

Aquatic Physical Therapy Section
American Physical Therapy Association
Bylaws

(Adopted by membership February 2005)

ARTICLE I: NAME

The name of this organization is the Aquatic Physical Therapy Section, Inc., hereinafter referred to as the Section, which is 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 in utilizing the water as a treatment medium across physical therapy venues may meet, confer, and promote these interests.

ARTICLE III: OBJECTIVES

1. Educate the physical therapy profession about physical therapy services provided in the aquatic environment.
2. Promote the development and communication of current knowledge of physical therapy practice in the aquatic environment to the physical therapy profession.
3. Represent the Section members to the official decision-making bodies of the Association.
4. Support the Association's Code of Ethics as it relates to practice in the aquatic environment.
5. Encourage development and implementation of research investigations in the practice of physical therapy in an aquatic environment.
6. Comply with the Association's policy on liaison activities with external organizations.
7. Develop and promote physical therapy in the aquatic environment as an important component of comprehensive physical therapy care to consumers including but not limited to providers, third party payers, referral sources, clients, and product manufacturers.

ARTICLE IV: MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Section membership categories and qualifications for Active, Life, Affiliate, Life Affiliate, Student, Student Affiliate, Retired Active, and Retired Affiliate 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 Bylaws.

Section 3: Application for Admission to Membership

The payment of Section dues by those Association members in good standing shall constitute application for and admission to Section membership. Signed applications without payment of dues from Life and Life Affiliate members of 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 of the Section 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: REGIONAL AND SPECIAL INTEREST GROUPS

Section 1: Regional Groups

- A. A regional 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 Board of Directors.
 2. Not levy special assessments that carry punitive action or loss of good standing.
- B. A regional group of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Section Board of Directors.

Section 2: Special Interest Groups

- 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 Board of Directors.
 2. Not levy special assessments that carry punitive action or loss of good standing.
- B. A special interest group of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Section Board of Directors.

Section 3: Limitations

Regional and special interest groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Section.
- B. No regional or special interest group shall profess or imply that it speaks for or represents the Section and members other than those currently holding membership in the regional and special interest group unless authorized by the Section's governing body.

ARTICLE VI: MEETINGS

Section 1: Annual Meeting

An annual meeting of the Section members shall be held for the purpose of conducting the Section's business, with attendance limited to Section members and guests invited by the Executive Committee. The annual meeting of the Section, provided there is no conflict with Association functions/meetings, shall be held at the time and place of the Combined Sections Meeting (CSM) of the Association. In the event that the CSM does not take place, the annual meeting of the Section will be held at the time of the

Association's Annual Conference. If both CSM and Annual Conference are not held, the annual meeting of the Section shall be held at the time and place of the annual session of the Association's House of Delegates.

Section 2: Special Meetings

The President or a majority of the Section's Executive Committee may call a special meeting at the time and place of the Association's Annual Conference or at any other time and place judged to be convenient for members. A special meeting must be called upon the written petition of 50% of the membership.

Section 3: Notice of Meeting Requirements

Notice of all meetings must be provided to the membership at least 30 days prior to the date of the respective meeting.

Section 4: Quorum

Only Active, Affiliate, Life, Life Affiliate, Retired Active and Retired Affiliate members of the Section shall have the privilege of voting at such meeting of the Section, and such members who are in attendance at such meetings shall constitute a quorum.

Section 5: Minutes

All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting.

ARTICLE VII: OFFICERS, DIRECTORS, BOARD OF DIRECTORS, EXECUTIVE COMMITTEE

Section 1: Officers, Directors

- A. Officers: The officers shall be the President, Vice President, Second Vice President, Secretary, and Treasurer. These officers shall be known as the Executive Committee.
 - 1. Terms
 - a. The President, Vice President, Secretary and Treasurer shall assume office at the close of the annual meeting of the Section at the Association's Annual Conference following which their election was announced. If there is no annual meeting of the Section held at the Association's Annual Conference, the President, Vice President, Secretary and Treasurer shall assume office at the close of the Section's Executive Committee meeting at the Association's Annual Conference. The Second Vice President shall assume office at the above times two years following which his/her election as Second Vice President-elect was announced.
 - b. The term of office of each officer shall be two years or until the election of their successors.
 - c. No member shall hold more than one position on the Executive Committee at one time.
 - d. No member shall serve more than three complete consecutive terms on the Executive Committee or more than two complete consecutive terms in the same office or position. The combined terms of the Second Vice President-elect and Second Vice President shall be considered two complete consecutive terms in the same office.

- e. A complete term for all officers shall be defined as two years, or until their successors are elected.

2. Duties

- a. **President:** The President shall be responsible for preparing the agenda for and shall preside at the annual meeting of the Section and any other meetings of the Section and all meetings of the Board of Directors and Executive Committee. The President is a member of all committees except the Nominating Committee. Only the President or the Executive Committee designee shall serve as the official spokesperson for the Section. The President shall serve as the Immediate Past President for one year following his/her Presidency.
- b. **Vice President:** The Vice President shall assume the duties of the President in the absence or incapacitation of the President. In the event of a vacancy in the office of President, the Vice President shall succeed to the Presidency for the un-expired portion of the term, and the office of Vice President shall be declared vacant. The Vice President shall serve as the Section's representative in the House of Delegates and shall fulfill duties as outlined in Article IX, Section 3 of these bylaws.
- c. **Second Vice President:** The Second Vice President shall serve as the Education and Programming Committee Chair and be responsible for a comprehensive professional continuing education program that meets the needs of Section members, including Combined Sections Meeting, Annual Conference and any other courses deemed appropriate by the Board of Directors.
- d. **Secretary:** The Secretary or his/her designee shall, in addition to the responsibilities otherwise imposed in these Bylaws, be responsible for keeping the minutes of the annual meeting and any other meetings of the Section and the minutes of the Board of Directors and Executive Committee. The Secretary shall monitor the Bylaws, Policy and Procedures, and standing rules for changes as needed. The Secretary shall also oversee the Section's communication systems.
- e. **Treasurer:** The Treasurer or his/her designee shall be responsible for receiving and disbursing all Section monies, developing and proposing to the Board of Directors the Section's annual budget, overseeing the annual review of the Section's accounts, and reporting on the financial status of the Section at the annual meeting, and to the Board of Directors and Executive Committee as requested. The Treasurer shall also serve as the chair of the Finance Committee.

B. **Directors:** The directors shall be the Second Vice President-elect, Director of Membership, Director of Practice, Director of Research, and Immediate Past President.

1. Terms

- a. Directors shall assume office at the close of the meeting of the Section at the Association's Annual Conference following which their election was announced. If there is no meeting of the Section held at Annual

Conference of the Association, the directors shall assume office at the close of the Section's Executive Committee meeting at the Association's Annual Conference following which their election was announced.

- b. The term of office of each Director, except Immediate Past President, shall be two years or until the election of their successors. The term of office of the Immediate Past President shall be one year.
- c. No Director shall hold more than one position on the Board of Directors at one time.
- d. No Director shall serve more than three complete consecutive terms on the Board of Directors or more than two complete consecutive terms in the same office or position. The combined terms of the Second Vice President-elect and Second Vice President shall be considered two complete consecutive terms in the same office.
- e. A complete term for all Directors shall be defined as two years, or until their successors are elected.

2. Duties

- a. **Second Vice President-elect:** The Second Vice President-elect shall carry out the duties of the Board of Directors as outlined in Article VII, Section 4, Subparagraph B, and shall work closely with the Second Vice President to become familiar with the responsibility and workings of the office and shall assume any duties as the Second Vice President shall assign.
- b. **Director of Membership:** The Director of Membership shall carry out the duties of the Board of Directors as outlined in Article VII, Section 4, Subparagraph B and shall coordinate all efforts of the Section in the area of membership development.
- c. **Director of Practice:** The Director of Practice shall carry out the duties of the Board of Directors as outlined in Article VII, Section 4, Subparagraph B and shall coordinate all efforts of the Section in the area of practice development.
- d. **Director of Research:** The Director of Research shall carry out the duties of the Board of Directors as outlined in Article VII, Section 4, Subparagraph B and shall coordinate all efforts of the Section in the area of research development.
- e. **Immediate Past President:** The Immediate Past President shall carry out the duties of the Board of Directors as outlined in Article VII, Section 4, Subparagraph B and shall serve for one year following his/her Presidency in an advisory / consultative capacity as a non-voting member of the Board of Directors.

Section 2: Board of Directors

- A. **Composition:** The Board of Directors shall consist of the five officers, the Second Vice President-elect, the Directors of Membership, Practice, and Research, and the Immediate Past President. All members of the Board of Directors shall be known as directors.

B. Duties

1. Carry out the mandates and policies of the Section.
2. Adopt the Section's annual Budget.
3. Direct all business and financial affairs for and on behalf of the Section; be responsible for all its property and funds.
4. Foster the growth and development of the Section.
5. Employ or contract with an Executive Director who shall report directly to the President and Executive Committee.
6. Publish Bylaws.
7. Create and appoint chairs for committees and task forces except for the Nominating Committee and the Finance Committee which are provided for in these Bylaws.
8. Be responsible for programming, time, and location of Section meetings.
9. Be responsible for Section communications.
10. Provide for development, maintenance, and review of Section policies and procedural documents.

C. Meetings

1. Regular Meetings: The Board of Directors shall meet not less than once a year either in person or by other legally acceptable method.
2. Special Meetings: The President may call a special meeting of the Board of Directors and must call a special meeting on written request of four members of the Board of Directors.
3. Notice: All members of the Board of Directors must be notified at least ten days before a called special meeting.
4. Quorum: Five members, of whom no more than four shall be members of the Executive Committee, shall constitute a quorum.

Section 3: Executive Committee

A. Composition: The Executive Committee shall be composed of the elected officers: the President, the Vice President, the Second Vice President, the Secretary, and the Treasurer.

B. Duties: The Executive Committee shall exercise the power of the Board of Directors between meetings and will be responsible for maintaining adequate representation to the Board of Directors and filling vacancies as they occur on the Board of Directors.

C. Meetings

1. Regular Meetings: The Executive Committee shall meet not less than once a year either in person or by other legally acceptable method.

2. Special Meetings: The President may 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: All members of the Executive Committee must be notified at least ten days before a called special meeting.
4. Quorum: Three members shall constitute a quorum.

Section 4: Vacancies

- A. In the event of a vacancy in the office of President, the Vice President shall succeed to the Presidency for the un-expired portion of the term, and the office of Vice President shall be declared vacant.
- B. In the event that any other position on the Board of Directors becomes vacant for any reason and except as otherwise provided for in these Bylaws, the Executive Committee shall fill the vacancy by appointment for the un-expired portion of the term.

Section 5: Qualifications

- A. Only such members of the Section as are provided for in the Association Bylaws, Article IV, Section 3, Subparagraph B. (3) b, who have been members in good standing for a period of at least two years immediately preceding their election or appointment, and who have consented to serve, shall be eligible for election to office.
- B. Affiliate, Life Affiliate, and Retired Affiliate members may hold office, other than that of the President and Vice President, subject to the limitations specified in the Association Bylaws, Article V, Section 5, Sub-paragraph C.

ARTICLE VIII: COMMITTEES

Section 1: Finance Committee

- A. The Executive Committee shall appoint the Section's Finance Committee.
- B. The Committee shall consist of at least three members in good standing, one of whom shall be the Treasurer and act as Chair, and each member shall serve a term of two years. One appointed member's term shall expire on even-numbered years and the other on odd-numbered years.
- C. This Committee shall advise the Board of Directors on the Section's budget and matters affecting the Section's financial needs, growth and stability based on periodic review of income, expenditures and investments.
- D. This Committee shall present the proposed budget for the following year to the Board of Directors prior to the annual meeting of the Section for approval.

Section 2: Nominating Committee

- A. The Committee shall be elected by mail ballot of all Section members eligible to vote in elections. Committee members shall assume office at place and time when other officers assume office according to Article VII.
- B. The Nominating Committee shall consist of three eligible members; one member shall be elected each year by mail ballot who shall serve a term of three years or until the election

of his successor. The senior member of the committee shall serve as Chairman. Any vacancies shall be filled by the Executive Committee until the next regular election at which time the vacant position shall be filled for the remainder of the term.

- C. Duties of the Nominating Committee members include to seek out candidates for vacant offices, to review their qualifications, to ascertain their willingness to serve, to nominate a qualified candidate or candidates for each office according to the Bylaws and policy and procedure, and to report to the results of the election at the annual meeting of the Section.

Section 3: Other Committees

Other committees may be appointed by the Executive Committee as needed. Composition, tenure and specific responsibilities of such committees shall be determined by the Executive Committee.

ARTICLE IX: DELEGATE TO THE ASSOCIATION – HOUSE OF DELEGATES

Section 1: Qualifications

- A. The qualifications of the Delegate shall be as stated as in the Association’s Bylaws.
- B. A 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 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

- A. The Section’s Delegate shall be the elected Vice President of the Section
- B. No member shall serve more than two complete consecutive terms.
- C. In the event that the Delegate shall be unable to serve, the Executive Committee shall fill the vacancy by appointment for that year.

Section 3: Duties of Delegates

- 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 and /or voting body.
- C. To prepare a written summary of the House of Delegates actions for dissemination to the membership.

ARTICLE X: ELECTIONS

- A. Elections for the office of President, Vice President, Second Vice President-elect, Secretary, Treasurer, Nominating Committee Member, Director of Membership, Director of Practice, and Director of Research shall be by plurality vote by mail ballot of the membership. Active, Life, Affiliate, Life Affiliate, Retired Active and Retired Affiliate members are eligible to vote.
- B. The ballot will be mailed to the eligible voting members no less than 75 days prior to the annual business meeting of the Section. Ballots must be returned to the Section Executive Office no less than 60 days prior to the annual business meeting of the Section. A minimum return of 5% of the Section members eligible to vote is required.

- C. Even-Numbered Years: In the even-numbered years, the Vice President, Second Vice President-elect, Secretary, and Director of Research shall be elected and shall take office according to Article VII, Section 1, Subparagraphs A,1,a and B,1,a.
- D. Odd-Numbered Years: In the odd-numbered years, the President, ~~and~~ Treasurer, Director of Membership, and Director of Practice shall be elected and shall take office according to Article VII, Section 1, Subparagraphs A,1,a and Subparagraphs B,1,a.
- E. Each year: One member of the Nominating Committee shall be elected and shall take office according to Article VII.

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 of 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 Executive Committee. The Executive Committee of the Section shall not commit the Section to any financial obligation in excess of its current financial resources.

Section 3: Dues

A. Annual Dues for Each Category of Membership

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| 1. Active: | \$45 |
| 2. Life and Life Affiliate: | No Dues |
| 3. Affiliate: | \$35 |
| 4. Student and Student Affiliate: | \$ 20 |
| 5. Active-Student | \$ 20 |
| 6. Retired Active & Retired Affiliate: | \$ 20 |

B. All dues shall be for the period specified in the Association’s Bylaws.

C. All dues changes approved by the Section membership and approved by the Association’s Board of Directors before the Association’s deadline will become effective on the first of the Section’s next fiscal year.

Section 4:

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

ARTICLE XII: DISSOLUTION

The Section may dissolve subject to a recommendation to dissolve supported by no less than three-fourths of the members of the Board of Directors and adopted by two-thirds of the Section’s voting members by mail ballot.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any rules of order adopted by the Section.

ARTICLE XIV: AMENDMENTS

- A. These Bylaws may be amended by a two-thirds vote of the members present and voting at any meeting of the Section, provided that at least 30 days prior to that meeting, a copy of the proposed amendments have been mailed to the members of the Section or posted on the Section web site.
- 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 Bylaws Chairperson and Secretary, and approved by the Section Executive Committee. The Secretary shall notify the Section's membership of such amendment.
- C. Amendments to the Section's Bylaws become effective upon approval in writing by the Association's Board of Directors.

ARTICLE XV: ASSOCIATION AS HIGHER AUTHORITY

In addition to these Bylaws, the Section is governed by the Association's Bylaws and Standing Rules and by the Association's House of Delegates and Board of Director's policies.