the Editorial Board which are relevant to the profession, are of interest to its members or as space permits. (BOD 04-72-02) The newsletter may also carry items of interest relating to district

activities, professional associations, national APTA, etc. as determined by the Communications Manager. Information that may be of interest to the member such as appointments, honors, awards, publications, etc. will be used at the discretion of the Communications Manager. (BOD 05-80)

B. Role of the Editorial Board: The Executive Committee will appoint three physical therapists to serve as the Editorial Board of the newsletter. The role of these individuals will be to initiate ideas or topics for professional articles for publication in the newsletter and to spearhead professional contacts.

The Chapter President and the Editorial Board will review the draft of the newsletter for professional content and appropriateness of ads. Any questions regarding the content of ads or articles will be referred back to the author. If there is disagreement within the Editorial Board, the final decision will rest with the President.

C. Frequency of Newsletter Publication: The newsletter shall be published at least six (6) times a year.

D. Deadlines for Submission to Newsletter: The deadline to submit newsletter articles is determined by the Communications Manager. Materials submitted after the determined deadline will be included only if there is room. If there is not room for the information, it may be published in the following edition. Submissions to the newsletter are encouraged at any time. Items that require specific timeframes for membership, notification must take into account not only those requirements, but also the deadline for publication.

E. Newsletter Distribution: The newsletter will be distributed to all members of the Chapter including student members. One copy shall be sent to APTA Component Services department and one copy sent to the APTA Board liaison, as requested by APTA.

F. Responsibility for Selection of Material for Newsletter: The Communications Manager, with input from the Editorial Board, will have overall responsibility for all content published in the newsletter. (BOD 04-07-15)

G. Material Mandated by Bylaws for Inclusion in the Newsletter: Those items for which publication is mandated by the Bylaws are to be given priority for inclusion in the newsletter. These include:

- Notice of the date, time and place of the Annual Meeting shall be announced in the official publication of the chapter (bylaws)
- A slate of candidates for vacancies of Chapter officers and Nominating Committee members shall be published at least one month prior to the meeting of the Delegate Assembly
- Approved budgets
- A summary report of the House of Delegates prepared by the Chief Delegate and published as soon as possible after the House.

H. Material Mandated by Policy for Inclusion in the Newsletter: Those items for which publication is mandated by Chapter policy are to be given next priority for inclusion in the newsletter. They include:

- A written report of the proceedings of each session of the Delegate Assembly (DA) is to be published, including any bylaws amendments. The Secretary is responsible for preparing this report. (JC 13-92)
- A summary of the meetings of the Board of Directors must be published as soon as possible following the meeting. (BOD 04-77-09) The Chapter Secretary is responsible for preparation of these summaries.
- Public Policy Priorities must be published in the Chapter newsletter as soon as possible after the Board meeting as which it was approved.
- Awards criteria and nomination forms.
- Nomination forms for Chapter offices, Nominating Committee, and delegates to the APTA House of Delegates and PTA Caucus.
- A Call for Abstracts will be placed in at least two editions of the newsletter
- An announcement of the Arthur J. Nelson Research Grant application period
- The dates and location of the Delegate Assembly, Lobby Day, Board of Directors meetings and Conference in the years held.

I. Newsletter Advertising: APTA New York does not accept advertising from any practices in which the referral source has a financial interest in the practice and refers patients to an employed physical therapist or to a physical therapist who supervises an employed physical therapist assistant. Advertisers with APTA New York and/or the Districts are required to certify that "no referral source (including any referring physician) has financial interest in the practice that is the subject of this advertisement." (BOD 01-05-06)

All advertising rates in the Chapter newsletter will be the same for members and non-members.

J. Professional Designation in Chapter Publications: When referring to physical therapists or physical therapist assistants, the initials PT or PTA shall be used in all Chapter publications and correspondence. (BOD 05-92-15).

3. Endorsements/Sponsorships

A. Endorsements/Sponsorships: The Chapter will follow the most current APTA Board policy on endorsements. (BOD 04-07-03)

1. Additional Criteria:

In addition to APTA's current policy on endorsements (BOD Y10-13-06-08), Section E. Endorsement of Non-APTA/Non-Component Education Programs, the following criteria shall apply:

- a. Priority ranking should be given to those education programs that are expected to have a positive impact on promoting physical therapy practice, education or research and/or increase public awareness of physical therapy/APTA New York.
- b. No organization should receive more than one (1) contribution in any one (1) calendar year.
- c. Requests for co-sponsorship/joint sponsorship should be submitted in writing to the Chapter office and must contain the following information:
 - The nature, purpose and activities of the organization requesting the endorsement/sponsorship.
 - The contact person and contact information of the requesting organization.
 - The nature and purpose of the event/education program that the endorsement/sponsorship would support.
 - A statement from the requesting party identifying how the purpose of the education program relates to physical therapists and/or the physical therapy profession.
- d. The Board of Directors or Executive Committee shall approve all endorsements/sponsorships of non-APTA/non-Component education programs.

B. Sponsorships: The APTA New York gratefully accepts sponsorships to support its mission-relevant activities. APTA New York will not solicit or accept sponsorships from entities whose practices, policies or operations are deemed unacceptable and contrary to the values implicit in its mission.

Statement of Policy:

APTA New York actively solicits and encourages the business community, service clubs and other organizations to become sponsors of APTA New York events, programs and services. APTA New York enters into sponsorship agreements with sponsors it deems appropriate. Sponsorship agreements may vary by sponsor. This policy is designed to be mindful of APTA New York's status as a not-for-profit organization under the law. APTA New York reserves the right to refuse or decline any offer of sponsorship at its absolute discretion or to negotiate with the sponsor concerning any aspect of a proposed sponsorship.

A sponsorship is defined as a mutually beneficial exchange arranged in advance whereby:

- APTA New York obtains support for a specified activity
- Sponsor receives acknowledgement in return for cash and/or products and services-in-kind to APTA New York

Policy Guidelines:

APTA New York welcomes sponsorship support of its organizational efforts subject to the following guidelines:

- APTA New York will not accept any sponsorships from any practices in which the referral source has a financial interest in the practice and refers patient to an employed physical therapist or to a physical therapist who supervises an employed physical therapist assistant. APTA New York and/or the Districts are required to certify that "no referral source" (including any referring physician) has financial interest in the practice that is the subject of this sponsorship.
- APTA New York will not accept sponsorships that reflect in a negative manner on the organization, does not align with its mission statement or is not in the best interest of the health and safety of organization.
- APTA New York will not accept sponsorships for certain categories of products and services, including alcohol products, illegal drugs and drug paraphernalia, weapons, tobacco products or establishments, sexual escort services, gambling opportunities or casinos, weight-loss products or plans, and check cashing services.
- APTA New York does not endorse, directly or by implication, any products, services or ideas promoted except those sponsored directly by the organization.
- Individual officers, members and staff should not receive any substantial benefit from the association with sponsors. Any commissions, substantial gifts, or other financial benefits should be brought to the attention of the Executive Committee.
- APTA New York must retain control over any sponsored program and sponsors should not have any input into operational matters relating to a project they have sponsored.
- This policy is not applicable to philanthropic contributions, grants or unsolicited donations in which no benefits are granted to the sponsor and where no business relationship exists. (BOD 05-18-05)

Procedure for Chapter Events: The Executive Director, in consultation with the President as needed, is responsible for ensuring compliance with the Chapter sponsorship policy.

Procedure for District Events: The District chairperson is responsible for ensuring compliance with the Chapter sponsorship policy.

Procedure for Special Interest Group Events: The SIG chairperson is responsible for ensuring compliance with the Chapter sponsorship policy with the exception of the Student Special Interest Group.

Procedure for Student Special Interest Group Events:

1. The SSIG Special Events Chair shall submit a list of potential sponsors to the Chapter Executive Director for approval at least 30 days prior to the event.
2. The Executive Director, in consultation with the President as needed, will grant approval of the sponsor list based on the sponsorship policy.
3. No request for sponsorships shall be distributed by the SSIG until approval from the Executive Director has been received. (BOD 10-18-05)

SECTION 8: CHAPTER OFFICE/ADMINISTRATIVE

A. Procedure in Addressing Office Personnel Issues: Any comments regarding the performance of Chapter Executive Director shall be submitted to the President in writing. The comments will then be distributed to the Executive Committee for consideration and appropriate action as necessary. Any comments regarding the performance of other Chapter office personnel shall be submitted to the Chapter Executive Director in writing. The Executive Director will then share those comments with the Chapter President. (10-01-77)

B. Chapter Roster: The Chapter office will keep an updated roster of the current Board of Directors, District officers and committee chairs/members. This roster will contain the term of office of each director and committee chair/member.

C. Historical Roster: The Chapter office will keep a historical roster of members who held leadership positions. This roster will include officers, directors and committee chairs, which will be updated annually and made available to members. (BOD 10-01-08)

D. Policy on Requests for Proposals for Contracts: A request for proposal (RFP) will be performed prior to the expiration of each of the following contracts:

- Chapter Lobbyist
- Chapter Legal Counsel
- Chapter Auditor

Any annual contract for professional services with the same vendor for more than three (3) years will be reviewed by the Finance Committee and approved by the Executive Committee. (BOD 10-05-48) Requests for proposals for the above-referenced professional services shall be distributed every three years or if a contract is terminated prior to the three-year period.

E. Editorial/Procedural Changes to Delegate Assembly/Chapter Board Actions: When APTA, Delegate Assembly or Board of Directors actions warrant editorial corrections in Chapter policies and/or procedures, the Chapter staff under the direction of the Speaker of the Delegate Assembly and/or the Judicial/Reference Committee shall make such editorial corrections and notify the Board of Directors of corrections made. (BOD 10-92-18)

POSITION STATEMENTS:

A. Peer Review: APTA New York supports the philosophy that peer review of physical therapists shall be done by physical therapists. (BOD 11-79-19)

B. Physical Therapy Providers: The APTA New York, recognizing the importance of consumer protection, takes the position of supporting the concept of "*Guarantee(ing) that professional services will be provided by licensed professionals without undue influence from unlicensed third parties who are not subject to the professional responsibility requirements enumerated in Education Law.*" (JC 17-98)

ADDENDUM

Group Decision Tree APTA New York

The following approach will be used by the APTA New York Board of Directors to determine if the formation of a task force, committee, or special project is necessary to address proposal or concerns raised by members, committees, directors, or members of the executive committee.

NEED	<ul style="list-style-type: none"> • What is the threat to the profession of physical therapy/association if we do not create a new task force, committee, or special project?
	<ul style="list-style-type: none"> • Does the issue affect the association, members, or stakeholders?
	<ul style="list-style-type: none"> • Does it support APTA New York’s strategic plan in a way not possible by an existing structure within APTA New York, or external stakeholders?
	<ul style="list-style-type: none"> • Does it reflect the current mission, vision, and/or public policy priorities of APTA New York?
TYPE	<ul style="list-style-type: none"> • Based on the above, what organizational structure should this leadership group be (task force, committee, or special project)? <ul style="list-style-type: none"> ○ Committee – used for longer term/more permanent Chapter priorities ○ Task Force – used for shorter periods that have very specific deliverables requested ○ Special Project – used for unique ideas/proposals/events that require substantial financial support that do not fit into the existing structures within APTA New York
WHEN	<ul style="list-style-type: none"> • Determine urgency of the work to be completed
	<ul style="list-style-type: none"> • Do we have access to the expertise needed to inform/complete, bring to fruition the work of the task force, committee, or special project?
	<ul style="list-style-type: none"> • Can APTA New York’s financial portfolio, current and projected over the next 3 years, support the work? <ul style="list-style-type: none"> ○ Has the Chapter budget been approved? ○ If so, how will money be re-allocated? ○ Does it support the strategic plan? ○ Is an Request for Proposal (RFP) required?
	<ul style="list-style-type: none"> • Does APTA New York’s chapter office have the current staff to support the work? If not, can we contract for support?
	<ul style="list-style-type: none"> • Is the timeline for deliverables possible and the technology needed to provide and sustain the deliverables once created available?

