

Bylaws of APTA Academy of Education, Inc. a Component of the American Physical Therapy Association

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Article I. Name

The APTA Academy of 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. If in the event the Combined Sections Meeting does not take place, the Academy may hold the Annual Meeting at the Education Leadership Conference (ELC) or virtually at a time and date approved by the Executive Committee.
- 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 (whether onsite or virtual) 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. Board of Directors, Executive Committee and Officers

Section 1: Board of Directors

A Composition

The Board of Directors shall be comprised of the Executive Committee (see Section 2a)2, Director for Communications and Promotion, Director for Professional Development, Chairs of Special Interest Groups and the Chair of the Nominating Committee.

1. Each member of the Board shall carry one (1) vote except the Clinical Education Special Interest Group Co-Chairs who shall carry only one (1) vote between them.
 - a. If the President-Elect is completing service in another position on the Board (i.e., holding two positions on the Board) that person shall have only one (1) vote on the Board of Directors.
2. No member shall hold more than one position on the Board of Directors except the person serving as President-Elect if they are concluding service in another Board position.
 - a. If the President-Elect holds a position on the Board at the time of election, that person may complete that term so long as that term ends before the President-Elect assumes the position of President.

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.
5. Maintain active communication with their assigned Academy committee or component leader (Article VII) to assure that the Board is aware of the interests of those groups in Board decision-making.

C. Meetings

1. Regular Meetings: The Board of Directors shall meet not less than two times 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, (or by phone upon request), to all members not later than ten days before the date fixed for the meeting.
4. Quorum: A minimum of seven (7) Board members carrying seven (7) votes, including at least two members of the Executive Committee, shall constitute a quorum.
5. Voting: When a decision is needed between meetings of the Board of Directors voting may be conducted by telephone or an electronic medium.

D. Terms of Office

1. Members of the Academy Board shall serve for three-year terms or until the election and succession to office of their successors except the President and President-Elect.
2. The President-Elect shall serve a 1-year term, followed immediately by a 2-year term as President.
3. All officers shall assume office on July 1st following the Academy and Special Interest Group elections.

4. No officer shall serve more than two complete consecutive terms in the same office.

E. Vacancies

1. In the event of a vacancy in the office of President, the President-Elect shall succeed to the Presidency for the unexpired portion of the President's term as well as the remaining two (2) years of the term to which the President-Elect was elected.
 - a. In the event of a vacancy in the office of the President in a year when there is no President-Elect or if the President is also the President-Elect, the Vice President shall succeed to the Presidency for the unexpired portion of the term.

F. Elections: [See Table for Implementation Proviso]

1. Academy Board shall be elected on the following 3-year cycles (effective 2021) except the President and President-Elect.
 - a. Cycle 1: Election of the Treasurer, Chairs of the Anatomy Educators and Residency/Fellowship Education, and the Academic Co-Chair of the Clinical Education Special Interest Groups.
 - b. Cycle 2: Election of the Vice President, Director for Communications and Promotion, and Chairs of the Academic Faculty and PTA Educators Special Interest Groups
 - c. Cycle 3: Election of the Secretary, Director for Professional Development, Chair of the Scholarship of Education and Clinical Co-Chair of the Clinical Education Special Interest Groups.
 - d. The President-Elect will be elected on even-numbered years (effective 2021).
 - e. A new member of the Nominating Committee shall be elected annually.

PROVISO TABLE: The following strategy will be used to phase in the new 3-year election cycle.

Year	Pres.	Pres-Elect	Vice-Pres	Sec't	Treas	Dir. Comm Promo	Dir. Prof Dev'l	SIG Chairs (CiCE/ SOE)	SIG Chairs (AF/ PTAE)	SIG Chairs: (AcCE/ AE/RFE)
Grey: Position up for election (phase in) Green: Cycle 1 Elections						Orange: Cycle 2 Elections Teal: Cycle 3 Elections				
2021 ¹	Y2 of 3	NA	Y2 of 2	Y1 of 2	Y1 of 3	Y2 of 2	Y1 of 2	Y1 of 2	Y1 of 2	Y2 of 2
2022 ²	Y3 of 3	Y1 of 3	Y1 of 3	Y2 of 2	Y2 of 3	Y1 of 3	Y2 of 2	Y2 of 2	Y2 of 2	Y1 of 2 ³
2023	Y2 of 3	NA	Y2 of 3	Y1 of 3	Y3 of 3	Y2 of 3	Y1 of 3	Y1 of 3	Y1 of 2 ³	Y2 of 2
2024 Cycle 1	Y3 of 3	Y1 of 3	Y3 of 3	Y2 of 3	Y1 of 3	Y3 of 3	Y2 of 3	Y2 of 3	Y2 of 2	Y1 of 3
2025 Cycle 2	Y2 of 3	NA	Y1 of 3	Y3 of 3	Y2 of 3	Y1 of 3	Y3 of 3	Y3 of 3	Y1 of 3	Y2 of 3
2026 Cycle 3	Y3 of 3	Y1 of 3	Y2 of 3	Y1 of 3	Y3 of 3	Y2 of 3	Y1 of 3	Y1 of 3	Y2 of 3	Y3 of 3

As dictated by 2019 Bylaws change; new Bylaws to be voted upon
² 2021 Bylaws change initiated
³ Modified term to create 3 cycles dictated by 2021 Bylaws change

Section 2: Executive Committee

- A. Composition
The Executive committee shall be comprised of the President, President-Elect, 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, , 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.

Section 3: 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.
 6. The President shall serve as the liaison for the Editorial Board of the Journal of Physical Therapy Education at meetings of the Board of Directors.
- 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.

4. The Vice President shall serve as the liaison for the Research Committee at meetings of the Board of Directors.
- C. President-Elect
The President-Elect shall learn the responsibilities of the President by attending all Board and Executive Committee Meetings, as well as other meetings per request/authorization of the President and Executive Committee
- D. 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 and as the liaison for the Awards Committee at meetings of the Board of Directors.
- E. 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. There will be a review annually completed by the Finance Committee. The Finance Committee shall submit a report of findings to the President
 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.
 9. The Treasurer shall serve as the liaison for the Finance Committee at meetings of the Board of Directors.
- F. Director for Communication and Promotion
1. The Director for Communication and Promotion shall lead member recruitment and retention activities, develop of public relations materials, and coordinate all outward facing Academy communications including social media activities.
 2. The Director for Communication and Promotion shall serve as a member of the Academy's Board of Directors.
 3. The Director for Communication and Promotion shall have responsibility for member recruitment and promotion activities at conferences where the Board of Directors chooses to have the Academy represented.
 4. The Director for Communication and Promotion shall work with the Executive Director to facilitate efficient and effective messaging in all outward facing communications regardless of medium.
 5. The Director for Communication and Promotion shall serve as Chair of the

Communications Committee and as the liaison for the Communications Committee at meetings of the Board or Directors.

6. The Director for Communication and Promotion shall accept other duties and responsibilities as delegated by the Academy Board.
 7. The Director for Communication and Promotion shall submit semi-annual reports to the Board of Directors, Executive Committee and Academy membership.
- G. Director for Professional Development
1. The Director for Professional Development shall develop goals and objectives as well as implement strategies for ongoing professional development of Academy members.
 2. The Director for Professional Development shall work with the Academy's conference Program Committees at least annually to coordinate Academy programming at conferences and existing Academy workshops and shall serve as the liaison for the CSM and ELC Program Committees at meetings of the Board of Directors.
 3. The Director for Professional Development shall lead concept development for new professional development initiatives that will best serve the needs of Academy members.
 4. The Director for Professional Development shall periodically assess Academy professional development activities and recommend to the Board any changes needed to reflect contemporary physical therapy educational practices.
 5. The Director for Professional Development shall accept other duties and responsibilities as delegated by the Academy Board.
 6. The Director for Professional Development shall submit semi-annual reports to the Board of Directors, Executive Committee and Academy membership.

Section 2: Vacancies

The president shall name a member to fill any vacancy occurring in the offices of Vice President, Secretary, Treasurer, Nominating Committee, Director for Communication and Promotion or Director for Professional Development 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.

Article VIII. 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 APTA Academy of 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 APTA Academy of Education, Inc., in writing no later than April 1st each election year.
- C. Slates shall be announced at the Annual meeting of the APTA Academy of 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 1st 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 1st.

H. Newly elected officers shall participate in a Board orientation at the first meeting of the Board after assuming office.

Section 2: Voting Body

- A. Election for each office or position shall be by a plurality of the valid votes cast by the announced deadline. 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. The vote is conducted by electronic medium as provided for in Section VII. A minimum of 100 ballots shall be required for the election to be valid.

Article IX. 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 and succession to office 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 Director 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 APTA Academy of 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 APTA Academy of Education, Inc. meeting at the APTA Combined Sections Meeting.
- D. Communications Committee
 1. Composition
 - a. The Communications Committee shall consist of the Director for Communications and Promotion who shall serve as Chair, the Website Editor, the Social Media Coordinator, and the Volunteers Coordinator. The JoPTE Social Media Coordinator shall sit on the Committee as the liaison to the JoPTE Editorial Board.
 2. Duties and Responsibilities:

- a. Develop an annual communications plan that supports the Academy's mission and its current strategic plan for submission to the Board for discussion for the final Board call of the calendar year.
 - b. Coordinate efforts across their respective roles to achieve consistent and engaging messaging to Academy members and non-members that facilitate recruitment and emphasize the value of Academy membership.
 - c. Make recommendations to the Academy Board on strategic or tactical initiatives that will facilitate stronger communications with one or more stakeholder groups.
3. Meet periodically to share planned and ongoing activities and initiatives.
 4. Work with the Nominations, Awards and Research Committee Chairs to support their membership calls across media platforms.

E. Journal Board

APTA Academy of 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 APTA Academy of Education, Inc., meeting at the APTA Combined Sections Meeting.

F. 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 APTA Academy of Education, Inc., and website, available via: 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.
- i. Serves as a member of the Communications Committee.

G. Social Media Coordinator

1. Description

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

2. Duties and Responsibilities

- a. Establish a consistent and engaging social media presence for the Academy.

- b. Track and monitor use of social media related to the Academy.
 - c. Coordinate with the Director for Communications and Promotion on public relations activities that will benefit members and promote member recruitment.
 - d. Attend CSM and ELC to promote Academy-related conference activities and advises all individuals to whom social media postings have been delegated.
 - e. Assure compliance with APTA Standards of Conduct in the use of social media.
- H. 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 APTA Academy of 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. Coordinate 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.
- I. Volunteers Coordinator
- 1. Description
 - a. The Volunteers Coordinator has responsibility for outreach to and potential development of Academy members to serve in positions appointed by the President and approved by the Board.
 - b. The Volunteers Coordinator is appointed by the President, with Board approval, for a threeyear term. Reappointment is at the discretion of the President.
 - 2. Duties and Responsibilities:
 - a. Serves as a member of the Communications Committee.
 - b. Coordinates calls for volunteers for open positions with Awards Committee and Nominating Committee.
 - c. Works with the ELC Program Committee to recruit session moderators for ELC.
 - d. Works with the Executive Director to assure that the volunteer portal of the website accurately reflects open positions for appointment, based on a calendar of annual appointment times and current appointment terms.
 - e. Works with the Director for Communications and Promotion (membership recruitment) and the Nominating Committee (elected position recruitment) on strategies to broaden member participation in appointed positions.
 - f. Works with the Executive Director to track and monitor volunteers relative to diverse, equitable and inclusive representation across our membership profile.
 - g. Responds to members seeking Academy involvement in the general interest area of the volunteer portal of the website or through other modes of communication.

Article X. Delegates to the Association's House of Delegates

Section 1: Qualifications

- A. The qualifications of the delegates shall be as stated in the Association's bylaws.
- B.

- C. The Academy Delegates may not, in the same year, serve as a Chapter or Assembly Delegate.
- D. The Academy shall notify Association headquarters of the name of the Academy Delegates, as required by the Association and the Standing Rules of the House of Delegates, via APTA Communities, HOD.

Section 2: Selection and Term

- B. A. The President of the Academy shall be the Academy's chief delegate to the Association's House of Delegates. The second Academy delegate to the Association's House of Delegates shall be appointed by majority decision of the Academy Board.
- C. An alternate delegate shall be appointed annually by majority decision of the Academy Board after consideration of all applications received from Academy members.
 - 1. The alternate delegate will serve in the place of the chief or second delegate if either is unable to attend the House of Delegates or is otherwise unable to serve.
 - 2. The alternate delegate shall be automatically considered for Board appointment as the second Academy delegate in the year following service as alternate delegate.

Section 3: Duties of Chief and Second Delegates

- A. To attend the House of Delegates of the Association and any special meetings of delegates associated with the House of Delegates authorized by the Academy's Executive Committee.
- B. Represent the APTA Academy of 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 XI. Finance

Section 1: Fiscal Year

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

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 reviewed periodically by the Executive Committee. Proposed changes to dues shall be approved by the Board of Directors by majority vote and become effective in the next fiscal year following approval.
- B. All dues shall be for the period specified in the Association Bylaws and shall be payable following the Association's schedule.

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 APTA Academy of 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.