

**Bylaws of Education Section  
of the American Physical Therapy Association**

**Article I. Name**

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

**Article II: Purpose**

The purpose of the Section 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~~ Objectives**

~~The objectives of the Section shall be to:~~

- 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 ~~people~~ ~~persons and associations~~ related to education in physical therapy.
- I. ~~Identify and~~ ~~Foster~~ ~~and~~ development of materials related to education in physical therapy.

**Comment [s1]:** Function – fits better here as Objectives revised with Strategic Planning – these more overarching

**Article IV. Membership****Section 1: Categories and Qualification of Members**

The Section 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~~.

**Comment [s2]:** Complies with APTA categories and inserted throughout the document PRN

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

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

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

The payment of Section dues ~~appropriate to their category of membership~~ by members in good standing in the Association shall constitute application for and admission to Section 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 Section who is suspended by the Association shall have his or her membership privileges suspended in the Section. Any member who is expelled from membership in the Association shall be expelled from Section membership.

- B. Any member of the Section who fails to make timely payment of required Section dues shall be expelled from Section membership.

**Section 6: Reinstatement**

Any former members of the Section who ~~are~~ is in good standing in the Association may be reinstated to membership in the Section by payment of the required Section dues.

**Article V. Special Interest Groups**

**Section 1: Definition**

A special interest group of the Section 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 ~~of order~~ that shall ~~be not be inconsistent~~ be consistent with Section ~~of~~ and Association bylaws and that shall be approved by the Section's Board of Directors.
  - 2. Not levy special assessments that carry punitive action or loss of good standing.
- B. Special Interest Groups of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Standing Rules specified by the Section'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 Section.
- B. No special interest group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the Special Interest Group unless authorized to do so in writing by the Section's governing body.

**Article VI. Meetings**

**Section 1: Annual Meeting**

~~There shall be one (1)~~ The Annual Meeting of the Section shall be held for the purpose of conducting the Section's business and other activities in accordance with the ~~purpose and functions~~ objectives of the Section.

A. The Annual meeting of the Section ~~This meeting~~ shall ~~be held~~ take place at the ~~time and place~~ site of the Combined Sections Meeting (CSM) of the Association. ~~The specific time and at a time of the Annual meeting shall be~~ designated by the Section's Program Chairperson or designated representative of the Education Section and the Combined Sections Meeting's Program Committee. If in the event the Combined Sections Meeting does not take place, the Section shall hold the Annual Meeting at the Education Leadership Conference (ELC). If both CSM and ELC are not held the Section'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 Section business meetings is limited to Section 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~~ ~~Additional~~ 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 Section, for the purpose of conducting the Section's business and other activities in accordance with the purpose and functions of the Section.

**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 Section shall have the privilege of voting at such meetings of the Section. 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 Education Section, 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 Section, 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 Section.
3. The President shall be responsible for relations with groups or individuals external to the Section, within or outside of the Association (e.g. Association ~~h~~Headquarters, other Sections, chapters, educational associations, etc).
4. The president shall submit an annual written report of the activities of the Section to the Association.
5. The President shall serve as the Section 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 Section 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 Section, Board of Directors, and Executive Committee meetings.
2. The Secretary shall be responsible for all notices to members of the Section.
3. The Secretary shall complete and submit appropriate reports to Association Headquarters, to include minutes of Section meetings, election results, updated roster, and program summaries within 45 days after Section business meetings, as per Article VI, Meetings, Section 5.

4. The Secretary shall maintain records of all official actions of the Section 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, ~~reporting and reporting~~ in writing the financial status of the Section to the Section members.
  2. The Treasurer shall have the accounts audited each term of office, by the Audit Committee, or at least every two years and have peer-review of the records on the years that there is not an audit. The Treasurer shall also be responsible for sending a copy of the audit to the Association Headquarters.
  3. The Treasurer reports quarterly to the Section President and semi-annually to the Board of Directors and the Executive Committee.
  4. The Treasurer shall receive and disperse all money including the *Journal of Physical Therapy Education*, and Education Section Website Bulletin and all Special Interest Groups.
  5. The Treasurer shall keep accurate records of all receipts and disbursements related to the Section and Special Interest Groups.
  6. 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:
    - a. Section Promotion: public relations, membership promotion and development, membership awards and publications
    - b. Professional Development: programming at CSM and Annual Conference, Educational programming for the Section Association
  4. Each At-Large Representative shall be responsible for semi-annual reports to the Board of Directors, Executive Committee and the Section membership.
- F. Elections
1. The officers shall serve for two-year terms or until the election of their successors.
    - a. The President and Vice President shall be elected on even-numbered years.
    - b. The Treasurer and Secretary shall be elected on odd-numbered years.
    - c. One At-Large Representative shall be elected on even-numbered years and the remaining At-large Representatives shall be elected on odd-numbered years.
  2. The officers shall assume office at the Board of Directors meeting once the election results are formally announced following the Section election.
  3. No officer shall serve more than two complete consecutive terms in the same office.

### Section 2: Vacancies

In the event of a vacancy in the offices of President, the Vice President shall succeed to the Presidency for the un-expired portion of the term. The president shall appoint 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 nominations from the Board of Directors and elected by majority by 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.

**Comment [s3]:** APTA ASSOCIATION BYLAWS; Article IV, Section 2.B (3)b. For the chapter or section: Physical Therapist, Retired Physical Therapist, and Life Physical Therapist, subject to additional eligibility requirements in the chapter or section Bylaws; when provided for in the chapter or section bylaws, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members may hold office, with the exception of the office of president, president elect, vice president, Chief delegate, or any position that may succeed to the presidency, subject to additional eligibility requirements in the chapter or section bylaws

~~Only such members of the Section as are provided for in the Association bylaws, who have been members in good standing for a period of at least two years immediately preceding their election, and who have consented to serve, shall be eligible for election to office. The Secretary, Treasurer and At-Large Representatives are not required to have been members for two years.~~

**Comment [s4]:** Dated now that section is established and open to all generations – hence deleted not needed

**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 officers~~ of the Section, At-Large Representatives, ~~and~~ the Chair of each Special Interest Group (~~1 vote per each SIG~~), ~~and~~ Chair of the Nominating Committee ~~and appointed Committee Chairs~~, 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.

**Comment [s5]:** Conflicts directly with Section4A2 that follows; therefore deleted As Special Committee Chairs are appointed not elected considered non-voting members of the BoD

**B. Duties and Responsibilities**

1. Direct all business and financial affairs for and on behalf of the Section. The Board of Directors shall not commit the Section to any financial obligations in excess of current financial resources.
2. Foster the growth and development of the Section for the benefit of the Association.
3. Keep an accurate record of the members of the Section.
4. Carry out mandates and policies of the Section membership as determined at the annual meeting and make and enforce such policy on behalf of the Section as is consistent with the mandates and policies of Section 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 Section meetings and called by the President with notice provided to the Board by the Executive Director in consultation with the President.~~
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 five 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 mailed~~ transmitted electronically, ~~and mailed, per requests,~~ to all members not later than ten days before the date fixed for the meeting.
- ~~4.~~~~3.~~ Quorum: Seven voting members, including two officers, shall constitute a quorum.
- ~~5.~~~~4.~~ Voting: When a decision is needed between meetings of the Board of Directors voting may be conducted ~~by mail, telephone 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 Section and report to the Board of Directors and Section members.

**C. Meetings:**

1. Regular Meetings: The Executive Committee shall meet not less than two times a ~~years~~ ~~unless year unless~~ agreed upon by a majority of the Board of Directors and the Executive Committee. The regular Executive Committee meetings shall be called by the President with notice given by the Executive Director in consultation with the President.
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 members of the Executive Committee.

3. Notice Requirements: Written notice of all meetings of the Executive committee shall be ~~mailed or~~ 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 ~~mail~~, telephone or an electronic medium, and mail, per requests, ninety days in advance of scheduled meetings. When a decision is needed between meetings of the Executive Committee voting may be conducted by ~~mail~~, telephone or an electronic medium, and mail, per requests.

## Article VIII. Committees

### Section 1: Finance ~~and Audit~~ Committees

#### A. Composition

The Finance Committee is composed of the Section Treasurer, who shall serve as Chair, and at ~~least two~~ least three (3) Section members appointed by the President. ~~The Audit Committee shall consist of three (3) Section members appointed by the President. The Audit Committee shall select a Chair from their membership.~~

**Comment [s6]:** Sarbanes-Oxley (Sarbox) Act of 2002 resulted in tightened internal accounting controls. As a result, each component needs an audit committee.

#### B. Duties

1. **Finance:** Establishment, review and revision of Section financial policies, subject to final approval of the Board of Directors.
2. **Finance:** Development of an annual budget.
3. **Audit:** Audit of the Treasurer's records and report at the close of each fiscal year.
4. **Finance and Audit:** Ensure compliance with financial obligations to APTA
5. The Finance ~~and Audit~~ Committees shall each meet at least once per year.

### Section 2: Nominating Committee

#### A. Composition

1. The Nominating Committee shall consist of three eligible Section 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 ~~Chairman during~~ 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 two or more qualified candidates, if possible, for the appropriate offices, ~~annually~~ at the Annual Section business meeting.

### Section 3: ~~Special Appointed~~ 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 Section. Only Section members in good standing may be appointed for a three year term to assume the following responsibilities:

#### A. Program Committee

##### 1. Composition

- a. The Section Program Chairperson and Program Vice-Chair shall ~~will~~ be appointed by the President to ~~a two three~~ two three-year terms, in alternate years.
- b. Reappointments of the Program Committee Chair and Program Vice-Chair for subsequent terms shall ~~will~~ be determined by the president with the approval of the Board of Directors.

**Comment [s7]:** Compliance w RONR 2011 "Special" = appointed

**Comment [s8]:** Vice-Chair added – with budget implications

**Comment [s9]:** The Ed Section Program Chair is picked up by national currently

- c. The Program Committee ~~shall~~will ~~consist~~be made up of the Program Committee Chair, the Vice-Chair, the and the At-Large Representative for Professional Development and one (1) representative from each Special Interest Group.
- 2. Duties
  - a. The Program Committee duties shall be to work under the advisement of the Treasurer to plan and secure all arrangements for Section meetings and seminars subject to the approval of the Board of Directors.
  - b. Report of the Program Committee activities is to be submitted to the Board of Directors.
  - c. The Program Committee Chair or Vice-Chair shall represent the Education Section to the all Sections Programming Committee for CSM.

#### ~~B.~~ Journal Board

~~The Education Section will publish a refereed journal, the *Journal of Physical Therapy Education*, devoted to research in and commentary about physical therapy education.~~

##### ~~1.~~ Composition

- ~~a.~~ The Journal Editor will be appointed for a three year term by the President with approval of the Board of Directors.
- ~~b.~~ Reappointment of the Editor for subsequent terms will be determined by the President with the approval of the Board of Directors.
- ~~c.~~ The Journal Editorial Board members will be appointed by the Journal Editor and will be appointed for staggered three year terms, beginning in June of the first appointed year.
- ~~d.~~ Reappointment of the Editorial board members for subsequent terms will be determined by the Journal Editor with the approval from the President

##### ~~2.~~ Duties

- ~~a.~~ The Journal Editorial Board will coordinate publication of a journal devoted to research in and commentary about physical therapy education.
- ~~b.~~ The journal will solicit advertising as its primary means of fiscal viability.
- ~~c.~~ At least one issue of the journal shall be published per year.
- ~~d.~~ The activities of the Journal will be reported to the Board of Directors, at the annual Combined Sections meeting.

#### ~~C.~~ Awards Committee

##### ~~1.~~ Composition

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

##### ~~2.~~ Duties

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

#### ~~D.~~ Research Committee

##### ~~1.~~ Composition:

- a. The Research Committee is composed of a Chair and three Section members.
- b. The Chair and committee members ~~shall~~will be appointed for staggered, three-year terms.
- ~~c.~~ The senior member of the Committee shall serve as Chair during the third year in office.
- ~~d.~~ Reappointment, if needed, of the Chair and committee members shall~~will~~ be determined by the President with the approval of the Board of Directors.

**Comment [s10]:** Moved Journal Board Section (D) in sequence the Section 3 Special Committees and Journal Board & with substitution

2. Duties:

- a. ~~The~~ Research Committee ~~shall~~~~will~~ be responsible for reviewing and selecting abstracts for poster and platform presentations ~~for the~~ Education Section for the APTA Combined Sections Meeting and other Section educational programming or grant funding, as assigned by the Board of Directors.
- b. Members of the Research Committee ~~shall~~~~will~~ be responsible for contributing ~~to the content for -the Research~~ area on the Section website, to provide a resource ~~for~~~~to~~ members.
- c. The Chair of the Research Committee ~~shall~~~~will~~ participate in meetings with research chairs from other sections to develop programming and enhance research efforts ~~on behalf of the of the section~~Section.
- d. The Research Committee serves as the appropriate committee for review of grant proposals related to Section 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 Combined Section meeting.

**Comment [s11]:** Added as the role has expanded in the past few years for these additional duties

~~D. Journal Board~~

~~The Education Section will publish a refereed journal, the *Journal of Physical Therapy Education*, devoted to research in and commentary about physical therapy education.~~

**Comment [s12]:** Amended by substitution noted below moved from prior sequence in to Section (D) for Special Committees

~~3. Composition~~

- a. ~~The Journal Editor will be appointed for a three-year term by the President with approval of the Board of Directors.~~
- b. ~~Reappointment of the Editor for subsequent terms will be determined by the President with the approval of the Board of Directors.~~
- c. ~~The Journal Editorial Board members will be appointed by the Journal Editor and will be appointed for staggered three-year terms, beginning in June of the first appointed year.~~
- d. ~~Reappointment of the Editorial board members for subsequent terms will be determined by the Journal Editor with the approval from the President~~

~~4. Duties~~

- a. ~~The Journal Editorial Board will coordinate publication of a journal devoted to research in and commentary about physical therapy education.~~
- b. ~~The journal will solicit advertising as its primary means of fiscal viability.~~
- c. ~~At least one issue of the journal shall be published per year.~~
- d. ~~The activities of the Journal will be reported to the Board of Directors, at the annual Combined Sections meeting.~~

D. Journal Board

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

1. Composition

- a. The Journal Editor 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 Education Section meeting at the APTA Combined Sections Meeting.

**Comment [s13]:** Co-Editors *JoPTE*: Recommend Amend by Substitution - aligns section bylaws with process used for other journals in the profession (*Phys Ther*) Allows the section to have administrative control over *JoPTE* but also allows Editorial Board the freedom to publish high quality articles free of undue influence

E. Website Coordinator & Committee

1. Description

- a) The website coordinator is responsible for serving as liaison between Section members.

officers and the host server coordinator for the Education Section website, available via: [www.aptaeducation.org](http://www.aptaeducation.org).

b) The website committee assists the coordinator in special projects and reviews related to the website development, maintenance and in an advisory capacity. The website committee shall consist of two to three volunteer members and serve as needed with the coordinator. The website Coordinator shall Chair any work of the Website Committee.

## 2. Duties and Responsibilities

The Website Coordinator, in collaboration with the Website Committee, for the Education Section shall:

- a) Educate Section officers on uses and limitations of the Section website
- b) Advise Section officers on website content and design changes
- c) Review, edit and oversee the uploading of submitted content for website viewing (HTML)
- d) Work with Website host in expediting information for the Section website
- e) Oversee updating and delete outdated website information regarding articles, links and news
- f) Edit "officers" page to make sure all contact information is current
- g) Attend CSM, Board of Directors (BOD) and other Section meetings as appropriate to discuss and advise Section members on issues regarding website access and usage.
- h) Submit timely reports to officers on website use and issues related to functionality
- i) Prepare budget requests for all website related expenses
- j) Outgoing Website Coordinator shall transfer all document information posted on the Education Section website to the incoming Website Coordinator. This shall occur within the 4-6 weeks following the election.
- k) Reimbursement/compensation shall be in accordance with policy set forth by the Education Section BOD.

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

### Section 2: Election and Term

The President of the Section shall be the Section'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 Education Section's interests on matters that are brought before the Association's House of Delegates for deliberation and action. ~~To present to the House of Delegates such matters as are ordered by the Executive Committee, Board of Directors or Section membership.~~
- 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 Section.
- D. Report to the membership and the Board of Directors of the Section 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 ~~by mail~~ annually for all vacant elected offices.

- ~~B.~~ A ballot of nominees, consenting to serve, and candidate statements foreoneerning their each office candidacy shall be posted on the Education Section website and members notified by mail or electronically, and by mail, per requests, 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 Education Section in writing no later than April 1<sup>st</sup> each election year.
- C. Slates shall be announced at the Annual meeting of the Education Section 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 Education Section 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 (11<sup>th</sup> ed.), Table of Rules for Counting Election Ballots; p.48].
- G. Newly elected officers shall take office effective May 15.
- H. Newly elected officers shall participate in the formal installation ceremony at the next meeting of the Education Section following the election.

**Comment [s14]:** Required to still have mail option via APTA and RONR

**Section 2: Voting Body**

- A. Election for each office or position shall be by a plurality of the valid votes cast. Physical Therapist, Retired Physical Therapist, and Life Physical Therapist, one vote; Physical Therapist Assistant, Retired Physical Therapist Assistant and Life Physical Therapist Assistant, ½ vote. In the case of a tie, the election shall be settled by lot. The voting body shall be composed of all members of the Section who have voting privileges in the Association. ~~One third of eligible voting members of the voting body must return ballots for a mail or electronic ballot to be valid.~~
- B. The vote is conducted by electronic medium, or mail, per requests, 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.

**Comment [s15]:** Addressed Compliance problem; per Association

**Comment [s16]:** Simple tabulation rather than % of membership and never met the 1/3 of total membership requirement in recent elections

**Article XI. Finance**

**Section 1: Fiscal Year**

The fiscal year of the Section shall be the same as that of the Association.

**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 Section’s Board of Directors. The Board of Directors shall not commit the Section 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 (entry-level) 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 Section membership and approved by the Association's deadline will become effective on the first of the Association's next fiscal year.

**Section 4:**

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

**Article XII. Dissolution**Section 1: Dissolution

The Section may be dissolved subject to a recommendation to dissolve supported by no less than three-fourths of the members of the Board of Directions and adopted by a two-thirds vote of the Section's members voting in a referendum on the question to dissolve, thereon in compliance with the requirements of the Indiana Not-for-Profit Corporation Action of 1971, as amended; present at any Annual Meeting, as quorum being present, 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 Section shall, after payment of all bona fide debts, be turned over to the Association.
- B. If the Section is dissolved for the purpose of merging with an existing Section or newly formed Section, all property and records of whatsoever nature in the possession of the Section shall, after payment of bona fide debts, be turned over or conveyed to the existing or newly formed Section with which it is merged.

**Article XIII. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* [RONR (11<sup>th</sup> ed.), September 2011] ~~shall and~~ govern the Section in all cases, which they are applicable and in which they are ~~not in~~ consistent with these Bylaws and Rules of Order adopted by the Section.

**Article XIV. Amendments**

The Bylaws may be amended at any annual business meeting of the Section by the two-thirds majority of those present.

- A. Notification of a proposed amend~~ment~~ 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. A postcard or electronic process. Electronic~~ notification and mailing, to those requesting, will be sent to all Section members, directing them to view the proposed amendments on the Education Section website. ~~Support statement: Electronic communication is more timely and less costly than paper mailings.~~
- B. If the intent of an amendment is editorial or to bring the Section'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 Section's membership that such amendments have been made.
- C. Amendments to the Section's bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Section dues become effective on the first of the Section's next fiscal year following approval.)
- D. Bylaws may be amended at any business meeting, or any additional meeting of the Section by a two-thirds vote of members present and voting.

**Comment [s17]:** Statement not needed – editorial carryover

**Article XV. Association as a Higher Authority** (no change)

In addition to these Section bylaws, the Section 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 – notice to Section for CSM 2012 following Parliamentarian Review (1/11/12) GENERAL REVISION 2012