

**ARIZONA PHYSICAL THERAPY ASSOCIATION  
BYLAWS**

**Article I: Name**

The name of this organization is the Arizona Physical Therapy Association, Inc., hereinafter referred to as the CHAPTER. It is a component Chapter of the American Physical Therapy Association, hereinafter referred to as the ASSOCIATION.

The territorial boundaries of the Chapter shall be the same as the boundaries of the State of Arizona.

**Article II: Object**

The object of the Chapter shall be the object of the Association as expressed in the Association Bylaws.

**Article III: Functions**

The functions of the Chapter shall be those prescribed by the Association Bylaws and as detailed in the Chapter Procedural Manual.

**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, Student Physical Therapist Assistant, In addition, the Chapter shall maintain a single Corresponding Member category with rights and privileges as stated in the Association bylaws.

**Section 2. Rights and Privileges of Members**

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

**Section 3. Admission to Membership**

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

**Section 4. Good Standing**

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

**Section 5. Disciplinary Action**

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

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

**Section 6. Reinstatement**

A. 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. Geographical Districts-The state has five (5) Districts: They shall be designated by consecutive numbers starting with 1 (one). The geographical boundaries of the Districts shall be set by the Executive Board.
- B. Chapter member shall be members of the District in which they reside unless they request to be members of another District.
- C. Each District shall have one District representative to the Executive Board.
- D. 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 Executive Board.
  - 2. Not establish dues.
  - 3. Not levy special assessments that carry punitive action or loss of good standing.

### **Section 2. Special Interest Groups**

- A. Purpose - Special interest groups may be organized to provide a means by which members having a common interest in special areas of physical therapy can meet, confer, and promote the interests of the respective groups.
- B. Formation - Special interest groups of the Chapter may be established in accordance with the rules and conditions set down by the Chapter's Executive Board.
- C. Shall submit to the Chapter, annual reports of its activities.
- D. Members of the special interest groups shall not be required to belong to an association section of like nature or with similar interests.
- E. Dissolution - Special interest groups of the Chapter may be dissolved in accordance with the rules and conditions set down by the Chapter's Executive Board.
- F. 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 Executive Board.
  - 2. Not levy special assessments that carry punitive action or loss of good standing.

### **Section 3. Limitations**

District 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 Districts or special interest group unless authorized to do so in writing by the Chapter's governing body.

## **Article VI: Meetings**

- A. A minimum of two regular meetings shall be held during the calendar year. The Annual Meeting, including elections, shall be held in the fall.
- B. Notice of meetings shall be sent by the Secretary fifteen (15) days prior to the date of the meeting. Notice of special meetings shall state the purpose of the meeting.
- C. Only members of the Association have the right to attend business meetings, unless the members present vote and agree to allow guests.

- D. A quorum is comprised of 5% of the total membership.
- E. The President may call a special meeting and special meetings must be called upon written petition of 5% of the membership.
- F. All meeting minutes shall be submitted to the Association within 45 days after the date of the meeting.

## **Article VII: Executive Board/Executive Committee/Officers**

### **Section 1. Composition**

- A. The Executive Board shall be composed of the chapter officers, the chief delegate, District representatives, and immediate past President during the first year of the President's term; the President-elect in the last year of the President's term. A majority of the Executive Board shall constitute a quorum.
- B. The officers of the chapter shall be: President, First Vice President, Second Vice President, Secretary and Treasurer.
- C. No individual may carry more than one vote on the Executive Board. If any board member is elected to serve as President-elect concurrent with a portion of their existing office term, the board shall appoint a member-at-large to serve as a voting member of the Executive Board for the period of time necessary to maintain voting strength at eleven (11) members.
- D. The Executive Committee is composed of the Chapter President, Treasurer, and First Vice President. The First Vice President will take minutes at Executive Committee Meetings.

### **Section 2. Qualifications**

Officers shall be Physical Therapist, Life Physical Therapist, or Retired Physical Therapist Members in good standing of the Association for two (2) years preceding and of the chapter for one (1) year immediately preceding election to office, and who have consented to serve if elected. District Representatives shall be Physical Therapist Members, Life Physical Therapist Members, or Retired Physical Therapist Members in good standing of the Association for two (2) years preceding and one (1) year immediately preceding election to office, and who have consented to serve if elected.

### **Section 3. Tenure**

- A. The President-elect and chapter officers, except the President, shall be elected at the fall business meeting. Following the election, all officers, except the President-elect, shall serve as "officer elect" until January 1 of the following year. The President-elect shall serve for one full year, and beginning January 1 of the second year following the election, assumes the duties of President.
- B. A term of office shall be for three years or until a successor is elected and assumes office. The First Vice President will take on a one time commitment of an additional year of service in the office of the First Vice President; the term thus ending on December 31, 2011. This will be a one time change; thereafter the First Vice President will be elected every three years beginning in 2011. The 2nd vice-president will be elected every three years beginning in 1998. The president-elect, secretary and treasurer will be elected every three years beginning in 1997.
- C. No officer shall serve more than two (2) consecutive terms in the same office
- D. District Representatives shall be elected at the Fall business meeting by members of their own District only. District 1, 3, and 5 Representatives shall be elected in odd numbered years and District 2 and 4 Representatives shall be elected in even numbered years and shall serve a

term of two (2) years or until a successor is elected and assumes office. Following the election, all District Representatives shall serve as “representative elect” until January 1 of the following year. No District Representative shall serve more than two (2) consecutive terms. (Proviso: Incumbent District Chairs shall serve as District Representatives until the election cycle begins.)

**Section 4. Vacancies**

A. If, before the expiration of the term for which elected, the President dies, resigns, is removed or becomes disqualified; the 1st Vice President shall succeed to the office vacated to serve until the next Fall business meeting at which time there will be an election to fill the vacancy for the unexpired portion of the term. If any office or Board position becomes vacant, a special election will be held immediately to fill the position.

B. Any Executive Board Member may be removed from the elected or appointed position by a 2/3 vote of the voting membership of the chapter for failure to perform duties.

**Section 5. Duties of the Executive Board**

A. The Chapter Executive Board shall be the directors of the corporation with complete authority to transact business for and on behalf of the chapter, subject to the provisions of these Bylaws, the Chapter Procedural Manual, and resolutions or enactment's of the membership and the Association.

B. The president may call a special meeting of the Executive Board and must call a special meeting on written request of three (3) voting members of the Executive Board. Written notice of all meetings shall be mailed to all members of the Executive Board not later than 10 days before the date fixed for the meeting. A majority of the Executive Board shall constitute a quorum. The Executive board meets at least three (3) times annually .

**Section 6. Duties of the Executive Committee**

The Executive Committee shall make decisions for the Association in emergency situations when input from the entire Executive Board is not possible due to time restraints and shall report these decisions at the next Board meeting.

**Section 7. Duties of the President**

The President shall preside at all meetings of the Executive Board and of the chapter and shall be an ex-officio member of all Committees except the Nominating and the Ethics Committees.

**Section 8. Duties of the First Vice President**

The First Vice President shall assume the duties of the President if he is absent or incapacitated. In the event of a vacancy in the office of the President, the First Vice President shall succeed to the presidency until the election at the next Fall Business Meeting.

**Section 9. Duties of the Second Vice President**

In the absence of the President and First Vice President, the Second Vice President shall preside at meetings.

**Section 10. Duties of the Secretary**

The Secretary shall be responsible for keeping the minutes of the proceedings of the meetings of the chapter and the Executive Board. Copies of business meeting minutes shall be submitted to Association headquarters within 45 days following the meeting.

**Section 11. Duties of the Treasurer**

The Treasurer shall be responsible for reporting, in writing, the financial status of the chapter to the Association, the chapter Executive Board and the membership; be a member of the Finance Committee; submit an annual budget; and, have the accounts of the chapter audited annually.

**Section 12. Duties of President-Elect**

The president-elect shall serve as a voting member of the Executive Board for one (1) full year starting on January 1 of the year following election.

**Section 13. Duties of Immediate Past President**

The immediate Past President shall serve as a voting member of the Executive Board for one (1) full year immediately following completion of the term of President.

**Section 14. Duties of the District Representatives**

District Representatives shall serve as voting members of the Executive Board; shall serve as a liaison to committees as appointed by the President; shall be responsible for holding a minimum of two meetings/forums in their geographical District annually; and assuring that prior notice of such meetings/forums is sent to all members of that District at least fifteen (15) days prior to the date of the meeting/forum.

**Article VIII: Committees**

**Section 1. Names and Duties**

Besides other committees as shall be created by the Executive Board, the Board shall appoint the following:

- A. NOMINATING Committee shall consist of three (3) members elected by the chapter members. The members shall serve a term of three (3) years. The term of one member expires each year. The senior member of the Committee shall serve as chairman. The Committee shall prepare a list of at least two (2) nominees, if possible, for each position from members who consent to serve, if elected, as officers and members of the Nominating Committee. The Committee shall submit the slate of nominees to the Executive Board at least 30 days prior to the election.
- B. BYLAWS Committee shall be responsible for preparation and maintenance of the chapter bylaws insofar as they are consistent with and not contrary to the Association Bylaws.
- C. FINANCE Committee shall advise the Executive Committee on matters pertaining to the chapter's financial needs, growth and stability, presentation of an annual budget to the Board of Directors, investment policies, and compliance with financial obligations to APTA, based on periodic review of income, expenditure and investments
- D. ETHICS Committee shall process reported violations of ethical standards in accordance with prescribed procedures of the Association, and carry other duties as may be requested by the Executive Board.

**Section 2. Tenure**

Chairmen of Standing Committees shall be appointed by the Executive Board and shall serve for a term of three (3) years, with the exception of the Nominating Committee. Committee members shall be appointed by the Committee Chairmen with the exception of the Nominating Committee.

**Section 3. Vacancies**

If an appointed chairperson resigns, dies, is removed or fails to serve, the Executive Board shall appoint an eligible member of the chapter to serve the unexpired portion of the term.

**Section 4. Duties of Standing Committee Chairman**

The chairmen of the Standing Committees shall be responsible for insuring that the Committee performs its assigned task.

## **Article IX: Delegates to the House of Delegates of The American Physical Therapy Association**

### **Section 1. Qualifications**

- A. Only Physical Therapist members who have been Association members in any category of membership for two years immediately preceding, and are in good standing, may serve as Chapter delegates.
- B. Only Physical Therapist delegates who have served in the House of Delegates in the past may be elected as Chief Delegate.

### **Section 2. Election and Tenure**

- A. The Chief Delegate to the House of Delegates of the Association shall be elected at the fall meeting of the Chapter for a term of three years. Beginning with the election in 1997 the Chief Delegate will be elected every third year thereafter.
- B. The additional number of delegates to which the chapter is entitled and one alternate shall be elected at the fall meeting of the chapter.
- C. Delegates shall serve for a term of two (2) years with half of the delegation being elected in odd numbered years and half being elected in even numbered years. Alternates shall serve for one (1) year.
- D. In the event, the Association notifies the chapter that the number of delegates allotted is less than the previous year, the delegate(s) elected by the least number of votes will be dropped to be in compliance.
- E. In the event that reassignment of votes is necessary, Association Bylaws will dictate transfer of votes.
- F. In the event any elected delegate is unable to function as such, the majority of delegates present may select an alternate if no selected alternates are available.
- G. A chapter delegate may not, in the same year, serve as a section delegate.
- H. The names of the chapter delegates must be submitted to Association as required by the Association and the Standing Rules of the House of Delegates.

### **Section 3. Rights and Duties**

- A. The Chief Delegate shall serve as a member of the Executive Board and coordinates the activities of the delegation.
- B. All delegates shall register for and attend the annual and special meetings of the House of Delegates of the Association to represent the membership of the chapter.
- C. Delegates shall vote at meetings of the House of Delegates, in accordance with instructions and/or policies of the Chapter. In the event that a question arises at the Annual Conference or in the House of Delegates which has not been discussed previously, the delegation shall evaluate the issue and cast their votes in their best conscience.

## **Article X: Representative to the Physical Therapist Assistant Caucus**

### **Section 1. Qualifications**

- A. The qualifications of the representative shall be as stated in the APTA Board Policies and Procedures.
- B. The Chapter shall notify Association Headquarters of the name of the Representative, as required by the Association.

## **Section 2. Election and Term**

- A. At the fall Chapter meeting prior to the annual session of the PTA Caucus, the Physical Therapist Assistant Member, Life Physical Therapist Assistant Members, and Retired Physical Therapist Assistant Members of the Chapter shall elect the Representative to the PTA Caucus to which the Chapter is entitled. An alternate may also be elected.
- B. Chapter Representative shall serve for a term of two (2) years.
- C. The Arizona Physical Therapist Assistant Special Interest Group (SIG) may provide a slate of candidates to the chapter nominating committee.

## **Section 3. Duties of Representative**

- A. To attend the annual and special meetings of the PTA Caucus.
- B. To present to the PTA Caucus such matters as are ordered by the Board of Directors and/or voting body.
- C. To vote at meetings of the PTA Caucus in accordance with instructions and/or policies of the Chapter.

## **Article XI: Elections**

### **Section 1. Elections**

- A. A majority of the voting members is necessary for election to the Executive Board. Delegates may be elected by plurality.
- B. Ballots shall be mailed to all members via U.S. Mail or if available, mailed electronically for online voting at least 30 days prior to the date of the Arizona Physical Therapy Association membership meeting. Mail in ballots shall be received by the Arizona Physical Therapy Association office at least three (3) days prior and electronic ballots shall be received no later than three (3) hours prior to the Arizona State Physical Therapy Association membership meeting. A minimum of 5% of mail or electronic ballots shall be returned for the election to be valid.
- C. Write-in votes sent U.S. Mail or sent electronically may be included on the ballots.
- D. The chapter president shall appoint a Teller's Committee consisting of at least three (3) members.
- E. Results of the election must be forwarded to the Association within 45 days.

### **Section 2. Voting Body**

- A. The voting body shall consist of Physical Therapist Members, Retired Physical Therapist Members, Life Physical Therapist Members of the Chapter having one full vote and the Physical Therapist Assistant Members, Retired Physical Therapist Assistant Members, and Life Physical Therapist Assistant Members having 1/2 vote.
- B. A quorum is comprised of 5% of the total membership.
- C. Voting on motions may be by voice, show of hands, standing, roll call, or secret ballot.

**Article XII: Finance**

**Section 1. Fiscal Year**

The fiscal year shall be the same as that of the American Physical Therapy Association.

**Section 2. Limitations 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 Executive Board. The Board shall not commit the Chapter to any financial obligation in excess of its current financial resources.

**Section 3. Chapter Dues**

A. Dues:

Physical Therapist:	\$140
Life Physical Therapist:	\$0
Physical Therapist Assistant:	\$84
Life Physical Therapist Assistant:	\$0
Student Physical Therapist, Student Physical Therapist Assistant:	\$0
Physical Therapist – Post Professional Student:	\$0
Retired Physical Therapist:	\$70
Retired Physical Therapist Assistant:	\$70
Corresponding Member:	\$140

B. Student Physical Therapist and Student Physical Therapist Assistant member dues are for 12 months from the time of renewal of join date. As of the last day of the graduation month, the 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 Members and Physical Therapist Assistant Members are eligible for one year of membership at 50% of the Association and chapter dues rate for a Physical Therapist or Physical Therapist Assistant Member

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 of the Association’s next fiscal year.

**Section 4. Financial Reports, etc.**

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

**Article XIII. Dissolution of the Chapter**

A. The Board of Directors of the Association may dissolve the chapter as prescribed in the Bylaws of the Association.

B. By a vote of at least two-thirds (2/3) of the members eligible to vote, the chapter shall be dissolved. All members shall be notified at least two (2) weeks prior to the date for the vote. If

the chapter votes to dissolve itself, this action shall be reported to the Association's Board of Directors.

C. In the event of Revocation of the Charter or Chapter dissolution, all property and records of whatever nature in possession of the chapter, shall, after payment of its bona fide debts, be conveyed to the Association.

#### **Article XIV: Parliamentary Authority**

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the chapter, and the District 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.

#### **Article XV: Amendments**

##### **Section 1.**

A. These Bylaws may be amended in whole or in part by a two-thirds (2/3) vote of the members present and voting, a quorum being present, at any meeting of the chapter provided that at least thirty (30) days prior to that meeting a copy of the proposed amendments has been sent out by mail to the members of the chapter. The amended Bylaws must be submitted to the Board of Directors of the Association for approval.

B. Revised or amended Bylaws should be consistent with Articles of Incorporation of the chapter.

##### **Section 2.**

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

#### **Article XVI: Association as Higher Authority**

In addition to these bylaws, the Chapter is governed by the Association Bylaws and Standing Rules, and by Association policies.

*Revised by the Membership: October 4, 2008*

*Revised by the Executive Board for Conformance with APTA Bylaws: March 6, 2010*

*Revised by the Membership: May 1, 2010*