

## **Move to Amend the PHYSICAL THERAPY ASSOCIATION OF ARIZONA, INC. BYLAWS**

### **Article VII: Executive Board/Executive Committee/Officers by adding a new Section 14 which reads**

#### **“Section 14. Duties of the PTA Caucus Representative**

The PTA Caucus Representative shall serve as a voting member of the Chapter Executive Board; shall keep the membership and Executive Board informed of PTA Caucus matters; shall attend at least 75% of the scheduled Executive Board meetings and Membership Business meetings annually; shall attend Combined Sections Meeting annually including PTA Caucus meetings scheduled during the conference; shall attend the annual and special meetings of the PTA Caucus, Arizona Delegation, and APTA House of Delegates; shall serve on the Executive Board of the Arizona PTA SIG. “

There is no current Bylaw for this position.

### **Article VII: Executive Board/Executive Committee/Officers would now read:**

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

- A. The Executive Board shall be composed of the Chapter Officers, the Chief Delegate, PTA Caucus Representative, 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, Vice President, Secretary and Treasurer.
- C. No individual may carry more than one vote on the Executive Board. In case of a tie vote the President shall cast the deciding vote.
- D. The Executive Committee is composed of the President, Treasurer, Secretary and Vice President. The fifth person shall be the President-Elect OR the Immediate Past President, on the years that they hold that office. In the years that there is no President-Elect or Immediate Past President, a current member of the Board will be voted in by the remaining board members for service for that year. The Secretary 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 of the Chapter for 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 shall be elected in the Fall. 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 Vice President will be elected every three years beginning in 2011. 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 in the Fall 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.

#### **Section 4. Vacancies**

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

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.

C. If a newly elected position-elect becomes vacant during the time between the Fall and actually taking office on January 1, a special election will be held immediately.

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

A. The Executive Board shall be the directors of the Chapter 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 enactments 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/communicated via US mail or mailed electronically to all members of the Executive Board at least ten (10) business days prior to 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 meet by a call of the President or by a call of the majority of the Executive Committee. Three members shall constitute a quorum. Notice of all meetings shall be communicated to

all members of the Executive Committee not later than three (3) business days before the date of the meeting. The Executive Committee shall make decisions to carry out the mandates and policies of the Chapter between meetings of the Board in situations where a full meeting of the Board is not possible, despite attempts to convene, or if the Board directs the Executive Committee to take action on behalf of the Board 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 Committee.

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

The Vice President shall assume the duties of the President if 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 until the election in the Fall.

#### **Section 9. 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 forty-five (45) days following the meeting.

#### **Section 10. Duties of the Treasurer**

The Treasurer shall be responsible for reporting, in writing, the financial status of the Chapter to the Association, the 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 11. 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 12. 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 13. 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 (2) meetings/forums in their geographical District annually; and assuring that prior notice of such meetings/forums is sent to all members of their District at least fifteen (15) days prior to the date of the meeting/forum.

#### **Section 14. Duties of the PTA Caucus Representative**

The PTA Caucus Representative shall serve as a voting member of the Chapter Executive Board; shall keep the membership and Executive Board informed of PTA Caucus matters; shall attend at least 75% of the scheduled Executive Board meetings and Membership Business meetings annually; shall attend Combined Sections Meeting annually including PTA Caucus meetings scheduled during the conference; shall attend the annual and special meetings of the PTA Caucus, Arizona Delegation, and APTA House of Delegates; shall serve on the Executive Board of the Arizona PTA SIG.

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Support Statement: The Arizona Physical Therapy Association performed a thorough review of the Chapter Bylaws in 2020 under the guidance of Peter Zawicki, Bylaws Committee Chair, and APTA National Parliamentarians. The Executive Board acknowledges that while the PTA Caucus Representative has been a voting member of the Executive Board the duties of the PTA Caucus Representative were never formally

added to Article VII, Section 14. The addition of PTA Caucus Representative Duties under Section 14 requires a membership vote as a Chapter Amendment.

A 'Yes' Vote will add the Duties of the PTA Caucus Representative to the Duties of the Executive Board.

A 'No' Vote will **NOT** add the Duties of the PTA Caucus Representative to the Duties of the Executive Board.