

Bylaws
Academy of Physical Therapy Research
American Physical Therapy Association

ARTICLE I: NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION

Academy of Physical Therapy Research, hereinafter referred to as the Academy, shall be a section of the American Physical Therapy Association, hereinafter referred to as the Association.

ARTICLE II: PURPOSE

The purpose of the Academy shall be to provide a means by which Association members having a common interest in physical therapy research may meet, confer, and promote these interests.

ARTICLE III: OBJECTIVES

The objectives of the Academy shall be to:

- A. Promote the development and improvement of the science of physical therapy.
- B. Promote standards of scientific acceptability in physical therapy research.
- C. Promote the use of science in clinical practice and in the academic and clinical training of new therapists.
- D. Promote standards of ethical and moral conduct in physical therapy research.
- E. Promote the development and dissemination of new knowledge in physical therapy.
- F. Promote the understanding and appreciation of science and research among the Association's members.
- G. Represent the interests of Academy members to the official decision-making bodies of the Association.
- H. Serve as a major source of information on research for the profession of physical therapy and for the Association.
- I. Serve as a resource for other Association components in their efforts to promote the use of science and in the conduct of research in physical therapy.
- J. Provide such services as will further its purpose.

ARTICLE IV: MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Academy membership categories and qualifications for Physical Therapist, Physical Therapist-Post Professional Student, 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 Academy's members shall be identical to those established in the Association's bylaws.

Section 3: Application for and Admission to Membership

The payment of Academy dues by members in good standing in the Association shall constitute application for and admission to Academy 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 Academy who is suspended by the Association shall have their membership privileges revoked from the Association and the Academy. Any member of the Academy who is expelled from membership in the Association shall be expelled from Academy membership.
- B. Any member of the Academy who fails to make timely payment of required Academy dues shall be expelled from Academy membership.

Section 6: Reinstatement

Any former member of the Academy who is in good standing in the Association may be reinstated to membership in the Academy by payment of the required Academy dues.

ARTICLE V: REGIONAL AND SPECIAL INTEREST GROUPS

Section 1: Regional Groups

- A. Purpose
Members of the Academy residing or working in defined geographical regions may meet, confer, and promote their interest in research and the interests of their respective regions.
- B. Formation
Regional groups of the Academy may be established in accordance with the rules and conditions set down by the Academy's Executive Committee in keeping with appropriate Association policies and guidelines.
- C. A regional group shall:
 - 1. Operate under bylaws or rules of order that shall not be inconsistent with Academy or Association bylaws and that shall be approved by the Academy Executive Committee.

2. Not levy special assessments that carry punitive action or loss of good standing.

Section 2: Special Interest Groups

A. Purpose

Members of the Academy having a common interest in special areas of research may meet, confer, and promote their interests in the respective special areas of research and the interests of their respective special interest groups.

B. Formation

Special interest groups of the Academy may be established in accordance with the rules and conditions set down by the Academy's Executive Committee in keeping with appropriate Association policies and guidelines.

C. A special interest group shall:

1. Operate under bylaws or rules of order that shall not be inconsistent with Academy or Association bylaws and that shall be approved by the Academy Executive Committee.
2. Not levy special assessments that carry punitive action or loss of good standing. A special interest group of the Academy may be established and/or dissolved in accordance with the rules and conditions specified by the Academy Executive Committee.

Section 3: Limitations

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

- A. Bylaws and policies of the Association and the Academy.
- B. No regional or special interest group shall profess or imply that it speaks for or represents the Academy or members other than those currently holding membership in the regional or special interest group unless authorized to do so in writing by the Academy's governing body.

ARTICLE VI: MEETINGS

Section 1: Annual Meeting

- A. An annual meeting of the Academy shall be held for the purpose of conducting the Academy's business, with attendance limited to Academy membership and invited guests approved by the Academy officers.
- B. The annual meeting of the Academy, which may be accompanied by a scientific program, shall be held at the time and place of the Combined Sections Meeting (CSM) of the Association or, in the event that the CSM does not take place, at the annual conference of the Association. If both the CSM and the annual conference are not held the Academy's annual meeting shall be held at the time and place of annual session of the Association's House of Delegates, If the annual session of the Association's House of Delegates does not take place, and both the CSM and the annual conference are not held, the Academy shall hold their own annual meeting at a time and place to be determined by the Board of Directors

- C. The annual meeting of the Academy shall have the power to adopt and amend the Bylaws of the Academy, to adopt policies of the Academy, to issue mandates to the Academy's Board of Directors , and to create and appoint such special committees as it deems necessary.

Section 2: Special Meeting(s)

The Academy's Board of Directors may choose to schedule a business meeting, with or without a scientific program, at the time and place of the Association's annual meeting or at any other time and place judged to be convenient for members of the Academy. Such meeting, however, shall not have the power to adopt and amend the Bylaws of the Academy.

Section 3: Notice of Meeting Requirements

The Secretary shall ensure that notice of time and place of business meetings is sent to all Academy members at least thirty (30) days prior to the meeting.

Section 4: Statement of a Quorum

A quorum must be present in order to conduct a legal meeting. Twenty members of the Association who are members of the Academy and who have the privilege of voting shall constitute a quorum.

Section 5: Meeting Minutes

All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting.

ARTICLE VII: BOARD OF DIRECTORS

Section 1: Composition

The Board shall consist of the Executive Committee (President, Vice President, Secretary, Treasurer, and President-elect) and 3 members appointed by the Executive Committee.

Section 2: Qualifications

Physical Therapist and Life Physical Therapist members of the Academy can serve on the Board of Directors. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the Academy can serve, except in the office of president and any other office that may succeed to office of president as provided elsewhere in these bylaws. Members are eligible to serve if they have:

- A. Been members in good standing for a minimum of two years,
- B. Been members in good standing for at least one year immediately preceding their election or appointment, and
- C. Consented to serve.

Section 3: Tenure

- A. Members of the Board of Directors shall assume office on July 1.
- B. With the exception of the President-elect, the term of office of each member of the Board of Directors shall be two years or until the election and assumption to office of their successors. The terms of the President, Vice President and Treasurer shall expire in even-numbered years and the terms of the Secretary shall expire in odd-numbered years. The President-elect, who is elected in odd numbered years, serves one year in that capacity and then two years as president, ending the presidency in an even numbered year.
- C. No member shall hold more than one position on the Board with the exception of the person holding the position of President-elect. If at the time of the President-elect's election that person holds a position on the Board that person may complete the term of that position so long as that term ends before the President-elect assumes the position of the Presidency. If the President-elect is completing service in another position (i.e., holding two positions on the Board) that person will have only one vote on the Board.
- D. Elected officers may not serve a fourth complete consecutive term on the Board or a third complete consecutive term in the same office or position. The combined service of President-elect and President shall be considered as serving one term in office.
- E. Except for the office of President-elect, a complete term for all members of the Board shall be defined as two years.
- F. Vacancies
In the event that a position on the Board becomes vacant for any reason, and except as otherwise provided for in these Bylaws, the Board shall fill the vacancy by appointment for the unexpired portion of the term.

Section 5: Duties

The Board of Directors shall, in addition to the duties otherwise imposed by these Bylaws:

- A. Carry out the mandates and policies of the Academy as determined by the annual meeting and any other meetings of the Academy. Between annual meetings, the Board may make and enforce such policy on behalf of the Academy as is not inconsistent with the mandates and policies determined by the annual meeting and any other meetings of the Academy.
- B. Direct all business and financial affairs for and on behalf of the Academy, adopt the Academy's annual budget, be responsible for all of the Academy's property and funds, and provide for an annual audit.
- C. Foster the growth and development of the Academy and its regional groups and special interest groups.
- D. Direct and determine the priority of all activities and expenditures in fulfillment of the Academy's Purpose and Objectives.
- E. Provide for bonding of all persons handling money or other property of the Academy.
- F. Provide for appropriate action on all applications for membership in the Academy.
- G. Be responsible for filling vacancies on the Board and on committees, except at otherwise provided in these Bylaws.

- H. Be responsible for creation, appointment, purposes, and activities of such committees and individual appointees as it deems necessary.
- I. Be responsible for the time and place of the annual meeting and any other meetings of the Academy.
- J. Be responsible for the program, time, and place of scientific programs of the Academy.
- K. Be responsible for publication of the Academy newsletter.
- L. Provide for the development and maintenance of a procedure manual to guide the conduct of the Academy's business, especially in matters related to these Bylaws, to the Association's Bylaws, and to appropriate Association policies, guidelines, and procedures.
- M. Elect the Academy's delegate(s) for a term of one year upon the nomination of the Academy President.

Section 6: Conduct of Business

The Board of Directors shall meet not less than once a year. Four members shall constitute a quorum. The President may call a special meeting of the Board and must call a special meeting on written request of three members of the Board. Written notice of all meetings shall be mailed or e-mailed to all members of the Board not later than ten days before the date fixed for the meeting. When a decision is needed between meetings of the Board, voting may be conducted by mail, e-mail, or telephone and the quorum shall apply. At least 4 votes must be cast in order for the vote to be valid.

ARTICLE VIII: OFFICERS

The officers of the Academy shall be the President, Vice President, Secretary, Treasurer, and President-elect.

A. President

The President shall be responsible for preparing the agenda for and shall preside at the annual meeting and any other meetings of the Academy and all meetings of the Board and Executive Committee. The President shall be an ex officio member of all committees except the Nominating Committee, and shall be responsible for the Academy's annual report to the Association. Only the President or the president's designee shall serve as the official spokesperson for the Academy. The President shall nominate the Academy delegate for election by the Board.

B. President-elect

The President-elect shall assist the President in serving as an ex-officio member of all committees except the nominating committee, and shall assist the President in the conduct of all Academy activities in accord with assignments made by the President. Upon completion of the President's term in office the President-elect shall succeed to the office of the presidency.

C. Vice President

The Vice President shall monitor Association and public policies on research and shall advise the Board and President on the Academy's role in policy matters. The Vice President shall assume the duties of the President in the absence or incapacitation of the President. 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, and the office of the Vice President shall be declared vacant.

D. Secretary

The Secretary shall, in addition to the responsibilities otherwise imposed in these bylaws, be responsible for keeping the minutes of the annual meeting and any other meetings of the Academy and the minutes of meetings of the Board.

The Secretary shall maintain the Academy's membership records and notify Academy members of the date, time, and place for the annual meeting and any other meetings of the Academy. The Secretary shall be responsible for preparing and mailing official ballots, no later than 45 days prior to the annual conference of the Association, to Academy members who are eligible to vote in Academy elections.

The Secretary shall also be responsible for presenting a report on the Academy's membership at the annual meeting; for reporting to the Board and the President as requested, and to the Association as required; for maintaining the Academy's archives of all official records, documents, and correspondence; and for preparing a summary of the proceedings of the annual meeting and any other Academy meetings for publication as soon as practicable after each meeting.

E. Treasurer

The Treasurer shall be responsible for receiving and disbursing all Academy monies; for developing and proposing to the Board the Academy's annual budget; for the annual audit of the Academy's accounts; and for reporting on the financial status of the Academy to the annual meeting, to the Board and President as requested, and to the Association as required. The Treasurer shall also serve as the chairman of the Finance Committee.

ARTICLE IX: COMMITTEES

Section 1: Executive Committee

- A. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and President-elect.
- B. The Executive Committee shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, and is subject to the direction and control of the full Board.

Section 2: Finance Committee

- A. Besides such other committees as it may create and appoint, the Board shall appoint the Academy Finance Committee.
- B. The committee shall consist of at least three members, one of whom shall be the Treasurer, and each member shall serve a term of two years or until the election or appointment of their successors. The term of one appointed member shall expire in even-numbered years and the term of one appointed member shall expire in odd-numbered years. This committee shall present an annual budget to the Board and advise on matters pertaining to the Academy's financial needs, growth and stability, investment policies, and compliance with financial obligations to APTA.

Section 3: Nominating Committee

- A. This committee, elected by mail or electronic ballot of all Academy members eligible to vote in elections, shall consist of three members who are:
 1. Physical Therapist, Retired Physical Therapist or Life Physical Therapist members in good standing for a minimum of two years,

2. Physical Therapist, Retired Physical Therapist or Life Physical Therapist members in good standing for at least one year immediately preceding their election or appointment, and
 3. Consented to serve.
- B. Members shall serve three-year terms. One member of the Committee shall be elected each year. No member shall be elected to successive complete terms on the Nominating Committee.
 - C. The chairman shall be elected by the committee.
 - D. Vacancies on this committee shall be filled by appointment by the Nominating Committee to fill the unexpired portion of the term.
 - E. This committee shall prepare a slate of at least two candidates if possible, from those consenting to serve, for each position on the Executive Committee and the Nominating Committee and shall submit this slate of candidates to the Secretary no later than January 15th.
 - F. If the annual business meeting of the Academy takes place prior to February 28th, the Chair of the Nominating Committee, at that meeting, will present the slate of candidates as forwarded to the Secretary and shall entertain nominations from the floor. Nominations from the floor require a second. The slate of candidates will then be officially closed. Any individuals nominated from the floor must confirm consent to serve and provide the Nominating Chair in a timely manner with the information required of all candidates for inclusion on the ballot. If the annual meeting of the Academy takes place after March 1st, the ballot will include the slate of candidates presented to the Secretary by the Nominating Committee, as well as the opportunity for write-in candidates for each available position.

ARTICLE X: DELEGATE TO THE ASSOCIATION'S HOUSE OF DELEGATES

Section 1: Qualifications

- A. Only Physical Therapist and Physical Therapist Assistant members of the Academy can serve as a delegate, and the qualifications and eligibility of the Academy delegate shall be identical to those established in the Association's bylaws for qualifications of delegates.
- B. A Section/Academy Delegate may not, in the same year, serve as Delegate.
- C. The Academy must be represented in the House of Delegates at least every third year.
- D. The Academy shall notify Association Headquarters of the name of the Academy/Section Delegate, as required by the Association and the Standing Rules of the House of Delegates

Section 2: Election and term

- A. The Academy's Delegate shall be elected no later than 60 days after the start of the fiscal year by a majority vote of the Board acting upon the nomination of the President.
- B. The Academy's delegate to the House of Delegates shall assume that position at the close of the Board meeting at which the delegate is elected.
- C. The term of service of the Academy's delegate shall be one year.

- D. A member shall not serve a fifth complete consecutive terms in the position of the delegate.
- E. A complete term for the delegate shall be defined as one year.
- F. Vacancies
 In the event that the delegate shall be unable to serve, the Board shall fill the vacancy by appointment for the unexpired portion of the term.

Section 3: Duties of Delegates

- A. Represent the Academy’s interests on matters that are brought before the Association’s House of Delegates for deliberation and action.
- B. Study the matters that are brought before the Association’s House of Delegates for deliberation and action, and soliciting guidance on such matters from the membership and the Board of the Academy.
- C. Report to the membership and the Board of the Academy the actions taken by the House of Delegates and the reasons for and implications of such actions.

ARTICLE XI: ELECTIONS

- A. Members of the Board serving as officers and members of the Nominating Committee shall be elected by mail or electronic ballot before April 1st.
- B. Tellers designated by the Secretary shall tabulate the results of the elections. Election for each office or position shall be by a plurality of the valid votes cast.
- C. The Secretary and one member of the Nominating Committee in the final year of service on that committee shall be responsible for verifying the election results.
- D. The Secretary shall report the results of the election to each of the nominees, to the Board, and then to the membership via electronic communication.

ARTICLE XII: FINANCE

Section 1: Fiscal Year

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

Section 2: Limitation on Expenditures

No officer 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 Board. The Board shall not commit the Academy to any financial obligation in excess of its current financial resources.

Section 3: Dues

- A. The dues for each membership category shall be:

(1)	Physical Therapist:	\$35
(2)	Physical Therapist-Post Professional Student:	\$5
(3)	Physical Therapist Assistant:	\$25
(4)	Life Physical Therapist:	\$0
(5)	Life Physical Therapist Assistant:	\$0

(6)	Student Physical Therapist and Student Physical Therapist Assistant:	\$0
(7)	Retired Physical Therapist:	\$0
(8)	Retired Physical Therapist Assistant:	\$0

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

C. Dues Changes

All dues changes approved at the Academy annual meeting, as provided elsewhere in these bylaws, submitted to the Association by or before the Association's deadline date, and approved by the Association's Board of Directors will become effective on the first of the Association's next fiscal year.

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

Section 4: Financial Report

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

ARTICLE XIII: DISSOLUTION

The Academy may dissolve subject to a recommendation to dissolve supported by no less than three-fourths of the members of the Board and adopted by two-thirds of the Academy's members voting in a referendum on the question to dissolve.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Academy 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 Academy.

ARTICLE XV: AMENDMENTS

- A. These Bylaws may be amended at the annual meeting of the Academy by a majority vote of members present and voting, providing that notice of the proposed amendments has been given to the Academy's membership at least 30 days in advance of the annual meeting at which the proposed amendments are to be considered.
- B. If the intent of an amendment is editorial or procedural to bring the Academy's Bylaws into agreement with those of the Association, the amendment shall be made as required by the Secretary and shared with the Board. The Secretary shall notify the Academy membership that such amendments have been made.
- C. Amendments to the Academy's Bylaws become effective upon approval in writing by the Association's Board of Directors.

ARTICLE XVI: ASSOCIATION AS HIGHER AUTHORITY

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