

Bylaws of the Arkansas Chapter of the American Physical Therapy Association

ARTICLE I. NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION

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

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

ARTICLE II. OBJECT

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

ARTICLE III. MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Chapter membership categories and qualifications for Physical Therapist (PT), Physical Therapist Assistant (PTA), Student PT or PTA, and PT post-professional student shall be the same as those of the Association.

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

Section 2: Rights and Privileges of Members

The rights and privileges of the Chapter's members shall not be in conflict to those established in the Association bylaws.

Section 3: Admission to Membership

Admission to Chapter membership is chosen by a member as provided in the Association Bylaw.

Section 4: Good Standing

A member must be a member in good standing with the Association to be a member in the Chapter. A member of the Chapter who is suspended by the Association shall have their membership privileges suspended in the Chapter. Any member who is expelled from membership by the Association shall be expelled from Chapter membership.

Section 5: Disciplinary Action

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

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

The Chapter shall reinstate members in accordance with the Association's policies. The Chapter shall not charge a reinstatement fee.

ARTICLE IV. DISTRICTS AND SPECIAL INTEREST GROUPS

Section 1: Districts

A. A district Shall:

1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
2. Not establish dues.
3. Not levy special assessments that carry punitive action or loss of good standing.

B. A district of the Chapter may be established or dissolved in accordance with the rules and conditions specified by the Chapter Board of Directors.

Section 2: Special Interest Groups

A. A special interest group shall:

1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
2. Not levy special assessments that carry punitive action or loss of good standing.

C. A special interest group of the Chapter may be established or dissolved in accordance with the rules and conditions specified by the Chapter Board of Directors.

Section 3: Limitations

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

A. Bylaws and policies of the Association and the Chapter.

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

ARTICLE V. GENERAL MEMBERSHIP MEETINGS

Section 1: Regular Membership Meetings

Regular meetings (in-person or virtual) of the membership shall be called by the President or the Board of Directors. Regular meetings shall be held at least annually and shall be held at such time and place as specified by the Board.

Section 2: Special Membership Meeting(s)

Special meetings of the Chapter may be called by the President or Board of Directors or by the request of 10% of the membership.

Section 3: Notice of Membership Meeting Requirements

Notice of the time and place of meetings shall be made public no less than 30 days prior to the date of the meeting.

Section 4: Voting

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

Section 5:

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

ARTICLE VI. OFFICERS AND BOARD OF DIRECTORS

Section 1: Authority

The governing body of the Chapter is its Board of Directors, which has authority and is responsible for governance of the Chapter.

Section 2: Composition

The members of the Board of Directors shall consist of the Officers (President, Vice-President, Secretary, and Treasurer), Chief Delegate, Chairpersons of the Standing Committees, and District and Special Interest Group (SIG) representatives. The newly elected officers shall attend meetings of the Board of Directors as observers until they officially take office.

Section 3: Officers: Rights, Duties, and Responsibilities

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

A. President

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

B. Vice-President

The Vice-President shall assume the duties of the President when the President is absent or incapacitated. In the event of a vacancy in the office of the President, the Vice-President shall succeed to the Presidency for the unexpired portion of the term and the office of the Vice-President shall be declared vacant. Duties of the Vice-President also include seeking nominations for annual Chapter awards based on nominations by the general membership and determining the Chapter award winners based on voting by the Board of Directors.

C. Secretary

The Secretary is responsible for minutes of the meeting of the voting membership and of the Board of Directors as well as maintenance of records of the Chapter.

D. Treasurer

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

Section 4: The Board of Directors shall:

The Board shall meet at least once a year. The President may call a special meeting of the Board and must call a special meeting on written request of 10 members of the Board. Notice of all meetings shall be sent to all members of the Board not later than 10 days before the date fixed for the meeting. This notice may be by U.S. mail or by electronic communications as permitted by law. When a decision is needed between meetings of the Board, voting may be conducted by mail or electronic means as permitted by law.

Section 5: Qualifications

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

Section 6: Meetings

A. Regular Meetings

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

B. Special Meetings

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

C. Notice Requirements

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

D. Quorum

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

Section 7: Vacancies, Resignation, and Removals

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

ARTICLE VII. COMMITTEES

Section 1: Executive Committee

The Executive Committee consists of the officers of the Chapter. Between meetings of the Board, the Executive Committee has the authority to take action consistent with established Chapter policies or decisions, and to take action on behalf of the Board in emergencies, reporting to the Board at its next succeeding meeting any action taken.

Section 2: Finance Committee

The Finance Committee shall consist of three members elected by the membership. The Finance Committee is responsible for advising the Board of Directors on matters pertaining to financial needs, growth and stability, preparation and presentation of an annual budget to the Board of Directors, investment policies, and compliance with financial obligations to APTA.

Section 3: Nominating Committee

The Nominating Committee shall consist of three members elected by the membership. The Nominating Committee is responsible for nominating candidates for open director and officer positions; a Nominating Committee Report shall be made available to all

members at least a month prior to the Annual Meeting. The Nominating Committee is also responsible for compiling a slate of candidates to serve as delegates to the House of Delegates and representatives to Chapter committees.

Section 4: Ethics Liaison

The Ethics Liaison is responsible for interacting with the APTA Ethics and Judicial Committee, to refer ethics complaints to the Ethics Judicial Committee, and to promote ethics related educational resources to members. In lieu of an Ethics Committee, the Board of Directors may elect to designate an Ethics Liaison to interact with the APTA Ethics Committee, to refer ethics complaints to the Ethics Judicial Committee, and to promote ethics related educational resources to members.

Section 5: Other Committees

The Board may appoint such committees, task forces, or work groups as it deems necessary or advisable. All committees which consist entirely of directors shall be Board committees and shall have and exercise the authority of the Board as may be designated by the Board. All non-Board committees shall not have or exercise the authority of the Board, but may advise and make recommendations to the Board.

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

Section 1: Qualifications

- A. The qualifications of delegates shall be as stated in the Associations bylaws.
- B. A Chapter Delegate may not, in the same year, serve as Section or Assembly Delegate.
- C. The Chapter shall notify Association headquarters of the names of Chapter Delegates, as required by the Association and the Standing Rules of the House of Delegates.
- D. The Chapter shall be represented in each session of the House of Delegates unless a waiver is approved by the Association's Board of Directors.

Section 2: Election and Term

An election by the membership is held annually to choose the number of delegates to which the Chapter is entitled.

Regular delegates shall be elected to serve a term of two years.

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

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

Section 3: Duties of Delegates

- A. To attend the annual and special meetings of the House of Delegates of the Association.
- B. To present to the House of Delegates such matters as are approved by the Chapter Board of Directors or voting body.
- C. To present material concerning the House of Delegates to the Chapter for information, discussion, opinion, or vote.
- D. To vote at meetings of the House of Delegates in accordance with instructions or policies of the Chapter.

ARTICLE IX. REPRESENTATIVE TO THE PTA COUNCIL

Section 1: Qualifications

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

Section 2: Election and Term

At the fall Chapter meeting prior to the annual session of the PTA Council, the membership shall elect the Representative to which the Chapter is entitled. An alternate representative may also be elected.

Section 3: Duties of Representative

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

ARTICLE X. ELECTIONS

Section 1: Frequency

An election by the membership is held annually to choose new members of the Board of Directors. Directors serve until their successors are elected and qualified; they may be elected for successive terms.

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

Section 2: Nominations

For elections of Officers, Chief Delegates, Delegate, PTA Representative and members of the Nominating Committee, the Nominating Committee shall prepare a slate consisting of at least one name for each vacant office, as is appropriate for each vacancy to be filled, and submit this slate to the members. It is the responsibility of the Nominating Committee to seek out candidates for vacant offices, to review their qualifications, to ascertain their willingness to serve, and to nominate a candidate or candidates for each office. The Nominating Committee is also responsible for the election, counting the returns, and certifying and reporting the election results.

Section 3: Ballots

Voting will be held electronically. Ballots will be sent to all voting members within a time frame that allows the elections results to be finalized in time to be presented to the membership at the fall meeting. No write-in ballots will be allowed.

A minimum return of 50 voting members shall be required for the ballot to be valid. The Nominating Committee will determine a mechanism of membership verification, which must be approved by the Board, and then utilize this mechanism to ensure authenticity of the vote. The candidate with the most votes shall be declared the winner. If an election is deemed invalid, there will be an on-site election at the fall Chapter meeting. If the Nominating Committee cannot produce at least one name to place on the ballot for a given office, there will be an on-site election at subsequent Chapter meetings until the vacancy is filled.

Results of the elections shall be presented by the Nominating Committee Chairperson to the Board of Directors, membership, and the Association within 30 days of the election results being certified by the Nominating Committee. People on the slate should be notified within 10 days of the results of the election by the Nominating Committee Chairperson.

ARTICLE XI. FINANCE

Section 1: Fiscal Year

The fiscal year of the Chapter shall be January 1 through December 31.

Section 2: Limitation on Expenditures

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

Section 3: Dues:

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

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

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

ARTICLE XII. DISSOLUTION

The Chapter shall dissolve in accordance with the Association's bylaws and applicable state law.

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

ARTICLE XIII. PARLIAMENTARY AUTHORITY

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

ARTICLE XIV. AMENDMENTS

These bylaws may be amended in whole or in part at any meeting of the Chapter by the affirmative vote of at least two-thirds of the members present and voting, a quorum present, provided at least 30 days prior to the meeting a copy of the proposed amendment has been made public to the members of the Chapter. A copy of the proposed amendment must be submitted to the Board of Directors of the Association for approval 60 days before notice to the membership. These bylaws may be amended between meetings provided that said notice is made public 30 days prior to the date when the vote is due. Two-thirds vote is necessary to pass an amendment by electronic ballot provided that 25% of ballots are returned.

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

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

ARTICLE XV. ASSOCIATION AS HIGHER AUTHORITY

In addition to the Chapters corporate articles and bylaws, the Chapter is governed by the Association as its higher authority, the Association's bylaws, standing rules, and all applicable policies and procedures.

ARTICLE XVI. ASSOCIATION MANAGEMENT

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

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