

**BYLAWS OF  
MICHIGAN PHYSICAL THERAPY ASSOCIATION, INCORPORATED**

**ARTICLE I - NAME**

The name of this organization is the Michigan Physical Therapy Association, Incorporated, (hereinafter referred to as the Chapter) which is a Chapter of the American Physical Therapy Association (hereinafter referred to as the Association). The territorial boundaries of the Chapter shall be those of the State of Michigan.

**ARTICLE II - OBJECT**

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

**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 1. 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 maintains a single Corresponding Member category and a single Corresponding Student Member category for members not assigned to the Chapter as stated in the Association bylaws.

**Section 2. Rights and Privileges of Members**

The rights and privileges for the Chapter's members shall be identical to those established in the Association's Bylaws, except that for the Michigan Chapter, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant have one full vote at the Chapter (which also includes the District) level.

**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 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 6. Reinstatement**

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

**ARTICLE V - OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS**

**Section 1. Composition**

The officers of the Chapter shall be the President, Vice President, Secretary and Treasurer. The four (4) officers plus the six (6) Directors, the Chairperson elected from and by each District, the Speaker of the Chapter Meeting, the Chief Delegate, and the PTA Caucus Representative comprise the Board of Directors. Each member has one vote.

The Federal Affairs Liaison from the Chapter to APTA is appointed by the Chapter Board and is invited to participate in all Chapter Board meetings as an ex-officio, non-voting member.

**Section 2. Qualifications**

Members of the Association who are Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant may seek election and hold office for the position of Secretary, Treasurer, Director or Speaker of the Chapter Meeting.

Members of the Association who are physical therapists may seek election and hold office for the position of District Chair.

To be eligible for election or appointment, members must have belonged to the Association for at least two (2) years. Members must be in good standing for at least two (2) years immediately prior to the election and must consent to serve.

The President, Vice President and Chief Delegate shall be physical therapists who are members of the Association in good standing and have been such for at least four (4) years immediately prior to the election and have consented to serve.

**Section 3. Term**

The President, Vice President, Speaker of the Chapter Meeting, Northern District Chair, Western District Chair and three (3) Directors shall be elected in even numbered years by the Chapter membership to serve two (2) year terms, or until the election and assumption to office of their successors beginning in the odd numbered years.

The Treasurer, Secretary, Chief Delegate, Eastern District Chair, Upper Peninsula District Chair and three (3) Directors shall be elected in the odd numbered years by the Chapter membership to serve two (2) year terms, or until the election and assumption to office of their successors beginning in the even numbered years.

No Officer or Board of Director member shall serve more than two consecutive complete terms in the same office. After vacating the office for one year, a qualified member may seek re-election.

The newly elected officers and Board of Director members shall assume their duties on January 1 following the election.

**Section 4. Vacancies**

Vacancies created by absence or incapacitation of a member of the Board of Directors shall be filled by the appointment of the Board of Directors for the unexpired portion of the term. A vacancy in the office of the President shall be automatically filled by the Vice President.

## **Section 5. Removal**

A member of the Board of Directors can be removed from office by unanimous vote of the Board of Directors except for the member in question, for dereliction of duties. The Board of Directors shall follow the due process procedures outlined by the latest edition of "Robert's Rules of Order Newly Revised".

## **Section 6. Duties of Officers**

### **A. The President shall:**

1. Serve as the official head and public spokesperson of the Chapter.
2. Preside at all meetings including Board of Director meetings, except for Chapter meetings where the Speaker of the Chapter Meeting presides.
3. Be an ex-officio, non-voting member of all committees (generally an ongoing charge) and task forces (complete assigned charge and disband) except the Nominating Committee and the Ethics Committee.

### **B. The Vice President shall:**

1. The Vice President shall assume the duties of the President in the absence or incapacitation of the President. In the event of a vacancy in the office of President, the Vice President shall succeed to the Presidency for the unexpired portion of the term, and the office of Vice President shall be declared vacant.
2. Assist the President in the discharge of his/her duties.
3. Be an ex-officio, non-voting member of all committees and task forces except the Nominating Committee and the Ethics Committee.
4. Be responsible for the Strategic Planning Process.

### **C. The Secretary shall:**

1. Record the minutes of all Chapter and Board meetings.
2. Be responsible for Chapter correspondence as directed.
3. Send a copy of minutes of each Chapter meeting to Association's Headquarters within forty-five (45) days after the meeting.

### **D. The Treasurer shall:**

1. Be the custodian of all funds of the Chapter.
2. Serve as Chair of the Chapter Finance Committee.

## **Finance Committee**

This committee shall consist of the following members: President, Vice President, Treasurer and two (2) members appointed by the MPTA Board of Directors for a term of two (2) years. The immediate Past Treasurer and the immediate Past President will serve in an ex-officio, non-voting capacity of 1 year.

This committee shall advise the Board of Directors on matters pertaining to the Chapter's financial needs, growth, and stability based on periodic review of income, expenditures, and investments. The committee may recommend that the Board of Directors provide for an external review of all finances when indicated. The committee shall present an annual budget to the Board of Directors based on the Chapter's established goals and objectives.

**E. The Directors shall:**

1. Be responsible for identifying needs and overseeing activities in their assigned areas of interest, requesting the establishment of task forces and/or committees, overseeing these committees and recommending action to the Board of Directors as follows:

a. Recommend task force and committee chairpersons for approval by the Board of Directors, as necessary to carry out their duties and responsibilities.

b. Be responsible for coordination of all task force and committee activities.

c. Coordinate with task force and committee chairpersons in the selection of task force and committee members.

d. Make an annual written report to the Board of Directors and the Membership at the annual meeting of the Chapter, and at any other meeting as requested by the Board of Directors.

2. Perform functions or be responsible for Chapter Activities in the areas of:

a. Professional Development

b. Liaison with all education programs concerned with the field of physical therapy

c. Liaison with students

d. Liaison with Special Interest Groups (SIGs)

e. Research

f. Standards of Practice for physical therapists and physical therapist assistants

g. Payment and Reimbursement

h. Legislation at the local, state and national level.

i. Communications to Members and external stakeholders

j. Bylaws and Procedures

k. Health Promotion

l. Chapter Awards

The Board of Directors oversees all Chapter awards. An Awards Committee may be appointed by the Board of Directors to adjudicate and bestow awards, with approval from the Board of Directors. Components within the Chapter may independently adjudicate and bestow awards, with approval from the Board of Directors. Based on eligibility and merit, more than one individual may receive the same award in the same year.

Chapter Awards include, but are not limited to: The Marjorie Stamm Outstanding Service Award, The Alan Jeffrey Outstanding Services Award for a non-member, The Jane Murdock Legislative Award, The Marjorie Stamm Outstanding Service Award, The Alan Jeffrey Outstanding Service Award for a non-member, The Jane Murdock Legislative Award, The Outstanding Student Award, The Physical Therapist and Physical Therapist Assistant

Outstanding Clinician Team Award, The Outstanding Physical Therapist Clinician Award, The Outstanding Physical Therapist Assistant Clinician Award.

The President's Award is adjudicated and bestowed by the Chapter President.

The Michigan Physical Therapy Association Special Interest Group for Clinical Education awards include, but are not limited to: The Cindy Kincaid Outstanding Clinical Instructor Award, The Norene Clouten Outstanding Center Coordinator for Clinical Education Award.

The Michigan Physical Therapy Institute for Education and Research awards include, but are not limited to: The Large Research Grant Award, The Small Research Grant Award, The Student Scholarship Award, The Richard E. Darnell Research Award (honors significant contributions to research), The Mable Holton Research Award (honors scholarly work in research).

## **ARTICLE VI - BOARD OF DIRECTORS:**

### **Section 1. Duties of the Board of Directors**

The Board of Directors shall:

- A. Carry out the mandates and policies of the Chapter as determined by the membership.
- B. Direct all business and financial affairs for and on behalf of the Chapter, be responsible for all its property and funds, and provide for an annual review of all finances.
- C. Foster the growth and development of the Chapter
- D. The Board of Directors shall meet not less than once a year. The President may call a special meeting of the Board of Directors and must call a special meeting upon written request of three (3) members of the Board. Notice of all meetings shall be communicated to all members of the Board no later than ten (10) days before the date fixed for the meeting. A quorum shall consist of one-half ( $\frac{1}{2}$ ) of the members of the Board of Directors.
- E. Act on applications for redistricting; approve territorial boundaries, approve bylaws and policies of the Districts when they exist; and may abolish a District in compliance with these Bylaws.
- F. From time to time as needed, appoint Committees or Task Forces comprised of Chapter members of not less than three (3) individuals.
- G. Bring before the members for their information, opinion and/or vote, communications from the Association.
- H. Be responsible for the program, time and place of the annual conference of the Chapter.
- I. Be responsible for all official communications from the Chapter.
- J. Provide for development and maintenance of all official documents of the Chapter.
- K. Prepare a list of qualified candidates for the Governor of the State of Michigan for appointment to the Michigan Board of Physical Therapy.

## **ARTICLE VII - CHAPTER COMMITTEES**

### **Section 1. Committees of the Chapter**

Members of the Chapter who are a Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant in good standing and who have consented to serve, shall be eligible for election or appointment to Chapter Committees.

Besides such other committees as shall be created by the Board of Directors, the Board shall appoint the following:

**A. Finance Committee**

**B. Chapter Ethics Committee**

This committee shall be appointed and convened when needed by the Board of Directors. The committee shall consist of at least five (5) members, and each member shall serve a minimum term of three (3) years. Members can be appointed to no more than two (2) successive complete terms. This committee shall:

1. Stay current on the ethical principles and standards of the Association and the procedural document on disciplinary action of the Association.
2. When appropriate, propose revisions to the ethical principles and standards of the Association and the procedural document on disciplinary action of the Association.
3. Process reported violations of ethical principles and standards in accordance with approved procedures of the Association.

**C. Nominating Committee**

1. The Nominating Committee shall consist of five (5) elected members. Four (4) of the elected members shall each represent a Chapter District, and one (1) member shall serve as a Member-at-Large and as Chair of the Committee. Each member shall serve a term of two (2) years.

The Eastern District and the Upper Peninsula District representatives and the Member-at-Large shall each be elected in the odd numbered years to a two (2) year term to begin serving in the even numbered years. The Northern District and the Western District representatives shall each be elected in the even numbered years to a two (2) year term to begin serving in the odd numbered years.

No member shall serve more than two (2) consecutive complete terms.

2. The Nominating Committee shall:

- a. Seek out candidates for vacant offices, review their qualifications, ascertain their willingness to serve, provide for nominations from the membership and create a ballot of qualified candidates for election by the membership.
- b. Provide nomination forms to the membership to nominate candidates for the offices to be filled during the upcoming year a minimum of 120 days prior to the Fall Chapter Meeting.
- c. Submit a list of all eligible nominees to the membership for their review a minimum of 90 days prior to the start of the election. This will allow additional nominations from the membership if desired. At this juncture of the nomination process, it will require a minimum of 3 members to jointly submit an additional nomination. The Nominating Committee will ensure their eligibility to serve and seek their consent to serve.
- d. Create the slate of candidates (the ballot) after the deadline for members to submit additional nominations has passed. The election is then held with proper notice to members.
- e. Establish a Teller Sub-Committee. The Teller Sub-Committee shall be a minimum of two (2) members of the Nominating Committee. The Teller Sub-Committee shall be responsible for certifying the electronic ballots plus any returned paper ballots and preparing a teller's report of the vote for the Board of Directors and Membership to be presented at the Fall Chapter Meeting.

3. Vacancies - Vacancies in the Nominating Committee shall be filled by appointment by the Board of Directors until the next Chapter election at which time an election to fill the unexpired portion of the term shall be held.

## **Section 2. All Other Committees of the Chapter**

Such other committees, standing or special, may be appointed by the President, with the approval of the Board of Directors as deemed necessary to carry on the work of the Chapter.

## **ARTICLE VIII - DELEGATES TO THE HOUSE OF DELEGATES:**

### **Section 1. Selection or Election and Term**

A. The Chapter Delegates shall include:

1. The Chapter President
2. The Chief Delegate

The Chief Delegate shall be elected by the chapter membership in the odd numbered years to serve a term of two years beginning in the even numbered years. Chief Delegate shall serve no more than two (2) consecutive complete terms. After vacating the office for one year, a qualified member may seek re-election.

3. Each District Chair or their Designee

Each District shall be allotted one delegate position prior to the election of delegates to meet the remaining apportioned total.

4. Remaining Delegates based on APTA apportionment

As many additional Delegates as required to meet the Michigan Chapter apportionment as determined by the Association shall be elected by the Chapter membership to serve a term of two (2) years. Each Delegate shall serve no more than three (3) consecutive full terms. After vacating the position for one (1) year a qualified member may seek re-election.

### **B. Delegate Vacancies**

If all delegates to whom the Chapter is entitled do not attend the annual session, the Chief Delegate is empowered to appoint alternate Delegates for that one annual session.

- If the vacancy is from a District, the District may appoint another District member who meets eligibility requirements. If there is no eligible District member, the Chief Delegate will appoint an elected alternate delegate to fill the vacancy for one annual session.
- If the vacancy is from any other position, the Chief Delegate will appoint an elected alternate delegate to fulfill the vacancy for one annual session.
- If the Chief Delegate cannot attend the annual session, the MPTA BOD will appointment a member of the current Michigan Delegation to assume the role of Chief Delegate for one annual session.
- If a Delegate is appointed by the Chief Delegate to serve, that appointment shall be to serve one annual session of the House of Delegates and will not count as a year for determining eligibility for election.

If a Delegate cannot attend the annual session in the first year of an elected term, they shall still be eligible to complete the second year of their term.

If a Delegate cannot complete the second year of an elected term and deadlines for elections have not yet passed, then the vacated Delegate position shall be filled by election.

If a Delegate cannot complete the second year of an elected term and deadlines for elections have passed, the Chief Delegate shall appoint a member to serve as Delegate for that one annual session only.

If a Delegate does not attend the annual session, the Chief Delegate will assign a vote or votes to be carried by a Delegate or Delegates who are on-site at the annual session to ensure that the Michigan Chapter has full representation at that one annual session of the APTA House of Delegates.

C. The Chapter must be represented in the Association's House of Delegates at least every third year.

## **Section 2. Qualifications**

A. The Chapter complies with the Association's requirements that state only physical therapist members may serve as Chapter Delegates to the House of Delegates. Only physical therapist members who have been Association members in good standing for the two (2) years immediately preceding that session of the House of Delegates may serve as Chapter Delegates.

B. Only members who have been Association members in good standing for the four (4) years immediately preceding that session of the House of Delegates, and who have been delegates at least three (3) years previously, may serve as Chief Delegate.

C. A Chapter Delegate may not in the same year serve as a Section Delegate.

## **Section 3. Duties**

A. The Chief Delegate shall:

1. Be responsible for the Chapter's total voting delegation to the House of Delegates.
2. Advise the Chapter Board of Directors and Membership regarding national issues and candidates for national office.
3. Hold Chapter delegate meetings as needed to ensure Chapter participation in APTA year-round governance.
4. Represent the Chapter at all appropriate Caucus meetings.
5. Ensure that the Chapter submits the names of all Chapter delegates to the Association in the format and time frame the Association requires.

B. All Delegates shall:

1. Attend all meetings of the House of Delegates and all Caucuses called by the Chief Delegate.
2. Present to the House of Delegates such matters as are ordered by the Board of Directors and/or Chapter Membership.
3. Represent the Chapter on all other matters brought before the House of Delegates.

## **Section 4. Removal of Chief Delegate**

The Chief Delegate can be removed from office, by unanimous vote of the Board of Directors except for the member in question for dereliction of duties.

## **Section 5. Vacancies**



If the Chief Delegate is absent or becomes incapacitated, the position shall be filled by appointment of the Board of Directors from the currently elected delegates for the one annual session the Chief is not available. The Chief Delegate may complete their remaining term if applicable.

## **ARTICLE IX - PHYSICAL THERAPIST ASSISTANT CAUCUS REPRESENTATIVE FROM THE MICHIGAN CHAPTER**

### **Section 1. Qualifications**

A. Physical Therapist Assistant (PTA), Life Physical Therapist Assistant, or Retired Physical Therapist Assistant members who have been Association members in good standing for two (2) years immediately preceding that session of the Physical Therapist Assistant (PTA) Caucus may serve by election or appointment as a PTA Caucus Representative from the Michigan Chapter.

B. The Chapter shall notify the Association of the name of the Chapter PTA Caucus Representative in the format and time frame the Association requires.

### **Section 2. Election and Term**

The term of office shall be for two (2) years, and no PTA member shall serve more than three (3) consecutive complete terms. After vacating the position for one year, a qualified PTA member may seek re-election.

### **Section 3. Duties of the PTA Caucus Representative**

The PTA Caucus Representative shall:

- A. Attend the annual and special meetings of the PTA Caucus.
- B. Present to the PTA Caucus such matters as are ordered by the Chapter Board of Directors and/or Membership.
- C. Represent the Chapter on all other matters brought before the PTA Caucus.
- D. Attend all Chapter Board of Directors meetings and all Chapter meetings.

## **ARTICLE X - ELECTIONS**

### **Section 1. Elected Positions, Ballots and Process**

The Officers, Six Directors, Speaker of the Chapter Meeting, Chief Delegate, Chapter Delegates, PTA Chapter Caucus Representative and Nominating Committee Members shall be elected by the Chapter membership.

The ballot prepared by the Nominating Committee shall be electronically transmitted at least fourteen (14) days prior to the deadline date for the return of the ballot. A paper ballot will be sent via US mail to any member requesting one.

The election shall be completed and the results announced to the Board and Membership at the Chapter Fall (Annual) Meeting each year. Results of the election must be forwarded to the Association as required by the Association.

A minimum return of five percent (5%) of total ballots or 100 ballots whichever is least is required for an election to be declared valid.

The nominees with the highest number of votes will be declared elected. In the event of a tie vote from the Chapter membership, the Board of Directors will vote to resolve the tie and declare which nominee is elected.

## **Section 2. Results**

Results of the election must include:

1. The number of votes cast.
2. The number of votes cast for each eligible candidate.
3. The number of illegal votes and the reason thereof.

## **ARTICLE XI - FINANCES**

### **Section 1. Fiscal Year**

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

### **Section 2. Limitations and Expenditures**

No Officer, Board Member, Committee Member, Task Force Member, General Member or Employee shall expend any money not provided 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 the President representing the Chapter Board of Directors.

### **Section 3. Chapter Dues**

A. Chapter Dues – The Chapter complies with all payment plans that the Association offers.

1. Physical Therapist: \$125
2. Physical Therapist Assistant: \$65
3. Student - PT or PTA: \$10
4. Corresponding Student – PT or PTA: \$10
5. PT Post Professional Student: \$100
6. Life Physical Therapist: \$25
7. Life Physical Therapist Assistant: \$25
8. Retired Physical Therapist: \$100
9. Retired Physical Therapist Assistant: \$40
10. Corresponding PT or PTA: \$50

B. Student Physical Therapist and Student Physical Therapist Assistant member dues are for twelve (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 for the remainder of the twelve (12) months of membership. Once the membership remainder expires, these new Physical Therapist and Physical Therapist Assistant members are eligible for one (1) year of membership at 50% of the Association and Chapter dues rate for Physical Therapist or Physical Therapist Assistant member.

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 day of the next fiscal year.

D. The Chapter Board of Directors may offer reduced rates for Chapter dues as an incentive to promote membership.

### **Section 4. Reinstatement**

Any member whose good standing membership has been revoked by the Association for non-payment of dues or

assessments may be restored to good standing membership with payment of all dues and assessments for the current fiscal year. There is no reinstatement fee.

## **Section 5. Financial Reports**

The Chapter shall submit its annual financial statements, tax returns, and audit report (when there is one) to the Association in the format and time frame as required by the Association.

## **ARTICLE XII - CHAPTER MEETINGS:**

### **Section 1. Number**

The Chapter shall hold a minimum of one (1) annual meeting (held in the Fall) during the fiscal year (unless there is a disaster declared in the State of Michigan) to conduct the business of the Chapter with attendance limited to Chapter members and invited guests approved by the Chapter officers. Notice of meeting/s shall be electronically transmitted or sent by US mail to the Members no later than thirty (30) days prior to the meeting. The Speaker of the Chapter Meeting shall preside over Chapter Meetings.

### **Section 2. Special Meetings**

A Special Meeting *must* be called upon written petition of 50% of the membership.

### **Section 3. Quorum**

A quorum for a regular Chapter Meeting shall consist of fifteen (15) members present plus at least two (2) officers.

### **Section 4. Methods of Voting Between Meetings**

When a decision by the Membership is needed between meetings of the Chapter, provisions may be made by the Board of Directors for an electronic vote. A paper document will be sent via US mail to any member requesting one.

### **Section 4. Speaker of the Chapter Meeting**

#### **A. Qualifications**

The Speaker of the Chapter Meeting shall be a member of the Association for a minimum of two (2) years immediately prior to the election. Members must be a member in good standing for at least two (2) years immediately prior to the election and consent to serve. The Speaker of the Chapter Meeting shall also possess knowledge of parliamentary procedure.

#### **B. Duties and Voting**

The Speaker of the Chapter Meeting:

1. Shall preside at all Chapter Meetings.
2. May speak and make motions, but shall only have a vote at Chapter Meetings to make a difference in the outcome of a vote.
3. Shall have a vote at all other meetings.

### C. Term

The Speaker of the Chapter Meeting shall be elected in the even numbered years by the Chapter membership to serve two (2) year terms, or until the election of their successors beginning in the odd numbered years.

No Speaker shall serve more than two (2) consecutive complete terms in the same office. After vacating the office for one year, a qualified member may seek re-election. The newly elected Speaker shall assume the duties on January 1 following the election.

### D. Removal of the Speaker of the Chapter Meeting

The Speaker of the Chapter Meeting can be removed from office by unanimous vote of the Board of Directors except for the member in question for dereliction of duties.

### E. Vacancies

If the Speaker is absent or becomes incapacitated, the position shall be filled by appointment of the Board of Directors for the one meeting/s the Speaker is not available. The Speaker may complete the remainder of his/her term if applicable.

## **ARTICLE XIII - DISTRICTS AND SPECIAL INTEREST GROUPS:**

### **Section 1. Districts**

- A. A chapter may create districts within its territorial jurisdiction. The existing Districts are the Eastern, Northern, Upper Peninsula and Western Districts as outlined in the Chapter Procedural Manual.
- B. Districts must operate under bylaws and rules of order that are consistent with the Chapter / Association Bylaws. Districts are not required to have District Bylaws, but if they do, the District Bylaws must be in compliance with the Chapter / Association Bylaws.
- C. Districts shall not establish dues.
- D. Formation or Alteration of Districts

To form a new district, a motion shall be made from the Membership or the Chapter's Board of Directors shall present the proposal to the membership. Input from the membership shall be considered by the Chapter's Board of Directors along with metrics that assess the feasibility of the proposed District/s. Final approval rests with the Membership.

### E. District Officers

The minimum number of elected District officers shall be two.

When the District chooses to elect the minimum number of officers:

One elected officer shall be called the District Chair and serve as the liaison to the Chapter and as a Chapter Delegate if eligible.

The other elected officer shall serve as the liaison for District education. The District may title this position as the District sees fit. Examples include but are not limited to District Vice Chair, District Education Coordinator, etc.

### F. Dissolution

A District may dissolve pursuant to the provisions of its Bylaws (when there are District Bylaws) and / or pursuant to the Chapter Bylaws.

The Board of Directors may revoke any District if the District has failed to satisfy its obligations or to observe the limitations on Districts as set forth in the Chapter Bylaws.

The District must be given timely notice of the charges against it and have the opportunity to be heard in its own defense. The judgment of revocation must be supported by at least two-thirds of the members of the Board of Directors.

If a district is abolished or dissolved, all property and records of whatever nature in the possession of the district shall, after payment of its bona fide debts, be conveyed to the Chapter.

#### G. Obligations of Districts

Promote the functions of the Chapter as set forth in these bylaws.

Hold a minimum of one (1) meeting annually.

Present a written report at all Chapter Meetings and at other times upon request of the Chapter Board of Directors

#### H. Limitation of Districts

No District shall profess or imply that it speaks for or represents the Chapter. Districts shall not obligate the Chapter for any debts or obligations.

### **Section 2. Special Interest Groups**

A. A Chapter may authorize the establishment of Special Interest Groups (SIGs) within its territorial jurisdiction. These SIGs shall be subject to rules and conditions set down by the Chapter. The name shall relate to the special area of interest.

B. The purpose of the Special Interest Groups is to allow members having a common interest to meet, confer and promote their special interests within the Chapter.

#### C. Formation and Dissolution

Special Interest Groups of the Chapter may be established and dissolved in accordance with the rules and conditions that Districts follow under these Chapter Bylaws.

D. No Special Interest Group shall profess or imply that it speaks for or represents the Chapter. Special Interest Group/s shall not obligate the Chapter for any debts or obligations.

### **ARTICLE XIV - DISSOLUTION**

A. The Chapter may voluntarily dissolve itself if two-thirds (2/3) of its voting members approve the dissolution.

B. If the Charter of the Chapter is revoked by the Association or in the event the Chapter is dissolved or its existence is 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 Association.

### **ARTICLE XV - PARLIAMENTARY AUTHORITY**

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

### **ARTICLE XVI - AMENDMENTS**

## **Section 1.**

These Bylaws may be amended in whole or part only by a vote to Chapter members.

A copy of the proposed amendments must be sent by electronic transmission to all Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant and Life Physical Therapist Assistant members at least thirty (30) days prior to the date set for return thereof. A paper document will be sent via US mail to any member requesting one.

A minimum return of five percent (5%) of total bylaws ballots or 100 bylaws ballots whichever is least is required to amend the bylaws.

## **Section 2.**

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 Association's fiscal year following approval.

## **ARTICLE XVII - ASSOCIATION AS HIGHER AUTHORITY**

In addition to these Bylaws, the Chapter is governed by the Association Bylaws and Standing Rules, and by the Association House of Delegates and Board of Directors Policies.

Adopted - June 1953

Revised - October 1955

Revised - May 1958

Revised - January 1967

Revised - January 1971

Revised - June 1972

Revised - January 1975

Revised - August 1977

Revised - March 1979

Revised - September 1980

Revised - October 1982

Revised - March 1984

Revised - September 1984

Revised - June 1985

Revised - December 1985

Revised - June 1987

Revised - November 1989

Revised - March 1992

Revised - July 1994

Revised - October 1994

Revised - June 1998

Revised - March 1999

Revised - June 1999

Revised - January 2001

Revised - March 2002

Revised - July 2003

Editorial revision - November 30, 2011

Editorial revision - February 21, 2012

**Editorial revision - March 23, 2012 - CURRENT VERSION available to members.**

Editorial revision – October 29, 2016 – for Membership Vote