

Bylaws of the
Nevada Physical Therapy Association
Adopted September 1954. Recent amendment pre-approved by APTA Parliamentarian August 2018;
Approved by NVPTA Membership October 11, 2018.

ARTICLE I. NAME

Section 1. The name of this organization is the Nevada Physical Therapy Association, hereinafter referred to as the Chapter, which is a Chapter of the American Physical Therapy Association, hereinafter referred to as the Association.

Section 2. The geographic jurisdiction of the Chapter is within the boundaries of the State of Nevada.

ARTICLE II. OBJECT

The object of this Chapter shall be the object of the Association as stated in the Association bylaws.

ARTICLE III. FUNCTIONS

The functions of the Chapter shall be the same as the functions of the Association as stated in the Association Bylaws.

ARTICLE IV. MEMBERSHIP

Section 1. Categories and Qualification of Members

The Chapter 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.

In addition, the Chapter shall maintain a single Corresponding Member category with rights and privileges as stated in the Association bylaws.

Section 2. Rights and Privileges of Members

The rights and privileges of the Chapter's members shall be identical to those established in the Association's bylaws. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have 1 vote at Chapter membership meetings and any authorized absentee voting.

Section 3. Admission to Membership

Admission to Chapter membership is by assignment by the Association's Board of Directors.

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 Chapter who is suspended by the Association shall have their membership privileges suspended from the Association and from the Chapter. Any member who is expelled from membership in the Association shall be expelled from Chapter membership.
- B. Complaints to the effect that a member has violated the ethical principles or standards of the Association shall be processed in accordance with the Association's Procedural Document on Disciplinary Action.

Section 6. Reinstatement

Individuals are reinstated to Chapter membership in accordance with the Association's Standing Rules. The Chapter may not charge a reinstatement fee.

ARTICLE V. DISTRICTS AND SPECIAL INTEREST GROUPS

Section 1. Districts

- A. A district shall:
 - 1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
 - 2. Not establish dues.
 - 3. Not levy special assessments that carry punitive action or loss of good standing.
- B. A district of the Chapter may be established and/or dissolved in accordance with the rules and conditions specified by the Chapter's Policy and Procedures Manual.

Section 2. Special Interest Groups

- A. A Special Interest Group shall:
 - 1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
 - 2. Not establish dues.
 - 3. Not levy special assessments that carry punitive action or loss of good standing.
- B. A special interest group of the Chapter may be established and/or dissolved in accordance with the rules and conditions specified by the Chapter's Policy and Procedures Manual.

Section 3. Limitations

Districts, Special Interest Groups are subject to the following limitations:

- A. Bylaws and policies of the Association and the Chapter.
- B. No district, special interest group shall profess or imply that it speaks for or represents the Chapter or members other than those currently holding membership in the district or special interest group unless authorized by the Chapter's governing body.

ARTICLE VI. MEETINGS

Section 1. Regular and Annual Meetings

- A. The Annual Business Meeting shall be held in the fall of each calendar year.
- B. Only Chapter members may attend and vote at the annual business meeting and shall be recognized by either their current Association membership card vote or by confirmation of their membership from the current active member list on file with the executive director of the NPTA. Non-members may be allowed to attend with approval of members in attendance but may not vote.

Section 2. Special Meeting(s)

- A. A special meeting of the Chapter may be called by the Chapter Board of Directors.
- B. A special meeting of the Chapter may be called by the membership upon written or electronic petition of 50% of the membership.
- C. Only Chapter members may attend the special meeting and shall be recognized by either their current Association membership card or by confirmation of their membership from the current active member list on file with the Executive Director of the NPTA.

Section 3. Notice of Meeting Requirements

- A. Notice shall be sent to the membership thirty days (30) prior to the meeting.

Section 4. Quorum

- A. Two and one-half percent (2.5%) of the members of the Nevada Chapter of the APTA must be present at a meeting to constitute a quorum.

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

ARTICLE VII. OFFICERS, BOARD OF DIRECTORS

Section 1. Officers: Rights, Duties, and Responsibilities

The officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, Chief Delegate, and two Directors.

A. President

The President shall preside at all meetings of the Board of Directors and all other Chapter meetings, and shall be an ex officio member of all committees appointed by the Board of Directors except the Ethics and Nominating Committee. The President shall serve as the Board Representative to the Administrative Services Team. The President shall also direct and delegate the Board Representatives to the Administrative, Government Affairs and Practice, Financial, Governance, Membership, and Education Service Teams. Only the President or the President's designee shall serve as the official spokesperson of the Chapter.

- B. Vice President
The Vice President shall assume the duties of the President in the absence or incapacitation of the President. The Vice President shall serve as the Board Representative to the Government Affairs and Practice Services Team and shall report to the President. In the event of a vacancy in the office of President, the Vice-President shall succeed to the Presidency for the unexpired portion of the term.
- C. Secretary
The Secretary shall be responsible for keeping the minutes of the proceedings of all meetings of the Chapter and of the Board of Directors. The Secretary shall serve as the Board Representative to the Governance Services Team, and shall report to the President
- D. Treasurer
The Treasurer shall be responsible for reporting in writing on the financial status of the Chapter at Board of Directors and Chapter business meetings. The Treasurer shall be custodian of all Chapter funds and shall serve as the Board Representative to the Financial Services Team and shall report to the President.
- E. Chief Delegate
The Chief Delegate shall report to the President. The Chief Delegate shall perform duties as specified elsewhere in these bylaws.
- F. Directors
One Director shall serve as the Board Representative to the Education Services Team, and one Director shall serve as the Board Representative to the Membership Services Team. Each Director shall report to the President.

Section 2. Vacancies

- A. If before the expiration of the term for which he was elected, the President dies, resigns, is removed, or becomes disqualified, the Vice President shall succeed to this office vacated for the unexpired portion of the term.
- B. The Vacancies created by the death, resignation, removal or disqualification of any other elected officer shall be filled by Board of Directors appointment until the next election for that office.

Section 3. Qualifications

- A. Only such members of the Chapter 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, who have consented to serve, who will reside in the state or be employed in the state during the term of office, and who have agreed to fulfill the duties of the office for which they have been nominated, shall be eligible for election to office.
- B. PTAs, Life PTAs and Retired PTAs may hold office subject to the limitations specified in the Association bylaws, Article V, Section 4, subparagraph C.

Section 4. Elections and Terms of Office

- A. The term of office for President shall be two (2) years or until the installation of his successor, commencing on even numbered years.
- B. The Vice President shall serve a term of two years or until the election and installation of his successor, commencing on odd numbered years.
- C. The Secretary shall be elected to serve a two year term or until the election and installation of his successor, commencing on even numbered years.
- D. The Treasurer shall be elected to serve a two year term or until the election and installation of his successor, commencing on an odd-numbered year.
- E. A Delegate shall be elected to serve a four year term or until the election and installation of his successor, commencing on even numbered years. After the fall chapter business meeting in the second year, he/she will assume duties of Chief Delegate for the remaining two years.
- F. The Directors shall be elected to serve a two year term or until the election and installation of his successor, commencing on an odd numbered year for director over the education team and on an even numbered year for director over the member services team.
- G. No officer of the Chapter shall serve more than two full consecutive terms in the same elected office.

Section 5. Board of Directors

- A. Composition
The Chapter Board of Directors shall be composed of the Officers of the Chapter.
- B. Duties and Responsibilities
The Board of Directors shall, in addition to the duties otherwise imposed by these Bylaws:
 - 1. Carry out the mandates and policies of the Chapter as determined by the membership.
 - 2. Have full power and complete authority to perform all acts and to transact all business for and on behalf of the Chapter, subject to all resolutions and enactment's of the membership.
 - 3. Determine goals and objectives for the Chapter.
 - 4. Be responsible for creation, appointment, purposes, and activities of such committees as it deems necessary.
 - 5. Maintain current Chapter policies, except in these Bylaws, with revisions as indicated.
 - 6. Appoint an Early Career Liaison.
- C. Meetings
The Board of Directors shall meet not less than four times annually. A majority shall constitute a quorum. The President may call a special meeting of the Board of Directors and must call a special meeting on written request of a majority of the members of the Board. Written notice of all meetings shall be mailed to all members

of the Board of Directors not later than 10 days before the meeting date.

ARTICLE VIII. SERVICE TEAMS AND COMMITTEES

Section 1. Finance Committee

This committee shall consist of at least two members: the Chapter Treasurer, immediate past Chapter Treasurer. The President may appoint additional members as necessary. This committee shall be responsible for advising the Board of Directors on matters pertaining to the Chapter's financial needs, growth and stability based on periodic review of income, expenditures and investments; and assisting the Chapter Treasurer as directed by the Board of Directors. The committee shall present an annual budget to the Board of Directors.

Section 2. Nominating Committee

1. The Nominating Committee shall consist of three eligible members, one elected by the membership each year at the annual meeting, who shall serve a term of three years or until the election of his or her successor.
2. The third year committee member will serve as the Chair of the committee. In the event that there is no third year member, the committee shall elect its own chairman
3. This committee shall:
 - a. Seek out candidates for vacant offices and review their qualifications.
 - b. Nominate only those members who, if elected, have consented to serve.
 - c. Prepare a slate of at least two candidates, if possible, for each position from those consenting to serve, if elected, for all elections of the Chapter.
 - d. Be responsible for submitting biographical data for each candidate to the Chapter publication or other sources of information to the membership for publication at least thirty days prior to the annual meeting.
 - e. Present the prepared slate of officers during the Annual Chapter meeting.

Section 3. Service Teams

The following Service Team leaders shall be appointed by the Board according to Chapter policies and procedures.

1. Administrative Services Team Leader: The Administrative Team Leader is the President who shall coordinate, supervise and direct committees and activities as assigned by the Board of Directors.
2. Federal Government Affairs Team Leader: The Government Affairs Team Leader is the President who shall coordinate, supervise and direct committees and activities, including a Federal Affairs Liaison as assigned by the Board of Directors.
3. State Government Affairs Team Leader: The State Government Affairs Team Leader is the Vice-President who shall coordinate, supervise and direct committees and activities as assigned by the

Board of Directors.

4. Financial Services Team Leader: The Financial Services Team Leader is the Treasurer who shall coordinate, supervise and direct committees and activities as assigned by the Board of Directors:
5. Governance Services Team Leader: The Governance Services Team Leader is the Secretary who shall coordinate, supervise and direct committees and activities as assigned by the Board of Directors
6. Membership Services Team Leaders: The Membership Services Team Leader is one Director who shall coordinate, supervise and direct committees and activities as assigned by the Board of Directors.
7. Programming and C.E. Services Team Leader: The Programming C.E. Services Team Leader is one Director who shall coordinate, supervise and direct committees and activities as assigned by the Board of Directors.

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

Section 1. Qualifications

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

Section 2. Election and Term

- A. The Chapter shall elect one delegate in even-numbered years at the fall meeting. The incumbent Chapter President or his/her designee will serve as the third Chapter delegate. The Vice President will serve as the alternate to the President.
- B. The delegate shall serve a four-year term, the first two years shall be as delegate, and the second two years shall be as Chief Delegate. Following the last year as delegate, that person shall assist newly elected delegates by orienting them to the process utilized in the House of Delegates and preparing any issues suitable for proposals to the House of Delegates.
- C. If any delegate to whom the Chapter is entitled is not able to be present in the House of Delegates, the Chief Delegate shall assume the right to cast the vote or votes of the delegates not in attendance. If the Chief Delegate is not able to attend a session of the House of Delegates, the delegates attending will elect an acting Chief Delegate to assume his or her duties.
- D. Vacancies or lack of sufficient number of nominees to provide the number of delegates allowable under Association bylaws shall be filled by appointment by the Chapter Board of Directors.

Section 3. Duties of Delegates

- 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 the Board of Directors and/or voting body.
- C. A consensus of all delegates present may decide the manner of voting on a question not previously discussed by the Chapter.

ARTICLE X. REPRESENTATIVE TO THE PHYSICAL THERAPIST ASSISTANT CAUCUS (PTA CAUCUS)

Section 1. Qualifications

- A. The qualifications of the representative shall be as stated in the APTA Board policies and procedures.
- B. The Chapter shall notify Association headquarters of the name of the Representative, as required by the Association.

Section 2: Election and Term

In the fall, prior to the annual session of the PTA Caucus, the Physical Therapist Assistant, the Life Physical Therapist Assistant, and the Retired Physical Therapist Assistant members of the Chapter shall elect the Representative to which the Chapter is entitled. Election may be by electronic or mail vote or at the district meetings.

Section 3: Duties of Representative

- A. To attend the annual and special meetings of the PTA Caucus.
- B. To present to the PTA Caucus such matters as are ordered by the Board of Directors and/or voting body.

ARTICLE XI. ELECTIONS

Section 1. Election of Officers

- A. Election of officers for the Chapter shall be held at the Chapter's annual meeting held in the Fall of each year.
- B. All Chapter officers shall be elected from the eligible members of the Chapter.

Section 3. Voting Body

The voting body of this Chapter shall be composed of Physical Therapist, Physical Therapist Assistant, Life Physical Therapist and Physical Therapist Assistant, Retired Physical Therapist and Physical Therapist Assistant members.

Section 4. Procedures

- A. A plurality vote shall be effective in all elections of the Chapter. The candidates who receive the highest number of votes shall be declared elected. In the event of a tie, reballoting shall be held but only the ballots of those voting in person shall be counted.
- C. The slate of nominees shall be published by the Chapter and distributed to the members at least thirty (30) days prior to the annual meeting.
- D. Election shall be by ballot, unless there is but one nominee for an office when a voice vote may be called and accepted.
- E. When there are two or more candidates for an office, the President shall appoint tellers to count and report the vote.
- F. Results of the election shall be reported to the membership by the Chapter Board of Directors, with the results being sent to Association headquarters within 45 days.

Section 5. Mail/electronic Ballot

- A. A mail or electronic ballot may be used when a decision is needed between meetings of the Chapter. Mail or electronic ballots must be returned within 30 days of the date the ballot was mailed to be counted. Ten percent (10%) of the ballots must be returned and counted in order to validate the election. All ballot envelopes must be signed by the member. All mailed ballot envelopes must be signed by the member with membership number.
- B. Absentee ballots will be permitted for the election of officers. For election purposes only, absentee ballots shall count toward the quorum for a meeting. Ballot envelopes must be signed by the voting member and returned to the state secretary before the annual meeting. These ballots will be opened only at the time of voting at the annual meeting. If, after submitting an absentee ballot, a member attends the annual meeting and wishes to vote in person, he may do so by requesting that his absentee ballot be destroyed.

ARTICLE XII. FINANCE

Section 1. Fiscal Year

The fiscal year of the Chapter is from January 1 through December 31.

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

Section 3. Dues

- A. Chapter dues for:

Physical Therapist	\$ 125.00
Physical Therapist – Post Professional Student	\$ 50.00

Physical Therapist Assistant	\$ 80.00
Life Physical Therapist	\$ 0.00
Life Physical Therapist Assistant	\$ 0.00
Student Physical Therapist	\$ 10.00
Student Physical Therapist Assistant	\$ 10.00
Retired Physical Therapist	\$ 25.00
Retired Physical Therapist Assistant	\$ 15.00
Corresponding member:	\$ 50.00

- B. Physical Therapist – Post Professional Student, Student Physical Therapist, and Student Physical Therapist Assistant member dues are for 12 months from the time of renewal or join date. As of the last day of the graduation month, a student or student affiliate member automatically converts to the active or affiliate member category for the remainder of the 12 months of membership. Once the membership remainder expires, these new active or affiliate members are eligible for one year of membership at 50% of the chapter dues rate for an active or affiliate member.
- C. All dues shall be for the period specified in the Association’s bylaws.
- D. All dues changes approved by the Chapter membership and approved by the Association’s Board of Directors before the Association’s deadline will become effective on the first of the Association’s next fiscal year.
- E. The Chapter’s Board of Directors may offer reduced rates for chapter dues as an incentive to promote membership.

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

ARTICLE XIII. DISSOLUTION

- A. The Chapter may dissolve subject to a recommendation to dissolve supported by no less than two-thirds of the Chapter’s Board of Directors and adopted by two-thirds of the Chapter’s members.
- B. Upon dissolution of the Chapter, all property and records in the possession of the chapter shall, after payment of its debts, be conveyed to the Association. In the case of two or more chapters merging, all property and records will be turned over to the continuing Chapter without being returned through the Association.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

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

ARTICLE XV. AMENDMENTS

- A. These Bylaws may be amended in whole or in part by an affirmative vote of two-thirds of the members present and voting at any meeting of the Chapter, provided that a quorum is present. At least

thirty days prior to the meeting, a copy of the proposed amendments shall be sent out by mail to members of the Chapter. The amended bylaws must be submitted to the Board of Directors of the Association for their review and recommendations.

- B. If the intent of an amendment is editorial or to bring the Chapter's Bylaws into agreement with those of the Association, the amendment shall be made as required by the Chapter's Bylaws Committee and shared with the Board of Directors of the Chapter. The Bylaws Committee shall notify the Chapter's membership that such amendments have been made.
- C. Amendments to the Chapter's bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: Changes in chapter dues become effective on the first day of the fiscal year following approval.)

ARTICLE XVI. ASSOCIATION AS HIGHER AUTHORITY

In addition to these Chapter bylaws, the Chapter is governed by the Association's bylaws and standing rules, and by the Association's House of Delegates and Board of Directors policies.