Alliance of Independent Physical Therapists (AIPT)
New York Physical Therapy Association
BYLAWS

ARTICLE I  NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION

Section 1 - Name
The Alliance of Independent Physical Therapists, hereinafter referred to as the AIPT, shall be a special interest group of the New York Physical Therapy Association of the American Physical Therapy Association hereinafter referred to as the Chapter and the Association respectively.

Section 2 - Jurisdiction
The geographical jurisdiction of the AIPT shall coincide with that of the Chapter.

ARTICLE II  PURPOSE

The purpose of the AIPT shall be to provide a means by which New York Chapter members having a common interest in the private practice of physical therapy may meet, confer, share ideas and concerns, and coordinate efforts to promote and advance the private practice of physical therapy in New York State.

ARTICLE III  FUNCTION

The functions of the AIPT shall be to:
- Provide for the exchange of information between AIPT members concerning issues confronting the profession of physical therapy
- Identify and respond to areas of concern and needs of AIPT members
- Promote the role of the physical therapist in private practice
- Provide assistance and guidance to the NYPTA regarding private practice issues or trends that will affect the provision of physical therapy services

ARTICLE IV  OBLIGATIONS

The AIPT shall:
- Conduct its affairs in accordance with these bylaws which shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors
- Maintain complete and accurate financial records which shall be audited annually
- Inform the Chapter of AIPT activities and submit to the Chapter annual reports of its activities and such other reports as may be requested by the Chapter Board of Directors
- Hold meetings in conformity with Chapter policy
- Be self-supporting
- Issue a statement that members of the AIPT are not required to belong to Association section or special interest group of like nature
- Coordinate all SIG activities within the component’s calendar and time frames
- Cooperate in carrying out Chapter activities and supporting component projects
- Further the object and functions of the Chapter as set forth in the Chapter bylaws

ARTICLE V  MEMBERSHIP

Section 1 - Qualifications
Membership in the AIPT shall be open to all members in good standing of the NYPTA; subject to payment of AIPT fees if fees are established.
Section 2 - Admission to Membership
A written request and payment of any membership fee set by the AIPT shall constitute application for admission to membership of the AIPT.

Section 3 - Rights of Members
All Association members have the right to attend meetings, speak, and make motions; only members of the AIPT have the right to hold office and vote.

Section 4 - Good Standing
Members who pay their APTA and any AIPT membership fee shall remain in good standing of the AIPT; failure to pay AIPT membership fees within 30 days of the due date shall result in removal from the AIPT membership; failure to pay AIPT fees will have no bearing on standing in the APTA or Chapter.

Section 5 - Disciplinary Actions
A. Any member of the AIPT who is suspended by the Association shall have his or her membership privileges suspended in the AIPT. Any member of the AIPT who is expelled from membership in the Association shall be expelled from AIPT membership.
B. At such time as membership fees may be established, any member of the AIPT who fails to make timely payment of the required AIPT fees shall be expelled from AIPT membership.

Section 6 - Reinstatement
Any former member of the AIPT who is in good standing in the Association and who meets the qualifications for membership in the AIPT may be reinstated to membership.

ARTICLE VI  MEETINGS

Section 1 - Regular meetings
There shall be at least one regular meeting of the AIPT per year. The annual meeting shall be the regular meeting of the AIPT at which the election of officers occurs, held at a time and place specified by the AIPT Executive Committee.

Section 2 - Special meetings
A special meeting shall be called at any time during the year by the Chair in response to a request by at least 10 members.

Section 3 - Electronic Meetings
Regular and special meetings of the AIPT may be held by electronic means (such as e-mail or other Internet communication systems, telephone conferences, video conferences, facsimile, etc.) subject to the following: All members shall have access to the appropriate electronic meeting media. At least 10 members of the AIPT, as verified by their response to a call for any particular meeting, shall constitute a quorum for the meeting and, once established, shall be assumed present until the meeting is adjourned. The technology used for the electronic meeting shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting. A majority of the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority shall be necessary for the adoption of motions.

Section 4 - Notice Requirements
At least 30 days prior to a meeting, the Chair will notify the NYPTA Vice-President, the Chapter Executive Director, and the AIPT membership of the meeting.

Section 5 - Quorum
At least 10 members shall constitute a quorum.
Section 6 - Voting Power
Each member shall have one vote.

Section 7 - Agenda
Items will be placed on the agenda as determined by a survey of the AIPT membership and as decided at the previous AIPT meeting; the agenda may include requests from the NYPTA Board of Directors regarding issues of concern to the NYPTA. The agenda shall be distributed two weeks prior to a scheduled meeting.

Section 8 - Presiding Officer
The Chair, or in his/her absence the Vice-Chair, will organize and preside over the AIPT meetings.

Section 9 - Meeting Minutes
The minutes shall be reviewed by the Chair and distributed through the Chapter Office within 30 days of the meeting.

ARTICLE VII OFFICERS AND EXECUTIVE COMMITTEE

Section 1 - Officers
A. Composition
The Officers of the AIPT shall be the Co-Chairs, Vice Chair, Secretary/Treasurer, AIPT Liaison to Advisory Panel on Reimbursement and Member-at-Large.

B. Qualifications
Only active members who have been Association members in good standing in any category of membership for no fewer than the two years immediately preceding may serve as AIPT officers and who have agreed to fulfill the duties of the office for which they have been nominated shall be eligible to serve.

C. Election and Term
1. Elections
   a. At the first annual meeting on the odd-numbered year, one Co-chair, Vice-President, and Secretary and/or Treasurer shall be elected.
   b. At the first annual meeting of the even-numbered years one Co-chair, and the Member-at-Large shall be elected.

2. Tenure
   a. The term of office of all Officers shall be two years or until their successors are elected, and shall become effective immediately following the election decisions.
   b. No Officer may serve in the same office for more than two consecutive terms, but may be re-elected to that office following an interim of at least a complete term.
   c. No person shall serve as an Officer of the Board for more than eight consecutive years.

D. Duties and Responsibilities
In addition to the rights and duties provided for in these bylaws, or as custom or parliamentary usage may require, the Officers shall have the rights and duties respectively assigned to them as follows:

1. Chair
The Chair shall:
   a. call meetings and prepare the agenda
   b. determine meeting locations with consultation of the Executive Committee
   c. preside at meetings of the AIPT and all meetings of the Executive Committee
   d. notify the NYPTA Vice-President and the NYPTA office 30 days in advance of a AIPT meeting
   e. review the minutes of the meeting
   f. report to the AIPT and Executive Committee as requested
   g. prepare an annual report to the Chapter and any other reports as requested by the Chapter
   h. maintain contact with the NYPTA board liaison
i. serve as the official spokesperson for the AIPT, with strict adherence to Association and NYPTA policy
j. attend NYPTA and Executive Committee meetings as needed.

2. **Vice Chair**
The Vice Chair shall:
   a. assist the Chair in the conduct of all AIPT activities
   b. shall report to the Executive Committee and Chairman as requested
   c. serve as an ex-officio member of all committees of the AIPT
   d. assume the duties of the Chair in the absence or incapacitation of the chair.

3. The **Secretary/Treasurer** shall:
   a. be responsible for keeping and distributing the minutes of the AIPT and Executive Committee meetings; sending a copy to the Chair for review and to the Chapter within 30 days of the meeting
   b. preparing a summary of the proceedings of the AIPT meetings for distribution on the Chapter website and/or Chapter newsletter
   c. maintain the checking account of the AIPT
   d. submit financial reports as requested by the chapter Financial Manager, or the NYPTA Board of Directors

4. The **Member-at-Large** shall:
   a. organize communication to members on AIPT Officer decisions
   b. help involve members in leadership roles
   c. monitor the membership roster

5. The **AIPT liaison to Advisory Panel on Reimbursement (APOR)** shall:
   a. serve as a member of the AIPT executive committee
   b. communicate between APOR, AIPT and Reimbursement Director regarding ongoing activities related to reimbursement
   c. coordinate activity between AIPT and APOR

E. **Vacancies**
1. In the event the Chair becomes disqualified, is removed from office, resigns, or dies, the Vice-Chair shall succeed to the vacated office for the unexpired portion of the term.
2. Vacancies created by disqualification, removal, resignation, or death of other Officers shall be filled by appointment by the Executive Committee of the Board for the unexpired portion of the term.

Section 2 - Executive Committee
A. **Composition**
The Executive Committee shall include the Officers, the Chapter Vice-President or other appointed Liaison from the NYPTA.
   1. Officers shall be as specified previously in these bylaws.
   2. The Chapter Vice-President or another individual appointed by the NYPTA Executive Committee shall serve as a non-voting member of the AIPT Executive Committee and shall serve as an advisor to the Chair and Executive Committee.

B. **Responsibilities and Authorities**
The Executive Committee shall have the authority to carry out the mandates and policies of the AIPT; shall have full power and complete authority, subject to the provisions of these bylaws and all resolutions and enactments of the AIPT, to perform all acts, and transact all business for and on behalf of the AIPT between its meetings, including the authority to create and/or appoint standing and special committees as may be necessary and set policies, rules and procedures which are not in conflict with these bylaws. The membership may overturn these policies, rules or procedures by a 2/3 vote at any meeting.
C. Meetings
1. Regular – The Executive Committee shall meet at least once per year.
2. Special – The Chairman may call a special meeting of the Executive Committee and shall call a special meeting on the written request of one Executive Committee member.
3. Regular and special meetings of the Executive Committee may be held by a conference with telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

D. Quorum
A majority of the Executive Committee will constitute a quorum.

E. Voting
The Officers shall have one vote. Voting may occur via electronic means when a vote is required between meetings.

F. Reporting
The Executive Committee shall report a summary of activities and finances in writing at least annually to the AIPT, annually to the Chapter Delegate Assembly, and to the Chapter as requested.

Section 3 - Nominating Committee
A. Composition: This committee shall consist of three members who shall be elected for a three-year term. The Senior member shall serve as the chairman of the Committee.
B. Qualifications: Members of this committee shall be Physical Therapist, Retired Physical Therapist, or Life Physical Therapist members in good standing in the Association and the Chapter and who have held this status for two years immediately preceding election or appointment.
C. Term - Term of office shall be three years, or until a successor is elected, one member being elected each year. No member shall serve on the committee for more than two consecutive terms.
D. Duties:
   a. Prepare a slate of candidates for AIPT sixty days prior to the date of the election. Distribution to all members of the AIPT shall be at least one month prior to the set election date. The qualifications of each candidate shall be included.
   b. When nominations are presented to the AIPT, nominations from the floor for any position shall be in order.
E. Vacancies: Vacancies on this committee shall be filled by appointment by the Executive Committee, until the next election, at which time an election to fill the unexpired portion of the term shall be held.

ARTICLE VIII ELECTIONS

Section 1 - Nominations
Nominations will be solicited by the Nominating Committee either electronically or from the floor and a slate will be created.

Section 2 - Conduct of Election
Elections may be held via electronic means, or if in person, shall be by ballot unless there is but one nominee, when a voice vote may be called.

Section 3 - Voting
A. Election shall be by plurality vote.
B. A majority of votes cast shall be necessary for the election of Officers. In the case of elections for the Nominating Committee, election shall be by plurality of the votes cast.
C. Elections of Officers and members of the Nominating Committee shall be by ballot, unless there is but one nominee for any office when a voice vote may be called. If a vote fails to determine election, reballoting shall be conducted.

Section 4 - Results
A. Results of the elections shall be announced and posted upon completion of tallying votes.
B. Election results shall be disseminated within 30 days of the election via email and posting on the web page.

ARTICLE VIII    LIMITATIONS

The AIPT is subject to the following limitations:
A. The bylaws and policies of the Association and the Chapter (APTA & NYPTA Bylaws).
B. No member of the AIPT shall profess or imply that it speaks for or represents the Chapter or members other than those currently holding membership in the AIPT unless authorized by the Chapter's Board of Directors.

ARTICLE IX    FINANCES

Section 1 - Membership Fee
To the end that the AIPT shall be self-supporting (NYPTA Bylaws), an annual fee may be established by the AIPT.

Section 2 - Limitation on Expenditures
No officer, employee, committee or member of the AIPT 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 Board of Directors. The AIPT shall not commit to any financial obligation in excess of its current financial resources.

Section 3 - Fiscal Year
The Fiscal Year of the AIPT shall be that of the Chapter.

Section 4 - Account Signatories
The Secretary/Treasurer and the Chair shall be the signatories on the AIPT financial accounts.

Section 5 - Financial Reports
The Secretary/Treasurer shall submit financial reports as requested by the NYPTA; a copy of the annual report shall be distributed to the membership of the AIPT.

Section 6 - Petition for Funding
The AIPT may petition the NYPTA Board of Directors for funds to support a specific project or activity.

Section 7 - Funding for Travel
Travel expenses to the AIPT meetings will be the responsibility of individual members; representation of the AIPT (non-voting) at NYPTA Board meetings is encouraged; however, expenses are not reimbursable by NYPTA.

ARTICLE X    ACCOUNTIBILITY AND DISSOLUTION

Section 1 - Accountability
The AIPT is accountable to the NYPTA Board of Directors.

Section 2 - Dissolution
The AIPT may be dissolved by a 2/3 vote of the NYPTA Board of Directors, if the AIPT membership falls below 15 members during any consecutive 12 month period (NYPTA Bylaws ARTICLE V., Section 2: G3) or
upon failure to fulfill its obligations. The Chapter Board of Directors may, at its discretion, conduct the affairs and assume custody of the records, funds, and management of the AIPT if the AIPT fails to comply with its obligations. Such action shall be subject to ratification by the Delegate Assembly at its next meeting.

ARTICLE XI  PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the AIPT 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 AIPT.

ARTICLE XII  AMENDMENTS

These bylaws may be amended by a 2/3 vote of those present and voting, providing notice was given 30 days prior to the meeting.

If the intent of an amendment is editorial or to bring the AIPT bylaws into agreement with those of the Association or Chapter, the amendment shall be made as required by the Chapter Judicial Committee and approved by the Chapter Board of Directors. The Chapter Judicial Committee shall notify the AIPT’s membership of such amendment.

Amendments to these bylaws become effective upon approval of the Chapter's Board of Directors.

ARTICLE XIII  ASSOCIATION AS HIGHER AUTHORITY

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

January 2004
Amended BOD 01-05-08
Amended BOD 03-08-01E/02E
Amended 05-08
Amended 12-08
Amended 01-11