

Kentucky Physical Therapy Association Bylaws
October 2015

ARTICLE I. NAME and Relationship to American Physical Therapy Association

Section 1

The KENTUCKY PHYSICAL THERAPY ASSOCIATION, INCORPORATED, doing business as American Physical Therapy Association, Kentucky Chapter (APTA-KY), hereinafter referred to as the Chapter, shall be a Chapter of the American Physical Therapy Association. The American Physical Therapy Association shall hereinafter be referred to in these bylaws as the Association.

Section 2:

The geographic jurisdiction of this Chapter shall be the established boundaries of the Commonwealth of Kentucky.

ARTICLE II. OBJECT

The object of the Chapter shall be the object of the Association, as stated in Association bylaws.

ARTICLE III. FUNCTIONS

The functions of the Chapter shall be the same as functions of the Association as established in the bylaws as well as:

- A. Cooperate with professional medical groups, other health related professions and health and welfare agencies in matters of mutual concern.
- B. Cooperate with duly appointed and/or elected officials of the Commonwealth of Kentucky to promote the enforcement of the Physical Therapy Practice Act and Regulations, (KRS 327/201 KAR Chapter 22).

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Chapter membership categories and qualifications for Physical Therapist Physical Therapist Assistant, Student Physical Therapist, Student Physical Therapist Assistant, shall be the same as those of the Association.

~~In addition, the chapter shall maintain a single Corresponding Member category, with rights and privileges as stated in the Association Bylaws.~~

In addition, the Chapter shall maintain a single Corresponding Member category and a single Corresponding Student Member category with rights and privileges as stated in the Association bylaws. This category is for any invited Association member, from other states or territories, as outlined in policy, and allows membership without voting privileges.

Section 2: Rights and Privileges of Members

The rights and privileges of the Chapter's members shall be identical to those established in the Association's bylaws.

The Physical Therapist Assistant shall have 1 vote at the Chapter level.

Section 3: Admission to Membership

Admission to Chapter membership is by assignment by the Association's Board of Directors.

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.

The Code of Ethics of the Association, as it now exists and as it may hereafter be amended or supplemented, shall be the Code of Ethics of the Chapter, and said Code of Ethics shall be binding on the members of the Chapter as though incorporated in these bylaws.

Section 5: Disciplinary Action

- A. Any member of the Chapter who is suspended by the Association shall have their membership privileges suspended in the Chapter. Any member who is expelled from membership in the Association shall be expelled from Chapter membership.
- B. Complaints to the effect that a member has violated the ethical standards of the Association should be processed in accordance with the Association's Procedural Document on Disciplinary Action

Section 6: Reinstatement

Individuals shall be reinstated to Chapter membership in accordance with Association Standing Rules. The Chapter may not charge a reinstatement fee.

ARTICLE V. DISTRICTS AND SPECIAL INTEREST GROUPS

Section 1: Districts

- A.
 - 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. A special interest group 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 levy special assessments that carry punitive action or loss of good standing.
- B. 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.

Section 3: Limitations

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

- A. The bylaws and Policies of the Association and the Chapter.
 - . BNo 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 to do so in writing by the Chapter's Board of Directors.

Article VI. General Membership MEETINGS

Section 1: Number

A minimum of one (1) regular Chapter meeting shall be held annually for the conduct of business. Written notice of all meetings shall be sent to all members at least thirty (30) days prior to the date of the meeting. All Chapter board and business meetings minutes shall be submitted to Association headquarters within 45 days following the meeting. Meetings should not conflict with Association functions/meetings. Attendance is limited to Chapter members and invited guests approved by Chapter officials.

Section 2: Quorum

Fifty? Voting members of the Chapter shall constitute a quorum.

Section 3: Elections

Election shall be by the ballot, as determined by the Nominating Committee. Tellers shall be appointed by the presiding officer to provide teller's report to Chapter. The candidate for each position receiving a majority of votes shall be declared elected. In the event of a tie, a failure of a majority of the votes, re-balloting shall be held to determine the election. Results of the election of Chapter Officers must be forwarded to the Association within 45 days of election.

Section 4: Methods of Voting Between Meetings

A. When a decision is needed between meetings of the Chapter, provisions may be made by the Board of Directors for a vote. Majority of members voting shall determine the outcome When a decision is needed requiring a vote of members, provisions may be made by the Board of Directors to hold a vote. A majority of members voting shall determine the outcome. Voting members are defined as member in good standing in Section IV

Section 5: Special meetings

Special meetings may be called by the Board of Directors or any ten (10) members provided that thirty day notice is given to all members.

ARTICLE VII. BOARD OF DIRECTORS,

Section 1: Composition of Board of Directors

The Board of Directors shall consist of the President, President-elect, Vice-President, Secretary, Treasurer, the Immediate Past President, the Chief Delegate, Chairperson from each District and the Representative to the PTA Caucus. All Board members shall have one vote except the Past President and President-elect who are non-voting members. A majority vote of the Board of Directors shall ratify a decision.

Section 2: Qualifications, Election and Term of Office

Only such members of the Chapter as are provided for in Association bylaws, **Article IV, Section 2, sub-paragraph B.** (3).b and who have consented to serve shall be eligible for election to office. Physical Therapist Assistants,s may hold office subject to the limitations specified in the Association bylaws. **Article V, Section 4,** sub-paragraph C. The Vice-President, Secretary, Treasurer, and Chief Delegate shall be elected at the annual meeting and shall serve for a term of three (3) years or until election of their successors or appointment by the president with consensus of the board of directors. The President-elect shall serve a one-year term and be elected one year before the current President's term expires. After the completion of his one-year term, the President-elect will automatically become President to coincide with other officers' 3-year terms. The President shall serve no more than one consecutive three (3) year term, and the other officers shall serve no more than two consecutive three (3) year terms

Section 3: Duties of the Board of Directors

- A. Carry out the mandates and policies of the Chapter and Association as determined by the membership.
- B. Have full power and complete authority to perform all acts and to transact all business for and on behalf of the Chapter subject to provisions of these bylaws, Association bylaws and all resolutions and enactments of the membership.
- C. Meet at least four (4) times a year with 30 days notice. A special meeting will be called as needed by the president or at the written request of of a quorum of board members. A majority of the voting Board shall constitute a quorum. There must be 10 day notice to the membership of the special meeting.

- D. Act on applications for redistricting, approve territorial boundaries, bylaws, and policies of the districts; determine the allocation of Chapter dues to districts; may abolish a district in compliance with **Article V, Section C**; keep districts informed of Chapter decisions and actions; consult districts through their officers regarding members' opinions on Chapter projects.
- E. Appoint an Advisory Committee comprised of Chapter members and/or non-members as needed.
- F. Appoint the Chairperson of, and direct the activities of, ad hoc committees as needed, and appoint a person or persons to meet specific objectives in which the person or persons are sanctioned to officially represent the Chapter.
- G. Present Association activities and communications to the membership for their information, feedback, and/or vote.

ARTICLE VIII. EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall be composed of the President, Vice-President, Secretary, Chief Delegate and Treasurer. The presence of three (3) voting members shall constitute a quorum. If a President-elect is in office, they would serve as a non-voting member of the executive committee.

Section 2: Duties

The Executive Committee shall:

- A. Meet not less than two (2) times a year and exercise the power of the Board of Directors between their meetings.
- B. The President may call a special meeting of Executive Committee with 5 days notice.
- C. Fill all vacancies on the Board of Directors and Nominating Committee when they exist, except the office of the President, President-elect and District Chairpersons.
- D. Appoint members to serve on the Chapter Ethics Committee and designate a chairperson as outlined in Article X.
- E. Appoint a parliamentarian as necessary to serve meetings of the Chapter, Board of Directors and Executive Committee.

ARTICLE IX. OFFICERS

Section 1: Duties

In addition to the rights and duties as members of the Board of Directors and the Executive Committee of the Board of Directors, the officers shall have the following specified rights and duties:

- A. The President shall serve as official head of and public spokesperson for the Chapter and shall preside at all meetings of the Chapter, the Board of Directors and the Executive Committee, and shall be ex officio member of all committees except the Nominating Committee and Ethics Committee. It shall be the responsibility of the President to submit annual reports and all other reports to the Association by the proper dates. The President shall also submit a list of three (3) names to the Governor for appointments to the State Board of Physical Therapy after the names are proposed by general membership.
- B. The Vice-President shall assume the duties of the President in their absence, and shall record minutes of Executive Committee meetings and submit them to the Chapter Secretary.
- C. The Secretary shall ensure that the minutes of all meetings of the Chapter and the Board of Directors are recorded and maintain the Chapter's file of records.
- D. The Treasurer shall be the custodian of all funds of the Chapter and shall be bonded by the Chapter. The Treasurer shall serve on the Finance Committee. The Treasurer shall keep a true and accurate account of all receipts and disbursements which shall be the property of the Chapter. The Treasurer shall arrange for an audit annually and submit annual financial report to Association by date specified by the Association. The Treasurer will make a written report to the Chapter at the annual meeting and to the Executive Committee and Board of Directors upon request.
- E. The Immediate Past President shall act as an advisor-member of the Board of Directors for two (2) years following the term they are President to assure continuity and follow-up of Chapter projects and activities.
- F. The President-elect will spend one-year term being oriented to and engaging in board activities, as well as observing duties and responsibilities of the President.

Section 2: Vacancies

If, before the expiration of a term of office for which they were elected, the President dies, resigns, is removed from office, or becomes disqualified, the Vice-President shall succeed to the office vacated for the unexpired portion of the term. However, if the President-elect is in office, the President-elect will succeed to the office of President instead of the Vice-President. If the President-elect does succeed to office of President for unexpired portion of term, he will also continue in office for a regular three-year term. Vacancies created in other offices or the Chief Delegate shall be filled by the appointment of the Executive Committee for the unexpired portion of the term, except for the office of President-Elect. If the President-Elect dies, resigns, is

removed from office, or becomes disqualified, the position shall be left vacant and a special election, for the office of president will be held prior to the expiration of the current president's term.

ARTICLE X. COMMITTEES

Section 1: Nominating Committee

- A. Membership shall consist of at least three (3) eligible members, t,
- B. Members shall serve three (3) years.

F. f. The Nominating Committee shall:

- 1. seek out candidates for vacant offices, to review their qualifications, to ascertain their willingness to serve,
 - 2. nominate a candidate or candidates for each office, and report to the membership prior to the date of the Election.
 - 3. Nominations from the floor must also be allowed prior to the date or time of the actual election.
4. Prepare slates for elections or appointments upon request of the Executive Committee or Board of Directors.

A. .

Section 2: Ethics Committee

- A. Membership shall consist of a three person committee,
- b. one person appointed annually by the Executive Committee or Board of Directors, immediately after the Annual Meeting.
- c. The individual with the most seniority in the committee shall serve as chairperson.
- d. The committee shall be charged with investigating any ethics complaints according to the Association's stated procedures.

Section 3: Finance Committee

- A. Membership shall consist of at least the Treasurer, 2 members appointed by the Board of Directors; and the President.
- B. Prepare a balanced programmatic annual budget which is approved by Board of Directors.
- C. Promote financial security for the Chapter and review committee expenditures, in accordance with APTA guidelines
- D. To assist the Chapter, officers, and committees in planning activities which involve financial considerations.

Section 4: Membership Committee

- A. Membership shall consist of at least one chairperson and two other members from any district.
- B. The Chairperson shall be appointed by the Board of Directors,
- C. Additional members may be appointed based on interest

Section 5: Diversity Equity and Inclusion Committee

- A. Membership shall consist of at least one chairperson and two other members from any district.
- B. The Chairperson shall be appointed by the Board of Directors,
- C. Additional members may be appointed based on interest

Section 6: Such other committees, standing or special, may be appointed by the President, with the approval of the Board, as the Board of Directors deems necessary to establish in order to carry on the work of the Chapter.

ARTICLE XI. DELEGATES TO THE HOUSE OF DELEGATES

Section 1: Selection and Term

- A. The Chapter Delegates shall include:
 - 1. The Chapter President
 - 2. The Chief Delegate, who shall be selected by ballot by the Chapter at the annual Chapter meeting for a term of three (3) years. The Chief Delegate shall serve no more than two consecutive three (3) year terms.
 - 3. Active Chapter delegates who shall be selected by the Chapter to serve a term of two years. Two alternate delegates will also be selected in case one or more of the selected delegates are unable to attend the Association House of Delegates session.
- B. If all delegates to whom the Chapter is entitled do not attend the annual session, the Chief Delegate is empowered to appoint alternate delegates or apportion their votes among the other members of the delegation who are present.
- C. The Chapter must be represented at least every third year in the House of Delegates.
- 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.

Section 2: Qualification

- A. The qualifications of delegates shall be as stated in the Association's bylaws.
- B. A Chapter Delegate may not, in the same year, serve as Section or Assembly Delegate.

Section 3: Duties

- A. All delegates shall:
 - 1. Attend the annual and special meetings of the House of Delegates of the Association.
 - 2. 3. Present to the House of Delegates such matters as are ordered by the Chapter membership.
 - 4. Represent the Chapter on all other matters brought before the House of Delegates.
- 5. ARTICLE XII. REPRESENTATIVE TO THE PHYSICAL THERAPIST ASSISTANT CAUCUS (PTA CAUCUS)

Section 1: Qualifications

- A. The qualifications of the representative shall be as stated in the APTA Board policies and procedures.
- B. The Chapter shall notify Association headquarters of the name of the Representative, as required by the Association.

Section 2: Election and Term

On even numbered years, *the membership* shall elect the Representative to which the Chapter is entitled. An alternate Representative may also be elected. The term of service will be two (2) years or until election of their successor.

Section 3: Duties of Representative

- A. To attend the annual and special meetings of the PTA Caucus.
- B. To present to the PTA Caucus such matters as are ordered by the board of Directors and/or voting body.
- C. To vote at meetings of the PTA Caucus in accordance with instructions and/or policies of the Chapter.

ARTICLE XIII. FINANCE

Section 1: Fiscal Year

The fiscal year of the Chapter shall be the same as that of Association and is from January 1 through December 31.

Section 2: Limitation 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 Chapter's Board of Directors. The Chapter Board of Directors shall not commit the Chapter to any financial obligation in excess of its current financial resources.

Section 3: Chapter Dues

A. Chapter dues shall be as follows:

- Physical Therapist : \$105.00
- Physical Therapist – Post-Professional Student \$50.00
- Physical Therapist Assistant: \$75
- Life Physical Therapist : \$0
- Life Physical Therapist Assistant: \$0
- Student Physical Therapist and Student Physical Therapist Assistant : \$0
- Retired Physical Therapist : \$0
- Retired Physical Therapist Assistant : \$0
- Corresponding : \$105.00

B. Student and student Physical Therapist Assistant member dues are for twelve (12) months from the time of renewal or join date. As of the last day of the graduation month, a 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 or Physical Therapist Assistant members may participate in any membership dues initiatives utilized by the APTA.

C. All dues shall be for the period specified in the Association bylaws and shall be payable following the associations schedule..

D. 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.

E. The Board of Directors may offer reduced rates for Chapter dues as an incentive to promote membership

Section 4: The Chapter shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by APTA headquarters.

ARTICLE XIV. DISSOLUTION OF CHAPTER

Voluntarily: Upon the affirmative vote of three-fourths (3/4) majority of all the voting members of the Chapter, the Chapter may voluntarily dissolve. Disposition of Chapter property shall be carried out by the Board of Directors of the Chapter. All property and records of whatsoever nature in the possession of the Chapter shall, after payment of its bona fide debts, be conveyed to the Association.

ARTICLE XV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter, in all cases to which they are applicable and in which they are not inconsistent with these and Association bylaws and any special rules of order the Chapter or Association may adopt.

ARTICLE XVI. AMENDMENTS

A. These bylaws may be amended, in whole or in part, at any meeting of the Chapter by a two-thirds (2/3) vote of the Physical Therapist, **and** Physical Therapist Assistant members present provided that at least thirty (30) days prior to that meeting a copy of the proposed amendments has been sent out either electronically or by mail to all voting members of the Chapter. Revised or amended bylaws shall be consistent with the articles of incorporation of the Chapter.

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 Bylaws Committee and shared with the Executive Committee. The Executive Committee shall notify the Chapter's membership that such amendments have been made.

- C. Amendments to the Chapter bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Chapter dues become effective on the first of the Chapter's next fiscal year following approval).

ARTICLE XVII. ASSOCIATION AS HIGHER AUTHORITY

In addition to these bylaws the Chapter is governed by the Association bylaws and Standing Rules, and by Association Policies.

Adopted September 1983, Amended September 1989, October 1990, February 1991, September 1993, April 1994, September 1994, November 1994, October 1996, October 1998, October 1999, March 2000, October 2000, March 2002, October 2002, April 2003, January 2006, May 2010, March 2013, October 2015

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