

BYLAWS OF THE AMERICAN ACADEMY OF PHYSICAL THERAPY

ARTICLE I NAME

The name of this organization shall be American Academy of Physical Therapy (The Academy).

ARTICLE II MISSION STATEMENT

The American Academy of Physical Therapy is a non-profit organization whose mission is to provide relief of poor and disadvantaged African-Americans and other minorities by:

- A. Promoting new and innovative programs in health promotion, health delivery systems and disease prevention.
- B. Encouraging minority students to pursue careers in Allied Health Professions.
- C. Performing clinical research directly related to health conditions found within minority communities.

ARTICLE III MEMBERSHIP

SECTION I ELIGIBILITY

Membership is open to any person, without regard to race, creed or color who shares the mission and purpose of the organization.

SECTION II CLASSIFICATION

A. ACTIVE MEMBER

Physical therapist/physical therapist assistants who are graduates of an accredited physical therapy/physical therapist assistant program and/or licensed in the jurisdiction in which they practice.

B. STUDENT MEMBER

Persons who are currently enrolled in the professional education component of an accredited physical therapy/physical therapist assistant education program.

C. ASSOCIATE MEMBER

Other individuals who subscribe to the organization's mission statement.

D. INSTIUTIONAL AFFILIATE MEMBER

Any physical therapy, physical therapy assistant program or other professional organization that subscribe to the mission of the organization.

E. ORGANIZATIONAL AFFILIATE MEMBER

A local or community organization invited by any Academy member to assist the Academy in the implementation of the Academy's approved programs. Linkage with the Academy is by a simple network agreement with the Academy. All network activities under this classification takes place between the Academy and the individual organizations affiliate.

F. LIFE MEMBER

An individual who meets two or more of the following criteria with review of the Executive Committee:

1. Retired because of disability with the completion of five (5) years active membership
2. Active member who has attained the age of sixty-five (65)
3. Completion of active membership for ten (10) years

SECTION III SPECIAL MEMBERSHIP CLASSIFICATION

A. FELLOW

Status awarded a member who distinguishes himself/herself by accomplishing one or more professional activities directly related to assisting the organization to achieve its mission statement.

SECTION IV DUES

- for
- A. Active member dues shall be \$180.00 per year. Dues shall be prorated new members joining at times other than at the beginning of the dues cycle. They shall be prorated on a monthly basis of 1/12 of the annual dues.
 - B. Student and Associate membership dues shall be \$75.00 per year. Student membership rate shall continue for twelve (12) months after completion of their studies.
 - C. Institutional Membership dues shall be \$1,500.00 per year.
 - D. Organizational Affiliate Membership dues are waived.
 - E. Life Membership dues shall be a one-time payment of \$300.00
 - F. Dues are to be paid by January 31, of the current fiscal year.

SECTION V MEMBERSHIP RENEWAL

- A. Membership rights shall be forfeited if dues are delinquent as of April 1, of the current fiscal year.
- B. Membership rights shall be restored upon payment of dues.

SECTION VI MEMBERSHIP RIGHTS

- A. Active members shall have the right to:
 - 1. Vote
 - 2. Make motions
 - 3. Serve on committees

4. Chair committees
 5. Be elected to office
 6. Attend meetings
 7. Receive publications
- B. Student and Associate Members shall have the right to:
1. Serve on committees
 2. Make motions
 3. Receive publications
 4. Attend meeting
- C. SAMI-PT/Student Consortium Chairman and Vice President shall have the right to:
1. Vote
 2. Make Motions
 3. Serve on Committees
 4. Attend Meetings

SECTION VII GOOD STANDING

An individual member is in good standing within the meaning of these Bylaws if the member:

- A. Complies with the ethical principles or standards of the Academy application to the individual's membership class.
- B. Makes timely payments of all Academy and Chapter dues. A member whose dues have not been received by the due date shall be considered to be in arrears and shall have all membership privileges suspended. If the dues are not received by April 1st of the current fiscal year, the membership shall be revoked.

- C. Is not under current suspension or revocation of a license or certificate of registration to practice physical therapy or to act as physical therapist assistant in any jurisdiction.

ARTICLE IV COMPONENT

SECTION I CHAPTERS

A. DEFINITION

A chapter of the American Academy of Physical Therapy is a group of members of the American Academy of Physical Therapy in the USA or its possessions that is chartered by the American Academy of Physical Therapy.

B. FORMATION

1. The Executive Committee may issue a charter provided that:
 - a. A petition to establish a State Chapter is submitted to the Executive Committee signed by five (5) members of the American Academy of Physical Therapy.
 - b. A petition that certifies that the members signing agree to:
 - (1) Unequivocally endorse the Mission Statement of American Academy of Physical Therapy.
 - (2) Establish State Chapter Officers are follows: Chairman, Vice Chairman and Secretary/Treasurer.
 - (3) Conduct its affairs in a manner that is approved by the Executive Committee. Obtain liability insurance coverage as directed by the Executive Committee.
 - c. State Chapters shall be represented at Annual Business Meeting and its officers shall present an annual report of its activities to the membership.
2. The Executive Committee's recommendation shall be presented to the membership at the Annual Business Meeting for final disposition.
3. Upon approval of its charter, the chapter may request a one time

the

“start-up award@ in writing via the Executive Committee. The award shall not exceed \$100.00.

4. The petition should contain a statement that the chapter is governed in all respects by the Bylaws of the Academy.

C. DISCIPLINE

1. State Chapters may be disciplined, after investigation of any matter adverse to the American Academy of Physical Therapy, by others as so determined by the Executive Committee.
2. The Executive Committee may reprimand, suspend, or terminate a State Chapter’s Charter for cause.

D. DISSOLUTION

1. A chapter may dissolve pursuant to the provisions of its bylaws or pursuant to its Articles of Incorporation.
2. The Executive Committee may revoke the charter of any chapter has failed to satisfy its obligations or to observe the limitations on chapters as set forth in the Academy Bylaws.
 - a. The chapter must be given timely notice of the charges against it and the opportunity to be heard in its own defense, and the judgment or revocation must be supported by at least two-thirds (2/3) of the members of the Executive Committee.
 - b. A chapter whose charter has been revoked by the Executive Committee shall have the right to appeal to the membership at the next session of the membership following the decision of the Executive Committee. The decision of the membership in the matter shall be final.

E. PROPERTY AND RECORDS

If the charter of the chapter is revoked or if the chapter is dissolved or its existence otherwise terminated, all property and records of whatever nature in the possession of the chapter shall, after payment of its bona fide debts, be conveyed to the Academy. The Academy shall not be obligated for any debts incurred by a chapter unless the chapter has been

specifically authorized in writing by the Executive Committee to act on behalf of the Academy. In the case of two or more chapters merging, all property and records shall be turned over to the continuing chapter without being returned through headquarters.

ARTICLE V OFFICERS

SECTION I NAMES OF OFFICERS

A. Names of Officers

1. The Officers of the American Academy of Physical Therapy shall be: President, Vice-President, Secretary, Treasurer, Director and Immediate Past President.
2. The officers shall compromise the Executive Committee of the Academy.

SECTION II ELIGIBILITY

Member for two (2) consecutive years.

SECTION III TERM

- A. Charter officers shall serve until the next election.
- B. Effective 1991, the President, Treasurer and Nominating Committee Chairman shall be elected to serve a three (3) year term.
- C. Effective 1992, the Vice President and Secretary shall be elected to serve a three (3) year term.
- D. Effective 1997, a Director shall be elected for a one (1) year term beginning in January 1998. Effective 1998 annual meeting, the Director shall be elected for three (3) year terms on the same cycle as the Vice President and Secretary.
- E. The Immediate Past President shall be mandated for one (1) year and thereafter serve as the pleasure of the Executive Committee.

SECTION IV NOMINATION AND ELECTION

A. Nomination

Nominating Committee shall present a slate of qualified candidates for each position; preferably two (2) or more candidates.

B. Election

Election of officers shall take place at the Annual Business Meeting

SECTION V VACANCIES

The President shall appoint a member to fill a vacancy for one (1) year or until the next Annual Business Meeting.

SECTION VI DUTIES OF OFFICERS

A. President shall:

1. Preside over all Business, Executive Committee and Executive Board Meetings.
2. Be an Ad Hoc Member of all committees.
3. Appoint all committees (unless otherwise provided by the Bylaws).
4. Be the official spokesperson for the Academy or designate the official spokesperson.

B. Vice President shall:

1. Perform duties of the President, in the absence or inability to discharge presidential functions.
2. Be responsible to the President to ensure proper continuity among the constituents of the organization.
3. The Vice President shall serve as liaison to the Program Committee.
4. Be bonded.

C. Secretary shall:

1. Record and keep the minutes of the Business Meeting of the general membership, the Executive Committee and Executive Board.
2. Serve all notices for the Academy which has been authorized by the Executive Committee.
3. Attest all documents.
4. Have charge of all books, seal and records of the Academy.
5. Serve as liaison to the Practice Committee.

D. Treasurer shall:

1. Be responsible for the management of all funds.
2. Serve as liaison to the Finance Committee.
3. Be responsible for keeping all financial records.
4. Be bonded.

E. Director shall:

1. Serve as a member of the Membership Committee to promote recruitment and retention of members.
2. Be a member of the Executive Committee.
3. Serve as the liaison between the Executive Committee and the Membership Committee.
4. Serve as liaison between HCBU Subcommittees and the Executive Committee

- F. Immediate Past President shall:
 - 1. Assume such duties as are deemed necessary by the Executive Committee.
 - 2. Be a member of the Executive Committee.

ARTICLE VI MEETINGS AND QUORUM

SECTION I ANNUAL BUSINESS MEETING

The Annual Business Meeting shall be held annually.

SECTION II OTHER MANDATED MEETINGS

- A. Executive Committee shall meet at least twice yearly.
- B. Executive Board shall meet annually.

SECTION III SPECIAL MEETINGS

May be called at the discretion of the President or by petition of three (3) members of the Executive Committee.

SECTION IV QUORUM

A quorum shall consist of those members attending the meeting.

ARTICLE VII GOVERNING BODY

SECTION I

- A. Membership

Active members, student members, associate members, institutional members, organizational members and life members.
- B. Authority

Established primary policies at the Annual Business Meeting.

C. Quorum

A quorum shall be comprised of those members present.

SECTION II EXECUTIVE COMMITTEE

A. Membership

President, Vice-President, Secretary, Treasurer, Director and Immediate Past President

B. Eligibility

Member of Academy for two (2) consecutive years.

C. Authority

Policy making body, of the membership, between Annual Business Meetings.

D. Duties

Transact the business of the Academy between Annual Business Meetings.

E. Quorum

Three (3) members of the Executive Committee.

SECTION III EXECUTIVE BOARD

A. Membership

President, Vice-President, Secretary, Treasurer, Director, Immediate Past President, Chairman Committee, Committee Chairs and SAMI-PT/ Student Consortium Chairman and Vice Chairman

B. Eligibility

Member of Academy for two (2) consecutive years.

C. Authority

Recommend action to the membership and act on behalf of the Executive if specifically authorized.

D. Quorum

Comprised of those members present of the Executive Board

ARTICLE VIII COMMITTEES AND OTHER APPOINTMENTS

SECTION I STANDING COMMITTEES

A. Names

1. Finance
2. Membership
3. Program
4. Practice

B. Appointment of Committee Chairman

Upon recommendation by the President and approval of the Executive Committee.

SECTION II NOMINATING COMMITTEE

A. Composition

Shall consist of five (5) members.

B. Elections

Shall be elected by the membership at the Annual Business Meeting

C. Term

1. Two (2) members of the Nominating Committee shall be elected

annually, except one (1) member every third (3rd) year.

2. The Nominating Committee Chairman shall be elected annually from the committee's senior member by its members.

D. Duties

The Nominating Committee Chair shall:

1. Develop procedures for nominations and elections
2. Establish and present slate of eligible candidates for offices.
3. Present election results at the Annual Business Meeting.

SECTION IV SPECIAL COMMITTEES/TASK FORCE

A. Appointment

By the President, with advice and consent of the Executive Committee.

B. Term

As designated by the President.

SECTION V SAMI-PT/STUDENT CONSORTIUM

A. Composition

Student members of the American Academy of Physical Therapy

B. Elections

SAMI-PT/Student Consortium members shall elect the Chairman, Vice-Chairman and Secretary

C. Term

The Chairman, Vice-Chairman and Secretary shall be elected annually by SAMI-PT/Student Consortium members

D. Members

The SAMI-PT/Student Consortium shall meet at least once a year at the Annual conference.

E. Duties

1. The SAMI-PT/Student Consortium Chairman shall:
 - a. Attend and vote at all Executive Board meetings
 - b. Serve as a spokesperson for student concerns/issues
 - c. Preside over the student business meetings
 - d. Facilitate establishing and executing all student activities
 - e. Develop and maintain the student budget
2. The SAMI-PT/Consortium Vice-Chairman shall:
 - a) Attend and vote at all Executive Board meetings
 - b. Preside over any student event in which the Chairman cannot be present
 - c. Assist in establishing and executing all student activities
 - d. Assist in overseeing the student budget
 - e. Assist in the planning of conference events
3. The SAMI-PT/Student Consortium Secretary shall:
 - a. Keep and distribute all minutes from the student business meetings
 - b. Maintain an accurate list of student membership
 - c. Furnish new student members with information about

student activities and conference

SECTION VI COMMITTEE DISBANDMENT

A. Rationale

Completion of charge; dysfunction in committee operation;
Not relevant to goals/objectives of the Academy.

B. Method

By authorization of the President with approval of the Executive
Committee.

SECTION VII VACANCIES

Appointment

Committee Chair/Member: Appointment by the President with
advice and consent of the Executive Committee.

SECTION VIII OTHER OFFICERS

Parliamentarian

Shall be appointed by the President, have experience and knowledge in
parliamentary procedures.

ARTICLE IX FUNDS AND FINANCE

SECTION I FISCAL YEAR

Fiscal year shall be January 1 through December 31.

SECTION II FUNDING

A. Internal

Membership Dues, Fund Raisers, Conference Revenue and Contributions.

B. External

Solicit grants and other funding from public and private sources.

SECTION III DISBURSEMENTS

A. Responsibility

All disbursements are to be made by the Treasurer or the Vice President.

B. Accountability

Executive Committee and Finance Committee.

SECTION IV BUDGETS AND AUDITS

A. Budget

Budget for the ensuing fiscal year shall be approved by the Executive Committee and presented to the membership for adoption at the Annual Business Meeting.

B. Audit

The Treasurer shall provide for an annual audit by an independent CPA.

ARTICLE X PARLIAMENTARY AUTHORITY

For procedures not covered in the Bylaws or rules of this organization, Roberts Rules of Order, Newly Revised, shall be the authority.

ARTICLE XI AMENDMENTS

Any member may recommend amendments and/or revisions to the Constitution or Bylaws. The Bylaws Committee shall review all proposed amendments or revisions to the Bylaws or Constitution. Written notification of proposed amendments must be received by the membership sixty (60) days prior to consideration. Ratification shall be by the members present.

Amended October 1998
Amended October 2000

Amended October 2003
Amended October 2004