

**BYLAWS OF THE PHYSICAL THERAPY ASSOCIATION OF WASHINGTON**

**Approved by the WSPTA Membership 10/25/97; Amended by the Membership 4/25/98, 10/23/99, 4/29/00, 10/27/01, 4/20/02, 10/26/02, 5/3/03, 02/01/05, 04/29/06. 4/28/07, 10/25/08, 4/17/2010, 10/30/2010, 4/16/2011, 10/29/2011, 4/28/2012, 7/2/2013, 10/5/2013, 10/3/2015, 10/6/2018**

**ARTICLE I. NAME AND TERRITORIAL JURISDICTION**

**Section 1.01 Name:**

The name of this organization is the Physical Therapy Association of Washington, hereinafter referred to as the Chapter, which is a Chapter of the American Physical Therapy Association, hereinafter referred to as the Association.

**Section 1.02 Territorial Jurisdiction:**

The geographic jurisdiction of the Chapter is within the boundaries of the state of Washington.

**ARTICLE II. OBJECT**

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

The PTWA Mission is to advance the physical therapy profession in the state of Washington through compassion, accountability, representation and excellence.

**ARTICLE III. FUNCTIONS**

The functions of the Chapter shall be the same as the functions of the Association as stated in the Association Bylaws.

**ARTICLE IV. MEMBERSHIP**

**Section 4.01 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, 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 4.02 Rights and Privileges of Members:**

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

**Section 4.03 Voting Rights:**

All Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant will have one vote in any chapter election or membership-related issue.

**Section 4.04 Admission to Membership:**

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

**Section 4.05 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 4.06 Disciplinary Action:**

- (A) Any member of the Chapter who is suspended by the Association shall have his or her membership privileges suspended in 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 4.07 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 4.08 Reinstatement:**

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 5.01 Districts:**

(A) Definition:

A District of the Chapter shall consist of a group of members, of the Chapter, that are approved by the Chapter Board of Directors as having territorial jurisdiction over a geographic area.

(B) Formation:

Districts may be formed within the territorial jurisdiction of the Chapter. A petition signed by 10 or more Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant members, who reside in the proposed District, and with at least 50 percent being Physical Therapist members, shall be sent to the Chapter Board of Directors. The territorial boundaries of a new District shall be determined by the Board of Directors. Minimum requirement for the formation shall be 10 Physical Therapist members currently residing within the territorial boundaries of a proposed District. Organization and operation of a new District shall conform with Chapter Bylaws and policy.

(C) Bylaws:

District Bylaws in their original form and as amended shall be approved by the Chapter Parliamentarian and shall not be inconsistent with Chapter or Association Bylaws.

(D) Membership:

Members of all membership categories may be members of a District.

(E) Organization and Operation:

- (1) Operate under Bylaws or rules of order that shall not be inconsistent with Chapter or Association Bylaws.
- (2) Maintain complete and accurate financial records.
- (3) Maintain complete and accurate membership records.
- (4) 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.
- (5) Hold meetings in conformity with its and Chapter policies and Bylaws.
- (6) Shall not establish dues.
- (7) Shall not levy special assessments that carry punitive action or loss of good standing.

(F) Dissolution:

- (1) A District may petition the Chapter Board of Directors to be dissolved.
- (2) The Chapter Board of Directors may, by a two-thirds vote, dissolve a District if the District 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 District shall be conveyed to the Chapter

**Section 5.02 Special Interest Groups:**

(A) Purpose:

Members of the Chapter having 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 twenty (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 Bylaws which in their original form and as amended have been 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 attend business meetings, speak and vote at such meetings.
- (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) Operate under Bylaws or rules of order that shall not be inconsistent with Chapter or Association Bylaws.
- (2) Maintain complete and accurate financial records.
- (3) Maintain complete and accurate membership records.
- (4) 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.
- (5) Hold meetings in conformity with its and Chapter's policies and Bylaws.
- (6) Shall 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 5.03 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 governing body.

**ARTICLE VI. MEETINGS**

**Section 6.01 Regular and Annual Meetings:**

A minimum of one (1) Chapter Meeting shall be held during the fiscal year provided that at least thirty (30) days notice 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 6.02 Special Meetings:**

Special meetings may be called by the President, Board of Directors or five percent (5%) of the Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members, provided that thirty (30) days notice is given to all members.

**Section 6.03 Quorum:**

Five percent (5%) of the Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members, including at least three (3) officers of the Chapter, shall constitute a quorum for the transaction of business. The December membership roster shall be used to determine the 5% quorum figure for all meetings between March 1 and August 31 and the June membership roster shall be used to determine the 5% quorum figure for all meetings between September 1 and February 29.

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 Art 7, Sec 3, C 6 and Art 7, Sec 3, D 4. 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 6.04 Mail Vote:**

Whenever the Chapter Board of Directors deems it convenient or desirable to do so, it may direct a question that could be voted on by the membership at a regular meeting, be submitted to the membership for a mail vote. The question shall be mailed to each member at the member's last known address. Return of votes shall be required by a date stated in the submission to the membership, which shall be not less than ten (10) days nor more than thirty (30) days after the day the question was mailed to the membership. A minimum return of ten percent (10%) of mailed ballots shall be required for a valid mail ballot. The Chapter Board of Directors shall provide, in the Chapter Policy and Procedure manual, for procedures to ensure unauthorized votes not be counted. A mail vote shall satisfy requirements of these Bylaws equal to a vote at a meeting of the Chapter membership.

**Section 6.05 Electronic Vote:**

Whenever the Chapter Board of Directors deems it convenient or desirable to do so, it may authorize an electronic vote in the absence of a meeting by any category of members subject to:

1. Procedural rules established and carried out by the Chapter Board of Directors.

**Section 6.06**

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

**ARTICLE VII. GOVERNANCE**

**Section 7.01 Composition:**

(A) Board of Directors:

- (1) The President, Vice-President, Secretary, Treasurer, one At-Large Western Washington Director, one At-Large Eastern Washington Director, one SIG Panel Director, one Practice Panel Director, one Professional Enhancement Panel Director and one PTA Director shall constitute the voting members of the Board of Directors.
- (2) The President-Elect and Student Liaisons shall constitute the non-voting members of the Board of Directors.

**Section 7.02 Qualifications:**

Immediately preceding assumption of office the members of the Board of Directors shall have been:

- President-Elect:
- 1) A Physical Therapist, Retired Physical Therapist, or Life Physical Therapist member of the Association for three (3) years.
  - 2) A Physical Therapist, Retired Physical Therapist, or Life Physical Therapist member of the Chapter for two (2) years.
  - 3) At some time have been a member of the Chapter Board of Directors or a Standing Committee, District or SIG Chair.

President: 1) President-Elect for one (1) year.

Vice-President: 1) A Physical Therapist, Retired Physical Therapist, or Life Physical Therapist member of the Association for three (3) years, and a member of the Chapter for two (2) years.

Secretary and Treasurer: 1) A Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member of the Association and Chapter for two (2) years.

Eastern Washington At-Large Panel Director:

- 1) A Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member of the Association for one (1) year.
- 2) Must reside East of the summit of the Cascade Mountains.

Western Washington At-Large Panel Director:

- 1) A Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member of the Association for one (1) year.
- 2) Must reside West of the summit of the Cascade Mountains.

Panel Directors: 1) A Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member of the Chapter for six (6) months.  
2) SIG Panel Director shall have been a member of a SIG.

Physical Therapist Assistant Director: 1) A Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member of the Association and Chapter for six (6) months.

Physical Therapist Student Liaison: 1) A Student Physical Therapist member of the Association and Chapter for six (6) months.  
2) A student in an accredited Physical Therapy curriculum and be in good standing at the school.  
3) Shall be selected and serve a term according to procedures in the Chapter policy and procedure manual.

Physical Therapist Assistant Student Liaison: 1) A Student Physical Therapist Assistant member of the Association and Chapter for six (6) months.  
2) A student in an accredited Physical Therapist Assistant curriculum and be in good standing at the school.  
3) Shall be selected and serve a term according to procedures in the Chapter policy and procedure manual.

### **Section 7.03 Terms and Vacancies:**

- (A) All members of the Board of Directors shall assume office immediately following the Chapter Meeting.
- (B) 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.
- (C) Officers:
- (1) The term of office of the President, Vice-President, Secretary and Treasurer shall be two (2) years or until the election or appointment of their successors.
  - (2) The term of the President-Elect shall be one (1) year.
  - (3) Appointment by the Board of Directors to complete unexpired terms shall not count toward terms in Art VII, Sec 7.03, B.
  - (4) The President-Elect, Vice-President and Secretary shall be elected by the Chapter Meeting in even calendar years. The President-Elect shall automatically assume the position of President after serving as President-Elect for one year. The combined service of President-Elect and President shall be considered as serving one term in office.
  - (5) The Treasurer shall be elected by the Chapter Meeting in uneven calendar years.
  - (6) Vacancies:  
In the event, for whatever reason, there is no membership elected President-Elect or if, before the expiration of the term for which they were elected, the President-Elect or President dies, resigns, is removed or becomes disqualified, the Vice-President shall succeed to the office vacated for the unexpired portion of the term. 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.
- (D) At-Large<sub>z</sub> Panel and PTA Directors:
- (1) At-Large<sub>z</sub> Panel and PTA Directors shall be two (2) years or until the election or appointment of their successor.
  - (2) The SIG Panel Director<sub>z</sub> Practice Panel Director and the PTA 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 PTA 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.

(E) Student Liaisons:

Term of office and election mechanism shall be specified in the Chapter Policy and Procedure Manual.

**Section 7.04 Officers:**

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

(A) President-Elect:

The President-Elect shall serve as a non-voting member of the Board of Directors and carry out such duties as delegated by the President, and Board of Directors; and shall serve as a delegate to the Association House of Delegates except in those years when the President and President-Elect are the same person.

(B) President:

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 a delegate to the annual Association House of Delegates.

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.

(C) Vice-President:

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 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.

The Vice-President shall serve as a delegate to the Association House of Delegates in those years when there is no President-Elect.

(D) Secretary:

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.

(E) Treasurer:

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.

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.

The Treasurer is to have a C.P.A. compile, review or audit the financial records of the Chapter annually.

The Treasurer shall carry out such other duties as directed by the Board of Directors and/or Chapter membership.

**Section 7.05 Duties:**

- (A) Board of Directors:
- (1) Shall 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) Shall 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) Shall appoint special committees and task forces and may direct their activities.
  - (4) Shall bring before the membership at any regular or special meeting, or by correspondence, communications from the Association for information, discussion and/or vote.
  - (5) Shall make an annual report to the Association and shall report to the Association any member not in good standing in the Chapter.
  - (6) Shall bring before the membership at any regular or special meeting, or by correspondence, actions of the Board of Directors for information, discussion and/or vote.
  - (7) Shall develop and maintain a Chapter policy and procedure manual.
  - (8) Shall appoint Standing Committee Chairs, except for that of the Nominating Committee.
  - (9) Shall appoint a three (3) person committee prior to the legislative session, composed of the Legislative Committee Chair and any two of the following: President, Vice-President, President-Elect, Secretary, Treasurer, or Practice Panel Director, who may make compromise changes in emergency situations when legislation is in jeopardy.
  - (10) Shall schedule an annual meeting of the chapter membership.
- (B) At-Large, Panel and PTA Directors:
- (1) Shall serve on the Board of Directors with duties as prescribed in Article VII, Section 7.05, A of these Bylaws.
  - (2) Shall 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 SIG Panel Director shall be the members of the Chapter SIGs.
    - 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, and Task Forces as designated by the Board of Directors.
    - f. The constituents of the PTA Director shall be the PTA members and the PTA caucus of the Chapter.
  - (3) Shall carry out policies and procedures as outlined in the Chapter policy and procedure manual.

**Section 7.06 Conduct of Business:**

Board of Directors:

- (A) The Board of Directors shall meet at least four (4) times annually. A majority of the voting members shall constitute a quorum.
- (B) Board members shall be notified of regular meetings no less than thirty (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 (2) 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 duly elected voting members of the Board of Directors may vote at Board of Director meetings.

**Section 7.07 Executive Officer:**

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

## **ARTICLE VIII. COMMITTEES-PANELS**

### **Section 8.01 Standing Committees and Panels:**

- (A) Standing Committees shall be assigned to one of these panels.
- (1) Practice Panel:  
Payment Committee  
Legislative Committee
  - (2) Professional Enhancement Panel:  
Education Committee
  - (3) Membership At-Large Panel:  
Membership Committee
  - (4) Executive Panel:  
Communications and Public Relations Committee
- (B) Qualifications:  
Committee Chairs shall be Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant members of the Chapter who shall have been appointed by the Board of Directors.
- (C) Term of Service:  
Term of service shall be as provided for in the Chapter policy and procedure manual.
- (D) Duties:  
Duties of Standing Committee Chairs shall be as designated in the Chapter policy and procedure manual or as stated in these Bylaws.

### **Section 8.02 Finance and Audit Committee:**

The Finance and Audit Committee shall consist of at least three (3) members, chaired by the Treasurer. Committee members, other than the elected Treasurer, shall be appointed by the Treasurer, serve a two (2) year term and assume office immediately following the Chapter Meeting.

This Committee shall advise the Board of Directors on matters pertaining to PTWA's financial needs, growth and stability based on periodic review of income, expenditures and investments.

The Committee shall present an annual budget to the Board of Directors.

The Committee shall be the point of contact and meet or communicate at least annually with PTWA's independent auditors or accountant to discuss PTWA's financial status.

The Committee shall advise the Board of Directors of any irregularities or material findings that arise from the independent audit or other sources.

### **Section 8.03 Ethics Committee:**

The Ethics Committee shall be composed of 5 members, appointed by the Board of Directors, serve a three year term according to a formula in the Chapter Policy and Procedure Manual, and assume office immediately following the Chapter business meeting. The committee shall be charged with investigating any ethics complaints according to the Association's stated procedures.

### **Section 8.04 Nominating Committee:**

- (A) Qualifications:  
All members of the Nominating Committee shall have been Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant members of the Association for one (1) year and a member of the Chapter for six (6) months immediately preceding assumption of office.
- (B) Term of Office:  
One member shall be elected annually after the Chapter Meeting, and shall serve a three (3) year term or until the election of their successor. The new member shall assume office immediately following the Chapter Meeting. The Chair shall be the person serving the second year of a three year term.

- (C) In the event, for whatever reason, there is a Nominating Committee position in which there is no membership elected member or if, before the expiration of the term for which they were elected, a member dies, resigns, is removed or becomes disqualified, the Board of Directors shall fill the vacancy by appointment for the unexpired portion of the term.
- (D) Duties:
  - (1) Shall prepare a slate of one or more candidates for the office of Treasurer to take office after the annual Chapter Meeting held on uneven calendar years; for the office of President-Elect, Vice-President and Secretary to take office after the annual Chapter Meeting held on even calendar years; and one member of the Nominating Committee to take office after each annual Chapter Meeting.
  - (2) Shall prepare a slate of one or more candidates for the At-Large Eastern Washington Director to be voted on by their respective geographic membership and to take office after the annual Chapter Meeting held in uneven years.
  - (3) Shall prepare a slate of one or more candidates for the At-Large Western Washington Director to be voted on by their respective geographic membership and to take office after the annual Chapter Meeting held in even years.
  - (4) Shall prepare a slate of one or more candidates for the SIG Panel Director, the Practice Panel Director and the PTA Director positions to take office after the Chapter Meeting held on even calendar years.
  - (5) Shall prepare a slate of one or more candidates for the Professional Enhancement Panel Director position to take office after the Chapter Meeting held on uneven years.
  - (6) Shall prepare a slate of one or more candidates for the position of Chief Delegate to take office after the Chapter Meeting held on uneven calendar years.
  - (7) Shall prepare a slate of candidates of delegates to the Association House of Delegates to take office after the Chapter Meeting according to the formula in Article IX, Section 1, C.
  - (8) Shall obtain consent of nominees to serve prior to the election.
  - (9) Shall prepare a slate of candidates for other needs of the Chapter upon the request of the Board of Directors or the membership.

**ARTICLE IX. DELEGATES TO THE ASSOCIATION'S HOUSE OF DELEGATES AND PTA CAUCUS**

**Section 9.01 Qualifications and Election:**

- (A) Only Physical Therapist members who have been Association members for no fewer than two (2) years immediately preceding the start of the House of Delegates may serve as Physical Therapist Chapter delegates.
- (B) The qualifications of the representative to the PTA Caucus shall be as stated in the APTA Board policies and procedures.
- (C) In addition to the Chief Delegate, President and President-Elect/Vice-President position, the remainder of Physical Therapist delegates to which the Chapter is entitled will be elected by the annual Chapter Meeting. Positions 1-5 will be elected in even calendar years and serve a two (2) year term. Position 5 will be designated a new delegate position and be open only to nominees who have never before served as a delegate. Positions 6-allotted will be elected in uneven calendar years and serve a two (2) year term. Position 6 will be designated a new delegate position and be open only to nominees who have never before served as a delegate. If for any reason there are no qualified nominees for position five or six, they will revert to a regular delegate position. The Physical Therapist Assistant member representative to the PTA Caucus will be elected by way of a vote of the Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the Chapter by the annual Chapter Meeting in uneven calendar years and serve a two (2) year term. Implementation procedures to be maintained in the Chapter policy and procedure manual.
- (D) If an elected delegate or representative is, for any reason, unable to carry out their duties, an alternate shall take their place. Alternates shall be selected as follows:  
First alternate, second alternate, etc., shall be the person receiving the successively next highest number of votes at the time delegates or the PTA Caucus representative were elected by the Chapter Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members for the Physical Therapist delegates and Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members for the PTA Caucus representative.
- (E) The Chapter shall notify the Association of the names of the Physical Therapist Chapter delegates and alternates and the Physical Therapist Assistant representative and alternate.

**Section 9.02 Rights and Duties:**

- (A) Chief Delegate:
  - (1) Shall attend the annual and special meetings of the Association House of Delegates.
  - (2) Shall carry on the official correspondence of the Chapter with the House of Delegates.

- (3) Shall present to the House of Delegates such matters as are ordered by the Chapter Board of Directors and/or membership.
  - (4) Shall vote at the meetings of the House of Delegates and shall be responsible for the Chapter's total voting delegation.
  - (5) Shall submit a written report to the Chapter following the annual House of Delegates meeting.
  - (6) Shall present all materials from the House of Delegates to the Chapter Board of Directors and Chapter for their discussion, opinion, and/or vote.
- (B) All Physical Therapist Delegates:
- (1) Shall represent the Chapter on such matters as are ordered by the Chapter Board of Directors or membership and vote by voice or ballot. In case of a temporary indisposition of the Chief Delegate attending the House of Delegates, an acting Chief Delegate may be elected by those delegates attending the session.
  - (2) Shall attend all sessions of the House of Delegates and other meetings as determined by the Chief Delegate.
- (C) Physical Therapist Assistant Representative:
- (1) Shall represent the Chapter Physical Therapist Assistant members on such matters as may come before the PTA Caucus.
  - (2) Shall attend all sessions of the PTA Caucus.

**ARTICLE X. ELECTIONS**

**Section 10.01** Nominations will be accepted and the slate published and distributed according to procedures established by the Chapter Board of Directors.

**Section 10.02** Elections shall be by ballot except that elections by acclamation will be allowed if there is only one nominee for a given position.

**Section 10.03** The rule of majority shall be effective for elections, except for delegates to the House of Delegates and the representative to the PTA Caucus, which shall be by plurality vote. In the event of no majority, the ballot shall be re-submitted. In the event of no majority on the second vote, the candidate receiving the least number of votes shall be deleted from each successive ballot until a majority vote is obtained.

**Section 10.04** Results of elections of Chapter officers shall be forwarded to the Association within forty-five (45) days of election.

**Section 10.05** Election Schedule, effective with the fall election of 2002.

- (A) Even calendar years:
  - President-Elect
  - Vice-President
  - Secretary
  - SIG<sub>2</sub> Practice Panel and PTA Directors
- (B) The At-Large Western Washington Panel Director, elected by their geographic area membership  
Appropriate delegates to the House of Delegates
- (C) Uneven calendar years:
  - Chief Delegate
  - Treasurer
  - Professional Enhancement Panel Director
  - The At-Large Eastern Washington Panel Director, elected by his/her geographic area membership
  - Appropriate delegates to the House of Delegates
  - Physical Therapist Assistant representative to the PTA Caucus.
- (D) Annually:
  - One member of the Nominating Committee
- (E) In order for election results to be valid, five percent (5%) of the Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members, including at least three (3) officers of the Chapter must cast votes. The December membership roster shall be used to determine the 5% figure for all elections between March 1 and August 31 and the June membership roster shall be used to determine the 5% figure for all elections between September 1 and February 29.

In the event of insufficient returns, the Board of Directors may make appointments as delineated in Art 7, Sec 3, C 6 and Art 7, Sec 3, D 4.

**ARTICLE XI. FINANCES**

**Section 11.01 Fiscal Year:**

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

**Section 11.02 Limitations on Expenditures:**

No officer, employee, or committee shall expend any money not provided for in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Chapter Board of Directors or as allowed for in these Bylaws. The Board of Directors shall not commit the Chapter to any financial obligations in excess of its current resources.

**Section 11.03 Dues:**

(A) The annual dues of the Chapter shall be according to membership categories as follows:

(1) Physical Therapist:	\$150.00
(2) Physical Therapist – Post-Professional Student:	\$40.00
(3) Physical Therapist Assistant:	\$97.00
(4) Retired Physical Therapist:	\$90.00
(5) Retired Physical Therapist Assistant:	\$65.00
(6) Life Physical Therapist:	\$0
(7) Life Physical Therapist Assistant:	\$0
(8) Student Physical Therapist and Student Physical Therapist Assistant:	\$0
(9) Corresponding:	\$50.00
(10) Corresponding Student:	\$0

(B) All dues shall be for the period specified in the Association Bylaws.

(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.

(D) Student Physical Therapist and Student Physical Therapist Assistant dues are for 12 months from the time of renewal or 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.

(E) The Chapter may wish to offer reduced rates for association dues as an incentive to promote membership.

**Section 11.04** The Component shall submit its annual financial statements, tax returns, and audit or financial report to the Association when and as directed by APTA headquarters.

**ARTICLE XII. DISSOLUTION**

**Section 12.01**

Involuntary dissolution of the Chapter by action of the Association Board of Directors shall be as prescribed by Association policy and procedures.

**Section 12.02**

The Chapter may dissolve subject to a recommendation to dissolve supported by no less than two-thirds (2/3) of the of the members of the Chapter's Board of Directors and adopted by a two-thirds (2/3) vote of the Chapter's members, at a meeting where the membership has been notified of the resolution to dissolve at least ten (10) days prior to the meeting at which the vote on the resolution to dissolve shall be considered.

In the event of voluntary dissolution of the Chapter, the funds and property of the Chapter, after all financial obligations have been met, shall be returned to the Association.

### **ARTICLE XIII. PARLIAMENTARY AUTHORITY**

#### **Section 13.01**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order adopted by the Chapter.

#### **Section 13.02 Chapter Parliamentarian**

(A) Qualifications:

- (1) Physical Therapist member of the Chapter for a minimum of 5 years.
- (2) Have served on the Chapter Board of Directors.

(B) Duties:

- (1) Shall review and revise the Chapter Bylaws as requested by the Chapter Board of Directors, Chapter membership, and/or Association Board of Directors.
- (2) Shall interact with the Association Parliamentarian to assure Chapter compliance with Association Bylaws.
- (3) Shall review SIG and District Bylaws for compliance with Chapter and Association Bylaws.
- (4) Other duties as requested by the Board of Directors or as delineated in the Chapter policy and procedure manual.

(C) Term:

The Parliamentarian shall be appointed by the Board of Directors and serve a three (3) year term without loss of membership rights.

### **ARTICLE XIV. AMENDMENTS**

#### **Section 14.01**

These Bylaws may be amended by two-thirds (2/3) vote of the members at any meeting of the Chapter at which a quorum is present, provided that the members of the Chapter have received a copy of the proposed amendments at least ten (10) days prior to that meeting.

Prior to submission to the Chapter membership, Chapter bylaw amendments must be submitted to the Association for parliamentary review per "Policy of Component Bylaws" (Board of Directors 03-92-29-99). Following a vote by the Chapter, the amended Bylaws shall be submitted to the Association for final approval per "Policy on Component Bylaws."

#### **Section 14.02**

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

Amendments to the Chapter's Bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Chapter dues become effective on the first day of the fiscal year following approval.)

### **ARTICLE XV. ASSOCIATION AS HIGHER AUTHORITY**

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