



# Bylaws of the Academy of Physical Therapy Education, Inc. of the American Physical Therapy Association

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## **Article I. Name**

The Academy of Physical Therapy Education, Inc., of the American Physical Therapy Association, hereinafter referred to as the Academy, shall be a Section of the American Physical Therapy Association, hereinafter referred to as the Association.

## **Article II: Purpose**

The purpose of the Academy shall be to provide a means by which Association members having a common interest that is to meet the needs of all persons concerned with the progress, growth, and development of education in physical therapy and to this end may meet, confer, and promote these interests.

## **Article III. Functions**

- A. Promote the development and improvement of education in physical therapy.
- B. Promote professional growth and development in the academic and clinical environment, and for the individual in physical therapy.
- C. Provide mechanisms for communication among those in physical therapy education.
- D. Identify and evaluate areas of concern related to education in physical therapy.
- E. Gather and disseminate information pertinent to education trends for practices in physical therapy education and to advocate for legislation relating to education in physical therapy.
- F. Foster investigation in the multifaceted processes and methods in physical therapy education.
- G. Enhance the quality of the teaching-learning processes in the academic, institutional, and clinical environments.
- H. Identify and collaborate with resource persons and associations related to education in physical therapy.
- I. Foster development of materials related to education in physical therapy.

## **Article IV. Membership**

### **Section 1: Categories and Qualification of Members**

The Academy 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.

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

The rights and privileges of the Academy’s members shall be identical to those established in the Association’s bylaws. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have one (1) vote at the Academy level.

**Section 3: Applications for and Admission to Membership**

The payment of Academy dues appropriate to their category of membership by members in good standing in the Association shall constitute application for and admission to Academy membership.

**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 Academy who is suspended by the Association shall have his or her membership privileges suspended in the Academy. Any member who is expelled from membership in the Association shall be expelled from Academy membership.
- B. Any member of the Academy who fails to make timely payment of required Academy dues shall be expelled from Academy membership.

**Section 6: Reinstatement**

Any former member of the Academy who is in good standing in the Association may be reinstated to membership in the Academy by payment of the required Academy dues.

**Article V. Special Interest Groups**

**Section 1: Definition**

A special interest group of the Academy consists of members who have a common interest in a special area of activity related to physical therapy education.

**Section 2: Formation and Dissolution**

- A. A special interest group shall:
  - 1. Operate under Standing Rules that shall be consistent with Academy and Association bylaws and that shall be approved by the Academy Board of Directors.
  - 2. Not levy special assessments that carry punitive action or loss of good standing.
- B. Special Interest Groups of the Academy may be established and/or dissolved in accordance with the rules and conditions specified by the Standing Rules specified by the Academy’s Board of Directors.

**Section 3: Limitations**

Special interest groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Academy.
- B. No special interest group shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the Special Interest Group unless authorized to do so in writing by the Academy’s governing body.

**Article VI. Meetings**

**Section 1: Annual Meeting**

There shall be one (1) Annual Meeting of the Academy held for the purpose of conducting the Academy’s business and other activities in accordance with the purpose and functions of the Academy.

- A. The Annual meeting of the Academy shall be held at the time and place of the Combined Sections Meeting (CSM) of the Association. The specific time of the Annual meeting shall be

designated by the Academy's Program Chairperson or designated representative of the Academy of Physical Therapy Education and the Combined Sections Meeting's Program Committee. If in the event the Combined Sections Meeting does not take place, the Academy shall hold the Annual Meeting at the Education Leadership Conference (ELC). If both CSM and ELC are not held the Academy's Annual meeting shall be held at the time and place of the annual session of the Association's House of Delegates.

- B. Attendance at Academy business meetings is limited to Academy members and guests approved by the Board of Directors.

## **Section 2: Special Meeting(s)**

A special meeting may be called by five (5) members of the Board of Directors or must be called upon written petition of 50% of the membership.

## **Section 3: Notice of Meeting Requirements**

Special meetings may be held during the course of any calendar year, called by the Board, with stipulations as noted above, upon ninety (90) days prior notice to the members of the Academy, for the purpose of conducting the Academy's business and other activities in accordance with the purpose and functions of the Academy.

## **Section 4: Quorum**

Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the Academy shall have the privilege of voting at such meetings of the Academy. A quorum will be twenty-five (25) members, including five (5) members of the Board of Directors.

## **Section 5: Minutes**

All meeting minutes shall be submitted to the Academy of Physical Therapy Education, Inc., Executive Director and Association within forty-five (45) days of the date of the meeting.

# **Article VII. Officers, Board of Directors, Executive Committee**

## **Section 1: Officers: Rights, Duties, and Responsibilities**

### **A. President**

1. The President shall preside at all meetings of the Academy, Board of Directors and Executive Committee and shall be an ex-officio member of all committees except the Nominating Committee.
2. The president shall create and appoint all special advisory committees necessary to accomplish the functions of the Academy.
3. The President shall be responsible for relations with groups or individuals external to the Academy, within or outside of the Association (e.g. Association Headquarters, other Sections, chapters, educational associations, etc.).
4. The president shall submit an annual written report of the activities of the Academy to the Association.
5. The President shall serve as the Academy Representative to the House of Delegates of the Association. The President shall not also serve as a Chapter Delegate.

### **B. Vice President**

1. The Vice President shall assume the duties of the President if the President is absent or incapacitated.
2. The Vice President shall assume assignments as delegated by the President, the Executive Committee, or the Board of Directors.
3. The Vice President shall be responsible for the Bylaws, and carry out the following duties
  - a. Prepare proposed Bylaws amendments at the request of the Board of Directors or members of the Academy for consideration at the annual business meeting
  - b. Arrange for publication of proposed bylaw amendments in a timely fashion

prior to anticipated action

- c. Make recommendations for the Special Interest Groups regarding bylaws matters.

C. Secretary

1. The Secretary shall be responsible for keeping and distributing the minutes of proceedings of all Academy, Board of Directors, and Executive Committee meetings.
2. The Secretary shall be responsible for all notices to members of the Academy.
3. The Secretary shall complete and submit appropriate reports to Association Headquarters, to include minutes of Academy meetings, election results, updated roster, and program summaries within 45 days after Academy business meetings, as per Article VI, Meetings, Section 5.
4. The Secretary shall maintain records of all official actions of the Academy Board of Directors and Executive Committee.
5. Serve as a member of the Awards Committee.

D. Treasurer

1. The Treasurer shall be responsible for presenting the annual budget to the Board of Directors, maintaining complete and accurate financial records, and reporting in writing the financial status of the Academy to the Academy members.
2. The Treasurer shall have the accounts audited annually, by at least two non-APTE individuals with appropriate expertise, appointed by the Executive Committee.
3. Every three years, the Treasurer will submit finances to an external auditing agency or group determined by the Board of Directors for formal audit.
4. The Treasurer shall be responsible for sending a copy of the audits to the Association Headquarters, if required.
5. The Treasurer reports quarterly to the Academy President and semi-annually to the Board of Directors and the Executive Committee.
6. The Treasurer shall receive and disperse all money including the *Journal of Physical Therapy Education*, Academy of Physical Therapy Education, Inc., Website and all Special Interest Groups.
7. The Treasurer shall keep accurate records of all receipts and disbursements related to the Academy and Special Interest Groups.
8. Serve as Chair of the Finance Committee and as liaison to such other committees as directed by the Board of Directors.

E. At-Large Representatives

1. The At-Large Representative shall provide for broad based input into the decision making process of the Board of Directors.
2. The At-Large Representative shall assist with dissemination of information to the membership.
3. The At-Large Representative shall accept specific duties and responsibilities as delegated by the Board of Directors related to one of the following areas:
  - d. Communications and Promotion: public relations, membership promotion and development, communication, membership awards and publications
  - e. Professional Development: educational programming for the Academy
4. Each At-Large Representative shall be responsible for semi-annual reports to the Board of Directors, Executive Committee and the Academy membership.

F. Elections

1. The officers shall serve for two-year terms or until the election of their successors.
  - f. The President and Secretary shall be elected on odd numbered years.<sup>1</sup>
  - g. The Vice President and Treasurer shall be elected on even numbered years.<sup>1</sup>
  - h. One At-Large Representative shall be elected on even-numbered years and the remaining At-large Representative shall be elected on odd-numbered years.
2. The officers shall assume office on July 1<sup>st</sup> following the Academy election.
3. No officer shall serve more than two complete consecutive terms in the same office.

Temporary Implementation Proviso: The following strategy will be used to phase in the new election cycle.				
Election Year	President	Vice-President	Secretary	Treasurer
2019	Levangie Year 2 of 2	Odom Year 2 of 2	Year 1 of 2	Year 1 of 2
2020	Year 1 of 3	Year 1 of 2	Year 2 of 2	Year 2 of 2
2021	Year 2 of 3	Year 2 of 2	Year 1 of 2	Year 1 of 3
2022	Year 3 of 3	Year 1 of 2	Year 2 of 2	Year 2 of 3
2023 on cycle	Year 1 of 2	Year 2 of 2	Year 1 of 2	Year 3 of 3
2024 on cycle	Year 2 of 2	Year 1 of 2	Year 2 of 2	Year 1 of 2

**Section 2: Vacancies**

In the event of a vacancy in the office of President, the Vice President shall succeed to the Presidency for the un-expired portion of the term. The president shall name a member to fill any vacancy occurring in the offices of Vice President, Secretary, Treasurer, Nominating Committee or At-Large Representatives for the unexpired term, with approval of a majority of the Board of Directors.

**Section 3: Qualifications**

Physical Therapist, Retired Physical Therapist, and Life Physical Therapist may hold office subject to the limitations specified in the Association bylaws, Article IV, Section 2.B (3) b.

**Section 4: Board of Directors**

A. Composition

The Board of Directors shall be comprised of the Executive Committee (see Section 5a), At-Large Representatives, Chairs of Special Interest Groups, and appointed Committee Chairs.

1. Voting Members: The officers of the Academy, At-Large Representatives, the Chair of each Special Interest Group (1 vote per each SIG), and Chair of the Nominating Committee shall constitute the voting membership of the Board of Directors.
2. Non-voting members: The Special appointed Committee Chairs shall constitute the non-voting membership of the BOD.

B. Duties and Responsibilities

1. Direct all business and financial affairs for and on behalf of the Academy. The Board of Directors shall not commit the Academy to any financial obligations in excess of current financial resources.
2. Foster the growth and development of the Academy for the benefit of the Association.
3. Keep an accurate record of the members of the Academy.
4. Carry out mandates and policies of the Academy membership as determined at the annual meeting and make and enforce such policy on behalf of the Academy as is consistent with the mandates and policies of Academy membership.

C. Meetings

1. Regular Meetings: The Board of Directors shall meet not less than two times a year, in conjunction with Association and/or Academy meetings and called by the President with notice provided to the Board by the Executive Director.
2. Special Meetings: The President can call a special meeting of the Board of Directors and must call a special meeting on written request of eight (8) members of the Board of Directors.
3. Notice Requirements: Written notice of all meetings of the Board of Directors and Executive Committee shall be provided by the Executive Director and transmitted electronically, and mailed, per request, to all members not later than ten days before the date fixed for the meeting. Quorum: Seven voting members, including two officers, shall constitute a quorum.
4. Voting: When a decision is needed between meetings of the Board of Directors voting may be conducted by telephone or an electronic medium, and mailed, per request.

**Section 5: Executive Committee**

- A. Composition  
The Executive committee shall be comprised of the President, Vice President, Secretary, and Treasurer.
- B. Duties and Responsibilities
  1. The Executive Committee shall be responsible for prioritizing the business of the Board of Directors.
  2. The Executive Committee shall oversee the business and financial affairs of the Academy and report to the Board of Directors and Academy members.
- C. Meetings:
  1. Regular Meetings: The Executive Committee shall meet not less than two times a year. The regular Executive Committee meetings shall be called by the President with notice given by the Executive Director.
  2. Special Meetings: The President can call a special meeting of the Executive Committee and must call a special meeting on written request of three (3) members of the Executive Committee.
  3. Notice Requirements: Written notice of all meetings of the Executive committee shall be transmitted via an electronic medium, and mailed upon request, to all members not later than ten days before the date fixed for the meeting.
  4. Quorum: Three members shall constitute a quorum.
  5. Voting: Voting may be conducted by telephone or an electronic medium, and mail, per request. When a decision is needed between meetings of the Executive Committee voting may be conducted by, telephone or an electronic medium, and mail, per request.

**Article VIII. Committees**

**Section I: Finance Committee**

- A. Composition  
The Finance Committee is composed of the Academy Treasurer, who shall serve as Chair, and at least three (3) Academy members appointed by the President.
- B. Duties
  1. Establishment, review and revision of Academy financial policies, subject to final approval of the Board of Directors.
  2. Development of an annual budget.
  3. Ensure compliance with financial obligations to APTA.
  4. The Finance Committee shall each meet at least once per year.

**Section 2: Nominating Committee**

- A. Composition
  1. The Nominating Committee shall consist of three (3) eligible Academy members in good standing who shall serve for three years. One member shall be elected each year to serve a three-year term or until the election of a successor.
  2. The senior member of the Committee shall serve as Chair during the third year in office.
  3. Any vacancies shall be filled by the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.
- B. Duties  
The Nominating Committee shall present a slate of at least two candidates for each position, if possible, from those eligible and consenting to serve, at the Annual Academy business meeting.

**Section 3: Special Committees, Coordinators, and *Journal of Physical Therapy Education* Board**

Such other committees or boards, standing or special, shall be appointed by the President, with the approval of the Board of Directors, as the President deems necessary to carry on the work of the Academy. Only Academy members in good standing may be appointed for a three-year term

to assume the following responsibilities:

A. Conference Program Committees

1. Composition

- a. The Conference Program Committees consist of one committee for the Combined Sections Meeting (CSM) and one committee for the Education Leadership Conference (ELC).
- b. The Program Chairs for CSM and ELC shall each be appointed by the President with approval of the Board to staggered three-year terms.
- c. Reappointments of the CSM and ELC Program Committee Chair for subsequent terms shall be determined by the president with the approval of the Board of Directors.
- d. The CSM and ELC Program Committees shall consist of the respective Co-Chairs the At-Large Representative for Professional Development and one (1) representative from each Special Interest Group.
  - i. The SIG representative shall be appointed by the President for two-year terms, with three of the six SIG representatives newly appointed each year in rotation.

2. Duties

- a. The CSM and ELC Program Committees shall plan and implement their respective conferences annually in collaboration with conference component partners and the approval of the Board of Directors.
- b. Report of the Program Committees' activities shall be submitted to the Board of Directors annually or upon request.
- c. One or both of the CSM Co-Chairs shall represent the Academy at the CSM Sections Programming Committee meetings. One or both of the ELC Co-Chairs shall represent the Academy in ELC planning meetings with the ELC Program Chair(s) of the American Council of Academic Physical Therapy (ACAPT).

B. Awards Committee

1. Composition

- a. The Awards Committee is composed of the Chair, the Secretary and three (3) Academy members.
- b. The Chair and committee members shall be appointed for staggered three-year terms.
- c. The senior member of the Committee shall serve as Chair during the third year in office. Reappointment, if needed, of the Chair and committee members shall be determined by the President with the approval of the Board of Directors.

2. Duties

- a. Coordinate dissemination of information on Academy and appropriate Association awards.
- b. Select the nominee to be awarded each of the Academy awards.
- c. Recommend new Academy awards to the Board of Directors.
- d. Coordinate the award recognition ceremony with the President.

C. Research Committee

1. Composition:

- a. The Research Committee is composed of a Chair and four (4) Academy members.
- b. The Chair and committee members shall be appointed for staggered, three-year terms.
- c. Reappointment, if needed, of the Chair and committee members shall be determined by the President with the approval of the Board of Directors.

2. Duties:

- a. The Research Committee shall coordinate the review and selection of abstracts for poster and platform presentations for the Academy of Physical Therapy Education, Inc., for the APTA Combined Sections Meeting and Educational Leadership Conference, and other Academy educational programming or grant funding, as assigned by the Board of Directors.
- b. Members of the Research Committee shall be responsible for contributing content for the Research area on the Academy website, to provide a resource for members.

- c. The Chair of the Research Committee shall participate in meetings with research chairs from other sections to develop programming and enhance research efforts on behalf of the Academy.
- d. The Research Committee serves as the appropriate committee for review of grant proposals related to Academy activities, as assigned by the President and approved by the Board of Directors.
- e. A report of the Research Committee activities is to be submitted to the Board of Directors at the annual Academy of Physical Therapy Education, Inc. meeting at the APTA Combined Sections Meeting.

#### D. Journal Board

The Academy of Physical Therapy Education, Inc., will publish a refereed journal, the *Journal of Physical Therapy Education*.

##### 1. Composition

- a. The Journal Editor(s) shall be appointed, and reappointed, for a three-year term by the President with the approval of the Board of Directors.
- b. The Journal Editorial Board members shall be appointed, and reappointed, by the Journal Editor for staggered three-year terms, beginning in June of the first appointed year.
- c. The Journal Editorial Board shall coordinate publication of a journal devoted to research in and commentary about educational issues in physical therapy.
- d. At least one issue of the journal shall be published per year.
- e. The activities of the Journal shall be reported to the Board of Directors at the Annual Academy of Physical Therapy Education, Inc., meeting at the APTA Combined Sections Meeting.

#### E. Website Editor

##### 1. Description

- a. The Website Editor is responsible for serving as liaison between Academy members, officers, Executive Director, and the host server coordinator for the Academy of Physical Therapy Education, Inc., and website, available via: [www.aptaeducation.org](http://www.aptaeducation.org).
- b. The Website Editor is appointed by the President, with Board approval, for a three-year term. Reappointment is at the discretion of the President.

##### 2. Duties and Responsibilities

The Website Editor shall:

- a. Educate Academy officers on uses and limitations of the Academy website.
- b. Advise Academy officers on website content and design changes.
- c. Review, edit and oversee the uploading of content for website viewing.
- d. Work with Website host in expediting information for the Academy website.
- e. Collaborate with the Executive Director in updating website information including, but not limited to articles, links and news.
- f. Attend the Academy's Board of Directors meetings and annual business meetings of the Academy held during CSM.
- g. Submit timely reports to the Board of Directors on website access and issues related to functionality.
- h. Work with the Executive Director to prepare budget requests to the Treasurer for all website related expenses.

#### F. Social Media

##### 1. Description

- a. The Social Media Coordinator works to increase online presence of the Academy using social media strategies.

##### 2. Duties and Responsibilities

- b. Establish a consistent and engaging social media presence for the Academy.
- c. Track and monitor use of social media related to the Academy.
- d. Coordinate with At-Large Representative: Communication and Promotion on public relations activities that will benefit members and promote member recruitment.



- e. Attend CSM and ELC to promote Academy-related conference activities and advises all individuals to whom social media postings have been delegated.
  - f. Assure compliance with APTA Standards of Conduct in the use of social media.
- G. Federal Affairs Liaison**
1. Composition
    - a. One member to serve as the Federal Affairs Liaison to the APTA Federal Government Affairs, appointed by the President for one calendar year.
  2. Duties shall be to:
    - a. Provide input from the grassroots membership to government affairs staff of APTA and complete critical issues surveys.
    - b. Disseminate information to the grassroots membership from the APTA BoD, Government Affairs Committee and government affairs staff of APTA.
    - c. Attend regular Academy of Physical Therapy Education, Inc., meetings to relay legislative and regulatory information to the grassroots members of the Academy.
    - d. Attend the Annual Federal Government Affairs Forum to fulfill roles and responsibilities.
    - e. Recruit participants for APTA Advocacy events, such as the Forum, rallies, or other grassroots activities.
    - f. Attend political events with the assistance of PT-PAC.
    - g. Coordinat legislative activities and events for issues of importance to physical therapy and physical therapy education.
    - h. Coordinate with the state legislative chairpersons on component grassroots' networks, policy development, and identification of emerging issues.

## **Article IX. Delegate to the Association's House of Delegates**

### **Section 1: Qualifications**

- A. The qualifications of the delegate shall be as stated in the Association's bylaws.
- B. The President of the Academy shall be the Academy's delegate to the Association's House of Delegates.
- C. The Academy Delegate may not, in the same year, serve as Chapter or Assembly Delegate.
- D. The Academy shall notify Association headquarters of the name of the Academy Delegate, as required by the Association and the Standing Rules of the House of Delegates, via APTA Communities, HOD.
- E. The Academy must be represented in the House of Delegates at least every third year.

### **Section 2: Election and Term**

The President of the Academy shall be the Academy's delegate to the Association's House of Delegates unless unable to attend, then the responsibility shall be that of the Vice President.

### **Section 3: Duties of Delegate**

- A. To attend the Annual and special meetings of the House of Delegates of the Association.
- B. Represent the Academy of Physical Therapy Education's interests on matters that are brought before the Association's House of Delegates for deliberation and action.
- C. Study the matters that are brought before the Association's House of Delegates for deliberation and action, and solicit guidance on such matters from the membership and Board of Directors of the Academy.
- D. Report to the membership and the Board of Directors of the Academy the actions taken by the House of Delegates and the reasons for and implications of such actions.

## **Article X. Elections**

### **Section 1: Process**

- A. Elections shall be held annually for all vacant elected offices.
- B. A ballot of nominees, consenting to serve, and candidate statements for each office shall be posted on the Academy of Physical Therapy Education, Inc., website and members notified electronically, and by mail, per request, no later than six weeks after the conclusion of the

Annual Business meeting at APTA Combined Sections Meeting. To request a notification of the candidate slate and statements or mail ballot, a member shall contact the Executive Officer of the Academy of Physical Therapy Education, Inc., in writing no later than April 1<sup>st</sup> each election year.

- C. Slates shall be announced at the Annual meeting of the Academy of Physical Therapy Education, Inc., at the APTA Combined Sections Meeting, at which time nominations shall be taken from the floor.
- D. Elections shall begin no later than April 1<sup>st</sup> each election year and remain open for a period of four (4) weeks once commenced.
- E. No later than seven (7) days following the closing of the elections ballot process, all ballots shall be tallied, through electronic count. The Nominating Committee Chair shall report the results of the election to the Board of Directors, to each nominated candidate, to the Association, and via the Academy of Physical Therapy Education, Inc., website.
- F. The Secretary and the Nominating Committee Chair shall be responsible for verifying the election results and following the rules for counting election results [RONR, Table of Rules for Counting Election Ballots].
- G. Newly elected officers shall take office effective July 1<sup>st</sup>.
- H. Newly elected officers shall participate in the formal installation ceremony at the next meeting of the Academy of Physical Therapy Education, Inc., following the election.

## **Section 2: Voting Body**

- A. Election for each office or position shall be by a plurality of the valid votes cast. In the case of a tie, the election shall be settled by lot. The voting body shall be composed of all members of the Academy who have voting privileges in the Association.
- B. The vote is conducted by electronic medium, or mail, per request, as provided for in Section X, 1.B. A minimum of 100 ballots shall be required for the election to be valid. Membership shall be cued, via electronic means, a maximum of three times, to vote.

## **Article XI. Finance**

### **Section 1: Fiscal Year**

The fiscal year of the Academy shall be the same as that of the Association, January 1<sup>st</sup> – December 31<sup>st</sup>.

### **Section 2: Limitations on Expenditures**

No officer, employee, or committee 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 Academy's Board of Directors. The Board of Directors shall not commit the Academy to any financial obligations in excess of its current financial resources.

### **Section 3: Dues**

- A. Dues will be:
  - 1. Physical Therapist members: \$50
  - 2. Physical Therapist – Post-Professional Student members: \$25
  - 3. Physical Therapist Assistant members: \$35
  - 4. Life Physical Therapist members: \$0
  - 5. Life Physical Therapist Assistant members: \$0
  - 6. Student Physical Therapist and Student Physical Therapist Assistant members: \$15
  - 7. Retired Physical Therapist members: \$50
  - 8. Retired Physical Therapist Assistant members: \$35
- B. All dues shall be for the period specified in the Association Bylaws and shall be payable following the Associations schedule.
- C. All dues changes approved by the Academy membership and approved by the Association's deadline will become effective on the first of the Association's next fiscal year.

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

#### **Section 4: Audit**

The Academy will conduct an external audit of finances every three years, with the external auditing agency or group determined by the Board of Directors.

The Academy shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by APTA Association Headquarters.

### **Article XII. Dissolution**

#### **Section 1: Dissolution**

The Academy may be dissolved subject to a recommendation to dissolve supported by no less than three-fourths of the members of the Board of Directors and adopted by two-thirds vote of the Academy's members voting in a referendum on the question to dissolve, thereon in compliance with the requirements of the Indiana Not-for-Profit Corporation Act of 1971, as amended; providing a 90-day notice of such pending action has been given to the members.

#### **Section 2: Disposition of Property**

- A. In the event of dissolution, all property and records of whatsoever nature in the possession of the Academy shall, after payment of all bona fide debts, be turned over to the Association.
- B. If the Academy is dissolved for the purpose of merging with an existing Academy or newly formed Academy, all property and records of whatsoever nature in the possession of the Academy shall, after payment of bona fide debts, be turned over or conveyed to the existing or newly formed Academy with which it is merged.

### **Article XIII. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Academy in all cases, which they are applicable and in which they are consistent with these Bylaws and Rules of Order adopted by the Academy.

### **Article XIV. Amendments**

- A. Notification of a proposed amendment shall be given to the membership at least thirty (30) days prior to the annual business meeting and in compliance with the Association's revision process. Electronic notification and mailing, to those requesting, shall be sent to all Academy members, directing them to view the proposed amendments on the Academy of Physical Therapy Education, Inc., website.
- B. If the intent of an amendment is editorial or to bring the Academy's bylaws into agreement with those of the Association, the amendment shall be made as required by the Vice-President and shared with the Board of Directors. The Vice-President shall notify the Academy's membership that such amendments have been made.
- C. Amendments to the Academy's bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Academy dues become effective on the first of the Academy's next fiscal year following approval.)
- D. Bylaws may be amended by a two-thirds vote of members present and voting.

## **Article XV. Association as a Higher Authority**

In addition to these Academy bylaws, the Academy is governed by the Association bylaws, Standing Rules, and by the Association's House of Delegates and Board of Directors policies.

Adopted June 1973

Amended June 1974

Amended June 1975

Amended June 1977

Amended June 1978

Amended June 1979

Amended June 1980

Amended June 1984

Amended June 1986

Amended June 1988

Amended June 1989

Amended June 1990

Amended June 1991

Amended February 1994 by Section after revision by Parliamentarian Amended February 1999

Amended February 2000 by Section Board of Directors (editorial requirements) Amended February 2002

Amended October 2002 by Section Board of Directors (editorial requirements) Amended February 2004

Amended March 2004 by Section Board of Directors (editorial requirements) Amended February 2005 (dues compliance)

Amended February 2006 by Section Board of Directors (editorial requirements) Amended January 2008

Amended October 2011 – Approved by Section BOD Oct 2011

General Revision with Amendments, February 2012 by Section after amendments (membership and Parliamentary) and revisions and editorial requirements by Parliamentarian; approved by APTA BOD, Board Committee to Review Component Documents effective March 2012

Amended February 2015 by Section Board of Directors (editorial requirements) Amended February 2016

Amended February 2018 with name change and editorial compliance requirements

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