

STANDING RULES of the American Physical Therapy Association of New Jersey, Inc.
A Chapter of the American Physical Therapy Association, Inc.

These Standing Rules supplement the articles of the Bylaws of the American Physical Therapy Association of New Jersey, Inc. The Purpose of these rules is to further clarify regulations under which the Chapter shall operate. The Standing Rules in this document are binding in governing Chapter affairs.

I. Meetings

- a. Council of Directors
 - i. The Council of Directors (COD) must meet twice annually
 - ii. A quorum of 6 is necessary to conduct business for all COD meetings
 - iii. Meetings, regular or special, of the COD may be conducted via electronic mail
 - iv. The COD shall meet in September to consider the actions taken by the House of Delegates at the APTA Annual Conference
 - v. The COD shall set the order of priorities for Chapter activities for the coming year prior to the Annual Spring Conference meeting, and will present these priorities to the membership
 - vi. The COD shall meet in November to review a budget and meet again in December to approve the budget, which will become effective on January 1 of the following year.
 - vii. COD minutes will be generated by the Secretary and given to the attorney for review within 7 days of the COD meeting.

- b. Executive Committee
 - i. The Executive Committee must meet at least twice a year
 - ii. A quorum of 3 is necessary to conduct business for all Executive Committee meetings

- c. Chapter
 - i. Chapter membership meetings shall be held at least twice a year, at times that do not conflict with APTA Combined Sections Meeting or Annual Conference
 - 1. Membership meetings will be held in the Fall and Spring
 - 2. Written notice of all membership meetings shall be sent to all members at least 10 days prior to the date of the meeting
 - 3. A quorum of 25 chapter members (excluding COD) is necessary to conduct business for all Chapter meetings
 - 4. A special meeting of the Chapter can be called upon receipt of a written petition of 25% of all voting members
 - 5. The minutes of all membership meetings shall be submitted to the COD and voted on at the next scheduled meeting of the COD following the Chapter membership meeting.

- ii. Motions brought before Chapter meetings
 1. Those wishing to have a motion considered at a Chapter meeting must file the motion with a support statement with the Chapter office at least 30 calendar days prior to the Chapter meeting
 2. The COD will review all motions, and if appropriate, offer wording suggestions, prepare a briefing paper and/or include anticipated financial costs for the motion
 3. Proposed motions will be posted on the Chapter website at least 10 days prior to the scheduled Chapter meeting. Notification will also be sent to members by electronic mail. Written copies of all proposed motions will be available at the Chapter business meeting upon request
 4. Motions not meeting the previously stated notice requirement, except for procedural motions, will only be heard at the Chapter meeting if a majority of the membership present votes to hear that motion

d. District

- i. Each District shall hold a minimum of 3 meetings annually
- ii. The districts shall meet in any month so desired by the district, however, meeting dates shall not conflict with Chapter events or APTA Combined Sections Meeting, APTA NEXT meeting or the APTA House of Delegates
- iii. Written Notices of District meetings shall be sent to District members at least 10 days prior to meeting dates
- iv. A written report of the district's activities shall be presented at the annual meeting and at other times on request of the Council of Directors of the Chapter.

II. COUNCIL OF DIRECTORS

a. Elections

- i. Elections for chapter officers, directors at large, chief delegate, delegates, PTA Caucus Rep, and Nominating Committee members shall be conducted as per *APTANJ bylaws*.
- ii. Individuals nominated for election to Chapter office must consent to serve, including completion of the "Consent to Serve" form.
- iii. Write-in votes will be accepted electronically or by US mail from qualified consenting members.
- iv. Any votes submitted by mail must be received one day before close of the election.
- v. Elections for chapter officers, directors at large, chief delegate, delegates, PTA Caucus Rep, and Nominating Committee members will close 14 days prior to the upcoming Spring business meeting

- vi. District chairs will verify the electronic and mailed results received by the office as per section XI of the APTANJ bylaws and these standing rules and results will be posted on the website within 1 week of the upcoming Spring Business Meeting
- vii. All newly elected chapter officers, directors at large, chief delegate, delegates, PTA Caucus Rep, and Nominating Committee members shall be sworn in at the upcoming Spring business meeting

III. General Duties of the COD

- a. Each member of the COD is expected to attend all COD meetings.
- b. Each Council liaison shall contact his/her committee chairperson, SIG chairperson, 3x annually or more frequently if needed regarding the activities of the constituent body.
- c. Each member of the COD shall perform charges as directed by the President.
- d. Each COD member shall participate in preparation of an annual report to the Chapter membership.
- e. Council of Directors Roles:
 - i. President
 - 1. Serves as Liaison to the Payment Chair, Legislative Chair and Ethics Committee Chair, Federal Affairs Liaison.
 - 2. In conjunction with the APTANJ Executive Director, provides oversight and management all APTANJ consultants
 - ii. Vice President
 - 1. Vice President, or COD member designee, serves as Liaison to the Nominating Committee
 - 2. Provides oversight and manages regulatory issues
 - 3. Ensures State Board of PT Examiners meetings are attended by one of the following: ED, Legal Counsel, Member of the Council, member or consultant.
 - 4. Provides oversight and manages office staff and Executive Director.
 - iii. Secretary
 - 1. Serves as liaison to all state level coalitions and groups to coordinate APTANJ involvement in patient advocacy.
 - 2. Ensures accountability for all APTANJ assigned and required actions.
 - 3. Provides oversight for internal COD communications and required reporting and other communications with membership.
 - iv. Treasurer
 - 1. In conjunction with the APTANJ Executive Director, provides oversight and management for office financial and office support (i.e. Accountant and Human Resources management company).
 - 2. Serves as liaison to the Finance Committee and Programming Committee.

- v. Directors At Large (3)
 - 1. Duties and Committee assignments will be decided by the Executive committee based on interests, skill set and need.
 - 2. One Director at Large will be assigned to be the liaison to all 3 district chairpersons and facilitate LAN/FIN networking opportunities. Ensure that all 3 district chairpersons have required meetings, programming and agendas for all meetings.
 - 3. One Director at Large will be assigned to be the liaison to the Special Interest Groups (SIG's).
 - 4. One Director at Large will be assigned to be the liaison to NJ Physical Therapy and Physical Therapy Assisting programs, including the New Jersey student SIG.
- vi. In addition to the duties and responsibilities set forth in the APTANJ bylaws, Article VII, Section 5, each COD position shall have such other duties and responsibilities as voted on by the COD and set forth in written job descriptions, attached hereto as Appendix III-A. The COD shall vote on such duties and responsibilities within ninety (90) days following the spring election. Appendix III-A may be revised from time to time without constituting an amendment of the Standing Rules.

IV. DISTRICTS

- a. Officers
 - i. Each District shall elect a (Chairperson), Vice-Chairperson, and Secretary.
 - ii. The Vice-Chairperson shall serve as chairperson of the District continuing education committee and shall coordinate all continuing education presentations for District meetings.
 - iii. The Vice-Chairperson or designee shall be a member of the Chapter Programming Committee.
- b. Elections
 - i. The district elections will be held at the spring district meeting by the (Chairperson) shall be elected in the even-numbered years. The Vice-Chairperson and Secretary shall be elected in the odd-numbered years. The Nominating Committee representative is elected for the Central District by the general membership, in accordance with chapter elections, see section_elections_) in odd-numbered years and for the Northern and Southern Districts in even-numbered years. Candidates shall be given opportunity to present biographical information and a Position Statement prior to the election.
 - ii. Results of District elections shall be forwarded to the Chapter office within (48 hours) of the election.
 - iii. Each District office has a term of two years. Each office holder may serve two consecutive terms in addition to any unexpired portion of a term they may have served.

- iv. In the event that the (Chairperson)office is vacant, the COD Liaison Director shall work with the COD to appoint a District member to fill the term of office.
 - v. In the event that any other District office is vacant, the District(Chairperson), in consultation with the other District officers, shall appoint a replacement for the unexpired term of office. The District (Chairperson)shall notify their COD Liaison Director of any changes in officers at the District level.
 - vi. The District (Chairperson) shall work with their COD Liaison Director to submit a yearly Action Plan and corresponding budget requests for the upcoming year by October 1.
 - vii. District officers shall be elected in accordance with APTANJ Standing Rules and policies prior to the Spring Business Meeting at the Spring District meeting
 - viii. In the event that any District office is vacant, in consultation with the COD Liaison Director, the other District officers, shall vote to appoint a replacement for the unexpired term of office.
 - ix. Any elected District leadership position who steps down before the end of their term must submit notification to their COD liaison Director. Once notification is complete, the position will be filled as established in these Standing rules
- c. District Nominating Committees
- i. The District's member of the Chapter Nominating Committee shall serve as chairperson of the District nominating committee and as a member of the Chapter Nominating Committee. Other members of the District nominating committee shall be selected by the District.

V. SPECIAL INTEREST GROUPS

- a. Formation
 - i. The Council of Directors must act upon an application for Special Interest Group formation at the first COD meeting after the receipt of a petition that meets the criteria stated in the Chapter Bylaws. The petition must contain the signatures of at least fifteen (15) PT, PTA or student members in good standing.
 - ii. If the Special Interest Group is approved, it becomes operative immediately after the COD meeting at which it was approved.
 - iii. If the objectives of a proposed Special Interest Group are not approved by the Chapter COD, the group must amend their objectives and request the Council to reconsider the request.
- b. Membership
 - i. The criteria for membership of the Special Interest Group shall be the same as for membership in the New Jersey Chapter APTA, except in a SIG that may be limited to specific membership category.
- c. Finance
 - i. The Special Interest Group shall not charge any annual dues, but may levy

assessments provided such assessments do not carry punitive action or loss of good standing and are approved by the Chapter Council of Directors.

- ii. The Chapter Council of Directors shall have the authority to allocate monies to a Special Interest Group. All monies shall be disbursed by the Chapter Treasurer, in accordance with the Action Plan.
- d. Organization
 - i. The Special Interest Group shall develop standing rules, which must be submitted to the Chapter COD for approval within 3 months of formation.
 - ii. The officers of the group shall consist of a chairperson and other officers as required by the standing rules of the group.
- e. Responsibilities
 - i. The Special Interest Group must meet at least twice a year.
 - ii. A written report of the group's activities from the preceding year shall be submitted as part of the Annual Report, at the discretion of the Executive Director
 - iii. A membership list shall be made available to the Chapter Office.
 - iv. No officer or member of the Special Interest Group shall serve as a spokesperson for the Chapter without prior approval of the Chapter President.
- f. Duties of the Chairperson
 - i. Each chairperson shall communicate with his/her Council liaison) on a regular basis regarding the activities of the Special Interest Group by the Council of Directors.
 - ii. Each chairperson shall make an annual written report to the Chapter and to the Council of Directors.
 - iii. Each chairperson shall submit a yearly Action Plan and corresponding budget requests for the upcoming year by October 1.

VI. COMMITTEES

- a. Composition
 - i. Committee chairs and members shall be appointed by the COD, except for Nominating Committee, as stated in the Bylaws. Committee chairpersons shall recommend additional committee members to the Council.
- b. Duties of the Chairperson
 - i. Each chairperson shall contact his/her COD liaison on a regular basis regarding the activities of the committee.
 - ii. Each committee chairperson shall perform charges directed to the committee by the Council of Directors.
 - iii. Each chairperson shall make an annual written report to the Chapter and the Council of Directors.
 - iv. Each chairperson shall submit an Action Plan and corresponding budget requests for the upcoming year by October 1 or deadline set by the Treasurer.

- c. Mandated Standing Committees include:
 - i. Nominating Committee
 - ii. Ethics Committee
 - iii. Finance Committee

VII. DELEGATES TO THE HOUSE OF DELEGATES

- a. Elections
 - i. The Chapter membership shall elect the delegates. The number of delegates shall be determined annually based upon the number of delegates apportioned to the Chapter by the Association.
 - ii. $\frac{1}{2}$ the apportioned delegates shall be elected in even years at the Spring Chapter meeting. The other $\frac{1}{2}$ of the apportioned delegates shall be elected in odd years at the Spring Chapter meeting.
 - iii. Alternate delegates will be those nominated, but not elected as delegates and will be appointed as outlined in the Chapter bylaws: Article IX; Section 2:D-E.
 - iv. Elections for Representative to the Association's Physical Therapist Assistant Caucus (PTA Caucus) shall be held at the Spring Chapter meeting in odd numbered years. And shall be elected by the PTAs according to APTANJ bylaws.
 - v. Election of the Chief Delegate shall be at the Spring Chapter meeting in even numbered years.
 - vi. All candidates for delegate positions shall be given an opportunity to present biographical information and a Position Statement prior to the election as outlined in the Chapter bylaws: Article XI; Section D.
 - vii. Individuals who are nominated for election must consent to serve before their names can be placed on the ballot.
 - viii. Newly elected delegates at the Spring Chapter meeting will assume their full responsibilities after the current year's House of Delegates to facilitate year round APTA governance.
 - ix. Newly Elected delegates can attend Pre-HOD meetings at the Chapter level for the current year's House of Delegates.
- b. Delegate Responsibilities
 - i. Delegates and PTA Caucus Representative are expected to attend all Pre-HOD meeting at the Chapter level, all meetings of the House of Delegates and all Chapter caucuses at the Conference. If a delegate misses more than 2 consecutive meetings, or a total of 4 meetings prior to the House of Delegates, the Council of Directors will determine if that delegate will forfeit their status as an active delegate and the first alternate will take their place. The individual who forfeits their active status may opt to become an alternate delegate and will be placed at the bottom of the alternate delegate list.
 - ii. Delegates are expected to attend district meetings leading up to the House of Delegates (HOD) to help disseminate information regarding the HOD and to obtain feedback and input from the membership regarding

- proposed motions and other business that may occur at the HOD.
 - iii. Delegates are expected to vote at all meetings of the House of Delegates.
 - iv. Delegates are expected to attend scheduled candidate interviews, coffees, and/or receptions.
 - v. Delegates are required to vote for APTA candidates at the time and place specified by the House of Delegates' officers.
 - vi. A delegate who is unable to fulfill their duties will be deemed to have resigned their position.
 - vii. Delegates may not serve concurrently as a delegate of another component of the APTA when serving as a Chapter delegate in accordance with APTA Bylaws.
- c. Alternate Delegate Responsibilities
- i. Alternate delegates will be ranked 1, 2, 3 according to the votes received at the election.
 - ii. Alternate delegates are expected to attend all chapter level meetings.
 - iii. The Chief Delegate will appoint the Alternate Delegate to attend the HOD, if an elected Delegate is unable to attend based on attendance at meetings and pre-HOD preparation.
 - iv. If an Alternate Delegate replaces a Delegate in their first year, the Alternate Delegate will become a Delegate for the 2nd year and the Delegate who was unable to attend will become the Alternate Delegate.
- d. Chapter Responsibilities
- i. Names of elected delegates will be submitted to APTA Headquarters within 30 days of the elections at the Spring Chapter meeting.
 - ii. The Chapter shall be represented in the House of Delegates every year.
 - iii. The chief delegate shall submit an Action Plan and corresponding budget requests for the upcoming year by October 1 or deadline set by the Treasurer.

VIII. FINANCE

- a. Budget
- i. All districts, standing and special committees, special interest groups, and the Chief Delegate shall submit budget requests to the Chapter's Treasurer by October 1 of each year.
 - ii. If a committee, special interest group, or District fails to submit an Action Plan or budget request on time, the Council of Directors shall budget the monies without the recommendations of that committee, special interest group, or district.
 - iii. Each committee, special interest group, and district shall submit their Action Plans and budget requests using the form provided by the Treasurer.
 - iv. The Treasurer and Executive Director will review all Action Plans & budget requests for their agreement with the Chapter Strategic Plan & the Chapter's financial capability to compile a proposed budget.
 - v. The Treasurer shall submit a proposed budget to the Council of Directors

- at their November meeting, where items can be discussed and modified.
- vi. The final version of the budget will be presented for approval of the COD at their December meeting.
- vii. Each District, special interest group, and committee shall be notified by the Executive Director in writing of its approved budget for the coming year by January 1.
- viii. Monies that remain unspent at the end of the budget year revert to the general Association budget, and are not available to components for activities not included in its approved Action Plan without prior authorization of the COD.
- ix. The budget will be posted to the APTANJ website 4 weeks prior to the Spring Business meeting.

b. Reimbursement

- i. A member of the Chapter who incurs expenditures in transacting business on the Chapter's behalf, shall be reimbursed, provided that such transactions were approved, before the fact, by the Council of Directors. (Budgeted expenses for committees, special interest groups, delegates, and officers shall be considered as pre-approved expenses subject to the appropriate Chapter policies on reimbursement.)
- ii. The member seeking reimbursement must submit original receipts for expenditures.
- iii. The rate of reimbursement shall be stated in the current reimbursement policies.
- iv. Reimbursement requests must be submitted to the Executive Director within 30 days of the time the expense was incurred.
- v. House of Delegates
 - 1. Annually, the Council of Directors shall determine the maximum reimbursement for the Chapter delegates to the House of Delegates of the APTA. This will be done by the COD in their budget approval process of the forthcoming year since the HOD destination and lodging expenses are already known before the beginning of the budget planning process.

IX. REPORTS

- a. Annual Report - Chapter
 - i. Each officer, District Director at Large, Committee chairperson, Special Interest Group chairs shall submit an annual report to the Chapter Secretary by January 31 of each year. Such reports shall cover activities of the prior year (January 1 - December 31) and shall be provided in a format established by the Council of Directors. These reports will be incorporated in the Chapter's annual report to APTA and the Chapter's report to the membership at the Annual Conference.

- ii. District, Committee, Special Interest Group liaisons shall be responsible for maintaining complete and accurate financial records and reporting in writing the financial status of their constituencies to the Chapter Treasurer by January 31. These reports shall be reviewed and signed by the Chapter Treasurer and appended to the Chapter's financial report.
- iii. Officers, Delegates, Directors-at-Large, SIG Chairs, and Committee Chairpersons must submit to the Chapter Secretary their annual reports by January 31 (for activities in the previous year), in the form established by the COD. These reports will be incorporated into the Chapter's annual report to the membership at the Spring Chapter Meeting.

X. REMOVAL FROM OFFICE - Chapter Officers

- a. An officer may be removed from office for failure to:
 - i. Carry out duties of the elected office.
 - ii. Adhere to the Bylaws of the APTA or APTANJ.
 - iii. Adhere to the Policies of the APTA or APTANJ.
 - iv. Attend required meetings.
- b. Procedure
 - i. Ten active, affiliate, life or life affiliate members in good standing of the Chapter may petition the Council of Directors stating specifically the reasons for calling for the removal of the involved officer.
 - ii. The Council of Directors, upon receiving such a petition of complaint, shall call for a hearing within 30 days. Notice of the time and place of the hearing and a copy of the petition must be mailed to the involved officer by registered mail at least 10 days prior to the date of hearing.
 - iii. At the hearing, at least 5 of the 10 petitioners must be present.
 - iv. The officer involved shall be given the opportunity to speak in his/her own defense, and to rebut any evidence presented to sustain the charges. The hearing shall be held before at least a majority (5) of the members of the Council of Directors of the Chapter.
 - v. A member of the Council not present at the meeting shall not be entitled to participate in forming the recommendations in the case involved.
 - vi. The decision of the Council of Directors shall be final.
 - vii. In the interim between the submission of the petition and the decision by the Council of Directors, said officer shall continue to serve in the capacity for which he/she was elected.
- c. Failure to Maintain "good standing"
 - i. A District officer who fails to maintain "good standing" in the APTA shall be disqualified from office and replaced by the Council of Directors.
 - ii. Once re-instated as a "member in good standing", he/she shall not be entitled to resume the office to which he/she was originally elected.

XI. REMOVAL FROM OFFICE - Committee Chairpersons and Members

- a. A Chapter or District committee chairperson or member may be removed from office for failure to:
 - i. Carry out the duties of the elected/appointed office.
 - ii. Adhere to the Bylaws of the APTA or APTANJ.
 - iii. Adhere to the Policies of the APTA, APTANJ, or District.
 - iv. Attend required meetings.
- b. Procedure
 - i. A member of the Chapter Council of Directors may petition the Council and call for the removal of a committee chairperson or member.
 - ii. At its next scheduled meeting, the Council of Directors shall review the case.
 - iii. The involved person will be give at least 10 days notice of the hearing and the opportunity to be heard in his/her own defense.
 - iv. The hearing shall be held before at least a majority (5) of the members of the Council of Directors of the Chapter and no member of said Council not present shall be entitled to participate in forming the recommendations in the case involved.
 - v. The decision of the Council of Directors shall be final.
 - vi. In the interim between the submission of the petition and the decision by the Council of Directors, said officer shall continue to serve in the capacity for which he/she was elected.
- c. Failure to Maintain “good standing”
 - i. A Chapter or District Committee chairperson or member who fails to maintain “good standing” in the APTA shall be automatically disqualified from office and replaced by the Council of Directors.
 - ii. Once reinstated as a “member in good standing”, he/she shall become eligible to be a committee chairperson or committee member.

XII. SUCCESSION

- a. Officers and Committee Chairpersons
 - i. If the President dies, resigns, is removed from office or becomes disqualified, the President Elect, if this individual is in office shall serve the unexpired portion of the Presidential term if there is not President elect then the Vice-President shall serve the unexpired portion of the Presidential term (Bylaws Article VII, Section 3).
 - ii. If a Committee chairperson or any other officer dies, resigns, is removed from office or becomes disqualified, the President shall appoint a qualified Chapter member to serve the unexpired portion of the officer’s term.
- b. Nominating Committee
 - i. If a member of the Nominating Committee dies, resigns, is removed from office or becomes disqualified, an election must be held at the next

scheduled Chapter meeting to elect a new member to the Nominating Committee. Nominations for the position will be made from the floor.

XIII. ADOPTION

- a. When approved by the Council of Directors of the New Jersey Chapter, these Standing Rules shall become effective.
- b. Any portion or statement in these rules may be amended as follows:
 - i. A member of the Council of Directors may propose an amendment. If ten days notice of the proposed amendment is given to the COD, the amendment may be passed with a majority vote of a quorum of the Council.
 - ii. If notice is not given, the amended Standing Rule shall become effective immediately with a 2/3 vote in the affirmative of a quorum of the Council of Directors.
 - iii. The Chapter membership must be notified within sixty days that amendments have been made to the Standing Rules, and a copy provided to any member upon request.
 - iv. A copy of the amended standing rules will be available on the chapter website within 60 days of the affirmative vote.
 - v. Any member or group of members may propose an amendment to these Standing Rules at any Chapter meeting. If the 10 days notice of the proposed amendment was given, the amendment may be passed with a majority vote of the members present. If notice was not given, the amendment shall become effective immediately with 2/3 vote in the affirmative of a quorum of the Council of Directors.
 - vi. The Chapter membership shall be notified of the amendment within sixty days.