

Bylaws of the Academy of Aquatic Physical Therapy of the American Physical Therapy Association

Voted on and passed by membership February 22, 2018

**ARTICLE I: NAME AND RELATIONSHIP TO THE AMERICAN PHYSICAL THERAPY ASSOCIATION**

The Academy of Aquatic Physical Therapy, hereinafter referred to as the Section, which is a Section of the American Physical Therapy Association, hereinafter referred to as the Association.

**ARTICLE II: OBJECT**

The purpose of the Section shall be to champion the aquatic physical therapy practice to optimize lifelong movement, function, and wellness.

**ARTICLE III: FUNCTIONS**

1. Inform and educate the physical therapy profession about the role of aquatic physical therapy in optimizing lifelong movement, function and wellness.
2. Promote development and communication of current aquatic physical therapy practice and knowledge within the physical therapy profession.
3. Advance aquatic physical therapy as an important component of comprehensive physical therapy care to stakeholders including but not limited to consumers, healthcare providers, legislative entities, third party payers, referral sources, clients, and product manufacturers.
4. Support and integrate the Association's Core Competencies throughout aquatic physical therapy practice.
5. Encourage development and implementation of research investigations in aquatic physical therapy practice.
6. Represent the Section members within the official decision-making bodies of the Association.  
Comply with the Association's policy on liaison activities with external organizations.

**ARTICLE IV: MEMBERSHIP**

**Section 1: Categories and Qualifications 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 Bylaws. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have 1 vote at the Section level.

**Section 3: Application for 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. Completed applications without payment

of dues from Life Physical Therapist and Life Physical Therapist Assistant 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**

The Section shall hold an Annual Meeting of the general membership for the conduct of business, with attendance limited to the Section membership and invited guests approved by the

Section officers. The annual meeting of the section shall be held in the first quarter of the calendar year, preferably at CSM.

### **Section 2: Special Meetings**

The President or a majority of the Section's Executive Committee has the authority to call a special meeting. A special meeting must be held if 50% of the membership requests one in writing.

### **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**

Ten members shall constitute a quorum at annual meetings and special meetings.

### **Section 5: Minutes**

All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting. The president will appoint a committee to approve the minutes. The committee will have the authority to make appropriate corrections to the minutes.

## **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, Treasurer, and Immediate Past President. These officers shall be known as the Executive Committee.

#### 1. Terms

- a. The President, Vice President, Second Vice President, Secretary, and Treasurer shall assume office at the close of the annual meeting.
- b. The term of office of each officer shall be two years or until the election and assumption to office of their successors, with the single exception of the office of the Immediate Past President, which shall be a term of one year.
- c. No member shall hold more than one position on the Board of Directors at one time.
- d. No member shall serve more than six complete consecutive terms on the Executive Committee or more than two complete consecutive terms in the same office or position.

#### 2. Duties

- a. President: The President shall be responsible for preparing the agenda for and shall preside at the annual meetings, special meetings, Board of Director meetings, and Executive Committee meetings.. 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. 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 Committee Chair and be responsible for a comprehensive professional continuing education program that meets the needs of Section members. The Second Vice President shall serve as the chair of the Education Committee composed of appointed members and the Combined Sections Program Chair. The Second Vice President shall assume the duties of the President in the absence or incapacitation of the President and Vice President.
  - d. Secretary: The Secretary shall, in addition to the responsibilities otherwise imposed in these Bylaws, be responsible for keeping the minutes of the annual meetings, special meetings, Board of Director meetings, and Executive Committee meetings.. 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 by liaising with the Communications Committee.
  - e. Treasurer: The Treasurer 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 meetings, the Board of Directors meetings and Executive Committee meetings. The Treasurer shall also serve as the chair of the Finance Committee.
  - f. The Immediate Past President: The Immediate Past President shall serve as a member of the Executive Committee for one year following his/her Presidency in an advisory/consultant capacity as a non-voting member.
- B. Directors: The directors shall be the Director of Communications, Director of Membership, Director of Practice, and Director of Research.
1. Terms
    - a. Directors shall assume office at the close of the annual meeting of the Section following the election in which they were elected.
    - b. The term of office for each Director, shall be two years or until the election and assumption to office of their successors.
    - c. No Director shall hold more than one position on the Board of Directors at one time.
    - d. No Director shall serve more than two complete consecutive terms in the same office or position.
  2. Duties
    - a. Director of Communications: The Director Communications 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 communication dissemination.
    - 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, Sub paragraph 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.

### **Section 3: Qualifications**

- A. Only such members of the Section 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 years immediately preceding their election or appointment, and who have consented to serve, shall be eligible for election to office.
- B. Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant 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 4, Sub-paragraph C.

### **Section 4: Board of Directors**

- A. Composition: The Board of Directors shall consist of President, Vice President, Second Vice President, Secretary, Treasurer, Immediate Past President, Director of Membership, Director of Practice, and Director of Research, Director of Communications.
- 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. Publish Bylaws.
  - 6. Identify and appoint chairs for committees and task forces except for the Nominating Committee, Finance Committee and the Journal Committee which are provided for in these Bylaws.
  - 7. Be responsible for time, and location of Section meetings.
  - 8. Be responsible for Section communications.
  - 9. 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 twice a year either in person or by other legally acceptable method.
  - 2. Special Meetings: The President has the authority to call a special meeting A special meeting will be called if four members of the Board of Directors request one in writing.
  - 3. Notice: All members of the Board of Directors must be notified at least three business days before a meeting.
  - 4. Quorum: Five members, of whom no more than three shall be officers, shall constitute a quorum.

## **Section 5: Executive Committee**

- A. Composition: The Executive Committee shall be composed of the officers: the President, the Vice President, the Second Vice President, the Secretary, the Treasurer, and the Immediate Past President.
- 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 two times 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 three business days before a meeting.
  - 4. Quorum: Three members shall constitute a quorum.

## **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 matters affecting the Section's financial needs, growth, and stability, preparation and presentation of an annual budget to the Board of Directors, review of investment policies and compliance with financial obligations to APTA.
- D. This Committee shall present the proposed budget for the following year to the Board of Directors for approval prior to the close of the current fiscal year.

### **Section 2: Nominating Committee**

- A. The Nominating Committee shall be elected by mail or electronic ballot of all Section members eligible to vote in elections. Committee members shall assume office at the close of the Section's annual meeting.
- B. The Nominating Committee shall consist of three eligible members; one member shall be elected each year by mail or electronic 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 Chair. 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 seeking candidates for vacant offices, to review their qualifications, to ascertain their willingness to serve, to nominate a qualified candidate or candidates for each office, and to report to the results of the election at the annual meeting of the Section.

### **Section 3: Journal Committee**

- A. The Aquatic Physical Therapy Section shall publish a peer reviewed, referenced journal, the *Journal of Aquatic Physical Therapy*, devoted to research in and commentary about aquatic physical therapy.
- B. The Journal Committee shall consist of a Journal Editor or 2 Co-Editors and at least two Journal Editorial Board Members. The Journal Editor(s) will be appointed for a two-year term. Reappointment of the Editor(s) for subsequent terms will be determined by the President with approval of the Board of Directors. .
- C. The Journal Editorial Committee will coordinate publication of a journal devoted to research in and commentary about aquatic physical therapy. At least one issue of the journal shall be published per year. The activities of the Journal will be reported to the Board of Directors at the annual Combined Section Meeting.

### **Section 4 Other Committees:**

Such Other Committees, standing or special, may be appointed by the President with the approval of the Executive Committee as the Executive Committee deems necessary to establish in order to carry on the work of the Section.

## **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 a Chapter 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. The Section President shall serve as the alternate delegate.

### **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.

## **ARTICLE X: ELECTIONS**

- A. Elections for the office of President, Vice President, Second Vice President Secretary, Treasurer, Nominating Committee Member, Director of Membership, Director of Practice, and Director of Research, Director of Communication shall be by plurality vote by electronic or mail ballot of the membership. Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, Retired Physical Therapist and Retired Physical Therapist Assistant members are eligible to vote.
- B. The ballot will be posted on the section's website and distributed to all voting members by mail or electronic ballot 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 30 days

prior to the annual business meeting of the Section. A minimum return of 5% of the Section members eligible to vote is required.

- D. Ballots of even numbered years will include the candidates for the Vice President, the Second Vice President, Secretary, and Director of Research.
- E. Ballots of odd numbered years will include candidates for-President, Treasurer, Director of Membership, and Director of Practice and Director of Communications.
- F. Ballots on every year will include a candidate for one member of the Nominating Committee.
- H. Ballots will include the option for write-ins.
- I. If a tie should occur a runoff election will be held until a winner is determined.

## **ARTICLE XI: FINANCE**

### **Section 1: Fiscal Year**

The fiscal year of the Section shall be January 1 through December 31.

### **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. Section dues shall be as written in the Board Policy called Member Dues:
  - 1. Section Annual Dues shall be set by the Board of Directors on an annual basis not to exceed \$100.00 by January 1 each year.
  - 2. The Board of Directors may offer reduced rates for Section dues as an incentive to promote membership.
  - 3. Section dues for any category of membership shall not exceed Association dues for that membership category without specific approval of the Association Board of Directors.
  - 4. All dues shall be for the period specified in the Association bylaws, and shall be payable following the Associations' schedule.
  - 5. All dues increases to an amount over \$100.00 shall be approved by the Section membership and will become effective on the first of the Association's next fiscal year.
- B. All dues changes will become effective on the first of the Association'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 business meeting of the Section, or by two-thirds vote of members that returned a ballot via electronic vote, provided that at least 30 days prior to the vote a copy of the proposed amendments have been sent by electronic means, 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 Secretary, and shared with the Section Executive Committee. The Secretary shall notify the Section's membership of such amendments.
- 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.