



Bylaws
APTA Home Health, an Academy of the American Physical Therapy Association.

ARTICLE I. NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION

APTA Home Health, an Academy of the American Physical Therapy Association ("the Academy"), shall be an Academy of the American Physical Therapy Association ("Association").

ARTICLE II. OBJECT

The object of the Academy shall be the object of the Association.

ARTICLE III. PURPOSE

The purpose of the Academy shall be to provide a means by which Association members having a common interest in the delivery of physical therapy in the home and other alternative settings within the community may meet, confer, and promote these interests.

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

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

Section 2: Rights of Members

The rights of Academy members shall not be in conflict with those established in the Association bylaws.

Section 3: Admission to Membership

Admission to Academy membership is chosen by a member as provided in the Association bylaws.

Section 4: Dues

The Board shall establish dues and may set different dues for different categories of membership. However, the Academy dues structure shall not conflict with APTA's, and Academy dues for any dues category shall not exceed APTA dues for that dues category without specific approval from the APTA Board of Directors. Dues are payable following the schedule established by APTA.

Section 5: Good Standing

A member must be a member in good standing with APTA to be a member in the Academy. A member of the Academy who is suspended by APTA shall have their membership privileges suspended in the Academy. Any member who is expelled from membership by APTA shall be expelled from Academy membership.

Section 6: Disciplinary Action

The Academy shall follow the Association's binding ethical documents and any ethics complaints against a member shall be processed in accordance with the Association's policies.

Section 7: Reinstatement

The Academy shall reinstate members in accordance with APTA's policies. The Academy shall not charge a reinstatement fee.

ARTICLE V. GENERAL MEMBERSHIP MEETINGS

Section 1: Regular and Annual Meetings

Regular meetings of the membership shall be called by the Board of Directors. Regular meetings shall be held at least annually and shall be held at such time and place as specified by the Board.

Section 2: Special Meeting(s)

Special meetings of the membership shall be called by the Board of Directors or upon request by any ten members, provided that a 30-day notice is given to all members. Attendance is limited to Academy members and invited guests approved by the Academy officers.

Section 3: Notice of Meeting Requirements

No meeting shall be held without a minimum of 30 days notice to all members. Such notice may be provided by electronic means that may include, but not be limited to, electronic mail and social media platforms.

Section 4: Voting

A quorum for a meeting of the Academy membership shall consist of at least ten (10) voting members in good standing including at least two officers; a majority of votes is required to carry a matter where a quorum exists, unless otherwise provided by these bylaws or applicable state law. At the discretion of the Board, membership meetings may be held virtually or decisions may be made by the membership electronically to the fullest extent allowed by law.

ARTICLE VI. BOARD OF DIRECTORS

Section 1: Authority

The governing body of the Academy is its Board of Directors, which has authority and is responsible for governance of the Academy.

Section 2: Composition

The Board of Directors shall consist of seven members who are elected by the membership

The Board of Directors shall consist of a President, Vice President, Secretary, Treasurer, Director of Practice, Director of Membership, and Chief Delegate.

Section 3. Officer Positions and Duties

A. President

The President shall:

1. Preside at all meetings of the Academy.
2. Act as an ex officio member of all committees, except the Nominating Committee. c) Report to the Academy Board of Directors as required.
3. Report to the Association as required.
4. Report to the membership.

B. Vice President

The Vice President shall:

1. Officiate and/or serve for the President in his/her absence or disability.
2. Succeed to the office of President for the unexpired portion of term in the event of death, resignation, removal or disqualification of the President.
3. Assume such duties as may be delegated by the Academy.

C. Secretary

The Secretary shall:

1. Produce a written record of the minutes of all Academy and Board of Directors meetings and submit these written minutes to the APTA staff liaison to the Academy as per Article V, Meetings, Section 5, Minutes.
2. Maintain a record of all official action and decisions by the Board of Directors that were conducted by correspondence or conference call.
3. Submit written minutes of the preceding business meeting at each Academy business meeting.
4. Assume such duties as may be delegated by the Academy.

D. Treasurer

The Treasurer shall:

1. Oversee all procedures required to maintain fiscal accountability.
2. Complete mandated reports within specified time frames and may consult with outside accounting agencies with the approval of the Board.
3. Assume such duties as may be delegated by the Academy.

E. Director of Practice

The Director of Practice shall:

1. Oversee the Practice, Research, Publications, and Government Affairs committees
2. Assume such duties as may be delegated by the Academy

F. Director of Membership

The Director of Membership shall:

1. Oversee the Membership, Nominating, Program, and Public Relations committees
2. Assume such duties as may be delegated by the Academy

G. Chief Delegate

The Chief Delegate shall:

1. Ensure that the Academy is represented at all meetings of the APTA House of Delegates
2. Keep the Board of Directors apprised of all happenings in the House of Delegates
3. Ensure that the views of the Academy and its members are represented optimally in all House business

Section 4: Qualifications

Only members of the Academy as provided for in the Association bylaws and who have consented to serve, shall be eligible for election to office.

Physical Therapist Assistants may hold office subject to the limitations specified in the association bylaws.

Section 5: Election and Term of Office

- A. An election by the membership is held annually to choose new members of the Board of Directors. Directors and officers serve terms of three years. Directors and officers serve until their successors are elected and qualified; they may be elected for successive terms.
- B. No one person may hold more than two consecutive terms in a single office or three consecutive terms in any office.
- C. Officers and directors shall assume their office at the conclusion of the Association's Combined Sections Meeting, should it be held, following their election

Section 6: Resignations and Removals

An officer or director may resign by providing written notice to the Board of Directors. An officer or director may be removed with or without cause by a vote of the membership. Further, if an officer or director resigns or is expelled from Academy membership, such director shall automatically cease to serve as director of the Academy.

Section 7: Vacancy

If a vacancy occurs on the Board for any reason, the position is filled for the unexpired portion of the term by the Board.

Section 8: Meetings and Actions of the Board

The Board of Directors meets at least quarterly at the times and places designated by the Board. Notice of meetings is given pursuant to policies established by the Board or as otherwise required by applicable state law. A majority of voting directors forms a quorum, and a majority of votes is required to carry an action where a quorum is present, unless otherwise required by these bylaws or applicable state law. Proxy voting is not permitted. At the discretion of the Board, meetings may be held virtually or decisions may be made by the Board electronically to the fullest extent allowed by law.

ARTICLE VII: COMMITTEES

Section 1: Finance Committee

The Finance Committee shall consist of at least three members appointed by the Board. The Finance Committee is responsible for advising the Board of Directors on matters pertaining to financial needs, growth and stability, preparation and presentation of an annual budget to the Board of Directors, investment policies, and compliance with financial obligations to APTA.

Section 2: Nominating Committee

The Nominating Committee shall consist of three members elected by the membership. The Nominating Committee is responsible for nominating candidates for open director and officer positions; a Nominating Committee Report shall be made available to all members at least a month prior to the Annual Meeting. The Nominating Committee is also responsible for compiling a slate of candidates to serve as delegates to the House of Delegates and representatives to the PTA Council and Student Council.

Section 3: Standing Committees of the Board

- A. Membership Committee: The Membership Committee shall consist of ~~three or more~~ Academy members appointed by the Academy Board of Directors for a 3-year term.
- B. Program Committee: The Program Committee shall consist of three or more Academy members as appointed by the Academy Board of Directors for a 3-year term.
- C. Publications Committee: The Publications Committee shall consist of ~~three or more~~ Academy members as appointed by the Academy Board of Directors for 3-year terms.
- D. Research Committee: The Research Committee shall consist of ~~three or more~~ Academy members as appointed by the Academy Board of Directors for a 3-year term.
- E. Government Affairs: The Government Affairs Committee shall consist of ~~three or more~~ Academy members as appointed by the Academy Board of Directors for a 3-year term.
- F. Practice Committee: The Practice Committee shall consist of ~~three or more~~ Academy members as appointed by the Academy Board of Directors for a 3-year term.
- G. Public Relations Committee: The Public Relations Committee shall consist of three or more Academy members as appointed by the Academy Board of Directors for a 3-year term.
- H. Other Committees: Additional committees may be established and appointed by the Board of Directors to fulfill the purpose and object of the Academy.

1. Length and Number of Terms

Terms are for three years, commencing immediately following the Board of Directors meeting at which an individual is appointed. Members may serve no more than two sequential terms.

2. Duties

Duties of other committees shall be established in the Academy's Policy and Procedure Manual.

3. Appointment

Members are appointed by the Board of Directors.

Section 4: Ethics Liaison

The Ethics Liaison shall be appointed by the Board for a term not to exceed three years. The Ethics Liaison is responsible for interacting with the APTA Ethics and Judicial Committee, to refer ethics complaints to the Ethics Judicial Committee, and to promote ethics related educational resources to members.

ARTICLE VIII: SPECIAL INTEREST GROUPS

Section 1: Establishment and Dissolution

The Academy's Board of Directors may establish special interest groups. A Special Interest group of the Academy shall be established and/or dissolved in accordance with the rules and conditions specified by Academy policy.

Section 2: Special Interest Groups Limitations

A special interest group shall not:

- A. Operate under policy or rules of order that are inconsistent with Academy or Association bylaws or have not been approved by the Academy Board of Directors.
- B. Establish dues or levy assessments to Section or Academy members.
- C. Profess or imply that it speaks for or represents the Academy or its members unless authorized by the Academy's Board of Directors.

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

Section 1: Qualifications

- A. The qualifications of delegates shall not conflict with the Association's bylaws.
- B. An Academy Delegate may not serve concurrently as a delegate for any other delegation.
- C. The Academy shall notify Association headquarters of the names of Academy Delegates as required by the Association's policies and procedures, including the Standing Rules of the House of Delegates.
- D. The Academy shall be represented in each session of the House of Delegates unless a waiver is approved by the Association's Board of Directors.

Section 2: Selection

A. An election by the membership is held to choose the number of delegates to which the Academy is entitled; the Academy's President or his/her designee shall serve as alternate delegate.

B. A Chief Delegate and a Delegate shall be elected every three years, with such election occurring in the same annual election for both positions. An eligible member may serve for two consecutive terms as Delegate followed by two consecutive terms as Chief Delegate regardless of other term limits provided for in these Bylaws

Section 3: Duties of Delegates

- A. To attend the annual and special meetings of the APTA House of Delegates.
- B. To present to the House of Delegates such matters as are approved by the Board of Directors and/or voting body.

ARTICLE X. REPRESENTATIVE TO THE APTA PHYSICAL THERAPIST ASSISTANT COUNCIL**Section 1: Qualifications**

- A. The qualifications of the representative shall be as stated in APTA policy.
- B. The Academy shall notify Association headquarters of the name of the representative, as required by the Association.

Section 2: Election

The Representative to the PTA Council shall be elected during the Academy's annual elections for a three year term

ARTICLE XI. REPRESENTATIVE TO THE APTA STUDENT COUNCIL**Section 1: Qualifications**

- A. The qualifications of the representative shall be as stated in APTA policy.
- B. The Academy shall notify Association headquarters of the name of the representative, as required by the Association.

Section 2: Election

The Academy's Student Council Representative shall be elected during the Academy's annual elections for a one year term. The Student Council Representative may serve a total of three consecutive terms so long as they remain qualified for the position as described in Section 1 of this Article. Should the Student Council Representative graduate during their term, they may continue to serve to the end of their term so long as they maintain APTA membership.

ARTICLE XII. ELECTIONS

- A. The elections shall be by electronic or mail ballot. Elections shall be conducted annually at a time deemed optimum by the Board of Directors. Members shall be notified of elections at least 30 days prior to the deadline for casting ballots. Voting for candidates shall not be limited to those whose names appear on the ballot. The nominee receiving the most votes shall be declared elected provided that at least twenty (20) valid ballots have been cast.
- B. The Nominating Committee shall appoint a teller. A teller's report shall be provided to the Board of Directors following the election. Election results shall be reported to the members through the Academy publication, Academy website, and/or electronic mail within 45 days of the conclusion of elections.
- C. A tie vote shall be broken by vote of at least five (5) members of the Board of Directors, not including the President, with the President breaking that tie as needed
- D. Results of elections shall be reported in writing to the Association within forty-five (45) days.

ARTICLE XIII. FINANCE

Section 1: Fiscal Year

The fiscal year of the Academy shall be 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 Academy's Board of Directors.

Section 3: Reports

The Academy shall submit its annual financial statements, tax returns, and audit report to the Association as directed by APTA.

ARTICLE XIV. DISSOLUTION

- A. The Academy may dissolve subject to a recommendation to dissolve supported by no less than 50% of the Academy's Board of Directors and adopted by 50% of the Academy's members.
- B. In the event that the Academy is dissolved, all property and records of the Academy shall, after payment of its bona fide debts, be conveyed to the Association.

ARTICLE XV. MISCELLANEOUS

Section 1: Books and Records

A. The Academy shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board, and Board committees, and shall keep a record giving the names and addresses of the members entitled to vote.

B. The Association shall not be obligated for any Academy debts unless the Academy has been specifically authorized by the Board to act on behalf of the Association.

Section 2: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised, where not in conflict with the Academy's corporate articles, bylaws, or other policies, or applicable state law, shall govern meetings and actions of the membership and of the Board.

Section 3: Association as Higher Authority

The Academy shall submit minutes of all proceedings of its members to the Association within forty-five (45) days of such meeting. In addition, the Academy shall maintain records related to membership, programming, publications, and other activities and operations, and shall provide them for review by the Association upon request. In addition to the Academy's corporate articles and bylaws, the Academy is governed by the Association as its higher authority, the Association's bylaws, standing rules, and all applicable policies and procedures.

Section 4: Amendments

- A. Compliance with APTA Bylaws If the intent of an amendment is editorial or to bring the Academy's bylaws into agreement with those of the Association, the amendment shall be made as required by the Bylaws Committee Chair and shared with the Board of Directors. The Bylaws Committee Chair shall notify the Academy's membership that such amendments have been made. Amendments to the Academy's bylaws approved by membership become effective upon approval in writing by the Association's Board of Directors.

B. Notification

1. Proposed changes in the Academy bylaws will be sent by electronic or standard mail to the Academy membership no later than sixty (60) days prior to the date that is determined to be the last day for receipt of votes via electronic or mail ballot.
2. Approval of the bylaw amendments by the membership will be by electronic or mail ballot. An affirmative vote by a majority of the votes received by the last day for receipt of ballots is needed for passage, provided that at least ten (10) valid ballots have been cast.
3. The approved bylaws will be distributed to the membership in a reasonable time period after the voting has been tabulated.