

**SOUTHWEST DISTRICT**  
**Florida Physical Therapy Association**  
**BYLAWS**

**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, services to its members, and 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 OF THE DISTRICT: the District Council**

Section 1. Composition and Term

- A. The voting officers of the District shall be Chair, Vice-Chair, Regional Director, Secretary, Treasurer, Chief Representative, and Affiliate (PTA) Representative.
- B. The officers shall serve two-year terms. They shall assume office at the close of the annual Fall Conference at which they are elected.

- C. The Regional Director, Chair, and Vice Chair shall be elected at the Annual Fall Conference in the even numbered years. Chief Representative, Affiliate (PTA) Representative, Secretary, and Treasurer shall be elected at the Annual Fall Conference in the odd numbered years.
- D. No member shall serve more than three complete 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 **Chair** 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 meetings of the District and of the District Council.
3. Call District Council meetings according to District bylaws or policy rules and prepare and send to the Council members an agenda for each meeting.
4. Call special meetings of the District as determined by the District Council.
5. Make reports to the membership at all regular and special meetings of the District.
6. Act as ex-officio member of all committees.
7. Review the duties and responsibilities of the District officers and see that these are carried out.
8. 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.
9. First option to serve as the district's active member representative to the Chapter Delegation in the Association's House of Delegates, if attending the House Sessions. If unable to serve as delegate, the district council will appoint an alternative delegate.
10. Serve as a voting member of the District Council.

B. The **Vice Chair** shall:

1. Assume the duties of the Chair in the Chair's absence.
2. Assist the chair in performance of duties.
3. Serve as a member of the District Council.
4. Prepare a yearly plan of educational seminars as a service to the district membership.
5. Organize each district meeting to include topic of meeting, location, refreshments, sponsor, and speaker, as appropriate. Ensure that all district meetings are planned and posted on website at the beginning of the year.
6. Liaison for Political Action Committee (PAC) Representative, who is appointed by District Council.
7. Coordinate with FPTA Social Media Director to facilitate updating of FPTA website and marketing the district.

C. The **Regional Director** shall:

1. Represent the District to the Chapter Board of Directors.
2. Attend all FPTA BOD functions or in the event of an absence, designate a proxy.
3. Serve the Chapter in duties assigned by the Chapter President.
4. Prepare a written report of the District for inclusion in the Annual Report of the Board of Directors to the Association, and such other reports as requested by the Chapter Board of

Directors.

5. Report Chapter activities to the District Council and grassroots members at all regular and special meetings of the district.
6. Maintain close contact with Chair to coordinate Chapter and district business.
7. Serve as a voting member of the District Council.

D. The **Secretary** shall:

1. Keep an authentic record of the District 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, all task forces and committees.
6. Following each meeting of the District or District Council, send copies of the minutes of the meeting to the appropriate members.
7. Carry on the official correspondence of the District as directed by the Chair.
8. Read all papers that may be called for by the membership.
9. Maintain an accurate membership roster and call the roll when necessary.
10. Notify the membership of district meetings at least three weeks prior to the meetings.
11. Following each election, the incoming Secretary shall submit contact information of the new district officers to the FPTA staff.
12. Serve as a voting 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 one other District Council member's signature validated.
3. Keep accurate accounts of receipts and disbursements.
4. Be prepared to report to the membership at all regular meetings and at such other times as may be requested by the Chair.
5. Submit the Annual District Treasurer's report to the Chapter Treasurer for inclusion in his report to the Association.
6. Serve as a voting member of the District Council.

F. The **Affiliate (PTA) Representative** shall:

1. Participate in planning in determining District programs and policies.
2. Serve as a voting member of the District Council.
3. Serve as a Representative to the Assembly.

G. The **Chief Representative** shall:

1. Be the coordinator of the district Assembly Representatives.
2. Be responsible for ensuring the apportioned amount of voting representatives for the

district are filled.

3. Be responsible for reporting the contact information of Assembly Representatives to FPTA Staff by Chapter assigned deadline.
4. Presents to district members at meetings materials coming before the Assembly of Representatives for discussion or vote.
5. Facilitates the development of motions from the district and/or members.
6. Facilitates attendance of all representatives at annual Chapter Caucus and District Caucus.
7. Fill Assembly Representative vacancies as needed, and report replacement(s) contact information to FPTA Staff as soon as possible.
8. Chair the District Caucus at Annual Fall Conference.

### Section 3. Qualifications of Officers

Only members and life members of the Association who have been active or life members for at least two years immediately preceding their election, who are in good standing, and who have consented to serve, are eligible for election as Chair, Vice-Chair, Regional Director, Secretary, Treasurer, and Chief Representative. Affiliate (PTA) members of the Association who have been Affiliate (PTA) members of the Association for at least two years immediately preceding their appointment, who are in good standing and who have consented to serve, are eligible for appointment as Affiliate (PTA) Representative.

### Section 4. Vacancies - How Filled

If, before the expiration of the term for which he/she was elected, the Chair resigns, is removed from office, or becomes disqualified, the Vice-Chair shall succeed to the office vacated for the unexpired portion of the term. All other vacancies shall be filled by the District Council for the unexpired portion of the term.

## ARTICLE VI - DISTRICT COUNCIL

Section 1. The District Council shall carry out the policies as determined by the membership of the Southwest District of the Florida Therapy Association.

### Section 2. Organization

The District Council shall consist of the Chair, Vice-Chair, Regional Director, Secretary, Treasurer, Affiliate (PTA) Representative and Chief Representative.

### 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 on behalf of the District as are consistent with the mandates and 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 and to manage the affairs, work and activities of the District, subject only to the provisions of these bylaws and all resolutions and enactment's 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 chairs 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 District 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, opinion 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.

## ARTICLE VII - DELEGATE TO THE HOUSE OF DELEGATES

### Section 1. Delegate

- A. The District Chair has the option to serve as the District's representative to the Chapter Delegation in the Association House of Delegates. If the Chair chooses not to attend, the District Council shall appoint a delegate from its district membership.
- B. Only members who have been Association members in good standing for no fewer than the two years immediately preceding may serve as member District delegates.

### Section 2. Duties

- A. Present information that comes before the House of Delegates to the District membership for discussion, opinion and/or vote.
- B. Keep notes of the District's action throughout the year to guide participation in the House of Delegates session.
- C. Present to FPTA's Chief Delegate any resolution or other matter regarding national policy which the District wishes discussed.
- D. Receive and act in accordance with instructions from the Chapter as to voting on items on the agenda at the session of the House of Delegates.
- E. Make a report to the District at the first District meeting following the session on the action of the House of Delegates.

## ARTICLE VIII - MEETINGS

### Section 1. Number

The District shall hold a minimum of three meetings and three District Council meetings a year. Meetings may be attended by physical presence or via interactive technology. Notice of these meetings shall be sent to members at least three (3) weeks prior to the date of the meeting or stated

in the FPTA monthly/weekly newsletter. Notice may be sent by mail or any telecommunications method including, but not limited to, fax and e-mail transmissions which must ensure receipt of the notice and may ensure verifiable receipt of the notice by the intended recipients.

Section 2. Quorum

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

Section 3. Guests

Only guests approved by the District Council and the Southwest District membership are eligible to attend District business meetings.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Nomination for positions can be emailed to the Secretary, or verbal nominations at a meeting. District Council shall prepare a list of one or more names for each office. Only those consenting to serve if elected shall be nominated. The slate, together with information on each candidate shall be sent to all members with the notice of the annual meeting at least three (3) weeks prior to the Annual Fall Conference. Elections shall be held prior to the Annual Fall Conference by electronic voting.

ARTICLE X - REPRESENTATIVE TO THE FLORIDA ASSEMBLY

Section 1. The District will have Assembly Representatives equal to the apportioned number set by the Chapter.

Section 2. The Chief Representative and Affiliate (PTA) Representative will be Assembly Representatives. The Regional Director cannot be an Assembly Representative. The remaining apportioned Assembly Representatives will be elected or appointed by the district.

Section 3. One student Representative may represent each accredited Physical Therapist and Physical Therapist Assistant program in the District as a learning experience.

Section 4. Election/appointment of Representatives

A. Held once a year at the District meeting following Annual Fall Conference. The Chief Representative coordinates filling the apportioned positions.

B. In case of an absence of a representative, the Chief Representative coordinates the process for determining a redistribution of votes.

Section 5. Term

Each Representative will serve a one year term. The Chief Representative will serve a two year term.

Section 6. Votes

Each Assembly Representative and Affiliate (PTA) Assembly Representative will have one vote in the Chapter Assembly. Student and student affiliate (PTA) assembly Representatives participate as

a learning experience and do not have a vote.

Section 7. Meetings

All of the District Representatives (Members, Affiliate (PTA), Student and Student Affiliate (PTA)) will meet prior to each Chapter Assembly coordinated by the Chief Assembly Representative.

ARTICLE XI - ETHICS AND DISCIPLINE

Section 1. The "Code of Ethics" and "Standards of Ethical Conduct for the Physical Therapist Assistant" of the Association, as they now exist and as they may be hereinafter adopted, amended or supplanted, 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.

ARTICLE XII - 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 special rules of order adopted by the District.

ARTICLE XIII - AMENDMENTS

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 and voting, providing that at least three (3) weeks prior to that meeting a copy of the proposed amendments has been sent to all members of the District. Amendments adopted by the District shall become effective upon approval of the Chapter Board of Directors.

ARTICLE XIV - DISSOLUTION OF DISTRICT

The District may be dissolved pursuant to Chapter bylaws.

Adopted May 1975  
Amended May 1998  
Amended October 2003  
Amended May 2014