

District of Columbia Physical Therapy Association, Inc.

DCPTA is submitting bylaws amendments for consideration by the membership at the Spring Chapter Meeting on May 11, 2019. Some of the changes are compliance issues to be in conformity with APTA standards. **The major changes being proposed are:**

- Reducing the quorum size at meetings from 20 to 10
- Increasing Chapter dues
- Allow for Chapter elections to be held either by mail or by electronic technology, and for the elections to be conducted at a time prior to the Annual Meeting.

The DCPTA Board of Directors moves to amend the Chapter bylaws, Article VII Meetings Section 4: Quorum from 20 to 10.

Due to the Chapter's size, a quorum of 20 is large compared to the total membership of a small Chapter, and thus Chapter business cannot be accomplished.

The DCPTA Board of Directors moves to amend the Chapter bylaws, Article XII. Finance, Section 3: Dues, A. to increase the Chapter dues, as listed, in the following categories:

<u>Current Chapter Dues</u>	<u>Proposed New Chapter Dues</u>
PT: \$75	PT: \$90
PTA: \$25	PTA: \$45
PT– Post-Professional Student \$25	PT– Post-Professional Student \$45
Student PT/PTA: \$25	Student PT/PTA: \$30
Retired PT: \$25	Retired PT: \$45
Retired PTA: \$25	Retired PTA: \$30
Corresponding Member: \$25	Corresponding Member: 45

The DCPTA Board of Directors moves to amend the Chapter bylaws allow for Chapter elections to be held either by mail or by electronic technology, and for the elections to be conducted at a time prior to the Annual Meeting.

If the proposed changes to Chapter elections are adopted, elections would no longer be held at the meetings. Those elected would take office at the close of the Annual Meeting that follows the election. There are multiple places in the bylaws that deal with elections, the slate of candidates, terms of office, vacancies, etc. where changes would need to be made to be consistent with elections being held prior to the Annual Meeting and not at the meeting. Since many changes are being proposed throughout the document, this is considered to be a general revision of the bylaws. It is hoped that by holding elections by mail or by electronic means, we can facilitate the elections process and allow for increased participation by Chapter members, both in running for office and voting in elections.

Other proposed changes put language into the bylaws relating to Section 1: Officers: Rights, Duties, and Responsibilities B. 4. Have the financial accounts *peer-reviewed* annually vs audited by a CPA.

Support Statement: This is due to Chapter size and the expense of an annual audit vs peer review.

If these changes are adopted and receive final approval from APTA:

- the elections process and timetable along with chapter dues changes, would go into effect for starting in 2020.
- the quorum size and financial review changes would go into effect in time for the Fall 2019 member meeting.

Please note that language to be deleted is in ~~strikethroughs~~ and language to be added is in ***bolded italics***. Any questions can be directed to the Executive Director at aptaofdc@gmail.com.

**Bylaws of District of Columbia
Physical Therapy Association, Inc.
New Date Spring 2019**

ARTICLE I. NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION

Section 1: District of Columbia Physical Therapy Association, Inc. hereinafter referred to as the Chapter, shall be a chapter of the American Physical Therapy Association, hereinafter referred to as the Association.

Section2: The geographic jurisdiction of the Chapter shall coincide with the boundaries of the District of Columbia.

ARTICLE II. OBJECT

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

ARTICLE III. FUNCTIONS

The functions of the Chapter shall be the same as the functions of the Association as stated in the Association bylaws.

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Chapter/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.

In addition, the Chapter shall maintain a single Corresponding Member category and a single Student Member category with rights and privileges as stated in the Association bylaws.

~~Physical Therapist, Physical Therapist Assistant,~~

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 bylaws.

Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life 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.

Section 5: Disciplinary Action

- A. Any member of the Chapter who is suspended by the Association shall have his or her 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 principles or standards of the Association shall 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 the Association's Standing Rules. The Chapter may not charge a reinstatement fee.

ARTICLE V. SPECIAL INTEREST GROUPS

Section 1: 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's 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 2: Limitations

Special interest groups are subject to the following limitations:

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

ARTICLE VI. MEETINGS

Section 1: Regular and Annual Meetings

The chapter will hold two meetings annually. ***One meeting will be held in the spring and the Annual meeting will be held in the fall.*** ~~The annual meeting will be held in the spring. The second meeting will be held in the fall.~~

Section 2: Special Meeting(s)

The President and/or the Board of Directors has the authority to call special meetings. The membership has the authority to call a meeting if ten (10) percent of the members request one in writing.

Section 3: Notice of Meeting Requirements

The members shall be notified of a meeting at least one month prior to the date of the meeting. This notice will include time and location of the meeting.

Section 4: Quorum

A quorum shall consist of ~~twenty (20)~~ **ten (10)** voting members.

Section 5: All meeting minutes shall be submitted to the Association within 45 days after the date of the meeting.

ARTICLE VII. OFFICERS/BOARD OF DIRECTORS

Section 1: Officers: Rights, Duties, and Responsibilities

- A. The Officers shall be President, President-elect, Vice President, Secretary, Treasurer, and Chief Delegate to the Association House of Delegates.
 1. The term for officers shall be three years or until the election of their successors, except for the President-elect who shall be elected for a one-year term.
 2. Elections for President-elect, Vice President, Secretary, Treasurer, and Chief Delegate to the Association's House of Delegates shall be held every three years.
 3. Election for officers shall be held **prior to** ~~at~~ the chapter's annual meeting.
 4. Officers shall serve no greater than two (2) successive three (3) year terms in any one office, but may serve again after a three (3) years hiatus from that same office.
- B. Each office shall have the rights and duties as described below:
 1. President
 - Serve as official spokesman for the Chapter, with the exception of the Chapter delegation.
 - Preside at all meetings of the Board of Directors.
 - Call the scheduled Board meetings and any special Board meeting at the request of the majority of the Board.

- Assume leadership of the Chapter activities and make every effort to develop the Chapter in accordance with policies of the Association.
 - Serve as a delegate to the House of Delegates of the Association.
 - Submit an annual written report to the Chapter.
 - Serve as an ex-officio member of the Finance Committee, but does not vote.
2. Vice President
- Succeed to the Presidency for the unexpired term upon the disqualification, removal, resignation, or death of the President.
 - Assist the President in the discharge of duties.
 - Officiate in the absence of the President or on request.
 - Submit an annual written report to the Chapter.
 - Coordinate and act as ex-officio member of all committees except the Nominating Committee *and*; Finance Committee. ~~and Ethics Committee and the Judicial/Reference Committee~~
3. Secretary
- Record and keep the minutes of the membership and Board of Directors meetings.
 - Provide for printing and distribution of the minutes of all meetings to all members of the Board and others as directed by the Board.
 - Assure maintenance of records, books, and papers belonging to the Chapter and of the Chapter's Bylaws, Charter, and Certificate of Incorporation.
 - Keep a copy of the Chapter annual reports on file.
 - Prepare and submit an annual report of Chapter activities to the Board of Directors of the Association and such other reports as may be requested by the date(s) specified.
 - Will submit minutes form membership meetings to the Association with in 45 days of the meeting.
4. Treasurer
- Serve as custodian of all funds of the Chapter and as such the Treasurer shall be bonded at the expense of the Chapter.
 - Keep true and accurate accounts of receipts and disbursements of the Chapter.
 - Have the financial accounts *peer-reviewed* ~~audited annually by a Certified Public Accountant.~~
 - Make disbursements on approval of the Board of Directors.
 - Serve as Chair of the Finance Committee.
 - Submit quarterly and annual written reports to the Board and an annual written report to the Board of Directors of the Association.
5. Chief Delegate to the Association House of Delegates.
- Serve as coordinator and principle spokesman for the Chapter delegation and present to the House of Delegates such matters as are directed by the Board.
 - Preside over any meetings of the Chapter Delegates to the Association House of Delegates.
 - Prepare and distribute the caucus schedule for the Chapter Delegation to the Association House of Delegates.
 - Orient the Chapter Delegation to their roles and responsibilities.

- Delegate responsibilities to the Chapter Delegates prior to and during the session of the House of Delegates.
 - Submit a summary report of House of Delegates activities *to the chapter*. ~~for publication in the Chapter Newsletter as soon as possible after the House of Delegates.~~
 - Prepare and distribute a summary report of House of Delegates activities to the first Chapter Board Meeting following the House of Delegates.
 - Perform any other duties as directed by the Board of Directors.
6. President- elect
- Observe and assist president with duties.

Section 2: Vacancies

- A. If the President becomes disqualified, is removed from office, resigns, or dies, the Vice-President shall succeed to the vacated office for the unexpired portion of the term.
- B. If President-elect becomes disqualified, is removed from office, resigns, or dies, the vacated office will be filled by special election.
- C. Vacancies created by disqualification, removal, resignation, or death of other Officers shall be filled by appointment by the Board of Directors for the unexpired portion of the term.

Section 3: Qualifications

Only such members of the Chapter as are provided for in the Association bylaws, Article IV, Section 2, subparagraph B.(3).b, who have been members in good standing for a period of at least one year immediately preceding their election, and who have consented to serve, shall be eligible for election to office.

Physical Therapist Assistants, Retired Physical Therapist Assistant and Life Physical Therapist Assistants may hold office subject to the limitations specified in the Association bylaws, Article V, Section 5, subparagraph C.

Section 4: Board of Directors

A. Composition

The Officers shall constitute the Chapter's Board of Directors

B. Duties and Responsibilities

- Attend all regular and special meetings of the Board of Directors.
- Bring before the members, communications from the Association for information, opinion or vote.
- Carry out the mandates and policies of the Chapter.
- Have full power and complete authority, subject to the provisions of these bylaws and all resolutions and enactments of the Chapter, to perform all acts, and transact all business for and on behalf of the Chapter.
- Create standing committees, special committees, and task forces and direct the activities of all committees and Task Forces except the Nominating Committee and Ethics Committee.
- Be empowered to require attendance of any or all committee and task force chairs except the Nominating Committee at any Board meeting, but shall not confer voting power on these chairs.

- Order the calling of Board meetings.
- Receive, review, and approve the annual budgets, and arrange for expenditure of funds.
- Authorize the employment of such outside services as may be required to operate the Chapter efficiently within the financial resources of the Chapter.
- Perform any other duties as provided elsewhere in these bylaws or as indicated by vote of the Chapter.
- Require that all reports of Officers, committee and task force chairs and all annual or other reports requested by the Association Board of Directors are submitted by the date specified.
- Determine the time and place of the Annual Meetings ~~and the Annual Conference~~ of the Chapter.
- ~~Have published a Chapter Newsletter.~~
- Determine priorities for Executive personnel.

C. Meetings

1. Regular Meetings:
The Board of Directors shall meet at least two times per year and as often as necessary to carry out the business of the chapter.
2. Special Meetings:
A special meeting of the Board of Directors may be called at any time by the President or must be called in response to a request by a majority of the Board of Directors
3. Notice Requirements:
Notice of meetings shall be accordance with Chapter policy
4. Quorum:
Three voting members shall constitute a quorum of the Board of Directors.

ARTICLE VIII. COMMITTEES

Section 1: Finance Committee

- A. Composition: This committee shall consist of the Treasurer and at least three additional members appointed by the Board of Directors. The President shall serve as an ex-officio member but shall not vote.
- B. Qualifications: Committee members must be members in good standing of the Chapter.
- C. Duties: This committee shall prepare the Chapter budgets and shall advise the Board on matters pertaining to the Chapter's financial program.
- D. Term: The appointed members shall serve for a term of three years or until their successors are appointed.
- E. The Treasurer shall be the Chair of the committee.

Section 2: ~~Ethics Committee~~

~~Ethics Committee: The Ethics Committee shall be a three person committee, one person appointed annually by the Board of Directors immediately after the meeting. The individual with the most seniority in the committee shall serve as chairperson. The~~

~~committee shall be charged with investigating any ethics complaints according to the Association's stated procedures.~~

Section 23: Nominating Committee

- A. The Nominating Committee shall consist of three eligible members; one member shall be elected each year, at the Annual Meeting, who shall serve a term of one ~~three~~ year or until the election of his successor. The senior member of the committee shall serve as Chair. Any vacancies shall be filled by the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.
- B. This committee, in addition to the duties otherwise directed by the Chapter, shall:
Prepare a slate of at least two candidates, if possible, for each position from those consenting to serve. This slate of candidates, written biographies, and candidate statements, shall be published and distributed to the members as soon as available, but not later than sixty (60) days prior to the beginning of the voting period. This distribution may be made by mail or any telecommunications method including, but not limited to, fax and e-mail transmissions, which must ensure the timely receipt of the notice and may ensure verifiable receipt of the notice by the intended recipients. Additional candidate(s), if otherwise qualified, may be placed on the ballot at the written or e-mail petition of 10 Chapter members, provided such petition is postmarked or electronically submitted to the Chapter office by twenty (20) days prior to the beginning of the voting period. Write-in votes will also be allowed.***

Section 34: Membership Committee

- A. The Membership Committee shall consist of three eligible members; one member shall be elected each year, at the Annual Meeting, who shall serve a term of one ~~three~~ year or until the election of his successor. The senior member of the committee shall serve as Chair. Any vacancies shall be filled by the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.

Section 45: Such other committees, standing or special, shall be appointed by the President, with the approval of the Board of Directors.

ARTICLE IX. DELEGATES TO THE ASSOCIATION'S HOUSE OF DELEGATES

Section 1: Qualifications

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

- D. The Chapter must be represented in the House of Delegates at least every third year.

Section 2: Election and Term

- A. The Chief Delegate shall be elected for a three year term.
- B. The Delegate shall be the president.
- C. In the event that the Chief Delegate is unable to attend the House, the Chapter President will serve as Acting Chief Delegate to assume the duties of the Chief Delegate.
- D. In the event that a delegate cannot serve, an Alternate Delegate will serve.
- E. The Chapter shall notify Association Headquarters of the names of the Chapter Delegates, as required by the Association and the Standing Rules of the House of Delegates.
- F. The Alternate Delegates will be appointed by the Board of Directors.

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 Board of Directors.
- C. To vote at meetings of the House of Delegates ~~or on voting sheets in~~ accordance with instructions and/or policies of the Chapter.

ARTICLE X. 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 PTA Caucus Representative, as required by the Association.

Section 2: Election and Term

At the fall Chapter meeting prior to the annual session of the Representative Body, the Physical Therapist Assistant, retired Physical Therapist Assistant and life Physical Therapist Assistant members of the Chapter shall elect the Representative to which the Chapter is entitled. An alternate Representative may also be elected.

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 XI. ELECTIONS

~~Election of Officers and members of the Nominating Committee shall be by ballot, unless there is but one nominee for any office when a voice vote may be called. If a vote fails to determine election, rebalotting shall be conducted under procedures determined by the Officers of the Chapter.~~

- A. *Election of all officers, Chief Delegate, and committee members shall be by mail ballot or by utilizing electronic technology, as determined by the Board, provided that all members have an opportunity to participate. If elections are held utilizing electronic technology, paper ballots will be available upon request to the chapter office when members do not have the capability of electronic voting. The ballot shall be either mailed or electronically transmitted at least 5 days prior to the deadline date for voting. Mail ballots shall prominently specify the date by which the ballot must be postmarked in order to be counted, and electronic ballots shall prominently specify the date by which the ballot must be electronically submitted in order to be counted.*
- B. *In the event of a tie vote, the Board shall schedule another election for that position prior to the Annual Meeting. The election shall be held by mail ballot or by utilizing electronic technology, as determined by the Board, provided that all members have an opportunity to participate. If the election is held utilizing electronic technology, paper ballots will be available upon request to the chapter office when members do not have the capability of electronic voting. Mail ballots shall prominently specify the date by which the ballot must be postmarked in order to be counted, and electronic ballots shall prominently specify the date by which the ballot must be electronically submitted in order to be counted.*
- C. *A Chief Teller or designee shall announce the election results at the Annual Meeting.*
- D. *Election results shall be recorded in the minutes of the Annual Meeting with a complete tally of the vote.*
- E. *Following the Annual Meeting, election results, without the complete tally of the vote, shall be published in the Chapter's newsletter and on the Chapter's website.*
- E. *Election results shall be forwarded to the Association as required by the Association*

~~Elections shall take place at the annual meeting.~~

ARTICLE XII. FINANCE

Section 1: Fiscal Year

The fiscal year of the Chapter shall be the same as that of the Association.

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

Section 3: Dues

A. Chapter Dues are as follows:

- Physical Therapist: ~~Seventy five (\$75)~~ **\$90**
- Physical Therapist– Post Professional Student: ~~Twenty five dollars (\$25)~~ **\$45**
- **Physical Therapist Assistant: \$45**~~(\$25)~~
- Life Physical Therapist: **\$0**
- Life Physical Therapist Assistant: **\$0** ~~(\$0)~~
- Retired Physical Therapist ~~and \$45~~
- Retired Physical Therapist Assistant: ~~(\$25)~~
- Student Physical Therapist **\$30** ~~and~~
- Student Physical Therapist Assistant: **\$30** ~~(\$25)~~
- Corresponding Member: **\$45** ~~(\$25)~~

1. All dues shall be for the period specified in the Association bylaws and shall be payable following the Association's schedule.
2. 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 day of the Chapter's next fiscal year.

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, the student or student Physical Therapist Assistant member automatically converts to the Physical Therapist or Physical Therapist Assistant member category for the remainder of the twelve (12) months of membership. Once the membership remainder expires, these new Physical Therapist and Physical Therapist Assistant members are eligible for one year of membership at 50% of the Association and chapter dues rate for ~~an a~~ Physical Therapist or Physical Therapist Assistant member.

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

~~D. The Association may offer reduced rates for association dues as an incentive to promote membership~~

E. 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 day of the Association's next fiscal year.

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 XIII. DISSOLUTION

The Chapter may dissolve subject to a recommendation to dissolve supported by no less than 2/3 of the members of the Chapter's Board and adopted by 75% of the Chapter's members.

ARTICLE XIV. 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 bylaws and any special rules of order adopted by the Chapter.

ARTICLE XV. AMENDMENTS

~~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 Vice President and shared with the Board of Directors. The Vice President shall notify the Chapter's membership that such amendments have been made.~~

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

Section 1: General

These Bylaws may be amended, in whole or in part, at any meeting of the CHAPTER by two-thirds vote of the Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members present and voting provided that at least thirty days prior to that meeting a copy of the proposed amendments have been sent out by mail to all voting members of the CHAPTER. Revised or amended Bylaws shall be consistent with the Articles of Incorporation of the CHAPTER.

However, 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 CHAPTER Bylaws Chair and shared with the Executive Committee. The CHAPTER Bylaws Chair shall notify the CHAPTER'S membership that such amendments have been made.

Section 2: Procedure

- A. Any member of group of members may propose an amendment to these Bylaws, such proposed amendment to be submitted to the Board of Directors.***
- B. The proposed amendment shall be distributed to all voting members of the CHAPTER within thirty days of the proposal. Consideration of the proposed amendment will be placed on the agenda of the next scheduled meeting of the CHAPTER.***
- C. When APTA Bylaws have been amended so as to require amendments of these Bylaws, the Bylaws Committee shall submit them to the Board of Directors of the CHAPTER for approval. Copies of the amendments shall be sent by mail no later than 90 days after the Board of Directors approval. Such amendments carry an automatic approval procedure and will not require a vote of the CHAPTER members but will automatically be adopted upon approval by the Board of Directors of the CHAPTER.***

The revised or amended Bylaws must be submitted to the Board of Directors of the ASSOCIATION for approval.

ARTICLE XVI. ASSOCIATION AS HIGHER AUTHORITY

In addition to these Chapter bylaws, the Chapter is governed by the Association's bylaws and standing rules, and by the Association's House of Delegates and Board of Directors policies.

Amendments:

July 17, 2006

August 23, 2013

Spring 2019