

BYLAWS
Physical Therapist Assistant Special Interest Group
Arizona Chapter
American Physical Therapy Association

ARTICLE I: NAME

The name of this organization is the Physical Therapist Assistant Special Interest Group, hereinafter referred to as the PTA SIG. It is a component of the Arizona Physical Therapy Association, Inc., hereinafter referred to as the CHAPTER, which is a component of the American Physical Therapy Association, hereinafter referred to as the ASSOCIATION.

ARTICLE II: OBJECT

The object of the PTASIG shall be the object of the Association and the Chapter as stated in their bylaws. In addition, this group is to provide a means for PTAs in Arizona to meet and promote the interests of Physical Therapist Assistants.

ARTICLE III: FUNCTION

To cooperate with the Chapter and Association in fostering the continued development of the Physical Therapy profession.

To provide for the exchange of information, to and among PTA SIG members and students enrolled in an accredited Physical Therapist Assistant program, concerning issues confronting the profession of Physical Therapy.

To promote:

1. participation of PTA members in the Chapter, the PTA Caucus and the Association, and to protect the status of the profession of Physical Therapy.
2. the growth of Physical Therapist Assistants practicing in the state of Arizona and encourage continuing education.
3. public awareness of the profession of Physical Therapy.
4. legislation to protect the professional status and the economic and general welfare of its members.

ARTICLE IV: MEMBERSHIP

Categories of Members:

Physical Therapist Assistant certified in the territory of the state of Arizona, Retired Physical Therapist Assistant, Life Physical Therapist Assistant and Student Physical Therapist Assistant.

Other Memberships:

Any Physical Therapist licensed in the territory of the state of Arizona.

Qualifications:

A member in good standing with the Chapter and the Association. An individual Is considered to be in good standing within the meaning of these Bylaws if the member is in good standing with the Chapter and the Association.

Meetings:

1. A minimum of 2 regular meetings shall be held during the calendar year. The annual meeting, including elections, shall be held at the Fall Conference.
2. Notice of meetings shall be sent at least 14 days prior to the meeting date to all members and non-members.
3. Only PTA SIG members may make or amend motions.

4. A quorum will be no less than 5% of the total voting membership of the PTA SIG and 75% of the PTA SIG voting Executive Board.
5. The Executive Board may call a special meeting with a minimum of 7 days notice with invitations going to all members only.
6. All minutes will be sent to the Chapter Board of Directors and the PT Board Liaison within 30 days following all meetings.

Voting Body:

1. Members of the voting body shall be members of the Association.
2. The voting body shall consist of Physical Therapist Assistant Members, Retired Physical Therapist Assistant Members, Life Physical Therapist Assistant Members, Student Physical Therapist Assistant Members and the PT Board Liaison Member of the Chapter.
3. A quorum is comprised of 5% of the total PTA SIG voting membership.
4. Voting on motions may be by voice, show of hands, standing, roll call, secret ballot or electronic ballot.

ARTICLE V: EXECUTIVE BOARD

Composition

1. Chairperson
2. Co-chairperson
3. Secretary/treasurer
4. PTA Caucus Representative
5. Past-Chairperson
6. Alternate PTA Caucus Representative

Qualifications

Must be a PTA member of the Association, Chapter and PTA SIG in good standing.

Terms of office

1. Two-year term of office
2. Past-Chairperson and Alternate Caucus Representative shall service 1 full year
3. No member shall hold the same office for more than three complete consecutive terms.
1. Vacancies shall be filled by PTA SIG Executive Board appointment to serve until the next election.
2. The Chairperson and PTA Caucus Representative will be elected in odd years. The Co-chairperson and Secretary/treasurer in even years. The Alternate PTA Caucus Representative will be elected annually.
3. Any Executive Board Member may be removed from the elected or appointed position, by a majority vote of the PTA SIG voting Executive Board, for failure to perform duties.

Duties of the Executive Board

Chairperson

1. Prepare agenda and schedule all meetings
2. Preside over all meetings
3. Act as spokesperson for the PTASIG
4. Prepare annual program plan and budget for PTA SIG with input from all Executive Board Members
5. Maintain and update PTA email contact information
6. Notify PTA community, as needed, of all PTA SIG activities, meetings and PTA information

Co-chairperson

1. Assume the duties of the chairperson in his/her absence.
2. Assume duties of the chairperson in an event of a vacancy until the next election.
3. Assist the Chairperson in performing all duties as determined by the Chairperson .
4. Act as liaison to PTA SIG membership committee.
5. Plan annual PTA educational program.

Secretary/treasurer

1. Prepare and record minutes for all meetings.
2. Submit all minutes to the Chapter, PTA SIG Chairperson and PT Board liaison within 30 days.
3. Act as liaison to PTA SIG finance committee.
4. Finalize annual program plan and budget report for submittal to the Chapter Executive Board for approval.

PTA Caucus Representative

1. Serve as liaison to the Chapter Board of Directors and PTA Caucus.
2. Serve on nominating committee.
3. Submit written reports and updates throughout the year as appropriate for publication or distribution to Chapter BOD, PT Board liaison and PTA community.
4. Additional duties as outlined in the Chapter Bylaws.

Past Chairperson

1. Assist newly elected Chairperson as needed
2. Attend all PTA SIG and Executive Board meetings
3. Serve a one-year term as a voting member on the Executive Board

Alternate PTA Caucus Representative

1. Serve a one-year term
2. Assist PTA Caucus Representative
3. Attend annual HOD conference as approved by the Chapter Board
4. A non-voting member of the Executive Board
5. Attend all PTA SIG and Executive Board meetings

ARTICLE VI: FINANCE

Fiscal Year

The Fiscal year shall be from January 1 to December 31.

Dues

No dues will be collected at the initial formation of the PTA SIG.
They may be instituted at a later date.

ARTICLE VII: COMMITTEES

Nominating Committee

1. Will consist of 1-2 members elected by the membership and the PTA Caucus Representative. Each elected member shall be elected to a two-year term.
2. Shall prepare a slate of one or more candidates for each office to be elected that year, including the PTA Caucus Representative.
3. The prepared slate of candidates shall be presented to the PTA SIG no later than six weeks prior to election.

4. Shall serve as teller and report the election results to the membership.
5. Shall foster activities that maintain and promote a pool of nominees.
6. The Board shall appoint an interim officer to serve until the next election when a position becomes vacant.

Membership/Publications Committee

1. Shall consist of 2 appointed members who will serve a two-year term with alternate years. The Board shall fill any vacancies until the end of the term and then a new member will be appointed.
2. The duties shall be to recruit new members through mailings, speaking engagements, announcements and other avenues as directed by the Board.
3. At least one member shall participate in the Chapter Membership Committee.

Finance Committee

1. The Secretary/treasurer shall act as Chairperson to this committee.
2. The duties shall be to submit the annual budget report and program plan to the Chapter Board.
3. Consult with Chapter Treasurer and Finance Committee as needed.

ARTICLE VIII: ELECTIONS

1. All elections shall be held at the time of the Fall Chapter meeting.
2. Voting procedure shall be as outlined in the Chapter Bylaws.
3. Tellers shall be the same as the Nominating Committee, or two members of the Executive Board.
4. Candidates shall be elected by a majority vote.
5. Each member shall be entitled to one vote.
6. Only certified PTA members may vote.
7. Officers will assume their duties immediately following the Fall Chapter meeting.
8. A minimum of 5% of mail or electronic ballots shall be returned for the election to be valid.

ARTICLE IX: DISSOLUTION

1. The group may dissolve subject to a recommendation to dissolve supported by no fewer than 2/3 of the voting members in a referendum on the question to dissolve.
2. If the group is dissolved, all property and records, of whatever nature, in the possession of the group shall, after payment of its bona fide debts, be conveyed to the Chapter.

ARTICLE X: BYLAWS

The members may amend these bylaws with a 5% vote, a quorum being present at any meeting of the PTA SIG. A copy of the proposed amendments must be sent electronically to all members of the PTA SIG at least 21 days prior to the meeting. Revised bylaws will be sent electronically to the membership after approval by the Chapter Board of Directors.