

# Southwest District Bylaws of the FPTA

## ARTICLE I - NAME

The name of this organization is the Southwest District, hereinafter referred to as "the District" of the Florida Physical Therapy Association, hereinafter referred to as "the Chapter." The Chapter is a chapter of the American Physical Therapy Association, hereinafter referred to as "the Association." The territorial boundaries of the District correspond to the counties of Charlotte, Glades, Lee, Hendry, and Collier.

## ARTICLE II - FUNCTIONS

The functions of the District are to assist the Chapter in fostering the continued development of the physical therapy profession and to assist the Chapter in carrying out its other functions in the District's geographical service area.

## ARTICLE III - OBLIGATIONS

The district must fulfill all district obligations listed in Chapter and Association bylaws, including:

- Section 1. The district's fiscal year shall correspond to that of the Chapter and Association.
- Section 2. The District shall have no dues and may levy no assessments that carry punitive action or loss of good standing. Assessments shall be approved by the Chapter Board of Directors. The District shall receive funds from the Chapter as provided in Chapter Bylaws.
- Section 3. The District shall submit an annual report, and such other reports as may be requested, to the Chapter Board of Directors.
- Section 4. All bylaws and amendments or actions of policy to be adopted by the district shall be submitted to the Chapter Board of Directors for approval prior to implementation.

## ARTICLE IV - MEMBERSHIP

Membership in the District, including classes of membership, qualifications, rights, good standing and other rules regarding membership are prescribed by the Association. Assignment to the District may be based on the member's place of residence or place of business.

## ARTICLE V - OFFICERS

### Section 1: Composition and Term

- A. The officers of the District shall be the Regional Director, District Chairman, Vice Chairman, Secretary, Treasurer, Chief Assembly Representative, Affiliate Representative, and Immediate Past Chairman.

- B. The officers shall serve two-year terms. They shall assume office at the close of the annual meeting at which they are elected. The Immediate Past Chairman shall serve on the District council for two years following his/her term of office as District Chairman.
- C. The Regional Director, Vice Chairman, and Secretary shall be elected at the annual meeting in the even numbered years. The District Chairman, Treasurer, and Affiliate Representative shall be elected at the annual meeting in the odd numbered years.
- D. In the event that the District Chairman is re-elected to a second term of office, the Immediate Past District Chairman's position shall become vacant. This position may be filled by election of one additional Councilman for a two-year term if desired.
- E. With the exception of the Immediate Past District Chairman, no member shall serve more than three consecutive terms on the District Council, nor more than two complete consecutive terms in the same elected office.

## Section 2. Duties of Officers

### A. The District Chairman shall:

1. Assume leadership of District activities and attempt to guide and direct the District in accordance with Chapter and Association policies, and membership needs and interests.
2. Preside at all District Council Meetings.
3. Call District Council meetings according to District Bylaws or policy rules and prepare and send to the council members as agenda for each meeting.
4. Call special meetings of the District as determined by the District Council.
5. Shall give a written or oral quarterly report to the Regional Director.
6. Act as ex-officio member of all committees except the Nominating Committee.
7. Be familiar with these bylaws, Chapter and Association bylaws and with the principles of parliamentary procedures based on Robert's Rules of Order Newly Revised.
8. May serve, at his/her own choosing yearly, as the District's Active Member representative to the Chapter Delegation in the Association's House of Delegates.

### B. The Regional Director shall:

1. Make reports of the state of the District available to the membership at all regular and special meetings of the District.
2. Prepare a written report of the District for inclusion of the annual Chapter report to the association, and such other reports as requested by the Chapter Board of Directors.
3. Shall make written or oral report of the FPTA updates and activities to the District Chairman following each state board of Directors meeting.
4. Serve as a member of the Chapter Board of Directors during the term of office.

C. The Vice Chairman shall:

1. Communicate with all sub-district chairpersons and act as their representative of the District Council.
2. Be ready at all times to assume the duties of the District Chairman in his/her absence.
3. Assist the District Chairman in the discharge of his/her duties.
4. Serve as a member of the District Council.
5. Serve as District Parliamentarian.
6. Shall arrange for speaker, refreshments, and meeting place for all district meetings not arranged by Sub-District Chairman.

D. The Secretary shall:

1. Keep an authentic record of the Districts proceedings and the District Council meetings and read the minutes of previous meetings as requested.
2. Be prepared to furnish the exact wording of a motion or motions pending before the District.
3. Preserve all records, reports, and documents of the District except those specifically assigned to the custody of others.
4. Authenticate all records by his/her signature.
5. Bring to each meeting a copy of the bylaws, standing rules of the District, together with a list of members of the District, and committees.
6. Following each meeting of the District he/she shall send copies of the minutes to the FPTA "Update", and District Council meeting minutes to the District Council members.
7. Carry on the official correspondence of the District as directed by the District Chairman.
8. Read all papers that may be called for the assembly.
9. Maintain an accurate member roster and call the roll when necessary.
10. Following each election, the incoming Secretary shall submit to the Chapter President, Chapter Secretary, and the Executive Secretary, the names and addresses of the new District officers.

11. Serve as a member of the District Council.

E. The Treasurer Shall:

1. Receive and disburse all monies of the District
2. Deposit all monies in a bank in the name of the District, and arrange to have the District Chairman's signature validated.
3. Keep accurate accounts of receipts and disbursements.
4. Have accounts audited by a task force appointed by the District Council.
5. Make a report to the membership at all District meetings and at such other times may be requested by the District Chairman.
6. Submit the annual Treasurer's report for inclusion in the annual District reports to the Chapter, a copy of which is to be forwarded to the Chapter Treasurer for inclusion in his report to the Association.
7. Serve as a member of the District Council.

F. The Immediate Past District Chairman shall:

1. Participate in planning and making decisions in determining District programs and policies.
2. Serve as a member of the District Council.

G. Affiliate Representative shall:

1. Report to the District the activities of the affiliate Special Interest Group of the FPTA.
2. Serve as a member of the District Council.

Section 3. Qualification of Officers

Only active and life members of the Association who have been active or life members for at least six months immediately preceding their elections, who are in good standing, and who have consented to serve, are eligible for election as Regional Director, District Chairman, Vice-Chairman, Secretary, Treasurer, and Affiliate Representative.

Section 4. Sub-Districts

There may be Sub-Districts made up of geographic regions within the District, with composition determined by the District Council. Each Sub-District Chairman shall be responsible for communication with the Vice-Chairman regarding all Sub-District activities.

Section 5. Vacancies - How Filled

If, before the expiration of the term for which he/she was elected, the Regional Director dies, resigns, is removed from office, or becomes disqualified, the District Chairman shall have the option to succeed to the office vacated for the unexpired portion of the term. If the District Chairman chooses not to succeed the Regional Director, a new Regional Director shall be elected by the membership for the unexpired portion of the term. If, before the expiration of the term for which he/she was elected, the District Chairman dies, resigns, is removed from the office, or becomes disqualified, the Vice-Chairman shall succeed to the office vacated for the unexpired portion of the term. Vacancies created by the death, resignation, removal or disqualification of other officers shall be filled by appointment by the District Council for the unexpired portion of the term.

## ARTICLE VI - DISTRICT COUNCIL

Section 1. The District Council shall carryout the policies as determined by the membership of the District of the Chapter.

Section 2. Organization.

A. The District Council shall consist of the Regional Director, District Chairman, Vice-Chairman, Secretary, Treasurer, Affiliate Representative, Immediate Past District Chairman, and Chief Assembly Representative. All Sub-District Chairmen, if applicable, are invited to attend District Council meetings but will be non-voting members.

B. Term of service:

1. Officers of the District serving on the district Council shall serve terms that coincide with their term of office.

Section 3. Duties

The District Council shall:

- A. Carry out the mandates of the District as determined by the membership. Between meetings of the District, the Council may make and endorse such policies determined by the District, Chapter and Association.
- B. Have full power and complete authority to perform acts and transact business for and on behalf of the District, subject only to provisions of these bylaws and all resolutions and enactments of the District membership.
- C. Not commit the District to any financial obligation in excess of its available financial resources.
- D. Devise and mature plans for the District's growth and development.

- E. Create task forces or committees and appoint chairmen to fulfill the functions of the District. Only the Council may appoint a task force or committee. When the task force or committee has fulfilled its charge and reported to the Council, the task force or committee may be dissolved.
- F. Hold at least three meetings annually. A majority of the members of the Council shall constitute a quorum.
- G. Bring before the members at any regular meeting or by correspondence, communications from the Council for their information, opinions and/or vote.
- H. Meet with the outgoing (retiring) Council members following the annual meeting at which new officers are elected, for the purpose of orientation in District policy and program, review and transfer of official files to the appropriate incoming Council members.

#### Section 4. Vacancies

If an appointed member dies, resigns, is removed, or fails to serve, the unexpired portion of the term shall be filled by a District member appointed by the District Council.

### ARTICLE VII - DELEGATES

#### Section 1. Delegate to the House of Delegates

- A. The District Chairman may serve, at his/her choosing as the District's active member representative to the Chapter Delegation in the Association's House of Delegates, if he/she attends the House sessions. If he/she does not attend, the District shall select an alternate from its archive membership. If the alternate does not attend the House sessions, the Chief Delegate shall appoint a delegate from the Florida active membership in attendance.
- B. Duties of the Delegates to the House of Delegates.
  1. Present material to come before the House of Delegates to the District membership for discussion, opinion and/or vote.
  2. Keep notes of the District's action throughout the year to guide participation in the House of Delegates session.
  3. Present to the Chief Delegate any resolution or other matter regarding national policy that the District wishes discussed.

4. Receive and act in accordance with instructions from the District as to voting on items on the agenda and the session of the House of Delegates.
5. Formulate a report to the District and make available at the first District meeting following the session on the action of the House of Delegates.

- C. Only active members who have been Association members in good standing for no fewer than the six months immediately preceding may serve as active member representative delegates to the Chapter delegation.

Section 2. Representatives to the Assembly of Representatives:

- A. The District shall elect delegates to the Assembly of Representatives at the annual meeting of the District. Only active members who have been Association members in good standing for no fewer than six months preceding may serve as an active member representative to the Assembly of Representatives. Each representative shall serve a two-year term with one half of the positions being up for election each year. The number of representatives apportioned to the District shall be determined by the make-up of active members and affiliates each year per Chapter guidelines. The Chief Assembly Representative for the District shall be elected out of this group each year and shall serve as a member of the District Council. If any representative does not attend, the District shall select an alternate from its active membership to replace their representation. One person may carry up to two votes for the District Assembly of Representatives in the event of absence by a representative.

B. Duties of the Representatives to the Assembly of Representatives:

1. Present material to come before the Assembly of Representatives to the District membership for discussion, opinion and/or vote.
2. Keep notes of the District's action throughout the year to guide participation in the Assembly of Representatives.
3. Present to the Chief Assembly Representative any resolution or other matter regarding changes that the District wishes discussed.
4. Receive and act in accordance with instructions from the District as to voting on items on the agenda at the sessions of the Assembly of Representatives.
5. Make a report to the District at the first District meeting following the session on the action of the Assembly of Representatives.

ARTICLE VIII - MEETINGS

Section 1. Number The Districts shall hold a minimum of three meetings and three District Council meetings a year. Notice of these meetings shall be made to the members three (3) weeks prior to the date of the meeting.

Section 2. Annual Meeting. The annual meeting shall be the last District meeting held prior to the Assembly of Representatives meeting.

Section 3. Quorum. The voting members attending any regular or special meeting shall constitute a quorum.

## ARTICLE IX - NOMINATIONS AND ELECTIONS

### Section 1. Nominations

- A. Nominating Committee- A Nominating Committee, consisting of three active and/or life members of the District, shall be elected for three-year terms, with one member being elected at the annual meeting each year. The senior member of the committee shall serve as Chairman for the last year of his/her term.
- B. Nominations- The Nominating Committee shall prepare a list of one or more names for each office. Only those consenting to serve shall be nominated. The report of the Nominating Committee and the list of nominees shall be made available to all members with the notice of the annual meeting at least three (3) weeks prior to the meeting. The floor will be open for nominations at the District meeting preceding the annual meeting and again at he annual meeting.

### Section 2. Elections

- A. Elections shall be held annually at the last District meeting prior to the annual Chapter Meeting.
- B. No Office or member of the District Council shall serve more than three (3) complete terms (with the exception of the immediate past Chairman) on the District Council nor more than two complete consecutive terms in the same office.
- C. Any member shall have the right to nominate from the floor any qualified active or life member for Regional Director, District Chairman, Vice-Chairman, Secretary, or Treasurer, Chief Assembly Representative, and any qualified Affiliate member for Affiliate Representative, provided the individual has consented to serve.
- D. Elections shall be held by ballot, in person or through the mail if received by a present deadline before the annual meeting, unless there is but one



nominee for an office, when a voice vote may be called. A majority vote is necessary for election.

E. The voting body consists of Association members assigned to the District.

1. Active and life members carry one vote per member.
2. Affiliate members carry one-half vote per member.

Section 3. Mail Vote: When a decision is needed between meetings of the District, provision shall be made for voting by mail.

Section 4. Quorum: The active, life, and affiliate members attending any regular or special meeting shall constitute a quorum. In case of a mail vote, the active, life, and affiliate members responding within the deadline, as stated on the ballot, shall constitute a quorum.

#### ARTICLE X - ETHICS AND DISCIPLINE

Section 1. The “Code of Ethics” and “Standards of Ethical Conduct for the Physical Therapist and the Physical Therapist Assistant” of the Association, as they now exist and as they may hereinafter be adopted, amended or supplemented, shall be binding on the appropriate members of the District as though incorporated into these bylaws.

Section 2. Disciplinary action shall be the responsibility of the Association. For purposes of initial investigation and recommendations, the Chapter’s “Manual on Disciplinary Action” shall be binding on all members of the District.

#### ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the District in all cases to which they are applicable and in which they are not in conflict with these bylaws and any special rules of order adopted by the District.

#### ARTICLE XII - AMENDMENTS

Section 1. These bylaws may be amended in whole or in part at any meeting of the District by the affirmative vote of at least two-thirds of the members present voting, providing at least three (3) weeks prior to the meeting a copy of the proposed amendments has been sent to all members of District. Amendments adopted by the District shall become effective upon approval of the Chapter Board of Directors.

Section 2. When amending for compliance with Chapter and/or Association bylaws, theme amendments will be made automatically and approved by the District Council and Chapter Board of Directors. When approved, the District members will be notified within 60 days.

## ARTICLE XIII-DISSOLUTION OF DISTRICT

The District may be dissolved pursuant to Chapter bylaws, Article X-Districts, Section 11, Dissolution. Upon dissolution, all properties and records of the existing District will be turned over to the Chapter.

Adopted May 1975

Amended May 1998

Amended October 2003