

Bylaws
Section on Research
American Physical Therapy Association

ARTICLE I: NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION

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

ARTICLE II: PURPOSE

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

ARTICLE III: OBJECTIVES

The objectives of the Section 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 Section 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 Section 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 Section's members shall be identical to those established in the Association's bylaws.

Section 3: Application for and Admission to Membership

The payment of Section dues by members in good standing in the Association shall constitute application for and admission to Section membership.

Section 4: Good Standing

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Association.

Section 5: Disciplinary Action

- A. Any member of the Section who is suspended by the Association shall have their membership privileges revoked from the Association and the Section. Any member of the Section who is expelled from membership in the Association shall be expelled from Section membership.
- B. Any member of the Section who fails to make timely payment of required Section dues shall be expelled from Section membership.

Section 6: Reinstatement

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

ARTICLE V: REGIONAL AND SPECIAL INTEREST GROUPS

Section 1: Regional Groups

- A. Purpose
Members of the Section 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 Section may be established in accordance with the rules and conditions set down by the Section'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 Section or Association bylaws and that shall be approved by the Section 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 Section 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 Section may be established in accordance with the rules and conditions set down by the Section'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 Section or Association bylaws and that shall be approved by the Section Executive Committee.
2. Not levy special assessments that carry punitive action or loss of good standing. A special interest group of the Section may be established and/or dissolved in accordance with the rules and conditions specified by the Section's 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 Section.
- B. No regional or special interest group shall profess or imply that it speaks for or represents the Section or members other than those currently holding membership in the regional or special interest group unless authorized to do so in writing by the Section's governing body.

ARTICLE VI: MEETINGS

Section 1: Annual Meeting

- A. An annual meeting of the Section shall be held for the purpose of conducting the Section's business, with attendance limited to Section membership and invited guests approved by the Section officers.
- B. The annual meeting of the Section, 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 Section's annual meeting shall be held at the time and place of annual session of the Association's House of Delegates.
- C. The annual meeting of the Section shall have the power to adopt and amend the Bylaws of the Section, to adopt policies of the Section, to issue mandates to the Section's Executive Committee, and to create and appoint such special committees as it deems necessary.

Section 2: Special Meeting(s)

The Section's Executive Committee 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 Section. Such meeting, however, shall not have the power to adopt and amend the Bylaws of the Section.

Section 3: Notice of Meeting Requirements

Notice of time and place of business meetings shall be sent to all Section 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 Section 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: EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and President-elect.

Section 2: Qualifications

Physical Therapist, Physical Therapist and Life Physical Therapist members of the Section can serve in all offices of the executive committee. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members of the Section 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: Officers

The officers of the Section 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 Section and all meetings of the Executive Committee. The President shall be an ex officio member of all committees except the Nominating Committee, and shall be responsible for the Section's annual report to the Association. Only the President or

the president's designee shall serve as the official spokesperson for the Section. The President shall nominate the Section delegate for election by the Executive Committee.

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 Section 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. In the event of a vacancy in the office of the President, the President-elect shall assume the presidency for the unexpired term, the office of the President-elect shall be declared vacant until the next election for that position, and the President serving the unexpired term shall succeed to the office of President for the next full term.

C. Vice President

The Vice President shall monitor Association and public policies on research and shall advise the Executive Committee and President on the Section'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 while the office of the President-elect is vacant, 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 Section and the minutes of meetings of the Executive Committee.

The Secretary shall maintain the Section's membership records and notify Section members of the date, time, and place for the annual meeting and any other meetings of the Section. 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 Section members who are eligible to vote in Section elections.

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

E. Treasurer

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

Section 4: Tenure

- A. Members of the Executive Committee shall assume office on July 1.
- B. With the exception of the President-elect, the term of office of each member of the Executive Committee shall be two years or until the election and qualification 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 Executive Committee 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 Executive Committee 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 Executive Committee) that person will have only one vote on the Executive Committee.
 - D. No member shall serve more than three complete consecutive terms on the Executive Committee or more than two complete consecutive terms 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 Executive Committee shall be defined as two years.
 - F. Vacancies
In the event that a position on the Executive Committee becomes vacant for any reason, and except as otherwise provided for in these Bylaws, the Executive Committee shall fill the vacancy by appointment for the unexpired portion of the term.

Section 5: Duties

The Executive Committee shall, in addition to the duties otherwise imposed by these Bylaws:

- A. Carry out the mandates and policies of the Section as determined by the annual meeting and any other meetings of the Section. Between annual meetings, the Executive Committee may make and enforce such policy on behalf of the Section as is not inconsistent with the mandates and policies determined by the annual meeting and any other meetings of the Section.
- B. Direct all business and financial affairs for and on behalf of the Section, adopt the Section's annual budget, be responsible for all of the Section's property and funds, and provide for an annual audit.
- C. Foster the growth and development of the Section and its regional groups and special interest groups.
- D. Direct and determine the priority of all activities and expenditures in fulfillment of the Section's Purpose and Objectives.
- E. Provide for bonding of all persons handling money or other property of the Section.
- F. Provide for appropriate action on all applications for membership in the Section.
- G. Be responsible for filling vacancies on the Executive Committee 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 Section.
- J. Be responsible for the program, time, and place of scientific programs of the Section.
- K. Be responsible for publication of the Section newsletter.
- L. Provide for the development and maintenance of a procedure manual to guide the conduct of the Section'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 Section's delegate(s) for a term of one year upon the nomination of the Section President.

Section 6: Conduct of Business

The Executive Committee shall meet not less than once a year. Three members shall constitute a quorum. The President may call a special meeting of the Executive Committee and must call a special meeting on written request of three members of the Executive Committee. Written notice of all meetings shall be mailed or e-mailed to all members of the Executive Committee not later than ten days before the date fixed for the meeting. When a decision is needed between meetings of the Executive Committee, voting may be conducted by mail, e-mail, or telephone and the quorum shall apply. At least 3 votes must be cast in order for the vote to be valid.

ARTICLE VIII: COMMITTEES

Section 1: Finance Committee

- A. Besides such other committees as it may create and appoint, the Executive Committee shall appoint the Section 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 Executive Committee and advise on matters pertaining to the Section's financial needs, growth and stability, investment policies, and compliance with financial obligations to APTA.

Section 2: Nominating Committee

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

- (2) 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.
- (3) The chairman shall be elected by the committee.
- (4) Vacancies on this committee shall be filled by appointment by the Nominating Committee to fill the unexpired portion of the term.
- (5) 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.
- (6) If the annual business meeting of the Section 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 Section 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 IX: DELEGATE TO THE ASSOCIATION'S HOUSE OF DELEGATES

Section 1: Qualifications

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

Section 2: Election and term

- A. The Section's Delegate shall be elected no later than 60 days after the start of the fiscal year by a majority vote of the Executive Committee acting upon the nomination of the President.
- B. The Section's delegate to the House of Delegates shall assume that position at the close of the Executive Committee meeting at which the delegate is elected.
- C. The term of service of the Section's delegate shall be one year.
- D. No member shall serve more than four 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 Executive Committee shall fill the vacancy by appointment for the unexpired portion of the term.

Section 3: Duties of Delegates

- A. Represent the Section’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 Executive Committee of the Section.
- C. Report to the membership and the Executive Committee of the Section the actions taken by the House of Delegates and the reasons for and implications of such actions.

ARTICLE X: ELECTIONS

- A. Members of the Executive Committee 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 Executive Committee, and then to the membership via electronic communication.

ARTICLE XI: FINANCE

Section 1: Fiscal Year

The fiscal year of the Section 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 Executive Committee. The Executive Committee shall not commit the Section 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
(7)	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 Section 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 Section dues as an incentive to promote membership.

Section 4: Financial Report

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

ARTICLE XII: DISSOLUTION

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

ARTICLE XIII: PARLIAMENTARY AUTHORITY

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

ARTICLE XIV: AMENDMENTS

- A. These Bylaws may be amended at the annual meeting of the Section by a majority vote of members present and voting, providing that notice of the proposed amendments has been given to the Section'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 Section's Bylaws into agreement with those of the Association, the amendment shall be made as required by the Secretary and shared with the Executive Committee. The Secretary shall notify the Section membership that such amendments have been made.
- C. Amendments to the Section's Bylaws become effective upon approval in writing by the Association's Board of Directors.

ARTICLE XV: ASSOCIATION AS HIGHER AUTHORITY

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

