

PROPOSED BYLAW AMENDMENTS

1. BYLAWS OF THE ALASKA PHYSICAL THERAPY ASSOCIATION, INC.

Article I. Name and Relationship to the American Physical Therapy Association

Section 1: The Alaska Chapter of the American Physical Therapy Association, Inc., (**also known as APTA Alaska**) hereinafter referred to as the Chapter, shall be a Chapter of the American Physical Therapy Association, hereinafter referred to as the Association.

Article III. Functions

The functions of the Chapter shall be the same as the functions of the Association **as stated in the Association bylaws** ~~established in its Bylaws~~.

2. Article V. Districts and Special Interest Groups

At present, the Chapter does not have Districts or Special Interest Groups. The Chapter may create Districts or Special Interest Groups within its territorial jurisdiction, which shall operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter **Board of Directors** ~~Executive Committee~~.

Section 1: Districts

A. A District Shall:

1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
 2. Not establish dues.
 3. Not levy special assessments that carry punitive action or loss of good standing.
- B. A District of the Chapter may be established and/or dissolved in accordance with the rules and conditions specified by the Chapter's Board of Directors.

Section 2: Special Interest Groups

A. Purpose

Members of a Special Interest Group may meet, confer, and promote their interests.

B. Formation

1. A Special Interest Group may be formed on demonstration of interest through written application signed by at least five (5) percent of the Chapter membership, recommendation by the Chapter Board of Directors, and approval by a majority vote of the quorum present at a regular Chapter meeting.
2. Each group shall operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
3. These bylaws or rules shall be submitted to the Chapter Board of Directors for action and must be acted upon at the first Chapter Board of Directors meeting following receipt. If the Chapter Board of Directors does not approve such bylaws or rules, the affected group may appeal to the membership of the Chapter at the next meeting. The Chapter Board of Directors must act on the matter as instructed by the Chapter membership.
4. A Special Interest Group of the Chapter may be established and/or dissolved in accordance with the rules and conditions specified by the Chapter's Board of

Directors.

5. **A Special Interest Group shall not establish dues or levy special assessments that carry punitive action or loss of good standing.**

Section 3: Limitations

Districts and Special Interest Groups are subject to the following limitations:

- A. **Bylaws and policies of the Association and the Chapter.**
- B. **No District or Special Interest Group shall profess or imply that it speaks for or represents the Chapter or members other than those currently holding membership in the District or Special Interest Group unless authorized by the Chapter's Board of Directors.**

3. Article VI. **General Membership Meetings**

Section 1: Regular and Annual Meetings

The Chapter shall hold an annual meeting of the Chapter membership in the fall for the conduct of business, with attendance limited to Chapter members and invited guests approved by the Chapter ~~officers~~ **Board of Directors**.

~~A minimum of four (4) regular meetings shall be held during the fiscal year. Notice shall be provided to members at least 30 days prior to the meeting.~~

Regular, Annual and Special meetings may be held via electronic means to facilitate the work of the Chapter.

~~Chapter business~~ Meeting Minutes shall be submitted to ~~the Association headquarters~~ within forty-five (45) days following a meeting.

Section 2: Special Meetings

Special meetings for a specific purpose may be called by the Executive Committee or any twenty-five (25) members, provided that thirty (30) days-notice is given to all members. Attendance is limited to Chapter members and invited guests approved by the Chapter ~~officers~~ **Board of Directors**.

Section 3: Notice of Meeting Requirements

Notice of each regular, annual and special Chapter ~~business~~ meeting called by the Chapter Board **of Directors** or membership shall be sent electronically or by postal mail to members at least thirty (30) days prior to the meeting.

Section 4: Quorum

~~A quorum for the transaction of business at any regular or special meeting shall consist of twice the number of members serving on the Executive Committee plus one. At least one officer must be present.~~

A minimum of seven (7) voting members shall constitute a quorum, provided at least one Chapter Officer is present. A quorum is required for all business presented to the membership for action.

Section 5: Minutes

All meeting minutes shall be submitted to the Association within forty-five (45) days after the date of the meeting.

Section 5 6: Electronic Voting

~~A. A majority of the Executive Committee may determine that the Chapter members be polled electronically or by mail on issues other than the annual election. At least 10% of the ballots of eligible members must be returned to validate the vote.~~

4. Article VII. Officers, Board of Directors and Executive Committee

Section 1: Composition and Terms

- A. The Officers of the Chapter shall consist of be the President, President-Elect (if there is an incumbent), Vice President, Secretary, Treasurer, PTA Caucus Representative and Chief Delegate.**
- B. The Board of Directors shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Chief Delegate, PTA Caucus Representative and Immediate Past President.**
- C. The President, Vice President, Secretary and Treasurer shall be elected for a term of two (2) years and the Chief Delegate shall be elected for a term of three (3) years, or until the election and installation of the successor.**
- D. Members of the Board of Directors shall assume office on January 1 following the election. No member shall serve more than three (3) complete consecutive terms in the same office. Exception: When no other individual desires to be nominated for an office, the incumbent may serve one additional term.**

Section 2: Vacancies

- A. If, before the expiration of the term for which he or she was elected, the President dies, resigns, is removed, fails to serve, or becomes disqualified, the Vice President shall succeed to the Presidency for the unexpired portion of the term.**
- B. All other vacancies, created by death, resignation, removal, failure to serve, or disqualification of other officers or members of the Board of Directors, shall be filled by appointment of the Board of Directors for the unexpired portion of the term, unless the vacancy occurs during the first year of the term when a special election will be held electronically.**

Section 3: Qualifications

- A. Only such members of the Chapter as are provided for in the Association Bylaws, Article IV, Section 2, Subparagraph B.(3).b, who have been members in good standing for a period of at least two (2) years immediately preceding their election, and who have consented to serve, shall be eligible for election to office.**
- B. Physical Therapist Assistants and Life Physical Therapist Assistants may hold office subject to the limitations specified in the Association Bylaws, Article V, Section 4, Subparagraph C.**
- C. Only Physical Therapist, Life Physical Therapists, or Retired Physical Therapist members may be President, Vice President, Chief Delegate and President-Elect.**
- D. Only Physical Therapist Assistant, Life Physical Therapist Assistant, or retired Physical Therapist Assistant members may be the PTA Caucus Representative.**

5. Article VII. Officers, Board of Directors and Executive Committee

Section 4: Duties

A. President - The President shall:

1. **Preside at all meetings of the Chapter, to include meetings of Executive Committee, Board of Directors and Membership.**
2. **Act as a neutral member of the Board of Directors in voting matters and will exercise the right to vote only to resolve or create a tie vote or when the vote is using a secret ballot.**
3. Be an ex-officio member of all committees except the Ethics committee and the Nominating Committees.
4. Serve as the official spokesperson of the Chapter.
- ~~5. Assure that board members are fulfilling their duties.~~
- ~~6. Receive correspondence from the Association and disseminate to appropriate individuals.~~
7. Appoint non-elected Chapter committee chairs, **work groups and task forces** and special project coordinators, pending approval by the Chapter Board of Directors.
- ~~8. Appoint independent accountant as auditor of Chapter financial records.~~
9. Serve as a **Chapter Alternate Delegate to the APTA House of Delegates.**
10. Oversee the Executive Director.

B. Vice President - The Vice President shall:

- ~~1. Assume the duties of the President in the absence or incapacitation of the President.~~
1. **Assume the duties of the President in his or her absence, and may have other responsibilities as designated by the President. In the event of a vacancy in the office of the President, the Vice President shall succeed to the Presidency for the unexpired portion of the term.**
2. Serve as coordinator of Chapter **Monthly** meetings.
3. ~~and Assist with the production~~ Serve as Editor of the Chapter newsletter.
4. Work with the Component Executive **Director** to coordinate conferences and educational programs.

C. Secretary - The Secretary shall:

1. ~~Be responsible for keeping Record the Minutes of the proceedings of the Chapter and the Executive Committee.~~ **Record the Minutes of the Membership, Business, Board of Directors and Executive Committee Meetings.**
2. **Submit Meeting Minutes to the Executive Director within 7 days of the meeting.**
3. Submit Meeting Minutes to the Association within 45 days of the meeting.
- ~~4. Stay knowledgeable in the storage and filing of meeting minutes and correspondence.~~
5. Serve as liaison to the tellers and Finance Committee.
6. Serve as Chair of the Bylaws Committee.

D. Treasurer - The Treasurer shall:

1. Be responsible for reporting in writing to the Chapter on the financial status of the Chapter ~~and to the Executive~~ **Board of Directors or Membership on request.**
2. Work with the Executive Director to prepare and disseminate the annual budget.
3. Work with Executive Director to assure accurate recording of receipts and disbursements for the Chapter.
- ~~4. Authorize payment of all bills for the Chapter following receipt of a properly executed voucher.~~
5. Assure ~~Submit Chapter annual~~ financial statements, tax returns, and audit reports **are submitted** to the Association **annually** ~~when and as directed by APTA Headquarters.~~
6. Serve as Chair of the Finance Committee.

E. Chief Delegate - The Chief Delegate shall:

1. **Serve as Chairperson of the Chapter Delegation during the year and at meetings of the House of Delegates.**
2. Coordinate activities throughout the year to prepare the Chapter Delegation for the upcoming House of Delegates.
3. Assure that the Chapter has the **apportioned** ~~full number~~ of Delegates to attend each House of Delegates session.
4. Provide leadership to the Chapter Delegation during House events.
5. **Present to the House of Delegates such matters as instructed by the Chapter membership or Board of Directors.**
6. Prepare ~~and distribute electronic or written~~ a report on Delegate activities for the **Board of Directors** ~~Executive Committee~~ and Chapter Newsletter.
7. Participate in Regional Caucus activities.
8. Identify Chapter members who are qualified to serve in elected office for the Association.

~~F. All Officers shall:~~

- ~~1. Submit any revisions in the policy and procedure manual or Chapter Bylaws to the Secretary annually.~~
- ~~2. Prepare a budget and submit to the Treasurer.~~
- ~~3. Orient their successor to the duties of the office prior to leaving office, including a file of pertinent Chapter materials.~~
- ~~4. Perform other duties as assigned.~~

6. **Article VII. Officers, Board of Directors and Executive Committee**

Section 5. Duties of the Board of Directors

A. The Board of Directors shall:

1. **Carry out the mandates of the Chapter determined by the membership.**
2. **Assure that the Chapter assumes the obligations and limitations set forth in Article V. in the Association Bylaws.**
3. **Create and appoint special committees and direct the activities of all committees as necessary to fulfill the functions of the Chapter.**
4. **Assign such duties over and above the usual duties assigned to members of the Executive Committee.**
5. **Maintain liaison with the Association and inform all Chapter members of matters pertaining to the welfare of the organization.**
6. **Keep records and files of business transacted for the Chapter and shall make a report at each annual or special meeting.**
7. **Carry out, between meetings of the general Chapter membership, business of the Chapter and determine policy not in conflict with these Bylaws and policies determined by the voting body of the Chapter.**
8. **Approve the annual budget and all expenditures outside of the approved budget.**
9. **Be permitted to conduct meetings of the Board of Directors using telecommunications or other communication technology.**

Section 6: Conduct of Business

- A. The Board of Directors shall meet at least four (4) times annually; meetings may occur face to face or electronically.**
- B. The President may call a special Board of Directors meeting and must call a special meeting on request of three (3) members of the Board.**
- C. Notice of all meetings shall be given to all members of the Board of Directors no later than five (5) days before the date of the meeting.**

- D. **Three (3) Board Members constitute a quorum.**
- E. **Each individual member of the Board of Directors shall have one vote.**
- F. **Board of Directors and Special meetings may be held via electronic means to facilitate the work of the Chapter.**

Section 7: Executive Committee

The Executive Committee shall:

- A. **Consist of the Chapter Officers: President, Vice President, Secretary, Treasurer and Chief Delegate and shall exercise the powers of the Board of Directors between the meetings of the Board, except that it cannot fill vacancies in the Board of Directors or in the Executive Committee.**
- B. **Meet not less than three (2) times annually and at such other times that are necessary to conduct the affairs of the Chapter, provided all members are notified five (5) days prior to the meeting.**
- C. **The President may call a special Executive Committee meeting and must call a special meeting on request of three (3) members of the Committee.**
- D. **Each individual member of the Executive Committee shall have one vote on the Executive Committee.**

7. Article VIII. Committees

Section 1: Finance Committee

The Finance Committee shall:

- A. **Consist of at least three (3) members, one of whom shall be the Treasurer, who shall serve as Chair.**
- B. **Advise the Executive Committee on matters pertaining to the Association's financial needs, growth, and stability based on periodic review of income and expenditure investments**
- C. **Perform an annual peer audit.**
- D. **Each member, other than the Treasurer, shall serve a term of two (2) years.**
- E. **At least one member shall be appointed annually.**

Section 2: Nominating Committee

The Nominating Committee shall:

- A. **Prepare a slate of at least two (2) candidates, if possible, for each position from those consenting to serve. The slate shall be published electronically and distributed to members at least 30 days prior to the election.**
- B. **Foster activities that maintain and promote a pool of nominees.**
- C. **Submit Chapter recommendations for candidates for Association offices, task forces, and committees.**
- D. **Be composed of three (3) members elected by the Chapter membership. One member shall be elected annually and shall serve for a term of three (3) years. The senior member shall serve as Chairperson. No member shall be elected to successive terms.**
- ~~E. Be elected by the Chapter and consist of five three (3) members of the Chapter, excluding student and student affiliate members, who have:~~
 - ~~1. Been members in good standing for at least two (2) years immediately preceding their election or appointment, and~~
 - ~~2. Consented to serve.~~
- F. **One outgoing member of the Executive Committee Board of Directors whose term is ending shall be appointed by majority vote of the current Board of Directors to serve as an ex-officio member of the committee.**

- ~~G. Members shall serve three (3) year terms, or until their successors are elected. One term shall expire each year. No member shall be elected to successive terms.~~
- ~~H. The senior member of the Committee shall serve as Chair.~~
- I. Vacancies on this committee shall be filled by appointment by the Executive Committee **Board of Directors** and shall serve the unexpired portion of the term.

Section 3: Ethics Committee

The Ethics Committee shall:

- ~~A. Be a three (3) person committee, one person appointed annually by the Executive Committee immediately after the Annual Meeting.~~
- ~~B. The individual with the most seniority on the committee shall serve as Chairperson.~~
- ~~C. Be charged with investigating any ethics complaints accord to the Association's stated procedures.~~

Section 4: Bylaws Committee

- ~~A. Be a three (3) person committee, one of whom will be the Secretary who shall serve as chair.~~
- ~~B. Following the receipt of the official minutes of the APTA House of Delegates, the Committee shall review the Chapter Bylaws and notify the Executive Committee of changes that are necessary to bring the Chapter bylaws into compliance with Association bylaws. The Committee may also recommend any changes, which it feels necessary.~~
- ~~C. Proposed bylaw changes shall be presented to the membership at the annual chapter meeting.~~

Section 5: Special Committees

Such other committees, standing or special, may be appointed by the President, with the approval of the **Chapter Board of Directors** Executive Committee, as the **Board of Directors** Executive Committee deems necessary to establish in order to carry on the work of the Chapter.

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

Section 1. Qualifications

- A. The qualifications of delegates shall be as stated in the Association's bylaws.
- B. Only Physical Therapist members who have been Association members in good standing for two (2) years immediately preceding may serve as Chapter Delegates.**
- C. A Chapter Delegate may not, in the same year, serve as a Section or Assembly Delegate.
- D. The Chapter shall notify Association headquarters of the names of Chapter Delegates as required by the Association and the Standing Rules of the House of Delegates.
- E. The Chapter must be represented in the House of Delegates at least every third (3rd) year.

Section 2: Election and Term

- ~~A. Only Physical Therapist members who have been Association members in good standing in any category of membership for no fewer than two (2) years immediately preceding the start of the House session may serve as Chapter Delegate.~~
- ~~B. PTA Caucus delegates: Only Physical Therapist Assistant members who have been Association members in good standing for no fewer than two (2) years immediately preceding the start of the House session may serve as PTA Caucus Delegates.~~
- C. One Physical Therapist member is elected during the annual Chapter Elections as Chapter Delegate to the House of Delegates of the Association.
- D. No later than the last meeting prior to the annual session of the House of Delegates of the Association, the Chapter shall elect additional number of delegates to which the Chapter is entitled.

- E. The term of office for the Chapter Delegate shall be a maximum of two (2) two (2) year terms, or until a successor is elected.
- F. Eligible Chapter members who will be attending the ~~Association's~~ House of Delegates ~~Θ~~ may be designated Alternate Delegates. If the elected Delegates are unable to fulfill their roles, Alternate Delegates will be seated.

Section 3: Duties of Delegates

- A. To participate in the Association's year around governance activities in preparation for the House of Delegates.
- B. To attend and vote at the annual and special meetings of the House of Delegates.
- C. To present to the House of Delegates such matters as are approved by the **Chapter Board of Directors** ~~Executive Committee~~ and/or membership.

9. Article X. Representative to the Physical Therapist Assistant Caucus

Section 2: Election and Term

- A. One Physical Therapist Assistant member shall be elected during the annual Chapter election as PTA Caucus Representative to the House of Delegates ~~of the Association~~ and then serve as a member of the **Chapter Board of Directors** ~~Executive Committee~~.
- B. The term of office for the PTA Caucus Representative shall be two (2) years, or until a successor is elected.

Section 3: Duties of the **PTA Caucus** Representative

- A. To attend and vote at the annual and special meetings of the PTA Caucus.**
- B. Prepare a summary of action taken by the PTA Caucus for presentation at the next Board of Directors meeting and/or newsletter.**
- C. Report to the Chapter general membership at the Chapter meeting immediately following the annual session of the PTA Caucus any action taken during the session of the PTA Caucus.**
- D. Present to the PTA Caucus such matters as approved by the **Chapter Board of Directors** ~~executive committee~~ and/or voting body.

10. Article XI. Elections

Section 2: Election Timing

- A. The election will be held electronically and/or by mail following the Annual Meeting of the Chapter. Members who do not have access to electronic voting may request a ~~written-mail~~ ballot. Requests must be made no later than two weeks prior to the close of voting.
- B. The Slate of **Candidates shall be published electronically thirty (30) days prior to the Annual Meeting.**
- C. **The Nominating Committee Chair will call for nominations from the floor at the Annual Meeting.**
- D. The final Slate of Candidates shall be made available to all members no later than thirty (30) days prior to the election.
- ~~E. Additional nominations will be accepted on the floor, and the slate will be finalized following the annual meeting.~~
- F. Elections for Treasurer and Delegate will be held in even numbered years.
- G. Elections for Vice President and Secretary will be held in odd numbered years.
- H. Elections for Chief Delegate will be held every three years.
- ~~I. Elections for Chapter Delegate will be held in even numbered years.~~
- J. The President-Elect shall be elected every two years for a one-year term and then succeed to the office of President for a two-year term. A sitting president shall be required to be elected as

President-Elect prior to the second year of his/her term in order to complete a second or third term.

Section 3: Election Results

- A. In order for an election to be valid, a minimum of 10% of eligible **ballots votes** must be received.
- B. Elections will be decided by a simple majority.
- C. In the case of a tie, a run-off election shall be held between only those candidates who were tied for the open seat. Nominations are not reopened.

Section 4: Report of Elections

- A. The ~~Feller's Report~~ **Election Results** will be made available to membership electronically ~~or in print~~ within ~~30~~ **seven (7)** days of when the election results are finalized.
- B. Official report of results will be sent to **the Association APTA** by ~~component executive~~ within 30 days of the finalization of the results.

11. Article XII. Finance

Section 1: Fiscal Year

The fiscal year of the Chapter shall be the same as that of the ~~American Physical Therapy Association~~, January 1 through December 31.

Section 2: Limitation 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 the order of the Chapter **Board of Directors** ~~Executive Committee~~. The **Board of Directors** ~~Executive Committee~~ shall not commit the Chapter to any financial obligation in excess of its current financial resources.

Section 3: Dues

- A. ~~The dues for each membership class shall be~~ **Chapter dues shall be as follows:**

1. Physical Therapist	\$100.00
2. Physical Therapist – Post Professional Student	\$50.00
3. Physical Therapist Assistant	\$50.00
4. Life Physical Therapist	\$5.00
5. Life Physical Therapist Assistant	\$5.00
6. Student Physical Therapist/Student Physical Therapist Assistant	\$10.00
7. Retired Physical Therapist	\$75.00
8. Retired Physical Therapist Assistant	\$35.00
9. Corresponding	\$10.00
10. Corresponding Student	\$10.00

- B. Student Physical Therapist and Student Physical Therapist Assistant member dues are for 12 months from the time of renewal or join date. As of the last day of the graduation month, the Student Physical Therapist or Student Physical Therapist Assistant member automatically converts to the Physical Therapist or Physical Therapist Assistant member category for the remainder of the 12 months of membership. Once the membership remainder expires, these new Physical Therapist and Physical Therapist Assistant members are eligible for one year of membership at 50% of the Association and chapter dues rate for the Physical Therapist and Physical Therapist Assistant member.

- C. All dues changes approved by the Chapter membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.
- D. The ~~Executive Committee~~ **Chapter Board of Directors** may offer reduced Chapter dues as an incentive to promote membership.
- E. The ~~Section~~ **Chapter** shall submit ~~Chapter~~-annual financial statements, tax returns, and an audit report to the Association when and as directed by **the Association APTA Headquarters**.

12. Article XIII. Voluntary Dissolution

The Chapter may dissolve subject to a recommendation to dissolve supported by no less than two-thirds (2/3) of the members of the Chapter's **Board of Directors** ~~Executive Committee~~, and adopted by two-thirds (2/3) of the members.

13. Article XV. Amendments

- B. If the intent of an amendment is editorial or to bring the Chapter's Bylaws into agreement with those of the Association, the amendment shall be made as required by the Secretary of the Chapter and approved by the **Board of Directors** ~~Executive Committee~~. The Secretary shall notify the Chapter's membership of such amendment.