

# **Bylaws of the Section on Pediatrics, American Physical Therapy Association**

## **Section on Pediatrics, American Physical Therapy Association**

Adopted 1974

Amended in the spring of each year

1983, 1984, 1986-1989, 1996-1998, 2002, 2003, 2005, 2007, 2008

### **ARTICLE I. NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION**

The name of this organization is the Section on Pediatrics of the American Physical Therapy Association (APTA), 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 in Pediatrics may meet, confer, and promote these interests.

### **ARTICLE III: OBJECTIVES**

The objectives of the Section shall be to:

- A. Further the relationship between those organizations concerned with services for children.
- B. Promote and improve the study of pediatrics.
- C. Provide a mechanism for physical therapists and physical therapist assistants to become involved in research on pediatrics.
- D. Encourage the publication of basic and applied research within the area of pediatrics.
- E. Provide a mechanism to be involved in developing and monitoring standards of practice in pediatrics.
- F. Provide, through professional meetings and periodic publications, a communication system for working with children.
- G. Monitor legislation dealing with the delivery of health care related to pediatrics within the community and maintain liaison(s) with appropriate legislative groups.
- H. Represent pediatric physical therapy before government, professional agencies, voluntary groups or organizations, and the public.
- I. Receive donations, gifts, devices and bequests of real and personal property for the use and benefit of this corporation and for any particular purpose that may be designated by the donors.
- J. Exercise any and all other rights, powers, and privileges conferred upon corporations by the terms and provisions of the Indiana Not-for-Profit Corporation Act of 1971, as amended.

### **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 Sections members shall be identical to those established in the Association's Bylaws.

#### **Section 3: Application 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. REGIONAL AND SPECIAL INTEREST GROUPS**

**Section 1: Regional Groups**

- A. A regional group shall:
  - 1. Be specified in the Sections Policies and Procedures.
  - 2. Operate under bylaws or rules of order that shall not be inconsistent with the Section or Association bylaws and that shall be approved by the Section Executive Committee.
  - 3. Not levy special assessments that carry punitive action or loss of good standing. The regional group shall receive approval from the Section Board of Directors prior to any special assessments levied by the regional group.
- B. A regional group of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Section's Policies and Procedures

**Section 2: Special Interest Groups**

- A. Special Interest Groups shall:
  - (1) Operate under Bylaws that shall not be inconsistent with Section or Association Bylaws and shall be approved by the Section Executive Committee.
  - (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 Policies and Procedures.

**Section 3: Limitations**

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

- A. Bylaws and policies of the Association and Section.
- B. No regional and 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 regional and special interest group unless authorized by the Section's governing body.

**ARTICLE VI. MEETINGS**

**Section 1:**

An annual business meeting of the Section will be held at the time and place of the Combined Sections Meeting of the Association. Attendance is limited to Section members and invited guests approved by the Section officers.

**Section 2:**

Professional programs and additional meetings may be held at the time and place of the Annual Conference of the Association and/or at the Combined Sections Meeting as scheduled with the Association.

**Section 3: Special Meetings**

The President has the authority to call special meetings. The President must call a special meeting upon petition in writing of 50% of the membership, and in such events, all members will be notified in writing (or electronically) at least sixty (60) days prior to the meeting.

**Section 4: Quorum**

At any business meeting, a quorum shall consist of 25 members.

**Section 5:**

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

**ARTICLE VII. OFFICERS, BOARD OF DIRECTORS, EXECUTIVE COMMITTEE**

**Section 1: Officers: Rights, Duties, Responsibilities**

A. The officers of the Section shall be: President, Vice President, Secretary, Treasurer.

1. The term of office for President, Vice President, Secretary, and Treasurer shall be three (3) years or until the election and installation or their successors. To implement this change, and for the next three years only, the President shall be elected for a three-year term in 2008, and the Vice President, and Secretary shall be elected for three-year terms in 2009. The Treasurer will be elected for a three-year term in 2010. Officers who are currently in office will remain in office until the next election as outlined above; elections will then proceed with three-year terms.
2. No member shall serve more than four (4) complete consecutive terms as an officer, and no more than two (2) complete consecutive terms in the same office.
3. Any officer who has served more than one-half (1/2) a term in office shall be considered to have completed a term.

B. Duties

(1) President shall:

- a. Preside at all meetings of the Section, the Board of Directors, and the Executive Committee;
- b. Prepare agendas for all Executive Committee, Board of Directors, and Section business meetings, with the Executive Office;
- c. Serve as the official spokesperson of the Section;
- d. Be an ex-officio member and direct the activities of all standing and special committees, except the Nominating and Elections Committee;
- e. Submit an annual report of Section activities to Association per Association policy;
- f. Appoint committee chairs except the Nominating and Elections Committee.

(2) Vice President shall:

- a. Assist the Section President in the discharge of the duties of that office;
- b. In the absence of the President, assume the duties of the President.

(3) Secretary shall:

- a. Prepare Rules of the House and keep minutes of the proceedings of all Executive Committee, Board of Directors, and Section business meetings;
- b. Prepare and distribute Section Executive Committee, Board of Directors and Business meeting minutes, Combined Sections Meeting program summaries to the Section Board of Directors and the Association within forty-five (45) days following the meeting, and election results to Section Board of Directors and the Association within forty-five (45) days following a meeting or election and to members in a timely manner;
- c. Notify members of special meetings at least sixty (60) days prior to the meeting dates;
- d. Maintain records of official actions of the Section, the Board of Directors, and the Executive Committee.

(4) Treasurer shall:

- a. Report in writing the financial status of the Section at all business meetings;
- b. Maintain complete and accurate financial records, which shall be audited annually by a Certified Public Accountant;
- c. Submit a proposed budget at the annual business meeting (Combined Sections Meeting) for approval;
- d. Orient the Treasurer-Elect in the duties of the office.

**Section 2: Vacancies**

- (1) In the event of a vacancy in the office of President, the Vice President shall succeed to the presidency for the unexpired portion of the term.
- (2) In the event of a vacancy in the office of Vice President, the Board of Directors shall appoint a member in good

standing to serve the unexpired portion of the term.

- (3) In the event of a vacancy in the office of Secretary, the Board of Directors shall appoint a member in good standing to serve the unexpired portion of the term.
- (4) In the event of a vacancy in the office of Treasurer, the Board of Directors shall appoint a member in good standing to serve the unexpired portion of the term.
- (5) In the event of a vacancy in any region, the Board of Directors shall appoint a member of the region to serve as Regional Director for the unexpired portion of the term.

### **Section 3: Qualifications**

Only such members of the Section as are provided for in the Association Bylaws, Article IV, Section 2, Sub-paragraph B. (3).b, who have been members in good standing for a period of at least one (1) year immediately preceding their election and who have consented to serve, shall be eligible for election to office. Physical Therapist Assistants, Retired Physical Therapist Assistants, and Life Physical Therapist Assistants may hold office subject to the limitations specified in the Association Bylaws, Article V, Section 4, Sub-paragraph C.

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

#### **A: Composition**

1. The officers of the Section and an elected representative from each region (known as Regional Directors) shall constitute the Board of Directors.
2. Regional Directors shall:
  - a. Administer all business of their region;
  - b. Be responsible to the Section President and the membership of their region;
  - c. Represent their region on the Board of Directors.
3. Members of the Board of Directors shall assume office at the close of the Section's business meeting. The term of office of each member of the Board of Directors shall be years or until the election and installation of their successors. No member shall serve more than four (4) complete consecutive terms on the Board of Directors or more than two (2) complete consecutive terms in the same office. A complete term for a member of the Board of Directors shall be defined as years. Any officer who has served more than one-half (1/2) a term in office shall be considered to have completed a full term.

#### **B. Responsibility**

The Board of Directors shall:

1. Keep within the objects and functions of the Section
2. Direct all business affairs for and on behalf of the Section
3. Foster the growth and development of the Section
4. Create standing committees

#### **C. Meetings**

1. Regular Meetings: The Board of Directors shall meet semi-annually.
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 nine (9) members of the Board of Directors.
3. Notice Requirements: Written or electronic notice of all meetings shall be sent to all members of the Board of Directors not later than ten (10) days before the date fixed for the meeting. When a decision is needed between meetings of the Board of Directors, voting may be conducted by mail, phone, or fax. A minimum return of six (6) votes is required for a vote to be valid.
4. Quorum: Six (6) members, with no fewer than three (3) of these members being Executive Committee members, shall constitute a quorum.

### **Section 5: Executive Committee**

A. Composition: The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer.

B. Duties and Responsibilities: The Executive Committee shall:

1. Keep within the objects and functions of the Section
2. Plan the affairs of the Section
3. Review the President's proposed appointments of Committee Chairs

4. Review and approve Bylaw editorial changes required as a result of Association Bylaw mandates

C. Meetings:

1. Regular Meetings: The Executive Committee shall meet not less than semi-annually.
2. Special Meetings: The President may call a special meeting of the Executive Committee and must call a special meeting on request of two (2) members of the committee.
3. Notice Requirements: Notice of all meetings shall be given to all members of the Executive Committee not later than five (5) days before the fixed date for the meeting. When a decision is needed between meetings of the Executive Committee, voting may be conducted by mail, phone, or fax. A minimum return of three (3) votes is required for a vote to be valid.
4. Quorum: Three (3) members shall constitute a quorum.

## ARTICLE VIII. COMMITTEES/COUNCILS

### Section 1: Finance Committee

A. Composition:

1. The Finance Committee shall consist of the current Section Treasurer, immediate past Treasurer, and two (2) members appointed by the Board of Directors.
2. The Section Treasurer shall chair the Finance Committee
3. The immediate past President may not serve as Section President appointee to the Finance Committee for at least two (2) years following the end of the elected term.

- B. Duties: The Finance Committee shall advise the Board of Directors on matters pertaining to the Section's financial needs, growth, and stability based on periodic review of income, expenditure, and investments; specific responsibilities are defined in the Section's policies and procedures manual

### Section 2: Nominating and Elections Committee

A. Composition:

1. The Nominating and Elections Committee shall consist of three (3) Physical Therapist, Retired Physical Therapist, or Life Physical Therapist members. No region may have more than one (1) member.
2. Members shall serve for a single three- (3)-year term or until the election of his successor.
3. One (1) member shall be elected each year by mail or electronic ballot prior to the annual business meeting (Combined Sections Meeting). The elected member assumes office at the close of the Section's business meeting.
4. Should a member resign or fail to fulfill the duties, as determined by the Board of Directors, that position 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.

B. Duties

1. The senior member of the Nominating and Elections Committee shall serve as chair.
2. For election of officers and members of the Nominating and Elections Committee, the committee shall prepare a slate of two (2) or more names, when possible, for each vacancy to be filled and submit this slate to the Secretary for membership distribution. Prior to slating a candidate, the committee will review their qualifications and ascertain their willingness to serve.
3. For election of Regional Directors, the regional membership shall submit names to the Nominating and Elections Committee.
4. The Nominating and Elections Committee will conduct elections by mail or electronic ballot and will report the results at the annual business meeting (Combined Sections Meeting).

### Section 3: Appointed Committees

- A. Such other committees, standing or special, shall be appointed by the President, with the approval of the Executive Committee as the Board of Directors deems necessary to carry on the work of the Section.

## ARTICLE IX. 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 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 Board of Directors shall appoint the Section Delegate and an Alternate Delegate at Annual Conference for the following 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 approved by the Executive Committee, the Board of Directors, and/or the voting body.

## **ARTICLE X. ELECTIONS**

- A. Officers, the Board of Directors, and members of the Nominating and Elections Committee shall be elected.
  - 1. Elections shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised* using the preferential method of voting.
  - 2. Voting for officers shall be by mail or electronic ballot. When two (2) candidates seek office, the candidate with the majority of votes cast shall be declared elected. When there are three (3) or more candidates for an office, elections shall be determined by preferential voting.
  - 3. Results of the elections shall be reported to the membership at the business meeting (Combined Sections Meeting), electronically, and in Section publications.
  - 4. Results of the elections shall be forwarded to Association headquarters within forty-five (45) days following their approval.
  - 5. Two Directors will be elected in 2008, three Directors will be elected in 2009, and two Directors will be elected in 2010.
  - 6. A minimum ballot return of 100 is required for the election to become valid.

## **ARTICLE XI. FINANCE**

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

The fiscal year of the Section shall be the same as that of the 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 order of the Section's Board of Directors. The Board shall not commit the Section to any financial obligation in excess of its current financial resources.

### **Section 3: Dues**

- A. The annual dues for each membership category shall be:
  - (1) Physical Therapist: \$55
  - (2) Life Physical Therapist : \$20
  - (3) Physical Therapist Assistant: \$35
  - (4) Life Physical Therapist Assistant: \$20
  - (5) Student Physical Therapist and Student Physical Therapist Assistant: \$20
  - (6) Retired Physical Therapist: \$35
  - (7) Retired Physical Therapist Assistant: \$25
  - (8) Physical Therapist – Post-Professional Student \$30
- B. All dues shall be for the period specified in the Association bylaws, and shall be payable following the Association's schedule.

- C. All dues changes approved by the Section membership and the Association's Board of Directors before 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 Association headquarters.

**ARTICLE X. DISSOLUTION**

The Section may be dissolved subject to conditions outlined in Association Bylaws.

**ARTICLE XI. PARLIAMENTARY AUTHORITY**

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

**ARTICLE XII. AMENDMENTS**

These Bylaws may be amended at the annual business meeting (Combined Sections Meeting) by the affirmative vote of at least two-thirds (2/3) of the voting members present and voting providing the following:

- A. Copies of all proposed amendments have been printed in the Section's publication, posted electronically, or mailed to all section members at least sixty (60) days prior to the business meeting.
- 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 Section's Bylaws Committee and shared with the Executive Committee. The Bylaws Committee shall notify the Section's membership that such amendments have been made. 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 day of the Association's next fiscal year following approval.)

**ARTICLE XIII. ASSOCIATION AS HIGHER AUTHORITY**

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