

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, may meet, confer, and promote these interests.

Article III. 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 in the individual in physical therapy
- C. Provide mechanisms for communication among those in physical therapy education
- D. Identify areas of concern related to education in physical therapy
- E. Gather and disseminate information pertinent to education trends to practices in physical therapy education and to 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 resource people related to education in physical therapy
- I. Identify and foster and development of materials related to education in physical therapy

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.

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 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 member of the Section who 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 I: 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 bylaws or rules of order that shall not be inconsistent with Section or 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. A special interest group of the Section may be established and/or dissolved in accordance with the rules and conditions 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 by the Section's governing body.

Article VI. Meetings

Section 1: Annual Meeting

The Annual Meeting shall be held for the purpose of conducting the Section's business and other activities in accordance with the objectives of the Section. This meeting shall take place at the site of the Combined Sections Meeting of the Association and at a time designated by the Section's Program Chairperson or designated representative of the Education Section and the Combined Sections Meeting's Program Committee.

Section 2: Special Meeting(s)

A special meeting must be called upon written petition of 50% of the membership.

Section 3: Notice of Meeting Requirements

Additional meetings may be held during the course of any calendar year upon 90 days prior notice to the members of the Section

Section 4: Quorum

A quorum will be 25 members, including 5 members of the Board of Directors.

Section 5: Minutes

All meeting minutes shall be submitted to the Association within 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 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 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 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.
4. The Secretary shall maintain records of all official actions of the Section Board of Directors and Executive Committee.
5. The Secretary shall 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 Section to the Section members.
 2. The Treasurer shall have the accounts audited each term of office 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 Directions and the Executive Committee.
 4. The Treasurer shall receive and disperse all money including money related to the *Journal of Physical Therapy Education* 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.
- 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 awards and publications
 - b. Professional Development: programming at CSM and Annual Conference, programming for the 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 Representatives 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 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 advice of the Board of Directors.

Section 3: Qualifications

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.

Section 4: Board of Directors**A. Composition**

1. 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.
2. Voting Members: The officers of the Section, At-Large Representatives, ~~and~~ the Chair of each Special Interest Group, Chair of the Nominating Committee and appointed Committee Chairs shall constitute the voting membership of the Board of Directors.

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.
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 mailed or transmitted electronically, to all members not later than ten days before the date fixed for the meeting.
4. Quorum: Seven voting members, including two officers, shall constitute a quorum.
5. Voting: When a decision is needed between meetings of the Board of Directors voting may be conducted by mail, telephone or an electronic medium

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 year unless agreed upon by a majority of the Board of Directors and the Executive Committee.
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 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 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.

Article VIII. Committees

Section I: Finance Committee

A. Composition

The Finance Committee is composed of the Section Treasurer, who shall serve as Chair, and at least two Section members appointed by the President.

B. Duties

1. Establishment, review and revision of Section financial policies, subject to final approval of the Board of Directors.
2. Development of an annual budget.
3. Audit of the Treasurer's records.
4. Ensure compliance with financial obligations to APTA
5. The Finance Committee shall 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 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 Section business meeting.

Section 3: Appointed Committees

Such other committees, 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 to assume the following responsibilities:

A. Program Committee

1. Composition

- a. The Section Program Chairperson will be appointed to a three-year term.
- b. Reappointments of the Chair for subsequent terms will be determined by the president with approval of the Board of Directors.
- c. The Program Committee will be made up of the Program Committee Chair, the At-Large Representative for Professional Development and one representative from each Special Interest Group.

2. Duties
 - b. 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.
 - c. Report of the Program Committee activities is to be submitted to the Board of Directors at the annual Combined Sections Meeting.
- 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
 - 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 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 will be appointed for staggered three-year terms.
 - c. Reappointment of the Chair and committee members 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 will be appointed for staggered, three-year terms.
 - c. Reappointment of the Chair and committee members will be determined by the President with the approval of the Board of Directors.

2. Duties:
 - a. The Research Committee will be responsible for reviewing and selecting abstracts for poster and platform presentations at Combined Sections Meeting.
 - b. Members of the Research Committee will be responsible for contributing to the Research area on the Section website, to provide a resource to section members.
 - c. The Chair of the Research Committee will participate in meetings with research Chairs from other sections to develop programming and enhance research efforts of the section.
 - d. A report of the Research Committee activities is to be submitted to the Board of Directors at the annual Combined Sections Meeting.

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

Section 1: Qualifications

- A. The President of the Section shall be the Section's delegate to the Association's House of Delegates.
- B. The Section Delegate may not, in the same year, serve as Chapter or Assembly Delegate.
- C. 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.
- D. 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. To present to the House of Delegates such matters as are ordered by the Executive Committee, Board of Directors or Section membership.

Article X: Elections

Section 1: Process

- ~~A.~~ Elections will be held either by mail or electronically
- B. A ballot of nominees and statements concerning their candidacy shall be posted on the Education Section website, and members will be notified either by mail or electronically no later than six weeks after the conclusion of the annual business meeting.

Section 2: Voting Body

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 an electronic** ballot to be valid.

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 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 the Association.

Article XII. Dissolution

The Section may be dissolved by a two-thirds vote of the members present at any Annual Meeting, as quorum being present, providing a 90-day notice of such pending action has been given to the members.

- A. 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* and govern the Section in all cases to which they are applicable and in which they are not inconsistent 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 majority of those present.

- A. Notification of a proposed amend shall be given to the membership at least 30 days prior to the annual business meeting and in compliance with the Association's revision process. A

postcard or electronic notification 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.)

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 Association 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