



**BYLAWS**  
**APTA SECTION on**  
**HEALTH POLICY AND ADMINISTRATION**  
*Adopted February 19, 2016*

**ARTICLE I. NAME**

The Section on Health Policy and Administration, hereinafter referred to as the Section, shall be a Section of the American Physical Therapy Association, hereinafter referred to as the Association.

**ARTICLE II. OBJECT**

- A. The object of the Section shall be to foster the development of leadership skills, empower members to influence health policy legislation and the regulation of Physical Therapy, and to serve as a resource to the APTA and its components in these areas.

**ARTICLE III. FUNCTION**

- B. Provide programs and opportunities for the exchange of information related to leadership, health policy, legislation, professional practice, regulatory issues, global health, technology, and ethics.
- C. Promote and develop rehabilitation leaders in the areas of administration, health policy, regulation and ethics as they relate to the practice of physical therapy.
- D. Assist components of the Association, external groups, and consult with enforcement agencies to enact appropriate legislation, regulation and rehabilitation management in order to benefit the profession of physical therapy and the people it serves.
- E. Enhance practice of physical therapy by promoting active involvement in areas of leadership, legislation, regulation, global health, technology, and professional ethics.
- E. Encourage physical therapy research in the areas of health policy, global health, leadership, administration and professional practice and foster contributions to professional literature related to the administration of physical therapy services.

**ARTICLE IV. MEMBERSHIP**

## Section 1: Categories and Qualifications of Members

The Section membership categories and qualifications for Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, Student Physical Therapist, Student Physical Therapist Assistant, Retired Physical Therapist, and Retired 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 Section's members shall be identical to those established in the Association's bylaws.
- B.** Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have 1 vote at the Section level.

## Section 3: Application for and Admission to Membership

The payment of appropriate 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 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 his or her membership privileges simultaneously suspended in the Section. Any member who is expelled from membership in the Association shall be simultaneously 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. SPECIAL INTEREST GROUPS**

Section 1: Special Interest Groups

A. A special interest group shall:

1. Operate under bylaws or rules of order that are consistent with Section or Association bylaws and that shall be approved by the Section's Board of Directors (hereinafter referred to as the Board of Directors).
2. Not levy special assessments.

B. A special interest group of the Section may be established and/or dissolved in accordance with rules and conditions specified by the Section's Board of Directors.

Section 2: Limitations

Special Interest Groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Section.
- B. No 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 special interest group unless authorized to do so in writing by the Board of Directors.

**ARTICLE VI. MEMBERSHIP MEETINGS**

Section 1: There shall be one (1) Section membership meeting a year for the conduct of business.

- A. The annual meeting of the Section shall be held in conjunction with the Combined Sections Meeting of the Association.
- B. Attendance at Section business meetings is limited to Section members and guests approved by the Board of Directors.

Section 2: Special Meetings

Additional meetings may be scheduled during the course of any calendar year with a written notice provided to the members at least 30 days prior to the time of the meeting. A meeting must be called if 40% of the members request one in writing.

Section 3: Notice of Meeting Requirements

Members will be notified in writing at least 30 days in advance of all meetings with the date, time and location of each meeting.

Section 4: Quorum

Except as otherwise provided in these bylaws, a quorum for the transaction of business at any meeting of the Section shall consist of 10 voting members present, including at least two officers.

Section 5: Minutes

All meeting minutes shall be submitted to the Association within forty-five (45) days of the date of the meeting.

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

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

A. The officers of the Section shall be President, Vice President, Secretary, and Treasurer.

**A.** The President shall:

1. Call and preside at all meetings of the Section, and the Board of Directors.
2. Be an ex-officio member of all committees and task forces, except the Nominating Committee.
3. Report to the Board of Directors of the Association as required.
4. Report to the membership.

**B.** The Vice President shall:

1. Officiate and/or serve for the President in his/her absence or disability.
2. Succeed to the office of President for the unexpired portion of term in the event of death, resignation, removal or disqualification of the President.
3. Serve as liaison to such committees and task forces as directed by the Board of Directors.

**C.** The Secretary shall:

1. Produce a written record of the minutes of all Section and Board of Directors meetings, and submit these written minutes to the APTA staff liaison to the Section as per Article VI, Meetings, Section 5, Minutes.
2. Maintain a record of all official action and decisions by the Board of Directors that were conducted by correspondence or conference call.
3. Serve as liaison to such committees and task forces as directed by the Board of Directors.
1. **4.** Submit written minutes of the preceding business meeting at each Section business meeting.

D. The Treasurer shall:

1. Manage the finances of the Section in consultation with the Board of Directors.
2. Perform all other duties as assigned by the Board of Directors required to maintain fiscal accountability.
3. Complete mandated reports within specified time frames and may consult with outside accounting agencies with Board of Directors approval.
4. Serve as Chair of the Finance Committee and as liaison to such other committees or task forces as directed by the Board of Directors.

Section 2: Terms

- A. Officers are elected for a three (3) year term or until the election and installation of their successors.
- B. No elected member may serve more than five (5) consecutive terms on the Board of Directors.
- C. No officer shall serve more than two (2) consecutive full terms in the same office.
- D. Any officer unable to complete his term of office shall submit a letter of resignation to the President.
- E. Any officer who fails to perform his duties can be removed from his position by unanimous vote of the Board of Directors with the exception of the officer in question.
- F. Officers shall assume their duties immediately following the annual meeting.

Section 3: Vacancies

- A. Vacancies may be created by death, resignation, removal for failure to serve, or disqualification.
- B. If a vacancy occurs in the office of President, the Vice President shall succeed to the office of President.
- C. If a vacancy occurs in the office of Vice President, Secretary, or Treasurer, the respective office shall be filled by appointment by the Section Board of Directors for the unexpired term.

Section 4: Qualifications

- ~~A.~~ Only such members of the Section 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 two (2) years immediately preceding their election, and who have consented to serve, shall be eligible for election to office.
- ~~B.~~ Physical Therapist Assistants, Life Physical Therapist Assistants and Retired Physical Therapist Assistants may hold office subject to the limitation specified in the Association bylaws, Article V. Section ~~54~~. Subparagraph C.

## Section 5: Board of Directors

- A. Composition:** The following members shall constitute the Board of Directors:
  1. The 4 officers of the Section;
  2. The Chair of the Global Health Special Interest Group;
  3. The Chair of the Technology in Physical Therapy Special Interest Group; and
  4. Three additional elected Section members.
- B. Voting:** Each of the members listed under Article VII-Section 5A above is a voting member of the Board of Directors.

## C. Duties and Responsibilities

The Board of Directors shall:

1. Carry out the mandates and objectives of the Section as determined by the membership. Between Section business meetings, the Board of Directors may make and enforce such policy as is consistent with the mandates and objectives of the membership and within the scope of these bylaws.
2. Direct all business and financial affairs on behalf of the Section, and not commit the Section to any financial obligation in excess of its available resources.
3. Fill all vacancies occurring on the Board of Directors, and other committees or task forces, except as otherwise provided by these bylaws.
4. Adopt Section goals, strategic plan and budget, annually at the Fall meeting.
5. Perform other duties as stipulated in the Section's Policy and Procedure Manual.

## D. Meetings

1. Regular Meetings. There shall be at least two (2) regular Board of Directors meetings per year.

2. Definition of Meeting: Meeting may be conducted through the use of any means of communication by which all board members in attendance may hear each other during the meeting.
3. Special Meetings. The President may call a special meeting of the Board of Directors and must call a special meeting on written request of three (3) members of the Board of Directors.
4. Notice required for meetings. Electronic or phone call notice, unless otherwise stated in the Bylaws, of all meetings shall be given to all members of the Board of Directors no later than thirty (30) days before the date fixed for the meeting.
5. A quorum shall consist of five (5) members.

E. Dismissal: A member of the Board of Directors who fails to perform the duties as assigned may be removed from the Board of Directors by a majority vote of those present and voting at a Board of Directors' meeting.

## Section 6: Executive Committee

A. Composition: The four (4) officers and at least 1 of the remaining members of the Board of Directors shall constitute the Executive Committee. The 5<sup>th</sup> member shall be elected to the Executive Committee annually by members of the Board of Directors who are not members of the Executive Committee.

### B. Duties and Responsibilities

1. Create, appoint, and determine purposes of such special committees or task forces as it deems necessary.
2. Establish and maintain a Section office, contracting with staff or others as Administrator of the Section Office.
3. Appoint liaisons and representatives to other groups.
4. Provide for a method of receiving and responding to matters requiring immediate attention between meetings of the Board of Directors.
5. Make decisions that are in keeping with Section philosophy, mission statement, policies and procedures, and previous Board or Membership actions.
6. Revise the budget as needed between Board of Directors meetings.
7. Perform other duties as may be assigned by the Board of Directors.

### C. Meetings

#### 1. Regular Meetings:

The Executive Committee shall have at least one meeting annually.

#### 2. Special Meetings:

The President may call a special meeting of the Executive Committee and must call a meeting on written request of two (2) members of the Executive Committee, giving notice of the meeting by electronic notice,

or phone call, unless otherwise stated in the Bylaws, at least seven (7) days prior to the date fixed for the meeting. When a decision is needed between meetings of the Executive Committee, voting may be conducted by mail, conference call, or electronically with all Executive Committee members notified.

3. Quorum: A quorum shall consist of three (3) members.

## **ARTICLE VIII. COMMITTEES**

### Section 1: Finance Committee

- A. Composition: The Finance Committee shall consist of three (3) members of the Section who have consented in writing to serve. The Treasurer will serve as Chair. Two members will be appointed by the Board of Directors and serve three (3) year terms.
- B. Length and Number of Terms: Each member will serve for no more than one (3) year term or until the election of his/her successor.
- C. Duties: The responsibility of this Committee shall be planning the budget for the Section. The Committee shall report to the Board of Directors.
- D. Dismissal: A member of the Finance Committee who fails to perform the duties of his/her office may be removed from office by a majority vote of those present and voting at a Board of Directors' meeting.

### Section 2: Nominating Committee

- A. Composition: The Nominating Committee shall consist of three members members of the Section who have consented in writing to serve. The senior member of the Committee shall serve as chair.
- B. Length and Number of Terms: Each member will serve for no more than one (3) year term or until the election of his successor.
- C. Duties:
  1. The Nominating Committee shall wherever possible, prepare a slate of two (2) or more candidates for each vacancy to be filled by election.

2. Nominating Committee shall seek out candidates for vacant offices, review their qualifications, and ascertain their willingness to serve. Only those individuals who have consented in writing to serve may be nominated.

D. Election:

1. One member of the Nominating Committee shall be elected annually at the time of other Section elections.
2. Vacancies shall be filled by the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.

E. Dismissal: A member of the Nominating Committee who fails to perform the duties of his/her office may be removed from office by a majority vote of those present and voting at a Board of Directors' meeting.

### Section 3: Other Committees

Additional committees may be established and designated by the Board of Directors to fulfill the purpose and object of the Section.

- A. Appointment: Members of additional committees are appointed by the Board of Directors.
- B. Length and Number of Terms: Terms are for three years, commencing immediately following the Board of Directors meeting at which they were appointed, except members appointed to the Program Committee shall serve a six (6) year term; and members appointed to the Member Services Committee shall serve a four (4) year term. Members may serve for an unlimited number of terms.
- C. Committee Chair: The chair of each additional Committee shall be eligible to serve on the Section's Board of Directors if elected by the Section's Board of Directors to serve.
- D. Duties: Duties of other committees shall be established in the Section's Policy and Procedure Manual.
- E. Dismissal: A member of a Committee who fails to perform the duties as assigned may be removed from the Committee by a majority of those present and voting at a Board of Directors' meeting.

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

- A. The President of the Section shall act as the Section's delegate to the Association's House of Delegates. If the President is unable to represent the Section as its delegate, the Board of Directors shall appoint a replacement. The qualification of the delegate shall be as stated as in the Association's bylaws.
- B. The Section delegate may not, in the same year, serve as a Chapter or Assembly delegate.

- C. 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.
- D. The Section must be represented in the House of Delegates at least every third year.
- E. Duties of the Delegate
  - 1. To attend the annual and special meetings of the House of Delegates of the Association.
  - 2. To present to the House of Delegates such matters as are ordered by the Board of Directors and/or voting body.

## **ARTICLE X. ELECTIONS**

### Section 1: Officers and Positions to be Elected

- A. The President and Treasurer shall be elected every third year starting with the election to be held in the summer of 2006. The Vice President and Secretary shall be elected every third year starting with the election in the summer of 2007.
- B. One member of the Nominating Committee is elected each year.
- C. Nominating Committee shall propose a slate of candidates for election and post the slate of candidates on the Section's website at least 90 days prior to the annual meeting.
- D. The Nominating Committee shall post the slate of candidates on the Section's website at least 80 days prior to the annual meeting and invite members of the Section to submit floor nominations in writing for the offices listed.
- E. After floor nominations are closed, Nominating Committee shall prepare the final slate of candidates and post the slate of candidates on the Section's website at least 60 days prior to the annual meeting.

### Section 2: Balloting

- A. Elections shall be held by electronic ballot. Members will be provided with a means to vote by postal mail if requested by a member in writing at least 45 days prior to the annual meeting. The nominee receiving the most votes shall be declared elected provided that at least ten (10) valid ballots have been cast.
- B. The Nominating Committee shall appoint a teller. A teller's report shall be given at the annual meeting following the election.

- C. A tie vote shall be broken by vote of at least three (3) members of the Executive Committee, with the President breaking that tie as needed.

### Section 3: Reporting Results

Results of elections shall be reported in writing to the Association within forty-five (45) days.

## **ARTICLE XI. FINANCE**

### Section 1: Fiscal Year

The fiscal year of the Section 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 Section's Board of Directors. The Board of Directors shall not commit the Section to any financial obligation in excess of its current financial resources.

### Section 3: Dues

- A. The dues for each Physical Therapist Member of the Section shall be \$50.00. For each Physical Therapist – Post Professional Student dues shall be \$30.00, for each Physical Therapist Assistant Member \$30.00, for each Student Physical Therapist and Student Physical Therapist Assistant member \$10.00, for each Life Physical Therapist and Life Physical Therapist Assistant \$15, for each Retired Physical Therapist and Retired Physical Therapist Assistant \$30, for twelve (12) months of membership, payable to the Association.
- B. All dues shall be for the period specified in the Association bylaws.

- C. All dues changes approved by the Section membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first day of the Section's next fiscal year.
- D. The Board of Directors may offer reduced rates for Section dues as an incentive to promote membership.

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

## **ARTICLE XII. DISSOLUTION**

The Section may be dissolved by a two thirds (2/3) vote of the members present at any meeting, providing ninety (90) days written notice of such pending action has been given to the members. The Section may also be dissolved by the Association's Board of Directors or House of Delegates as prescribed by the Association bylaws.

- A. All property and records of whatsoever nature in the possession of the Section shall, after payment of all bona fide debts, be turned over or conveyed to the Association.
- B. If the Section is dissolved for the purpose of merging with an existing Section, or a newly formed Section, all property and records of whatsoever nature in the possession of the Section shall, after payment of all bona fide debts, be turned over or conveyed to the existing or newly formed Section with which it has merged.

## **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 in which they are applicable and in which they are not inconsistent with these Bylaws and any other special rules of order the Section may adopt.

## **ARTICLE XIV. AMENDMENTS**

Section 1. These bylaws may be amended at any business meeting of the Section by a two thirds (2/3) vote of those present. Notification of the proposed amendments shall be given in writing to the membership at least thirty (30) days prior to the meeting. All amendments approved by the Section must be approved by the Association's Parliamentarian prior to submission to the membership for a vote. All amendments approved by the Section will be submitted to the Board of Directors of the Association for approval. Amendments to the Section bylaws become

effective upon approval in writing by the Association's Board of Directors except as allowed for in Article XI, Finance, Section 3, Dues, C.

Section 2. If the intent of an amendment is editorial or to bring the Section's bylaws into agreement with those of the Association, the amendment shall be made as required by the Section Bylaws Committee and approved by the Board of Directors. The Secretary shall notify the membership of such amendment.

**ARTICLE XV. ASSOCIATION AS HIGHER AUTHORITY**

In addition to these Bylaws, the Section is governed by the Association Bylaws and Standing Rules, and by Association policies.

Adopted by Merger Transition Board of Directors (joint SOA/HPLR): October 2002.

Adopted by HPA Membership February 2004.

Adopted by HPA Membership February 2006

Adopted by HPA membership February 19, 2010.

Adopted by HPA Board of Directors October 2012.

Adopted by HPA Membership February 19, 2016.

