

VIRGINIA PHYSICAL THERAPY ASSOCIATION, INC. BYLAWS

Article I. Name and Territorial Jurisdiction

Section 1. The name of this organization shall be the Virginia Physical Therapy Association, Incorporated, hereinafter referred to as the Chapter.

Section 2. It shall be a component chapter of the American Physical Therapy Association hereinafter referred to as the Association.

Section 3. The territorial jurisdictions of the Chapter shall be the geographical boundaries of the Commonwealth of Virginia.

Article II. Object

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

Article III. Functions

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

Article IV. Membership

Section 1. Categories and Qualifications of Members. The Chapter membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant, shall be the same as those of the Association. In addition, the Chapter shall maintain a Corresponding Member category with rights and privileges as stated in the Association bylaws.

Section 2. Rights and Privileges of Members. The rights and privileges of the Chapter's members shall be identical to those established in the Association bylaws.

Section 3. Admission to Membership. Admission to Chapter membership is by assignment by the Association's Board of Directors.

Section 4. Good Standing. An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Association.

Section 5. Disciplinary Action

A. Any member of the Chapter who is suspended by the Association shall have his or her membership privileges suspended in the Chapter. Any member of the Chapter who is expelled from membership in the Association shall be expelled from Chapter membership.

B. Complaints to the effect that a member has violated the ethical principles or standards of the Association shall be processed in accordance with the Association's Procedural Document on Disciplinary Action.

Section 6. Reinstatement. Individuals are reinstated to Chapter membership in accordance with the Association's Standing Rules. The Chapter may not charge a reinstatement fee.

Article V. Districts and Special Interest Groups

Section 1. Districts

A. Creation of Districts

1. To form a new District, a written application and supportive information signed by at least three-fourths of the voting members from the proposed District shall be sent to the Board of Directors of the Chapter. The Board of Directors shall act on this application at the next Board meeting. If approved, the territorial boundaries of the new District shall be determined by the Board and representative members who signed the application for new District.

2. District Bylaws must conform with Chapter and Association Bylaws. Bylaws and amendments to be adopted by the Districts and actions on matters of policy must be submitted to the Chapter Board of Directors who must act on these matters at the next Board meeting. If such Bylaws, amendments or matters of policy are not approved by the Board, the District may appeal to the membership of the Chapter at the next annual meeting. The Board must act on the matter as instructed by the Chapter membership.

3. When an application for a new District is accepted, members of the Chapter residing outside the geographical boundaries of a District will constitute another District. The Chapter will be composed of all Districts in the State of Virginia.

B. Membership. The criteria for District Membership shall be consistent with that of the Chapter. Petitions to the contrary shall be decided upon by the Board of Directors of the Chapter.

C. Finances. The allocation of finances to each District is determined by the Board of Directors of the Chapter. A District shall not establish dues or levy special assessments that carry punitive action or loss of good standing.

D. Organization and Administration

1. The officers of a District shall be the Chair, Secretary, Treasurer (or Secretary-Treasurer), and District Chapter Directors.

2. A written report of a District's activities shall be presented at the annual Chapter meeting and at other times on request of the Chapter's Board of Directors.

3. A District Financial Report shall be submitted to the Chapter Treasurer by February 1, annually.

E. Meetings. A District meeting shall be held each year and shall be designated the Annual Meeting. Additional meetings may be called provided all members are notified in advance of the time, place and purpose of such meetings.

Section 2. Special Interest Groups

A. Special interest groups may be formed within the Chapter provided the members are not required to belong to an Association section of like nature or with similar interests. They shall not levy special assessments that carry punitive action or loss of good standing.

B. Creation of Special Interest Groups

1. To form a special interest group, procedures developed and published in the VPTA Policy and Procedure manual must be followed; approval for formation given by the Board of Directors; and final approval given by the membership at the Chapter Annual Meeting.

2. Bylaws. Special interest groups bylaws must conform with Chapter and Association Bylaws.

C. Membership The criteria for membership in a special interest group should be consistent with that of the Chapter.

D. Dissolution

a) A special interest group which fails to comply with Chapter policy or these Bylaws may be dissolved provided it is given an opportunity to be heard in its own defense, following at least one month's notice and at least two-thirds of the Chapter's Board of Directors concur. A special interest group so disciplined shall have the right to appeal to the Chapter membership at its next meeting and the decision of the membership shall be final.

b) A special interest group may request dissolution on at least a two-thirds vote of the voting members providing its members are notified three weeks prior to the time for the vote on the question of dissolution.

Section 3. Limitations. Districts and Special Interest Groups are subject to the following limitations:

A. Bylaws and policies of the Association and the Chapter

B. No district or special interest group shall profess or imply that it speaks for or represents the Chapter or members other than those currently holding membership in the district or special interest group unless authorized to do so in writing by the Chapter's governing body.

Article VI. Meetings

Section 1. Annual Meeting. The Chapter shall hold an annual meeting of the Chapter membership for the conduct of business, with attendance limited to Chapter members and invited guests approved by the Chapter officers, provided at least thirty (30) days' notice is given to all members. A quorum shall consist of fifteen (15) members including at least two officers.

Section 2. Special Meetings. Special meetings may be called by the President and/or the Board of Directors or any two hundred (200) members, provided that thirty (30) days' notice is given to all members. Attendance is limited to Chapter members and invited guests approved by the Chapter officers. A quorum shall consist of fifteen (15) members, including at least two officers.

Section 3. Voting

A. A member in good standing shall be entitled to cast one (1) ballot in any Chapter election or referendum.

B. Members shall vote by mail ballot, electronic mail or any other means of electronic transmission approved by the Executive Committee. The Chapter Office shall have the authority to examine the eligibility of any voter. For election purposes only, absentee ballots shall count toward the quorum for a meeting.

C. The election of officers will occur through electronic voting. However, paper ballots will be available upon request for Election of Officers when a member does not have the capability of electronic voting.

D. Mail or Electronic Ballots

1. Mail or electronic ballots shall include the text of resolutions and/or amendments to the VPTA Bylaws approved by the Board and submitted to the membership for ratification.

2. Written biography and candidate statement of all candidates duly nominated for Chapter Office, Delegate, Delegate Elect, PTA Caucus Representative, and Nominating Committee will be posted on the chapter website at least 45 days prior to the election.

3. Electronic ballots shall be posted at least 15 days prior to the specified vote on a secure section of the chapter website created for voting purposes by the chapter office.

4. Mail ballots or electronic ballots shall prominently specify the date by which the ballot must be postmarked returned or submitted to the Chapter Office. Ballots must be received at the Chapter Office no later than the stated return date to be counted.

E. The Chapter Office shall be responsible for vetting ballots to ensure they were cast by Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members only. The results of the tabulation shall be promptly announced to the membership via the Chapter website, at the Annual Meeting and published in The Virginian.

F. When an interim decision by the membership is imperative, a mail or electronic vote will be conducted. A quorum for a mail or electronic vote will be 1/12 of the voting membership. When mail or electronic votes are used, a voting form shall be mailed or electronically posted at least three weeks prior to the date of the vote.

Section 4. Minutes

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

Article VII. Officers

Section 1. Titles. The officers of the Chapter shall be President, President-Elect, Vice President, Secretary, Treasurer, and Chief Delegate

Section 2. Qualifications. Only such members as have been Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant members for at least two years in the Chapter immediately preceding their nomination and election, and who have consented to serve as officers of the Chapter, except the President, President-Elect and Vice-President who shall be Physical Therapist, Retired Physical Therapist or Life Physical Therapist members only, and the Chief Delegate who shall be a Physical Therapist member only.

Section 3. Nominations.

A. A request for nominations for offices to be vacated shall be electronically posted by the Nominating Committee on the Chapter website six (6) months prior to the Annual Meeting. Names of potential nominees must be received sixty (60) days following this initial request.

B. The Nominating Committee shall propose a tentative slate of nominees for each office to be vacated; the tentative slate and a second request for nominations will be electronically posted on the Chapter website four (4) months prior to the Annual Meeting. Additional names of potential nominees must be received thirty (30) days following this second request.

C. The Nominating Committee shall propose a final slate of candidates for offices to be vacated and shall electronically post on the Chapter website the slate of candidates for offices to be vacated three (3) months prior to the Annual Meeting. The slate of candidates shall include a picture, biography and candidate statement of each nominee.

D. Mail ballots and electronic ballots shall be made available to the membership at least six (6) weeks prior to the annual meeting. Ballots shall prominently specify the date by which the ballot must be postmarked returned or submitted to the Chapter Office. Ballots must be received at the Chapter Office no later than the stated return date to be counted as stipulated in Article VI, Section D.

E. The Chapter Office shall be responsible for vetting ballots to ensure they were cast by Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members only. The results of the tabulation shall be promptly announced to the membership via the Chapter website, at the Annual Meeting, and published in The Virginian as stipulated in Article VI, Section E.

Section 4. Election.

A. All officers shall be elected to serve for a two-year term (or until the election and installation of their successors) except the President-Elect who serves a one-year term, prior to assuming the office of President.

B. Election of officers shall be held prior to the chapter's Annual Meeting. In even-numbered years, elections shall be held for the offices of Vice-President and Treasurer; in odd-numbered years, for President-Elect, Chief Delegate and Secretary.

C. All newly elected officers shall assume their duties at the close of the Annual Meeting.

D. Election shall be by ballot as stipulated in Article VI.

E. A plurality vote is necessary for election. Should a tie occur between two or more candidates for any position, a run-off ballot will be promptly sent to the membership. Run-off ballots shall prominently specify the date by which the ballot must be postmarked returned or submitted to the Chapter Office. Run-off ballots must be received at the Chapter Office no later than the stated return date to be counted.

F. Results of the election shall be forwarded to the Association within 45 days.

Section 5. Tenure

A. No member shall hold the same office for more than two consecutive terms.

B. An interval of two years shall elapse before a member is eligible for election to a third term in the same office.

C. A minimum of one year shall be considered a term of office in determining eligibility for re-election.

Section 6. Vacancies

A. Vacancies in offices shall be filled for the unexpired term by a qualified member appointed by the Board of Directors with the exception of the President-Elect. If the President-Elect position were to become vacant it would be filled by a special election process.

B. If a vacancy in the office of President should occur, the Vice-President shall serve as President.

Section 7. Duties. Duties of officers- refer to the Policy and Procedures manual of the Chapter. The president shall be an ex-officio member of all committees except the Nominating and the Chapter Ethics Committees.

Article VIII. Board of Directors and Executive Committee

Section 1. Board of Directors

A. Composition. The Chapter Officers and Directors shall constitute the Chapter Board of Directors, hereinafter referred to as the Board.

1. The Chapter Officers shall be the President, Vice-President, Secretary, Treasurer, Chief Delegate, and President-Elect. No individual may assume two offices concurrently, except for the instances in which the President wishes to stand for election for a second term. If re-election of the President occurs, the office of the President-Elect position will remain vacant until the next scheduled election of the President-Elect.

2. There shall be two Chapter Directors from each District. One of these shall be the District Chair who will be elected from Physical Therapist membership. The second District Director will be elected from the Physical Therapist, Retired

Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant membership. Chapter Directors may not serve concurrently as Chapter Officers.

3. The Board shall be composed of no fewer than eleven, no more than eighteen members.

4. No person shall serve in any capacity on the Board for more than eight consecutive years.

B. Election and Tenure of Directors

1. Directors shall be elected by the Districts which they represent at the appropriate District Meeting and shall assume their duties after the Annual Chapter Meeting.

2. The term of office of Chapter Directors shall be two years or until the election of their successors with District elections held to stagger their term of Board duty.

3. The privilege of re-election or fulfillment of an unexpired term of its Chapter Directors shall be the prerogative of each separate District.

4. Vacancies shall be filled for the unexpired term by a qualified member selected by the District.

C. General Duties of the Board

1. Meetings of the Board of Directors and Executive Committee shall be held in accordance with Roberts Rules of Order Newly Revised. In addition, regular meetings and special meetings of the Board of Directors or the Executive Committee may be held by electronic means subject to the following:

a. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions throughout the specified time of the meeting.

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

c. When a vote on a motion is required, the minimum requirement for adoption is a simple majority (> 50%) of the quorum.

2. Attend all regular and special meeting of the Board. If a Board member misses two (2) meetings per term without notifying the President of due cause, he/she loses his/her position on the Board.

3. Carry out the mandates and policies of the Chapter as determined by the membership.

4. Have full power and complete authority, subject to the provisions of these Bylaws and all resolutions and enactments of the membership, to perform all acts and transact all business for and on behalf of the Chapter.

5. Create special committees and direct the activities of all special and standing committees except the Nominating Committee and Ethics Committee.

6. Be empowered to request attendance of any or all committee chairs except the Nominating Committee at any Board meeting, but shall not confer voting power on these committee chairs.

7. Abide by the policies and procedures of the Association and the Chapter.

8. Meet at least three times a year.

9. Bring before the members communications from the Association for information, opinion and vote.

10. Verify the proper membership category of all members of the Chapter.

11. Receive, review and approve the annual budgets, authorize expenditure of funds and have the Chapter's financial accounts audited.

12. Arrange for the employment of such outside services as may be required to operate the Chapter efficiently within the financial resources of the Chapter.

13. Make recommendations to the Chapter regarding proposed amendments to these Bylaws.

14. Request that all reports of officers, standing and special committees and all annual or other reports requested by the Association Board of Directors be submitted by the dates specified.

15. Report to Association Headquarters any member's loss of good standing in the Chapter.

16. Determine the time and place of the Annual Meeting of the Chapter.

17. Publish a Chapter Newsletter.

18. Determine priorities for Executive Committee and standing Committees.

19. Review Executive Committee recommendations and appoint committee chairs and officers to fill vacancies.

20. Serve as the appeal body in Peer Review cases.

21. Act on all applications for the formation of Districts.

D. Voting Power of the Board

1. Each Officer shall have one vote.

2. Each Chapter Board of Director shall have one vote.

E. Submit to the Governor of the Commonwealth of Virginia by April 1, the names of the nominees for the State Board of Physical Therapy as prescribed by the State Statutes relating to physical therapy.

F. Minutes of meetings and election results shall be submitted to Association Headquarters within 45 days following meetings and election.

G. Quorum. A majority of officers and directors shall constitute a quorum of the Board.

Section 2. Executive Committee

A. Composition. The Executive Committee shall consist of the elected officers stipulated in Article VII, Section 1.

B. Election and Tenure. Qualification, nomination, election and tenure procedures are stipulated in Article VII, Section 2, 3, 4, and 5.

C. Duties of the Executive Committee

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

2. Recommend to the Board chairs of all standing and special committees, except the Nominating Committee.

3. Recommend candidates to fill all vacancies of elected Officers of the Chapter, except as stipulated in Article VII, Section 6, paragraph B.
4. Provide for bonding of all persons handling money or other property of the Chapter.
5. Meet at least two times a year.
6. Publish in *The Virginian* a minimum of three persons eligible for appointment to the Virginia State Board of Physical Therapy which are to be submitted to the Governor by April 1.
7. Determine priorities, set guidelines and direct activities of any employed outside services.
8. Appoint a Registered Agent to fulfill the requirements of incorporation.

D. Voting Power of the Executive Committee. Each Officer shall have one vote.

E. Quorum. Three members shall constitute a quorum of the Executive Committee.

Section 3. Authority to call meetings of Board of Directors and Executive Committee

A. The President has the authority to call meetings of the Board of Directors and the Executive Committee.

B. A special meeting of the Board of Directors must be called if 50% of the membership of the Board make written petition for such a meeting.

Article IX. Standing Committees and Appointments

The President, subject to the approval of the Board of Directors, shall annually appoint such standing, special, or subcommittees as may be required by the Bylaws or as he/she may find necessary.

Section 1. Titles, Term, and Composition of Standing Committees, Duties of Committees and Committee Chairs:

Refer to the Policies and Procedures manual of the Chapter.

Section 2. Finance Committee

A. The Finance Committee shall consist of the Chapter's District Treasurers (6) and the Chapter Treasurer, as Chair. The outgoing Treasurer shall serve on the committee the first year after his/her term has ended.

B. This Committee shall advise the Board of Directors on matters pertaining to the Association's financial needs, growth, and stability based on periodic review of income, expenditure, and investments. The committee shall present an annual budget to the Board of Directors.

Section 3. Ethics Committee

A. The Ethics Committee shall consist of one (1) appointed member in good standing from each of the Chapter's five (5) districts. The chair is appointed by the President for a two (2) year term and may be re-appointed for additional terms. The appointment is approved by the Board of Directors.

B. The Committee shall investigate complaints of violations of ethical standards within the Chapter's jurisdiction and shall conduct the investigation according to the Association's stated procedures.

Article X. Nominating Committee

Section 1. Members

A. The Nominating Committee shall be composed of six Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant members in good standing, one from each District, who have been members of the Chapter for at least two years preceding their election.

B. Members.

The members of the Nominating Committee shall be elected for a two (2) year term by the Chapter prior to the Annual Meeting in the following manner:

1. Northern, Central and Tidewater Districts elected in even- numbered years, to take office on the first day after the Annual Meeting.

2. Blue Ridge, Mountain and Valley Districts elected in odd-numbered years, to take office on the first day after the Annual Meeting.

C. The Nominating Committee will choose its own chair within 30 days of the Annual Meeting on a yearly basis and notify the President in writing of the results of the election.

Section 2. Duties

A. Study the qualifications of eligible candidates and prepare a list of the names and qualifications of nominees consenting to serve. This list is to include one or more names for each vacancy to be filled for the following areas:

1. Board of Directors and Nominating Committee members of the Association - submitted to the Executive Committee prior to its first meeting in the fall of the year.

2. The following offices/positions will be submitted to the Chapter Office:

- a. Officers of the Chapter
- b. Delegate and Delegate Elect
- c. PTA Caucus representative
- d. Nominating Committee members

B. Execute nominations process as stipulated in Section VII, Section 3.

C. At appropriate times, submit nominees to the Board of Directors for the Lucy Blair Service Award, the Mary McMillian Lecturer and the Emerging Leader Award.

Section 3. Vacancies. If a member dies, resigns, is removed from office, or fails to serve, the membership at its next scheduled meeting shall elect an eligible member to serve the unexpired portion of the term. If the vacancy occurs immediately prior to the meeting, the Nominating Committee shall appoint an eligible member to serve until the next scheduled meeting to which time the membership shall elect an eligible member to serve the un-expired portion of the term.

Article XI. Chapter Delegates to the Association House of Delegates

Section 1. Qualifications.

A. Chapter Delegates - Only Physical Therapist members may serve as Chapter Delegates. Only Physical Therapist members who have been Association members in good standing in any category of membership for two years immediately preceding and who have actively participated in affairs of the Chapter for a minimum of one year immediately preceding the Association House of Delegates which he/she will attend may serve as Chapter Delegates. A Chapter Delegate may not, in the same year, serve as a Section Delegate.

B. Chief Delegate – Whenever possible, the Chief Delegate shall have been a member of the Board of Directors for the year preceding the Annual Session to be attended.

C. The Chapter shall notify Association headquarters of the names of Chapter Delegates, as required by the Association and the Standing Rules of the House of Delegates.

D. The Chapter must be represented in the House of Delegates at least every third year.

Section 2. Election and Terms

A. Prior to the Annual Meeting in the odd numbered years, the Chapter will elect the Chief Delegate. The Chief Delegate serves a term of two years, and is eligible for re-election.

B. The additional number of delegates to which the Chapter is entitled as voting members at the Annual Session of the House of Delegates of the Association will be elected prior to the Annual Meeting. Whenever possible, the Chapter President and the President Elect are delegates to the Annual Session. The previous year's Delegate Elect will serve as an active Delegate. The remaining Delegate positions are open for election from a slate of candidates prior to the Annual Meeting prior to the year they will serve as Delegate. These positions are filled through the balloting process as stipulated in Article VI. Section 3. Delegates serve for a term of one year, and are eligible for re-election. All elected Delegates shall begin their term immediately following the Annual Meeting.

1. The remaining unelected candidates are ranked in order of votes received and will serve as Alternate Delegates.

2. In the event of mandatory reduction, the lowest vote recipient will become the top-ranked Alternate Delegate.

3. If a Delegate position becomes available more than two (2) weeks prior to the convening of the House of Delegates, the top-ranked Alternate Delegate will be offered the opportunity to fill the Delegate's position. The remaining Alternative Delegates advance in rank order. Should the top-ranked Alternate Delegate decline, or should additional Alternate delegates be unable to serve, the Delegate openings would be filled from the Alternate Delegate according to rank order.

C. A Delegate Elect is elected from a slate of candidates which represents Physical Therapists members who meet the qualifications for Delegate, but who have not served as a Delegate in the past. The Delegate Elect position is filled through the balloting process prior to the Annual Meeting as stipulated in Article VI. Section 3. The Delegate Elect serves for a term of two years; the first year as a true Alternate, the second year as a Delegate. They are not eligible for re-election as a Delegate Elect.

1. The unelected candidates for Delegate Elect are ranked in order of votes received and will serve as Alternate Delegate Elects

2. If the Delegate Elect position become available more than two (2) weeks prior to the convening of the House of Delegates, the top-ranked Alternate Delegate Elect will be offered the opportunity to fill the Delegate Election Position.

D. Thus, additional vacancies from the Delegates are to be filled by Alternate Delegate followed by Alternate Delegate Elects following rank order.

E. If both Alternate Delegate and Alternate Delegate Elect lists are depleted, unfilled positions will be filled either by appointment of the Board of Directors or by special election.

F. If a Delegate position becomes available two (2) weeks prior to the convening of the House of Delegate Session, the Delegate Elect will fill the Delegate position.

G. In the case of a temporary indisposition of the Chief Delegate attending the House of Delegates, those delegates attending the session shall elect an acting Chief Delegate.

Section 3. Rights and Duties

A. Chief Delegate. The Chief Delegate is responsible for the Chapter's total voting delegation at the Annual Session of the House of Delegates. He shall submit a report in writing to the Board of Directors and the membership for information for consideration at its first meeting following the Annual Session of the House of Delegates. The Chief Delegate shall transfer all records to their successor at the end of their term.

B. Delegates. Delegates shall attend all meetings of the Annual and Special Sessions of the House of Delegates to which they have been elected to represent the Chapter.

C. Delegate Elect. The Delegate Elect shall attend the House of Delegates and participate in meetings as allowed by the rules of the House.

Article XII. Representative to the Physical Therapist Assistant Caucus (PTA Caucus)

Section 1. Qualifications of Chapter Representatives:

A. Only Physical Therapist Assistant, Life Physical Therapist Assistant or Retired Physical Therapist Assistant members who have been Association members and who have actively participated in affairs of the Chapter for at least two years immediately preceding election may serve as Chapter representatives.

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 to which the Chapter is entitled shall be elected by the Chapter's Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant members prior to the Annual Meeting the year prior to the Annual Session of the PTA Caucus.

1. The remaining unelected candidates are ranked in order of votes received and will serve as Alternate Representative.

2. If the Representative position becomes available prior to the convening of the PTA Caucus, the top-ranked Alternate Representative will be offered the opportunity to fill the Representative position. The remaining Alternate Representatives advance in rank order

3. If the Alternate Representative list is depleted, the unfilled position will be filled either by appointment of the Board of Directors or by special election.

Section 3. Duties and Responsibilities of PTA Caucus Representative and PTA Alternate Caucus Representative.

A. Participate in chapter activities including chapter business meetings, Issues Forums, Delegate meetings and conference calls.

B. Communicate with the chapter PTA representative and the chapter delegates.

C. Participate in chapter PTA SIG/Committee.

D. Participate in scheduled PTA Caucus Conference calls when appropriate.

E. Attend PTA Caucus meetings, HOD and related activities, if possible.

F. Attend PTA Town Hall Meetings at CSM, if possible.

G. Mentor future PTA Caucus representatives.

H. PTA Alternate Caucus Representative is prepared to assume the role of the PTA Caucus Representative if necessary.

Article XIII. Finance

Section 1. Fiscal Year. The fiscal year of the Chapter is from July 1 through June 30.

Section 2. Means by which the Chapter funds may be obtained:

A. Annual Chapter dues shall be as follows:

Physical Therapist: \$85.00

Physical Therapist-Post Professional Student: \$50

Physical Therapist Assistant \$60

Life Physical Therapist: \$0

Life Physical Therapist Assistant: \$0

Retired Physical Therapist: \$50

Retired Physical Therapist Assistant: \$50

Student Physical Therapist: \$0

Student Physical Therapist Assistant

Corresponding Member: \$75

Dues shall be payable to the Association upon receipt of the invoice. All dues shall be for the period specified in the Association's bylaws and shall be payable following the Association's schedule.

B. Student Physical Therapist and Student Physical Therapist Assistant member dues are for 12 months from the time of renewal or join date. As of the last day of the graduation month, a Student Physical Therapist or Student Physical Therapist Assistant member automatically converts to the Physical Therapist or Physical Therapist Assistant member category for the remainder of the 12 months of membership. Once the membership remainder expires, these new Physical Therapist or Physical Therapist Assistant members are eligible for one year of membership at 50% of the chapter dues rate for a Physical Therapist or Physical Therapist Assistant member, according to procedures established by the Board of Directors of the Association.

C. Voluntary contributions, devices, bequests, and other gifts.

D. In any other manner voted by the members which is within the specifications of the Association.

E. All dues changes approved by the Chapter membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.

Section 3. Expenditures and Appropriations.

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

B. Unexpended balances remaining in the budget allotment at the end of the fiscal year shall revert to the general fund.

Section 4. Dues Changes. All dues changes passed by the Chapter and Association Board of Directors before the Association's deadline shall become effective on the first day of the Chapter's calendar year following the Chapter's vote and Association Board of Directors' approval.

Section 5. Annual Reports to the Association. The Chapter shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by APTA Headquarters.

Article XIV. Amendments

Section 1. 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 the Bylaws Committee and shared with the Board of Directors. The Bylaws Committee shall notify the Chapter's membership that such amendments have been made. The amended Bylaws will not require vote of the Chapter membership.

Section 2. Amendments may be proposed by any voting member provided they have been submitted in writing to the Vice President and to the President of the Chapter.

Section 3. The Bylaws may be amended by a two-thirds (2/3) vote of the voting members provided that a copy of the proposed amendment shall have been mailed or electronically sent to each member at least three (3) weeks prior to the vote. Voting shall be by mail or electronic ballot with the results as stipulated in Article VI. Sections D, E, and F.

Section 4. All amendments to these Bylaws shall be forwarded to the Headquarters of the Association for approval by its Board of Directors. Only after such approval may the amendments be considered in effect.

Article XV. Parliamentary Authority

Section 1. 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 the Chapter may adopt.

Section 2. A parliamentarian shall be appointed by the President, as needed, to assist and advise in the conduct of the membership meetings.

Article XVI. Dissolution of the Chapter

Section 1. The Association Board of Directors may dissolve the Chapter as prescribed in the Bylaws of the Association.

Section 2. By at least two-thirds (2/3) vote of the voting members, the Chapter shall be dissolved. All members shall be notified at least three weeks prior to the date of the vote. If the Chapter votes to dissolve itself, this action shall be reported to the Association Board of Directors.

Section 3. Property and Records. In the event that the charter of the Chapter is revoked or in the event that the Chapter is dissolved or its existence otherwise terminated, all property and records of whatsoever nature in the possession of the Chapter shall, after payment of bona fide debts, be conveyed to the Association.

Article XVII. Association as Higher Authority

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

Adopted: April 5 1987
Amended: Winter 2000
Amended: Fall 2002
Amended: Fall 2004
Amended: Fall 2005
Amended: Fall 2007
Amended: Fall 2009