BYLAWS OF APTA Washington

ARTICLE I. NAME AND LOCATION

A. Name. The name of this organization is APTA Washington, hereinafter referred to as the Chapter, which is a chapter of the American Physical Therapy Association, hereinafter referred to as the Association.
B. Location. The geographic location of the Chapter is within the boundaries of the State of Washington.

ARTICLE II. OBJECT, MISSION, AND VISION

A. Object. The object of the Chapter shall be the object of the Association as stated in the Association Bylaws.
B. Mission and Vision. The Chapter's mission and vision shall be established by the Board of Directors and maintained in the Chapter Policy and Procedure Manual, where they may evolve with the organization without requiring amendment to these Bylaws.

ARTICLE III. MEMBERS

Section 1: Categories and Qualifications of Members

The Chapter membership categories and qualifications for Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, and Student Physical Therapist Assistant shall be the same as those of the Association. In addition, the Chapter shall maintain a single Corresponding Member category and single Corresponding Student Member category with rights and privileges as delineated in the Association Bylaws.

Section 2: Rights of Members

A. The rights of the Chapter's members shall be the same as those established in the Association Bylaws.
B. Voting rights. All Physical Therapist and Physical Therapist Assistant members will have one vote in any chapter election or membership-related issue, hereinafter referred to as voting members.

Section 3: Admission to Membership

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

Section 4: Good Standing

An individual member 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 in the Chapter. Any member of the Chapter who is expelled from membership by the Association shall be expelled from membership in the Chapter.
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 Disciplinary Action Procedural Document.

Section 6: Chapter Representation

No member or group of members of the Chapter shall profess or imply that it speaks for or represents the Chapter, unless authorized to do so in writing by the Board of Directors or as provided for in these Bylaws.

Section 7: Reinstatement

Individuals are reinstated to Chapter membership in accordance with the Association's Standing Rules. The Chapter may not charge a reinstatement fee.

ARTICLE IV. MEMBER GROUPS

Section 1: Districts

A. Definition. A District shall be a geographically defined subgroup of Chapter members.
B. Formation. Districts will be established by the Chapter Board of Directors based on geographical location within the state. All members of the Chapter shall be assigned to a district. Changes to district name or boundaries must be approved by the Chapter Board of Directors.
C. Membership. Members of all membership categories may be members of a District.
D. Organization and Operation:
    (1) Operate under the bylaws and policies of the Chapter and the Association.
    (2) Submit a report to the Chapter describing its activities and financial status as requested by the Chapter Board of Directors, Chapter Bylaws, and State and Federal regulations.
    (3) Conduct meetings in accordance with Chapter policies and Bylaws.
    (4) Shall not establish dues.
    (5) Shall not levy special assessments that carry punitive action or loss of good standing.
E. Dissolution or Reorganization:
    (1) With the consent of the Chapter Board of Directors, a district may be dissolved or combined with another district that has a common geographical border.

Section 2: Special Interest Groups

A. Purpose. Members of the Chapter with a common interest in special areas of physical therapy may meet, confer, and promote the interests of the respective Special Interest Group.
B. Formation. A petition shall be submitted to the Chapter Board of Directors and shall include the following:
    (1) A statement of the purpose of the proposed Special Interest Group.
    (2) Signatures of at least 20 Chapter members in good standing.
    (3) Evidence that each petitioner intends to join the proposed Special Interest Group.
    (4) A copy of the proposed Special Interest Group Bylaws.
    (5) If the formation of a Special Interest Group is approved by a majority vote of the Chapter Board of Directors, a motion for approval of the Special Interest Group shall be presented to the Chapter membership.
    (6) A majority vote of the Chapter membership is required for final approval of a Special Interest Group.
C. Structure:
    (1) Each Special Interest Group shall operate under its own Bylaws, which, in their original form and as amended, must be approved by the Chapter Parliamentarian.
    (2) The Bylaws of the Special Interest Group shall not be inconsistent with Chapter or Association Bylaws.
    (3) Members of all membership categories may be members of a Special Interest Group.
    (4) Only members of the Special Interest Group may make motions, speak in debate, or vote at business meetings of the Special Interest Group.
    (5) Special Interest Group members shall not be required to be members of Association Sections of like interest.
    (6) Special Interest Groups may create divisions within the Special Interest Group.
    (7) Criteria for creation, approval and dissolution of divisions shall be included in the Special Interest Group Bylaws.

(8) Guidelines for operation and management of divisions shall be included in the Special Interest Group Bylaws.

D. Obligations. Each Special Interest Group shall:
   (1) Maintain complete and accurate financial records.
   (2) Maintain complete and accurate membership records.
   (3) Submit to the Chapter a report of its activities and financial status as requested by the Chapter Board of Directors, Chapter Bylaws and State and Federal regulations.
   (4) Hold meetings in conformity with the polices and Bylaws of both the Special Interest Group and the Chapter.
   (5) Not levy special assessments that carry punitive action or loss of good standing.

E. Dissolution:
   (1) A Special Interest Group may petition the Chapter Board of Directors to be dissolved.
   (2) The Chapter Board of Directors may, by a two-thirds vote, dissolve a Special Interest Group if the Special Interest Group has failed to satisfy its obligations as set forth in these Bylaws, or if its membership remains below 10 members for any consecutive twelve-month period.
   (3) The property and records of a dissolved Special Interest Group shall be conveyed to the Chapter.

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 board of directors.

ARTICLE V. MEETINGS

Section 1: Regular and Annual Meetings

A minimum of one Chapter Meeting shall be held during the fiscal year provided that at least a 30-day notice period is given as to date, time and place to all members. The Chapter Meeting shall be the meeting held for the purpose of President and Chief Delegate reports, and such other business as may legally come before the membership.

Section 2: Special Meetings

Special meetings may be called by the President, Board of Directors, or two percent of the voting members, provided that a 30-day notice period is given to all members.

Section 3: Quorum

A. Two percent of the voting members, including at least three officers of the Chapter, shall constitute a quorum for the transaction of business. The quorum shall be based on the most recent official membership records designated by the Chapter.
B. In the event of no quorum, the Board of Directors shall decide all but bylaw amendment and election issues, with the exceptions as delineated in Article VI, Section 3, D4 and Article VI, Section 3, E6 regarding vacancies. Bylaw amendment and election issues may be resubmitted at successive Chapter Meetings until a quorum is present or may be submitted to the membership for a mail vote. A minimum return of ten percent (10%) of mailed ballots shall be required for a valid ballot.

Section 4: Member Voting

The Board of Directors may direct questions and motions to the membership for a vote outside of a regular meeting. Voting may be conducted by mail, electronic means, or other methods established in the Chapter Policy and Procedure Manual.

Section 5: Minutes

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

ARTICLE VI. BOARD OF DIRECTORS

Section 1: Composition

A. The President, Vice-President, Secretary, Treasurer, one At-Large Western Washington Director, one At-Large Eastern Washington Director, one Special Interest Group Panel Director, one Practice Panel Director, one Professional Enhancement Panel Director, and one Physical Therapist Assistant Director shall constitute the voting members of the Board of Directors.
B. The Immediate Past President and Student Liaisons shall constitute the non-voting members of the Board of Directors. The Immediate Past President shall serve in a non-voting advisory capacity for one year immediately following the completion of their four-year term as President.

Section 2: Qualifications

A. Unless otherwise specified in these Bylaws, members of the Board of Directors shall be voting members of the Association and Chapter in good standing of the Association and Chapter and shall meet any additional qualifications established by Chapter policy.
A. The offices of President and Vice-President shall be held only by Physical Therapist members in good standing of the Association and Chapter.
B. The Eastern Washington At-Large Panel Director shall reside East of the summit of the Cascade Mountains and the Western Washington At-Large Panel Director shall reside West of the summit of the Cascade Mountains.
C. The Physical Therapist Assistant Director shall be a Physical Therapist Assistant member.
D. Student Liaisons shall be student members and enrolled in an accredited physical therapist or physical therapist assistant program, as applicable. Procedures related to the selection, terms, duties, and vacancies of the Student Liaisons shall be established by Chapter policy.

Section 3: Terms and Vacancies

B. All members of the Board of Directors shall assume office at the beginning of the calendar year following the year in which they were elected. Elections for all Board of Directors positions shall be conducted at the annual Chapter Meeting. Newly elected officers and directors shall participate in a structured transition period between the date of election and their assumption of office. During this period, newly elected members shall shadow and be mentored by their outgoing counterparts. Outgoing officers and directors shall provide orientation, knowledge transfer, and continuity support throughout the transition period. The specific obligations and expectations of the transition period shall be established in the Chapter Policy and Procedure Manual.
C. No Board member shall serve more than four consecutive elected terms, nor more than two consecutive elected terms in the same position. Partial terms that occur by appointment or election to complete unexpired terms, or to fill a portion of a term due to organizational restructuring, shall not count toward the four consecutive elected terms or the two consecutive terms in the same position.
D. Officers:

(1) The term of office of the President shall be four (4) years or until the election or appointment of their successor. The term of office of the Vice-President, Secretary, and Treasurer shall be two (2) years or until the election or appointment of their successors.

(2) Appointment by the Board of Directors to complete unexpired terms shall not count toward established term limitations.

(3) The Vice-President and Secretary shall be elected by the Chapter Meeting in even calendar years. The President shall be elected by the Chapter Meeting in odd calendar years on a four-year cycle. The Treasurer shall be elected by the Chapter Meeting in odd calendar years.

(4) Vacancies: In the event of a presidential vacancy occurring during Years 1 or 2 of the Presidential term, the Vice-President shall serve as Acting President until a special election is completed in accordance with Chapter policy and these Bylaws. The resulting Vice-President vacancy shall be filled by appointment by the Board of Directors. In the event of a presidential vacancy occurring during Years 3 or 4 of the Presidential term, the Vice-President shall succeed to the Presidency for the remainder of the term. The resulting Vice-President vacancy shall be filled by appointment by the Board of Directors. In the event both the President and Vice-President positions are simultaneously vacant, the Board of Directors shall appoint an Acting President and an Acting Vice-President until elections or special elections can be conducted in accordance with Chapter policy. In the event, for whatever reason, there is any other officer position in which there is no membership elected officer, or there are vacancies created by the death, resignation, removal or disqualification of other officers, these positions shall be filled by appointment by the Board of Directors for the unexpired portion of the term.

E. At-Large**,** Panel and Physical Therapist Assistant Directors:
   (1) At-Large**,** Panel and Physical Therapist Assistant Directors shall be two years or until the election or appointment of their successor.
   (2) The Special Interest Group Panel Director**,** Practice Panel Director and the Physical Therapist Assistant Director shall be elected by the membership by the Chapter Meeting in even calendar years.
   (3) The Professional Enhancement Panel Director shall be elected by the membership by the Chapter Meeting in uneven calendar years.
   (4) The At-Large Western Washington Director shall be elected by their geographic membership by the Chapter Meeting in even calendar years.
   (5) The At-Large Eastern Washington Director shall be elected by their geographic membership by the Chapter Meeting in uneven calendar years.
   (6) Vacancies: In the event, for whatever reason, there is no membership elected At-Large or Panel Director or Physical Therapist Assistant Director for a given position, or if before the expiration of the term for which a Director was elected, the Director dies, resigns, is removed or becomes disqualified, the Board of Directors shall fill the vacancy by appointment for the unexpired portion of the term.

F. Student Liaisons:
   (1) Term of office and election mechanism shall be specified in the Chapter Policy and Procedure Manual.

Section 4: Officers

The officers of the Chapter shall be the President, Vice-President, Secretary, and Treasurer.

A. President.
   (1) The President shall serve as official head and public spokesperson of the Chapter and shall preside at all meetings of the Chapter, and the Board of Directors; shall direct and develop Chapter activities in accordance with the policies of the Chapter and the Association and shall be an ex-officio member of all committees except the Nominating Committee. The President may not serve on the Ethics Committee. The President shall serve as Chair of the Executive Committee.
   (2) The President shall serve as a delegate to the annual Association House of Delegates.
   (3) The President may designate another Board member to serve in their place as a delegate to the Association House of Delegates, subject to the Workload Equalization provisions of Article VI, Section

5. Any such delegation shall be communicated to the Board of Directors prior to the Association's delegate credentialing deadline and shall be documented in the Board minutes.

(4) The President, Vice-President, or executive officer on verbal approval with written follow-up documentation of the verbal approval by the President or Vice-President, shall sign contracts on behalf of the Chapter.

B. Vice-President:

(1) The Vice-President shall keep informed of Presidential duties and activities and shall assist the President in the discharge of those duties; in the absence of the President or the President's inability to act, the Vice-President shall perform the same duties and functions as the President. In the event of a vacancy in the office of President or President-Elect, the Vice-President shall succeed to the position for the unexpired portion of the term. The Vice-President shall serve as a member of the Executive Committee.

(2) The Vice-President shall be responsible for signing contracts on behalf of the Chapter or giving verbal approval, with written follow-up documentation of the verbal approval, for the executive officer to do so in the absence of the President.

C. Secretary:

(1) The Secretary shall be responsible for the following: minutes of the Board of Directors and the Chapter Meetings; a copy of Chapter Meeting minutes must be sent to the Association within forty-five (45) days following that meeting. The Secretary shall carry out such other duties as delegated by the President, Board of Directors and/or Chapter membership. The Secretary shall serve as a member of the Executive Committee.

E. Treasurer:

(1) The Treasurer shall be the Chair of the Finance and Audit Committee; shall be responsible for the fiscal policies of the Chapter, and preparation of the annual budget to be presented to the Chapter membership at each Chapter Meeting.

(2) If a non-budgeted or over-budget expenditure of less than $1,500.00 is deemed necessary by the Treasurer, the Treasurer may approve such expenditure. If the expenditure exceeds $1,500.00, a majority vote of the Board of Directors is required.

(3) The Treasurer shall lead an annual internal peer review of the Chapter's finances, conducted in accordance with Chapter policy. External CPA or professional financial support shall be utilized as needed or as directed by the Board of Directors or Chapter policy.

(4) The Treasurer shall serve as a member of the Executive Committee and shall carry out such other duties as directed by the Board of Directors and/or Chapter membership.

D. Immediate Past President. The Immediate Past President shall serve as a non-voting advisory member of the Board of Directors for one year immediately following the completion of their four-year term as President. The Immediate Past President shall carry out such advisory duties as requested by the President or Board of Directors, shall provide institutional knowledge and continuity support to the incoming President, and shall have no voting rights on the Board of Directors.

Section 5: Duties

A. The Board of Directors shall:

(1) Carry out the mandates and policies of the Chapter as determined by the membership, in accordance with the policies and procedures set forth in these Bylaws.

(2) Have full power and complete authority to transact all business for and on behalf of the Chapter subject to the provisions of Chapter and Association Bylaws, and all resolutions and enactments of the membership except for duties specifically retained by the membership.

(3) Appoint special committees and task forces and may direct their activities.

(4) Bring before the membership at any regular or special meeting, or by correspondence, communications from the Association for information, discussion and/or vote.

(5) Make an annual report to the Association and shall report to the Association any member not in good standing in the Chapter.
(6) Develop and maintain a Chapter policy and procedure manual.
(7) Appoint Standing Committee Chairs, except for that of the Nominating Committee.
(8) Appoint a three-person committee prior to the legislative session, composed of the Legislative Committee Chair and any two of the following: President, Vice-President, Immediate Past President, Secretary, Treasurer, or Practice Panel Director, who may make compromise changes in emergency situations when legislation is in jeopardy.
(9) Schedule an annual meeting of the chapter membership.
(10) Review and act upon all Executive Committee actions reported since the preceding Board meeting, and ratify, revise, or rescind such actions as appropriate, provided that no rights of any third party shall be affected.
(11) Workload Equalization. The President may propose a reallocation of specific duties among Board members to address workload equity, operational efficiency, or the particular skills and capacity of currently serving Board members. No reallocation shall take effect unless approved by the Executive Committee and by a vote of the full Board of Directors. Each Board member whose duties would be adjusted must individually consent to that adjustment before the proposal is presented to the full Board. Any such reallocation shall: (1) not permanently alter the duties prescribed in these Bylaws; (2) be documented in the Board meeting minutes, including the specific duties reallocated, the Board members affected, the rationale, and each affected member's consent; and (3) expire at the end of the fiscal year in which it is approved, unless the Board votes affirmatively to renew the reallocation for a subsequent fiscal year. Any Board member may request that a workload reallocation be revisited at any subsequent Board meeting.

B. At-Large, Panel and Physical Therapist Assistant Directors shall:
(1) Serve on the Board of Directors with duties as prescribed in Article VI, Section 5, A of these Bylaws.
(2) Coordinate communication to and from constituents and the Board of Directors.
a. The constituents of the Western Washington At-Large Panel Director shall be the Chapter and District members residing West of the summit of the Cascade Mountains.
b. The constituents of the Eastern Washington At-Large Panel Director shall be the Chapter and District members residing East of the summit of the Cascade Mountains.
c. The constituents of the Special Interest Group Panel Director shall be the members of the Chapter Special Interest Groups.
d. The constituents of the Practice Panel Director shall be the members of the Payment and Legislative Committees, and Task Forces as designated by the Board of Directors.
e. The constituents of the Professional Enhancement Panel Director shall be the members of the Education Committee, the Diversity, Equity, Inclusion, and Belonging Committee and Task Forces as designated by the Board of Directors.
f. The constituents of the Physical Therapist Assistant Director shall be the Physical Therapist Assistant members of the Chapter.
(3) Shall carry out policies and procedures as outlined in the Chapter policy and procedure manual.

Section 6: Conduct of Business

A. The Board of Directors shall meet at least four times annually. A majority of the voting members shall constitute a quorum.
B. Board members shall be notified of regular meetings no less than 30 days in advance of the date, place and time of the scheduled Board meeting.
C. The Board of Directors shall automatically accept the resignation of any Board member who misses two Board meetings in one calendar year without verbal or written permission of the presiding officer.

D. The President may call a special meeting of the Board of Directors provided all members of the Board have been notified of the time, place and date of such meeting prior to its occurrence. Special meetings shall not be considered to be applicable for automatic resignation purposes.
E. The President must call a special meeting of the Board of Directors upon written petition of 50% of the Board.
F. Only elected voting members of the Board of Directors may vote at Board of Director meetings.

Section 7: Executive Committee

A. Composition. The Executive Committee shall consist of the four elected officers: President, Vice-President, Secretary, and Treasurer. The President shall serve as Chair.
B. Purpose and Authority. The Executive Committee is authorized to carry out necessary business of the Chapter between meetings of the Board of Directors when such business cannot reasonably be deferred to the next regularly scheduled Board meeting, acting consistently with established Chapter policy, prior Board decisions, and these Bylaws.
C. Limitations. The Executive Committee shall not: (1) amend or contradict these Bylaws or any prior Board or membership decision; (2) remove, suspend, or fill vacancies in any elected position; (3) adopt, amend, or rescind the annual budget; (4) authorize unbudgeted expenditures exceeding the limit established in Chapter policy; (5) enter into contracts exceeding the authority delegated by the Board; (6) take any action reserved exclusively to the Board of Directors or the membership; or (7) take any irreversible action that would affect the rights of any third party.
D. Meetings. The Executive Committee shall meet as needed. Meetings may be called by the President or any two members of the Executive Committee. A quorum shall consist of three members. Actions may be taken by unanimous written consent of all members in lieu of a meeting.
E. Reporting and Ratification. All Executive Committee actions shall be recorded in minutes and reported to the Board of Directors at its next succeeding meeting, subject to ratification, revision, or rescission by the Board. Executive Committee minutes shall be distributed to all Board members within fourteen days of the meeting.
F. Emergency Authority. In a situation requiring immediate action to protect Chapter interests where convening the full Board is not practicable, the Executive Committee may take emergency action outside the bounds of established policy. Such action shall be reported to the full Board within seven days and shall be subject to ratification at the next regular or special Board meeting.
G. Vacancies. Executive Committee vacancies shall be filled in accordance with the officer vacancy provisions of these Bylaws.

Section 8: Executive Director

A. The Chapter may employ an Executive Director, the specific title to be determined by the Board of Directors.
B. The qualifications and duties of the Executive Director shall be as outlined in the Chapter policy and procedure manual.
C. The Executive Director shall be bonded for an amount determined by the Chapter Board of Directors.

ARTICLE VII. COMMITTEES AND PANELS

Section 1: Standing Committees and Panels

A. Standing Committees shall be assigned to one of these panels.
   (1) Practice Panel: Payment Committee and Legislative Committee
   (2) Professional Enhancement Panel: Education Committee, Conference Committee, and Diversity, Equity, Inclusion, and Belonging Committee
   (3) Membership At-Large Panel: Membership Committee
   (4) Executive Panel: Communications and Public Relations Committee
B. Qualifications:

Committee Chairs shall be voting members in good standing of the Association and Chapter and shall be appointed by the Board of Directors.

C. Term of Service:
Term of service for Standing Committee Chairs shall be established by Chapter policy or these Bylaws.

D. Duties:
Duties of Standing Committee Chairs shall be established by Chapter policy or these Bylaws.

Section 2: Finance and Audit Committee

A. The Finance and Audit Committee shall consist of at least three members and shall be chaired by the Treasurer. Committee members, other than the Treasurer, shall be appointed by the Treasurer for a two-year term.
B. The Committee shall advise the Board of Directors on matters related to the financial condition, needs, growth and stability of the Chapter, including periodic review of income, expenditures, and investments.
C. The Committee shall present an annual budget to the Board of Directors.
D. The Committee shall lead an annual review of the Chapter's financial records, which may include an internal peer review, external financial review, compilation, or audit, as determined appropriate by the Board of Directors or Chapter policy. When an external auditor or accountant is engaged, the Committee shall serve as the primary point of contact.
E. The Committee shall report to the Board of Directors any irregularities or material findings identified through the annual financial review, audit, or other sources.

Section 3: Ethics Committee

A. The Ethics Committee shall consist of members of the Chapter appointed by the Board of Directors. Terms of service and appointment procedure shall be established by Chapter policy.
B. The Committee shall investigate ethics complaints in accordance with Association procedures and applicable Chapter policy.

Section 4: Nominating Committee

A. Qualifications:
All members of the Nominating Committee shall be voting members of the Association for one year and a member of the Chapter for six months immediately preceding assumption of office.

B. Term of Office:
One member of the Nominating Committee shall be elected annually and shall serve a three-year term or until a successor is elected. Members shall assume office at the beginning of the calendar year following the year in which they were elected, and shall participate in the structured transition period established for all elected Board members. The Chair shall be the member serving the second year of a three-year term.

C. Vacancies on the Nominating Committee shall be filled by appointment of the Board of Directors for the remainder of the unexpired term.

D. Duties:
The Nominating Committee shall:
    (1) Prepare a slate of one or more qualified candidates for Chapter elected positions in accordance with these Bylaws and Chapter policy.
    (2) Prepare slates of candidates for Association delegates and council representatives as required by Association requirements, these Bylaws, or Chapter policy.
    (3) Obtain consent to serve from all nominees prior to election.
    (4) Prepare slates of candidates for additional positions or appointments as requested by the Board of Directors.

ARTICLE VIII. DELEGATES TO THE ASSOCIATION'S HOUSE OF DELEGATES; REPRESENTATIVES TO THE PHYSICAL THERAPIST ASSISTANT COUNCIL AND STUDENT COUNCIL

Section 1: Qualifications and Election

A. Physical Therapist members and one Physical Therapist Assistant member may serve as Chapter delegates in accordance with Association requirements.
B. Delegates and representatives shall assume office at the beginning of the calendar year following the year in which they were elected or appointed, and shall participate in the structured transition period established for all elected Board members.
C. Elected delegate positions shall include one position designated for a Physical Therapist Assistant member and one position designated for a member who has not previously served as a Chapter delegate. The President shall serve as a delegate to the House of Delegates. Election schedules, term lengths, position designations, and procedures for filling positions when designated nominees are unavailable shall be established in accordance with Chapter policy.
D. If an elected delegate is unable to carry out their duties, an alternate shall serve in their place. Alternate selection procedures and terms of service shall be established in accordance with Chapter policy.
E. The Chapter shall have a representative to the Physical Therapist Assistant Council and a representative to the Student Council. The Physical Therapist Assistant Council representative shall be elected by the membership. The Student Council representative shall be appointed by the Board of Directors. Qualifications, term lengths, and related procedures for both representatives shall be established in accordance with Chapter policy.
F. The Chapter shall annually notify the Association of its delegates, alternates, and Council representatives.

Section 2: Duties

A. The Chief Delegate shall:
    (1) Attend annual and special meetings of the Association House of Delegates.
    (2) Serve as the official liaison between the Chapter and the House of Delegates.
    (3) Present matters directed by the Board of Directors or members to the House of Delegates.
    (4) Coordinate and oversee the Chapter delegation at meeting of the House of Delegates.
    (5) Report House of Delegates activities and actions to the Board of Directors and members.
B. All Delegates shall:
    (1) Represent the Chapter in the House of Delegates in accordance with positions established by the Board of Directors or members.
    (2) Attend meetings and sessions of the House of Delegates as determined by the Chief Delegate.
    (3) Vote on matters before the House of Delegates.
    (4) In the temporary absence or inability of the Chief Delegate, the delegates may designate an acting Chief Delegate.
C. The duties of the representatives to the Physical Therapist Assistant Council and Student Council shall be as stated in the APTA Board policies and procedures.

ARTICLE IX. ELECTIONS

A. Nominations and election procedures shall be conducted in accordance with Chapter Policy.
B. Elections will be held by ballot, unless there is only one nominee, in which case election by acclamation is permitted.
C. Elections shall be determined by majority vote except for delegate elections, which shall be determined by plurality vote. Procedures for resolving elections in which no candidate received a majority vote shall be established by Chapter policy.
D. Results of Chapter elections shall be forwarded to the Association at the conclusion of each election.

E. Election schedules and procedures shall be established in accordance with these Bylaws and Chapter policy.
F. Election results shall be considered valid if two percent of voting members, including at least three officers of the Chapter have participated in the election. The procedure for determining election participation thresholds shall be established by Chapter policy. In the event the participation threshold is not met, vacancies may be filled in accordance with these Bylaws.

ARTICLE X. FINANCES

Section 1: Fiscal Year

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

Section 2: Limitations on Expenditures

No officer, employee, committee, or other representative of the Chapter shall authorize expenditures in excess of the approved budget except as authorized by the Board of Directors or these Bylaws. The Board of Directors shall not authorize financial obligations in excess of the Chapter's available resources.

Section 3: Dues

A. Membership categories and dues shall be established in accordance with Association Bylaws and Chapter policy.
B. Changes to Chapter dues shall require approval by the membership and any additional approvals required by the Association. Dues changes approved in accordance with this section shall become effective on the first day of the Association's next fiscal year following approval.
C. Membership periods and dues classifications shall be administered in accordance with Association requirements and Chapter policy.
D. The Chapter may establish reduced or promotional dues rates in accordance with Association policy.

Section 4: Reporting

The Chapter shall submit financial statements, tax filings, financial reviews or audits, and other required financial reports to the Association in accordance with Association requirements.

ARTICLE XI. DISSOLUTION

A. Involuntary dissolution of the Chapter by the Association Board of Directors shall be conducted in accordance with prescribed Association policy and procedures.
B. The Chapter may dissolve upon:
    (1) Recommendation to dissolve approved by at least a two-thirds vote of the Board of Directors; and
    (2) Approval by at least two-thirds of the voting members present at a meeting of the Chapter, provided that notice of the proposed dissolution has been given to the membership at least 10 days prior to the meeting.

    Upon dissolution of the Chapter, and after satisfaction of all liabilities and obligations, any remaining assets shall be transferred to the Association.

ARTICLE XII. PARLIAMENTARY AUTHORITY

Section 1:
The current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases in which it is applicable and not inconsistent with these Bylaws, Association Bylaws, or any special rules of order adopted by the Chapter.

Section 2: Chapter Parliamentarian

A. Qualifications:
The Parliamentarian shall:
(1) Be a Physical Therapist member in good standing of the Chapter for at least five years.
(2) Have previous service on the Board of Directors.

B. Duties:
The Parliamentarian shall:
(1) Review and recommend revisions to the Chapter Bylaws as requested by the Board of Directors, Chapter membership, or Association Board of Directors.
(2) Assist the Chapter in maintaining compliance with Association Bylaws and parliamentary requirements.
(3) Review Special Interest Group Bylaws for consistency and compliance with Chapter and Association Bylaws.
(4) Perform other duties as assigned by the Board of Directors or established by Chapter policy.

C. Term:
The Parliamentarian shall be appointed by the Board of Directors and serve a three-year term and shall retain all rights of Chapter membership.

ARTICLE XIII. AMENDMENTS

A. These Bylaws may be amended by two-thirds vote of the voting members at any meeting of the Chapter at which a quorum is present, provided that notice of the proposed amendments has been distributed to the membership at least 10 days prior to the meeting.
B. Proposed amendments shall be submitted to the Association for review prior to consideration by the Chapter membership, in accordance with Association policy. Following approval by the Chapter membership, amended Bylaws shall be submitted to the Association for final approval in accordance with Association policy.
C. Editorial amendments or amendments required to maintain consistency with Association governing documents may be made by the Chapter Parliamentarian and reported to the Board of Directors and Chapter membership.
D. Amendments to these Bylaws shall become effective upon written approval by the Association Board of Directors unless otherwise specified by Association policy. Changes to Chapter dues shall become effective on the first day of the fiscal year following approval unless otherwise specified by the Association or Chapter.

ARTICLE XIV. ASSOCIATION AS HIGHER AUTHORITY

In addition to these Bylaws, the Chapter shall be governed by the Association Bylaws, Standing Rules, and by applicable Association policies.

Last Updated: 10/03/2026
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