

AMERICAN PHYSICAL THERAPY ASSOCIATION

BYLAWS OF THE ACADEMY OF HAND & UPPER EXTREMITY PHYSICAL THERAPY, APTA, INC.

ARTICLE I. NAME

The name of this organization shall be The Academy of Hand & Upper Extremity Physical Therapy, APTA, Inc. Thereinafter referred to as the Academy, a component of The American Physical Therapy Association, hereinafter referred to as the Association.

ARTICLE II. OBJECTIVE

The objectives of this Academy shall be to:

- A. Further the objectives of the Association as expressed in the Association Bylaws and policy statements made by the House of Delegates.
- B. Provide a means by which members having a common interest in hand and upper extremity rehabilitation may meet, confer, and promote current concepts in hand management.

ARTICLE III. FUNCTIONS

The functions of the Academy shall be to:

- A. Carry out the functions of the Association set forth in the Association Bylaws and policy statements made by the House of Delegates.
- B. Promote standards of care for hand and upper extremity rehabilitation.
- C. Promote the development of new knowledge in hand and upper extremity rehabilitation.
- D. Provide for the exchange of information relating to hand and upper extremity rehabilitation among Physical Therapy educators, researchers, practitioners, and administrators.
- E. Promote the role of Physical Therapy in hand and upper extremity rehabilitation.
- F. Identify and respond to areas of concern related to hand and upper extremity rehabilitation.

ARTICLE IV. MEMBERSHIP

Section 1: Categories and Qualifications of Members

The Academy 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.

Section 2: Rights and Privileges of Members

The rights and Privileges of the Academy'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 the Academy level.

Section 3: Application

An eligible Association member may apply for Academy membership by:

- A. Paying directly to the Association current dues which shall entitle the individual membership in this Academy until such time as the member is billed for Association dues. At that time, he shall be billed for Academy dues for the ensuing 12 months of membership or;
- B. Paying directly to the Treasurer of the Academy or other designee approved by the Academy.
- C. Upon acceptance and payment of dues, the applicant shall become a member of the Academy.

Section 4: Good Standing

An individual member is in good standing within the meaning of these bylaws if the member:

- A. Is in good standing in the Association.
- B. Pays all Academy dues.

Section 5: Disciplinary Action

- A. Any member of the Academy who is suspended by the Association shall have his or her membership privileges suspended in the Academy. Any member of the Academy who is expelled from the membership in the Association shall be expelled from Academy membership.
- B. Any member of the Academy who fails to make timely payment of required Academy dues shall be expelled from membership.

Section 6. Reinstatement

Any former member of the Academy who is in good standing in the Association may be reinstated to membership in the Academy by payment of the required Academy dues.

ARTICLE V. ACADEMY STRUCTURE

Section 1: Structure

This Academy shall be structured consistent with the Association Bylaws.

Section 2: Formation of Regional Study Group

- A. To form a Regional Study Group, a written application signed by ten members shall be sent to the Academy Executive Committee. The Executive Committee shall act on this application at its next meeting. If approved, the territorial boundaries of the new Regional Study Group shall be determined by the Executive Committee. If not approved, the petitioners may appeal to the membership of The Academy at its next meeting.
- B. The Bylaws and Amendments to be adopted by the Regional Study Group must be approved by the Executive Committee. The Bylaws must in no manner conflict with the Association or the Academy. If such Bylaws are not approved, the Regional Study Group may appeal to the membership of the Academy at its next meeting.

Section 3: Membership

Members shall be assigned to the Regional Study Groups of their choice. Membership categories shall be the same as for the Academy.

Section 4: Organization

- A. The Officers of the Regional Study Group shall be a Chairperson elected by the members of the Study Group and a minimum of two other elected officers.
- B. The Regional Study Group shall hold a minimum of two meetings annually.
- C. Written report of the Regional Study Group activities shall be submitted to the Academy President as least 21 days prior to the annual business meeting of The Academy and at times requested by the Academy Executive Committee.

Section 5: Finance

- A. Regional Study Groups will be financially self-supporting.
- B. Regional Study Groups shall not establish dues. Special assessments approved by the Academy Executive Committee may be levied provided they do not carry punitive action or loss of good standing.

Section 6: Dissolution of Regional Study Groups

- A. A Regional Study Group which fails to comply with Academy policies or Bylaws may be abolished by the Academy provided it is given an opportunity to be heard in its own defense following at least one month's notice, and at least the majority of the Executive Committee concurring. The Regional Study Group may appeal to the Academy membership at its next meeting.
- B. All records and property of the Regional Study Groups belong to the Academy and must be returned to the Academy President within 30 days following dissolution.
- C. The Regional Study Groups may voluntarily dissolve with the approval of the Academy Executive Committee.

Section 7: Limitations

Regional and Special Interest Groups are subject to the following limitations:

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

ARTICLE VI. MEETINGS

Section 1: Mid-Winter Conference

The Mid-Winter Conference shall be held at the time and place of the Association's Combined Sections Meeting Conference, for the purpose of educational programs, amending Bylaws, budget approval, of electing Academy Officers, electing the Nominating Committee, receiving reports of Officers and Committee Chairpersons, installation of elected officers and any other business that may arise.

Section 2: Special Meetings

Special meetings may be called by the President, the Executive Committee or by written petition of 50 percent of the membership. Attendance is limited to Academy members and invited guests approved by the Academy officers. A quorum shall consist of six (6) members, including at least three officers.

Section 3: Additional Meetings

- A. Additional business meetings may be held during any calendar year in conformity with Association policy.
- B. Educational programs may be held in conjunction with business meetings or at other times during the calendar year, in conformity with Association policy.
- C. Educational programs shall be open to all members of the Association who have fulfilled the registration requirements of the Academy and the Association.
- D. No meetings shall conflict with other Association functions/meetings.
- E. Minutes/Reports of all Academy business meetings shall be submitted to the Association staff liaison of the Academy within 45 days following a meeting.

Section 4: Notice of Meetings

A notice of each meeting shall be sent to all members at least 60 days prior to the date of the meeting.

Section 5: Quorum

A quorum shall consist of six (6) members, including at least three (3) officers.

Section 6: Attendance

Attendance at business meetings shall be limited to Academy members and invited guests approved by the Officers of the Executive Committee present at the meeting.

ARTICLE VII. ACADEMY DELEGATES TO THE HOUSE OF DELEGATES

The number, qualifications, voting rights, and credentials of the Academy Delegate shall be prescribed by the Association Bylaws. The Academy Delegate may not serve as Chapter Delegate. The Academy President shall serve as Academy Delegate, if eligible. The Executive Committee shall appoint an alternate Delegate at the time of the Mid-Winter meeting. The Academy shall be represented in the House of Delegates at least every third year. The Association shall be notified of the name of the Academy Delegate at a date determined by the Association.

ARTICLE VIII. OFFICERS AND EXECUTIVE COMMITTEE

Section 1: Composition

- A. Officers of the Academy shall be the President, Vice President, Secretary, Professional Relations Director, and Treasurer.
- B. The Executive Committee of the Academy shall be composed of the elected officers and Immediate Past President.

Section 2: Qualifications of Officers

Only such members of the Academy 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 years immediately preceding their election, and who have consented to serve, shall be eligible for election to office. In addition, the President and Vice President must have been an Academy member for at least two years immediately preceding his/her election. The Immediate Past President shall have served as President immediately before his/her term as Immediate Past President.

Section 3: Nominations and Elections

A. Nominating Committee and Elections

- (1) A Nominating Committee consisting of at least three (3) Physical Therapist, Life Physical Therapist or Retired Physical Therapist Academy members shall prepare a slate of one or more names for each office, except Immediate Past President, from lists of persons who have consented to serve if elected, as follows:

Beginning with the election in 2012 and then every 3 years thereafter, the offices of; Vice President, Secretary, and Professional Relations Director.

Beginning with the election in 2011 and then every 3 years thereafter, the offices of; President, Treasurer.

Annually, one member of the Nominating Committee.

- (2) The Nominating Committee shall present a call for nominations to the membership in the summer edition of *Hand Prints* and shall present the slate of candidates in the fall edition of *Hand Prints*.
- (3) The final slate of nominees with their biographical information shall be provided electronically to Academy members at least thirty days prior to the Combined Sections Meeting.

B. Elections

- (1) Elections shall be held prior to the Mid-Winter Meeting. Voting ballots shall be made available to the membership thirty days prior to Mid-Winter Meeting. Ballots shall be counted at Mid-Winter Meeting.
- (2) A minimum of nine (9) votes is required.
- (3) A majority vote shall elect if there are only two nominees for an office; if there are more than two, a plurality vote shall elect.
- (4) Elections shall be by electronic ballot. Results of elections shall be sent to Association headquarters within thirty days.
- (5) The voting body shall be composed of Academy members in good standing who have voting privileges in the Association.
- (6) The position of Immediate Past President shall automatically be filled by the outgoing President.

Section 4: Tenure

- A. All officers shall serve a term of three years or until their successors are elected; and their terms shall begin at the close of the Mid-Winter Meeting, at which they were elected.
- B. No member shall hold more than one office at a time; and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 5: Vacancies

- A. A vacancy in the office of President shall be filled by the Vice President. For other offices, vacancies shall be filled by Executive Committee appointment.
- B. A vacancy on the Executive Committee shall be declared in the event of the death or resignation of a member, or declared by a majority vote of the Committee for failure to perform assigned duties.

Section 6: Duties of Officers

- A. The President shall:
 - (1) Call and preside at all meetings of the Academy and the Executive Committee, and shall serve ex-officio as a member of all committees, except the Nominating Committee, and Regional Study Groups.
 - (2) Serve as the Academy Delegate, if eligible, at the Association House of Delegates.
 - (3) With the Vice President, carry on the official communications of the Academy, and serve as the official spokesperson of the Academy.
 - (4) Sign, along with the Treasurer, all checks over \$500.00.
 - (5) Recommend to the Executive Committee, Special and Advisory Committees and appoint those approved by the Academy or Executive Committee.
 - (6) Submit a written annual report of the Academy to the Association as prescribed by the Association.
 - (7) Have the privilege of appointing a parliamentarian.
- B. The Vice President shall:
 - (1) Assume the duties of the President, if the President is absent or unable to serve.
 - (2) Succeed to the Presidency in the event of a vacancy in that office, for the unexpired portion of the term.
 - (3) Assist the President in carrying out the official duties of the Academy.
 - (4) Serve as Chairperson of the Program Committee.
 - (5) Submit a written report to the President at least 21 days prior to the Mid-Winter Meeting for presentation at the Mid-Winter Meeting.
- C. The Immediate Past President shall:
 - (1) Serve as Chairperson of the Public Relations Committee.
 - (2) Serve as consultant to the President.
 - (3) Submit a written report to the President at least 21 days prior to the Mid-Winter Meeting for presentation at the Mid-Winter Meeting.
- D. The Secretary shall:
 - (1) Record and distribute the minutes of all Academy meetings and meetings of the Executive Committee.
 - (2) Maintain a record of all official actions and decisions of the Academy and the Executive Committee.
 - (3) Send meeting notices as requested by the President or Executive Committee.
 - (4) Send vote by electronic ballots.
 - (5) Submit a written report to the President at least 21 days prior to the Mid-Winter Meeting for presentation at the Mid-Winter Meeting.
- E. The Professional Relations Director shall:

- (1) Serve as Chairperson of the Professional Relations Committee.
- (2) Coordinate Academy publications.
- (3) Submit a written report to the President at least 21 days prior to the Mid-Winter Meeting for presentation at the Mid-Winter Meeting.

F. The Treasurer shall:

- (1) Serve as Chairperson of the Finance Committee.
- (2) Receive and disperse the Academy monies.
- (3) Maintain a membership record of the Academy.
- (4) Keep true and accurate records of all receipts and disbursements of the Academy.
- (5) Estimate financial impact of actions taken by the Academy or the Executive Committee upon request.
- (6) Develop, with the assistance of the Executive Committee, an annual budget, and be responsible for publishing the annual budget at least 30 days prior to Mid-Winter Meeting.
- (7) Submit written membership and financial reports to the President at least 21 days prior to the Mid-Winter Meeting for presentation at the Mid-Winter Meeting and shall make interim reports as the Academy or Executive Committee may direct.

G. All officers shall have the right to vote at meetings of the Executive Committee.

H. All officers shall perform such duties as specified in the Standard Operating Procedures Manual.

Section 7: Powers and Duties of the Executive Committee

A. The Executive Committee shall:

- (1) Carry out the mandates and policies of the Academy as determined by the members and, between meetings of the Academy, shall make and enforce such policies on behalf of the Academy as are not inconsistent with the mandates and policies determined by the members, subject to the provision in these Bylaws.
- (2) Approve the contents of the Standard Operating Procedures Manual which shall contain other duties of Officers and Committees.
- (3) Fill vacancies for Standing Committee Chairpersons, coordinate the activities of the Standing and Special Committees.
- (4) Fill vacancies on the Executive Committee, except the President and Immediate Past President.
- (5) Provide for an annual audit of the Treasurer's books.
- (6) Have the power to authorize a vote by electronic ballot of the Academy for matters other than election of officers.
- (7) Transfer all records and provide orientation for their successors within 30 days following their termination of office.
- (8) Appoint an Alternate Delegate.

Section 8: Voting by Electronic Ballot

- A. The fraction of the returned ballots required to decide an issue shall be the same as that required if voting had occurred at a regular or special meeting. A minimum of nine (9) votes are required.
- B. The deadline date for the receipt of a returned electronic vote shall be indicated on the ballot

and shall be no less than 14 days from the electronic posting to the membership.

- C. Ballots received after the deadline date shall not be counted for the purpose of determining the results of the vote.

Section 9: Meetings

- A. The Executive Committee shall meet a minimum of two times annually; meetings may be held at the time of the Annual and Mid-Winter Meetings.
- B. Special Meetings of the Executive Committee may be called by the President and shall be called upon written petition of a majority of the membership of the Executive Committee. A one week notice shall be required.

Section 10: Quorum

A majority of the Academy Executive Committee shall constitute a quorum.

Transactions of business in the absence of a quorum shall be in accordance with the provisions in the Standard Operating Procedures Manual.

ARTICLE IX. STANDING COMMITTEES

Section 1: Standing Committees

- A. Nominating Committee:

The nominating Committee shall consist of three eligible members; one member shall be elected each year, at the Mid-Winter Meeting, and shall serve a term of three (3) years, or until the election of his successor. The senior member of the committee shall serve as Chairperson. Any vacancies shall be filled by the Executive Committee until the next regular election at which time the vacant position shall be filled for the remainder of the term.

- B. Program Committee:

- (1) Shall be chaired by the Academy Vice President.
- (2) Shall consist of two or more members appointed by the Academy Vice President.
- (3) Shall be responsible for planning the conducting all educational programs of the Academy.

- C. Professional Relations Committee:

- (1) Shall be chaired by the Professional Relations Director.
- (2) Shall consist of two or more members appointed by the Professional Relations Director.
- (3) Shall be responsible for the Academy publications.

- D. Public Relations Committee:

- (1) Shall be chaired by the Immediate Past President.
- (2) Shall consist of at least one member appointed by the Immediate Past President.
- (3) Shall perform functions as assigned by the Executive Committee to promote awareness of the Academy.

- E. Membership Committee:

- (1) The Membership Committee Chairperson shall be appointed by the Executive Committee.
- (2) Shall consist of two or more members appointed by the Membership Committee Chairperson.
- (3) Shall perform functions to recruit membership and retain membership in the Academy.
- (4) Shall serve a term of two years.

F. Bylaws Committee:

- (1) The Bylaws Committee Chairperson shall be appointed by the Executive Committee.
- (2) Shall perform functions of maintaining and structuring the Academy's Bylaws consistent with the Association's Bylaws.
- (3) Shall serve a term of two years.

G. Research Committee

- (1) The Research Committee Chairperson shall be appointed by the Executive Committee.
- (2) Shall consist of four members appointed by the research chairperson.
- (3) Shall promote research in the area of upper extremity rehabilitation.
- (4) Shall promote awarding the Academy's research grant monies to qualified applicants.
- (5) Shall serve a term of two years.

H. Federal Affairs and Reimbursement Committee

- (1) The Federal Affairs and Reimbursement Chairperson shall be appointed by the Executive Committee.
- (2) Shall consist of two or more members appointed by the Federal Affairs and Reimbursement Chairperson.
- (3) Shall identify, prioritize and promote federal legislative, regulatory and reimbursement issues that relate to upper quadrant rehabilitation.
- (4) Shall be the Federal Affairs Liaison for the Academy of Hand & Upper Extremity Physical Therapy to the APTA.
- (5) Shall serve a term of two years.

I. Committee Tenure

Appointed committee members shall serve two-year terms and may be reappointed.

J. Committee Reports

Each Committee Chairperson shall submit a written report to the Academy President at least 21 days prior to the Mid-Winter Meeting for presentation at that meeting. Each Committee Chairperson shall perform other such duties as specified in the Academy Standard Operating Procedures Manual.

K. Vacancies

- (1) Vacancies in a category of Committee Chairpersons shall be filled by the Executive Committee.
- (2) A vacancy may be declared: (a) by majority vote of the Executive Committee for failure to perform assigned duties, and (b) by death or resignation.

Section 2: Special Committees

Such Special Committees as the Academy or Executive Committee deems necessary shall be appointed by the President.

ARTICLE X. FINANCE

Section 1. Fiscal Year

The fiscal year of the Academy shall be the same as that of The Association, January 1 through December 31.

Section 2. Limitations on Expenditures

No officer, employee, or committee shall expend any money not provided for in the budget as

adopted, or spend any money in excess of the budget allotment except by order of the Executive Committee of the Academy. The Executive Committee shall have the power to make appropriations not in excess of \$500.00 annually. Any appropriations in excess of \$500.00 annually must be approved by the Academy.

Section 3: Dues

A. Academy dues shall be as follows:

Physical Therapist: \$35.00

Physical Therapist– Post Professional Student: \$21.00

Physical Therapist Assistant member: \$25.00

Life Physical Therapist: \$0.00

Life Physical Therapist Assistant: \$0.00

Student Physical Therapist and Student Physical Therapist Assistant: \$10.00

Retired Physical Therapist: \$17.00

Retired Physical Therapist Assistant: \$17.00

B. 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 of the Association's next fiscal year.

Section 4: Annual Reports

The Academy shall submit their annual financial Statements, tax returns, and audit report to the Association when and as directed by APTA Headquarters.

ARTICLE XI. PUBLICATIONS AND COMMUNICATIONS

Section 1: Publications

The Newsletter is the official publication of the Academy. Publication in the Newsletter of meeting notices and prior notice of issues to be voted upon shall constitute official notice to all members, provided the Newsletter has been provided electronically to the membership in the required period of time prior to the meeting date.

Section 2: Communications

All members including Officers shall have permission from the Executive Committee before distribution of any Academy reports to persons other than Academy members. They must also have approval from the Executive Committee in order to represent the Academy on radio or television, through newspapers or interview, or at a public or professional meeting.

ARTICLE XII. DISSOLUTION

Section 1: Dissolution

Involuntary dissolution of the Academy by action of the Association Board of Directors shall be prescribed by the Association Bylaws.

Section 2: Bylaws

Dissolution being in effect, a motion to rescind the Bylaws shall require the same notice and vote as to amend. All members on record shall be notified of the

Resolution to dissolve at least ten days prior to the meeting at which the vote on the Resolution would be taken.

Section 3: Records and Properties

Upon dissolution of the Academy, all records and properties of the Academy after payment of all bona fide debts shall become the property of the Association.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association and all components, in all cases in which they are not inconsistent with these Bylaws and any special rules of order the Academy may adopt.

ARTICLE XVI. AMENDMENTS

Section 1: Academy Amendments

These Bylaws may be amended at the Mid-Winter Meeting of the Academy by a two-thirds vote of those members present and voting, providing a copy of the proposed amendments has been sent to all members at least ten days prior to the meeting.

Section 2: Adoption of Amendments

The effective date of adoption of the amendment shall be the date of issue, in writing, of approval by the Association Board of Directors.

Section 3: Association Amendments

When the Association Bylaws have been amended so as to require amendment of the Academy Bylaws, the Academy Executive Committee shall make any mandatory changes in the Academy Bylaws and so notify the membership that such amendments have been made.

ARTICLE XVII. ASSOCIATION AS HIGHER AUTHORITY

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

Reviewed by Parliamentarian March 2016

Amendments adopted in December 2015, approved February 2016, at CSM Academy's Business Meeting

Approved by APTA House Officers May 4, 2016