

**BYLAWS OF  
ACADEMY OF ACUTE CARE PHYSICAL THERAPY,  
INC.**

**ARTICLE I. NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION**

Section 1: The Academy of Acute Care Physical Therapy, Inc. hereinafter referred to as the Academy, shall be a section of the American Physical Therapy Association, hereinafter referred to as the Association.

**ARTICLE II. OBJECT**

The object of the Academy shall be to provide a means by which Association members having a common interest in acute care clinical practice, education, and research may meet, confer, and promote these interests.

**ARTICLE III. FUNCTIONS**

The functions of the Academy shall include those of the Association as well as to:

- A. Promote the interest of members and potential Association members in acute care clinical practice.
- B. Define the scope of practice and the unique body of knowledge of acute care physical therapy practice.
- C. Promote the development and improvement of acute care physical therapy practice, education, and research.
- D. Represent the interests of acute care clinical practice to the decision-making bodies of the Association.
- E. Provide opportunities to exchange information on acute care clinical practice and industry trends with external bodies.
- F. Promote such services that will further the stated purpose of the Academy.
- G. Promote acute care practice as a viable career practice setting.

**ARTICLE IV. MEMBERSHIP**

Section 1: Categories and Qualifications of Members

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

Section 2: Rights and Privileges of Members

- A. The rights and privileges of the Academy's members shall be identical to those established in the Association's bylaws except as noted in paragraph B.
- B. Each Physical Therapist, Retired Physical Therapist, and Life Physical Therapist shall have one vote. Each Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have one vote.

### Section 3: 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 his or her membership privileges suspended in 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. SPECIAL INTEREST GROUPS**

### Section 1: Special Interest Groups

- A. A special interest group shall:
  - 1. Operate under bylaws or rules of order that shall not be inconsistent with Academy or Association bylaws and that shall be approved by the Academy Board of Directors.
  - 2. Not levy special assessments that carry punitive action or loss of good standing.

- B. A special interest group of the Academy may be established and/or dissolved in accordance with the rules and conditions specified by the Academy's Policy and Procedure Manual.

## Section 2: Limitations

Special interest groups are subject to the following limitations:

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

## **ARTICLE VI. MEETINGS**

### Section 1: Annual Meeting

- A. The Academy shall hold an annual meeting of the Academy membership for the conduct of business.
- B. The Annual Meeting will be held at the time and place of the Combined Sections Meeting.

### Section 2: Special Meeting(s)

- A. The Executive Committee has the authority to call special meetings, provided that at least thirty (30) days notice is given to all members.
- B. A special meeting is to be called within a time frame of sixty (60) days if a fifty percent (50%) portion of the members request one in writing to the Board of Directors.

### Section 3: Notice of Meeting Requirements

Attendance at the Annual Meeting and at special meetings is limited to Academy members and invited guests approved by the Academy officers.

### Section 4: Quorum

A quorum shall consist of at least ten (10) current members, including at least two officers.

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

### Section 6: Conduct of Business

Any vote of the members may, at the discretion of the Board of Directors, be conducted by mail, or in any other manner permitted by applicable law. A

minimum number of fifty (50) returned ballots is needed for the balloting to be valid.

## **ARTICLE VII. OFFICERS – BOARD OF DIRECTORS – EXECUTIVE COMMITTEE**

### Section 1: Officers: Rights, Duties, and Responsibilities

#### A. President

1. The Academy President will preside at all meetings of the Board of Directors and the Executive Committee. The Academy President will preside at all membership meetings.
2. Only the President or designee shall serve as the official spokesperson of the Academy.
3. The President shall submit an annual report of the Academy's activities to the APTA, as requested or per APTA calendar.

#### B. Vice President

1. The Academy Vice President shall assume the duties of the Academy President in the absence or incapacitation of the Academy President.
2. In the event of the vacancy of the office of the Academy President, the Academy Vice President shall succeed to the Presidency for the unexpired portion of the term.

#### C. Secretary

1. The Secretary shall be responsible for keeping the minutes of all Executive Committee and Board of Directors meetings.
2. Academy Board meeting and Executive Committee meeting minutes shall be submitted to APTA Headquarters within 45 days following the meetings.
3. The Secretary shall be responsible for keeping the minutes of the membership meetings, and submitting them to the APTA within 45 days following the meeting.

#### D. Treasurer

1. The Treasurer shall be responsible for reporting at each Executive Committee and Board of Directors meeting, in writing, the financial status of the Academy.
2. The Treasurer will serve as chairperson of the Finance Committee.
3. The Treasurer is responsible for presenting an annual budget to the Board of Directors for approval.
4. The Treasurer will prepare, with assistance from the Finance Committee, an annual report that will be distributed to the membership. The annual report will be available to APTA per

request.

#### Section 2: Terms of Office and Vacancies

- A. The officers of the Academy and the elected members of the Board of Directors shall assume office at the end of the Academy Membership Meeting at which the election results are reported.
- B. The term of office of each officer and elected member of the Board of Directors shall be three (3) years, or until the election and assumption of office of their successor.
- C. No member shall serve more than three complete, consecutive terms on the Board of Directors or more than two complete terms in any one position.
- D. If a vacancy occurs, except for the office of President, the Academy Board of Directors shall appoint a replacement to serve the balance of the term of office.
- E. The Board of Directors is authorized to accept resignations from the Board, when tendered.

#### Section 3: Qualifications

- A. Only such members of the Academy as are provided for in the Association bylaws, Article IV, Section 2, subparagraph B.(3).b, who have been members in good standing for a period of at least one year immediately preceding their election, and who have consented to serve, shall be eligible for election to office.
- B. Physical Therapist Assistants, Retired Physical Therapist Assistants, and Life Physical Therapist Assistants may hold office subject to the limitations specified in the Association bylaws, Article V, Section 5, subparagraph C.

#### Section 4: Board of Directors

- A. Composition  
The four officers of the Academy (President, Vice President, Secretary, Treasurer) together with the chairpersons of the Education, Nominating, Bylaws, and Membership Committees, the Academy Delegate, and the Physical Therapist Assistant Member At Large shall constitute the voting members of the Board of Directors. The past president shall be a non-voting member of the Board of Directors.
- B. Physical Therapist Assistant Member at Large
  - 1. Shall be a Physical Therapist Assistant, Life Physical Therapist Assistant, or Retired Physical Therapist Assistant member of the Academy.

2. Shall be a member of the Board of Directors.
3. Shall be responsible for duties as assigned by the Board of Directors.

C. Past President

1. Shall serve as a non-voting member of the Board of Directors/Executive Committee for one (1) year after the completion of his/her term as President.
2. Shall serve as a resource person to the Board of Directors and Executive Committee.
3. Shall be responsible for such duties as assigned by the Board of Directors/Executive Committee.

D. Bylaws Committee Chair

1. Shall be a member of the Board of Directors.
2. Shall chair the Bylaws Committee, as described in the Board Policy And Procedures Manual.

E. Education Committee Chair

1. Shall be a member of the Board of Directors.
2. Shall be appointed by the Board of Directors.
3. Shall chair the Education Committee, as described in the Board Policy and Procedures Manual.

F. Membership Committee Chair

1. Shall be a member of the Board of Directors.
2. Shall chair the Membership Committee, as described in the Board Policy and Procedures Manual.

G. Nominating Committee Chair

1. Shall be a member of the Board of Directors
2. Shall chair the Nominating Committee, as described in Article VIII. Committees, Section 2. Nominating Committee in the bylaws

H. Duties and Responsibilities

1. To insure compliance with all APTA Bylaws and Standing Rules by the Academy.
2. To direct all business and financial affairs of the Academy.
3. To foster growth and development of the Academy.
4. To be responsible for filling vacancies on the Academy Board of Directors and Academy committees, except as otherwise provided in these bylaws.
5. To be responsible for creation, appointment, purposes, and activities of committees as it deems necessary.
6. To be responsible for all Academy publications.
7. To be responsible for the bonding of all individuals handling money or other properties of the Academy.
8. To serve as the Committee to Approve the Minutes for the

Academy Annual Meeting and Academy special meetings.

I. Meetings

1. Regular Meetings

- a. Meet at least once yearly, at a time and place to be determined by Board.
- b. At least thirty (30) days notice given to all Board Members.

2. Special Meetings

- a. The President has the authority to call special meetings.
- b. A meeting must be called if a substantial portion (at least 50%) of the Board members request one in writing.

3. Notice Requirements

- a. At least thirty (30) days notice.

4. Quorum

- a. A quorum for Board of Directors shall consist of four members.

5. Type of Meeting

The Board may meet either in-person, by telephone conference, or through other electronic communications media, as long as the members may simultaneously hear each other and participate during the meeting. If the meeting is held by means other than in-person, the same quorum as noted above must remain connected during the course of the business portion of the meeting. Procedural rules related to the conduct of Board meetings held by telephone conference or other electronic communications media shall be established and promulgated by the Board and placed in the Academy's Policy and Procedure Manual. The Board may take action authorized by a vote, without a meeting, as permitted by applicable law.

Section 5: Executive Committee

A. Composition

The Executive Committee shall consist of four (4) voting members – President, Vice President, Secretary, Treasurer, and one (1) non-voting member--Past President.

B. Duties and Responsibilities

1. Shall confer between meetings of the full Board of Directors.
2. Shall exercise the powers of the Board of Directors between the Board's scheduled meetings.

C. Meetings

1. Regular Meetings

- a. The Executive Committee shall meet/confer between regular meetings of the Board of Directors with at least seven (7) days notice given to all Executive Committee

- Members.
  - b. Meetings of the Executive Committee must be called by the President.
- 2. Special Meetings
  - a. The President has the authority to call special meetings.
  - b. A special meeting must be called upon written petition of at least 50% of the Executive Committee.
- 3. Notice Requirements
  - a. Seven (7) days notice is required.
  - b. A special meeting will occur within 10 days from the receipt of a petition.
- 4. Quorum

A quorum for Executive Committee Meetings shall be two officers.
- 5. Type of Meeting

The Executive Committee may meet either in-person, by telephone conference, or through other electronic communications media, as long as the members may simultaneously hear each other and participate during the meeting. If the meeting is held by means other than in-person, the same quorum as noted above must remain connected during the course of the business portion of the meeting. Procedural rules related to the conduct of Executive Committee meetings held by telephone conference or other electronic communications media shall be established and promulgated by the Board and placed in the Academy's Policy and Procedure Manual. The Executive Committee may take action authorized by a vote, without a meeting, as permitted by applicable law.

## **ARTICLE VIII. COMMITTEES**

### **Section 1: Finance Committee**

#### **A. Composition, Selection and Term**

1. Consists of at least three members, one of whom is the Treasurer who serves as the chairperson. The other committee members will be appointed by the Board of Directors.
2. The members will serve a term of three (3) years.

#### **B. Duties**

1. The committee will advise the Board of Directors on matters pertaining to the Academy's financial needs, growth, and stability based on periodic review of income, expenditures, and investments.
2. The committee will present an annual budget to the Board of Directors for their approval.



Section 2: Nominating Committee

A. Composition, Election, and Term

1. Shall consist of three eligible members (Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant); one member shall be elected each year.
2. Shall serve a term of three years or until the election of his successor.
3. The senior member of the committee shall serve as Chairperson.
4. Any vacancies shall be filled by the Board of Directors to serve for the remainder of the term.

B. Duties

1. The Nominating Committee will prepare a slate annually for all eligible, elected positions.
2. The Chairperson will present the slate to the membership at least 105 days prior to the election date, which is the Annual Meeting. Additional candidate(s), if otherwise qualified, may be placed on the ballot at the written or email petition of ten (10) Academy members, provided such petition is postmarked or electronically submitted to the Academy office at least 75 days prior to the Annual Meeting.
3. Prepare an election report for the membership.

Section 3: Such other committees, standing or special, may be appointed by the President, with the approval of the Executive Committee, as the Academy Board of Directors deems necessary to carry on the work of the Academy.

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

Section 1: Qualifications

- A. The qualifications of the delegate shall be as stated as in the Association's bylaws.
- B. The Academy delegate may not, in the same year, serve as Chapter or Assembly delegate.
- C. The Academy shall notify Association headquarters of the name of Academy delegate, as required by the Association and the Standing Rules of the House of Delegates.
- D. The Academy must be represented in the House of Delegates at least every third year.

Section 2: Election and Term

- A. The Academy Delegate shall be elected by the membership.

- B. The President shall serve as the Alternate Delegate.
- C. If both the Academy Delegate and President are unable to serve as delegate, then the Executive Committee shall appoint a delegate.

Section 3: Duties of Delegate

- A. To attend the annual and special meetings of the House of Delegates of the Association.
- B. To present to the House of Delegates such matters as are ordered by a majority vote of the Board of Directors and/or membership.

**ARTICLE X. ELECTIONS**

Section 1: Method of Election

- A. Election of the four officers, nominating committee members, Bylaws Chair, Membership Chair, Academy Delegate, and Physical Therapist Assistant Member at Large shall be held by mail ballot or, at the discretion of the Board of Directors, in any other manner as permitted by applicable law, including by electronic technology, provided that all members have the opportunity to participate. If elections are held utilizing electronic technology, paper ballots will be available upon request to the Academy office when members do not have the capability of electronic voting. Ballots shall be distributed to members no later than sixty (60) days prior to the election date, which is the Annual Meeting. Mail ballots shall prominently display the date by which the ballot must be postmarked in order to be counted, and electronic ballots shall prominently specify the date by which the ballot must be electronically submitted in order to be counted. Write-in votes are allowed.
- B. The Nominating Committee or Designee will tally the votes and report the results to the Executive Committee who will formally declare the winners.
- C. Election results will be submitted to APTA headquarters within forty five (45) days.
- D. If a vacancy occurs in an elected position, other than President, the Academy Board of Directors shall appoint a replacement to serve for the remainder of the term.
- E. Election results will be published in the next Academy publication that is sent to all section members.

Section 2: Rotation of Elections

- A. Election of the President, Nominating Committee member, and Bylaws Committee chairperson shall occur on the first year of a three-year cycle.
- B. Election of the Secretary, Nominating Committee member, Academy Delegate, and Physical Therapist Assistant Member at Large shall occur

on the second year of a three-year cycle.

- C. Election of the Vice President, Treasurer, Nominating Committee member, and Membership Committee Chairperson shall occur on the third year of a three-year cycle.

### Section 3: Election Validity

- A. A majority vote shall elect if there are only two nominees. If there are more than two nominees, a plurality vote shall elect. A minimum number of fifty (50) returned ballots is needed for the election to be valid.
- B. Nominating Committee will follow the Policy and Procedural Manual for reporting of results and resolving ties.

### Section 4: Voting Privileges

- A. All members (Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, Retired Physical Therapist, Retired Physical Therapist Assistant) in good standing within the Academy at the time of the election will receive one ballot.
- B. Each Physical Therapist, Retired Physical Therapist, and Life Physical Therapist shall have one vote. Each Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have one vote.
- C. Student Physical Therapists and Student Physical Therapist Assistants shall have no vote.

## **ARTICLE XI. FINANCE**

### Section 1: Fiscal Year

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

### Section 2: Limitation on Expenditures

No officer, employee, or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Academy's Executive Committee. The Executive Committee shall not commit the Academy to any financial obligation in excess of its current financial resources.

### Section 3: Dues

- A. Dues for the Academy shall be:
  - Physical Therapist: \$40.00
  - Physical Therapist-Post Professional Student: \$20.00
  - Physical Therapist Assistant: \$20.00
  - Life Physical Therapist: \$5.00
  - Life Physical Therapist Assistant: \$5.00

Student Physical Therapist: \$9.00  
Student Physical Therapist Assistant: \$9.00  
Retired Physical Therapist: \$20.00  
Retired Physical Therapist Assistant: \$10.00

- B. All dues shall be for the period specified in the Associations bylaws, and shall be payable following the Association's schedule.
- C. All dues changes approved by the Academy membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Academy's next fiscal year.
  - 1. Only members who have voting privileges as per APTA bylaws may vote on the establishment of the level of Academy dues.
  - 2. If the Academy dues for any membership class exceeds the APTA dues, the Academy shall request an annual review and approval of the Academy's budget by the APTA as per Association Bylaws
- D. The Academy may not levy any special assessments.
- E. The Board of Directors may offer reduced rates for Academy dues for limited-time pilot projects, as an incentive to promote membership.

Section 4: The Academy shall submit their annual financial statements, tax returns, and audit report to the Association when and as directed by APTA Headquarters.

## **ARTICLE XII. DISSOLUTION**

### Section 1: Voting

The Academy may dissolve subject to a recommendation to dissolve supported by no less than two-thirds of the members of the Academy's Board of Directors and adopted by two-thirds of the Academy's members.

### Section 2: Property

All property, papers, and finances become the property of the APTA upon official dissolution of the Academy.

## **ARTICLE XIII. 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 rules of order adopted by the Academy.

## **ARTICLE XIV. AMENDMENTS**

### Section 1: Compliance with APTA Bylaws

- A. If the intent of an amendment is editorial or to bring the Academy's bylaws into agreement with those of the Association, the amendment/correction shall be made as required by the Bylaws Chair and approved by the Board of Directors. The Bylaws Chair shall notify the Academy's membership of such amendment.
- B. Amendments to the Academy's bylaws approved by membership become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Academy dues become effective on the first of the Academy's next fiscal year following approval.)

### Section 2: Notification

- A. Proposed changes in the Academy bylaws shall be distributed to the Academy members no later than sixty (60) days prior to the date that is determined to be the last day for receipt of votes.
- B. An affirmative vote by a simple majority of the votes received by the date that is determined to be the last day for the receipt of votes is needed for passage. A minimum number of fifty (50) returned ballots is needed for the balloting to be valid.
- C. The approved bylaws will be distributed to the membership in the most cost effective way possible in a reasonable time period after the voting has been tabulated.

## **ARTICLE XV. 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.

### Amendments:

- 5/2001; 6/2003 - dues amended per 12/31/02 vote
- 10/2005 Mandatory APTA changes
- Dues amended per vote 12/08
- Membership votes 12/1/2012, 12/12/2013, and 11/5/2014 (APTA final approval effective January 8, 2015)
- Membership vote November 2015 (APTA final approval effective February 11, 2016)
- Membership vote November 2016 (APTA final approval effective March 31, 2017)