

**AMERICAN PHYSICAL THERAPY ASSOCIATION
OF
MASSACHUSETTS, INC.
CHAPTER BYLAWS**

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ARTICLE I NAME AND TERRITORIAL JURISDICTION

Section 1 Name

The name of this organization is the American Physical Therapy Association of Massachusetts, Inc., hereinafter referred to as the Chapter. The American Physical Therapy Association, Inc. shall hereinafter be referred to as the Association.

Section 2 Territorial Jurisdiction

The territorial jurisdiction of the Chapter is the Commonwealth of Massachusetts.

ARTICLE II OBJECT

The object of the Chapter shall be to further the object of the statements made by the House of Delegates; to meet the physical therapy needs of the people through the development and improvement of physical therapy education, practice and research; and to meet the needs of the Chapter members through identification, coordinated action, communication and fellowship.

ARTICLE III FUNCTIONS

The functions of the Chapter shall be the same as the functions of the Association as established in its Bylaws which are:

- A. Address the needs of members of society and demands for physical therapy services through the promotion of access to and availability of these services.
- B. Maintain and promote ethical principles and standards of conduct for its members.
- C. Maintain and promote standards for physical therapy practice, education and research.
- D. Promote and advance physical therapy practice, education, and research.
- E. Further the profession of physical therapy in the enhancement of the health and well-being of members of society.
- F. Promote the profession of physical therapy in prevention, evaluation, diagnosis, and intervention related to impairments, functional limitations, and disabilities.
- G. Represent the profession of physical therapy.
- H. Serve as the principal source of information on physical therapy.
- I. Promote public recognition of the profession of physical therapy.
- J. Influence public policy as will further the Object of the Association.

- K. Promote and protect the professional welfare of Association members.
- L. Promote the professional development of Association members.
- M. Promote affirmative action.
- N. Promote such services as will further the Object of the Association.

In addition, the Chapter shall: Cooperate with the Association in the development and maintenance of standards for physical therapy and education.

ARTICLE IV MEMBERSHIP

Section 1 Categories and Qualifications 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 and a single Corresponding Student 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.

Section 3 Admission to Membership

Admission to Chapter membership is by assignment of 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 his or her membership privileges suspended in the Chapter. Any member of the Chapter who is expelled from 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. The Districts 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.
2. Not establish dues.
3. Not levy special assessments that carry punitive action or loss of good standing.

B. Name and Territorial Jurisdiction District delineation is by zip code within the geographic boundaries defined for each district and established by Chapter Standing Rules. There shall be five (5) districts:

1. Central:

The territory of the Central District is that area within the boundaries formed by Routes 3, 128, and Interstate Route 95 to Routes 78, 202, 181, and 32 in the Commonwealth of Massachusetts.

2. Northern Metropolitan Boston:

The territory of the Northern Metropolitan Boston District is that area within the boundaries of the Commonwealth of Massachusetts: east of Route 3; south of the New Hampshire border; and north of Interstate Route 90, the Massachusetts Turnpike Extension, and the area continuing east until the Fort Point Channel.

3. Southeastern:

The territory of the Southeastern District includes the area south of US Route 44 to the Rhode Island border.

4. Southern Metropolitan Boston:

The territory of the Southern Metropolitan Boston District is that area within the boundaries of the Commonwealth of Massachusetts: east of Interstate Route 95; south of Interstate Route 90, the Massachusetts Turnpike Extension and Boston east of the Fort Point Channel; and north of US Route 44 from the Rhode Island border, to the city of Plymouth, Massachusetts

5. Western:

The territory of the Western District includes all the area of the Commonwealth of Massachusetts that falls west of the north to south Routes of 78, 202, 181, and 32.

C. Object and Functions

1. The object of the Districts shall be to meet the needs of the District, through identification of members needs, communication, fellowship, and to further the objectives of the Chapter.
2. Functions
 - a. Promote Association involvement
 - b. Promote leadership
 - c. Provide a process for the apportionment of Assembly of Representatives, and the election of District Delegates to the House of Delegates
 - e. Promote the needs of members of the district
 - f. Disseminate information as meets the needs of the members
 - g. Facilitate professional awareness within the therapy community and the external community.

D. Formation and Dissolution

1. Formation: To form a district a written application, which includes the suggested territorial boundaries and the signatures of ten (10) or more Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant members shall be sent to the Chapter's Board of Directors for approval.
2. Dissolution: A district may be dissolved in accordance with the rules and conditions set down by the Chapter's Board of Directors.

3. The Chapter shall not be obligated for any debts incurred by a district unless the district has been specifically authorized in writing by the Chapter Board of Director's to act on behalf of the Chapter.

Section 2 Special Interest Groups

A. Purpose

Members of the Chapter having a common interest in an area of interest may meet, confer and promote their interest in special area of interest and the interest of their respective Special Interest Group. Special Interest Groups of the Chapter may be established and dissolved in accordance with the rules and conditions set down by the Chapter's Board of Directors.

B. Formation and Dissolution

The Chapter shall not be obligated for any debts incurred by the Special Interest Group unless the group has been specifically authorized in writing by the Chapter's Board of Directors to act on behalf of the Chapter.

Section 3 Limitations

- A. Districts and Special Interest Groups are subject to the following limitations: Bylaws and policies of the Association and Chapter.
- B. No District or Special Interest Group shall profess or imply that it speaks for or represents the Association, Chapter, or members other than those currently holding membership in the District or Special Interest Group, unless authorized to do so in writing by the Chapter's governing body.
- C. Groups shall not establish dues. A voluntary contribution may be solicited, by group officers, from Chapter members attending the group meeting.

ARTICLE VI ASSEMBLY OF REPRESENTATIVES

Section 1 Responsibilities

- A. Has all legislative power and authority to approve policies of the Chapter including power to amend and repeal these Bylaws.
- B. Has appellate power over a decision of the Chapter Executive Committee. Reversal of Chapter Executive Committee decisions requires a two-thirds vote of those District Representatives of the Assembly of Representatives present and voting.

- C. Conducts business on behalf of the membership, except the election of members of the Chapter Executive Committee, members of the Nominating Committee and members of the House of Delegates. Specific responsibilities are defined in the Chapter policies and procedures.

Section 2 Composition and Voting

- A. The Assembly of Representatives shall be composed of the members of the Chapter Executive Committee, District Representatives, representatives of Special Interest Groups, and Student Physical Therapist and Student Physical Therapist Assistant representatives. The Vice President shall serve as Speaker. The Chapter Secretary shall serve as Secretary of the Assembly
- B. Only District Representatives and members of the Chapter Executive Committee shall have the right to vote, except as provided otherwise in these Bylaws. Each shall carry one vote. No member of the Assembly may carry both a District Representative and a Chapter Executive Committee vote.
- C. Special Interest Group(s), Student Physical Therapist and Student Physical Therapist Assistant representatives shall have the right to speak to issues before the Assembly, but shall not have the right to vote.
- D. Any member of the Chapter, seated in the Gallery has the right to be recognized and speak to an issue currently before the Assembly pending recognition by the Speaker of the Assembly and approval of the majority of the representatives in attendance.
- E. Non-Member Attendance:
 - 1. Any individual who is not a member may be seated in the gallery upon the approval of the majority of the representatives in attendance.
 - 2. Any individual non-member who is seated in the gallery may speak to an issue currently before the Assembly, pending recognition by the Speaker of the Assembly and with the approval of two-thirds of the representatives.

Section 3 Meetings, Quorum, and Notice

- A. The Assembly of Representatives shall meet a minimum of once annually in the Fall. Meetings of the Assembly of Representatives shall be in lieu of business meetings of the Chapter to conduct the business of the Chapter. Notice of the meeting and the agenda shall be published at least thirty days prior to the meeting in any appropriate publication.

- B. A quorum must be present to transact business. A quorum shall consist of representatives from 30% of the component districts and carrying 30% of the total Assembly vote if all Representatives from all districts and all of the Chapter Executive Committee were present.
- C. The Vice President shall set the time and place of regular meetings of the Assembly of Representatives with notice sent at least thirty (30) days but not more than ninety (90) days prior to the meeting except for meetings scheduled as further defined by Assembly policies.
- D. Special meetings of the Assembly of Representatives may be called by the President or a majority of the Assembly.
- E. Motions to come before the Assembly must be given at least thirty (30) days notice. The Assembly may consider motions without notice by a majority for main motions.

Section 4 District Representatives

- A. District Representatives
 - 1. Each District shall have one Chief Representative, who is a Physical Therapist, Retired Physical Therapist or Life Physical Therapist,
 - 2. Physical Therapist Representatives: The number of district Physical Therapist representatives, excluding the Chief Representative, shall be based on, but not limited to 60, which shall be apportioned among the districts on the basis of the number of Physical Therapist, Retired Physical Therapist and Life Physical Therapist members in the district according to membership records in the Chapter office and as described in the standing rules.
 - 3. Physical Therapist Assistant Representatives: The number of district Physical Therapist Assistant representatives shall be based on, but not limited to a total of 60 for all representatives excluding the Chief Delegates. This shall be apportioned among the districts on the basis of the number of Physical Therapist Assistant members in the district according to the membership records in the Chapter office and as described in the standing rules.
 - 4. Each Physical Therapist and Physical Therapist Assistant member shall carry one (1) vote.

- B. Each district is entitled to one Chief Representative, and also a minimum of five Physical Therapist, Retired Physical Therapist or Life Physical Therapist Assembly Representatives and one Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant representative, regardless of the size of the district membership.
- C. Only Physical Therapist, Student Physical Therapist, Retired Physical Therapist or Life Physical Therapist members in good standing may serve as Physical Therapist Representatives of the Assembly of Representatives. Only Physical Therapist Assistant, Student Physical Therapist Assistant, Retired Physical Therapist Assistant or Life Physical Therapist Assistant members in good standing may serve as a Physical Therapist Assistant Representatives of the Assembly of Representatives.
 - 1. Elections
 - a. A chapter-wide Ballot will be used for the election of all representatives, with customization to allow each district to vote for their exclusive representatives.
 - b. Elections for Physical Therapist and Physical Therapist Assistant Representatives shall be by plurality within each district. Alternates will be elected and ordered by rank according to election results, to replace Representatives who are unable to serve.
 - 2. The Chief Representative shall be elected as a District officer in the same manner as other officers.
 - 3. Representatives shall be elected to serve three (3) year terms.
 - 4. One third (1/3) of the apportionment of Representatives of the Assembly of Representatives for each district shall be elected each year.
- D. If any of a District's Representatives are unable to attend a session of the Assembly of Representatives the member may be replaced for that session by an elected alternate from the rank order of plurality.
- E. If any position is not filled by election, the Board of Directors may appoint a representative from the same district who is in good standing, and of the same membership category.

Section 5 Special Interest Group(s)

Each Special Interest Group may elect one Representative and one or more Alternates to attend meetings to the Assembly of Representatives. Special Interest Group Representatives

shall serve a two (2) year term. No Special Interest Group Representative may serve concurrently as a District Representative or as a member of the Chapter Executive Committee.

Section 6 Student Physical Therapist and Student Physical Therapist Assistant Representatives

Each District should attempt to select a Student Physical Therapist and Student Physical Therapist Assistant Representative. These Representatives shall be selected to serve for one (1) year.

Section 7 Provision of Minutes to APTA

Copies of Assembly of Representative minutes shall be forwarded to APTA headquarters within forty-five (45) days following approval of the minutes.

ARTICLE VII BOARD OF DIRECTORS/EXECUTIVE COMMITTEE/OFFICERS

Section 1 Composition

A. Board of Directors

The Board of Directors shall be composed of the five (5) or six (6) when President-Elect is serving officers of the Chapter, the Chief Assembly Representatives, and the Chairperson of each Standing Committee and Special Interest Group. The Executive committee members are the only voting members of the Board of Directors.

B. Executive Committee

The Executive Committee shall be composed of the five (5) or six (6) when President-Elect is serving, elected officers and the Chief Assembly Representatives from each district.

Section 2 Qualifications

A. For the positions of President, President-Elect and Vice President, members will have:

1. Been Physical Therapist, Life Physical Therapist or Retired Physical Therapist members in good standing in the Association for at least two (2) years and a member in good standing in the Chapter for one (1) year immediately preceding their election or appointment.
2. Consented to serve

B. For the position of Chief Assembly Representative, members will have:

1. Been Physical Therapist, Life Physical Therapist, Retired Physical Therapist or Student Physical Therapist for at least two (2) years immediately preceding their election or appointment. The member can have been a Student Physical Therapist for only one (1) of these two (2) years.
 2. Consented to serve
- C. For the positions of Secretary, Treasurer, and Committee Chairs, with the exception of Nominating Committee, members will have:
1. Been Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant or Retired Physical Therapist Assistant members in good standing in the Association for at least two (2) years and a member in good standing in the Chapter for one (1) year immediately preceding their election or appointment.
 2. Consented to serve

Section 3 Terms and Vacancies

- A. Members of the Board of Directors shall assume office on January 1st.
- B. The term of office of each member of the Board of Directors, except President and President-Elect, shall be two (2) years, or until the election and assumption to the office of their successors with the exception of the Nominating Committee Chair which will be one (1) year, or until their successors are elected. The term for President-Elect will be for one year, at the conclusion of which the President-Elect becomes President for a term of three years.
- C. The President-Elect will serve a one-year term, which will start in the third year of the current President's term. If, before the expiration of the term for which she/he was elected, the President dies, resigns, is removed or becomes disqualified, the President-Elect shall succeed to the office vacated for the unexpired portion of the term, and shall serve for the remainder of the president's term.
- D. No member shall serve more than two (2) complete consecutive terms on the Board of Directors in the same office.
- E. Vacancies. In the event that a position on the Board of Directors becomes vacant, the vacancy shall be filled by appointment by the Executive Committee for the unexpired portion of the term. (Exception: President, President Elect or Vice President). If a

position of Chief Assembly Representative becomes vacant, the vacancy shall be filled by appointment of a member from the same District. If the President-Elect or Vice-President position becomes vacant at any point during the term, a special election shall be held within 60 days.

Section 4 Officers

The Officers of the Chapter shall be the President, President-Elect, Vice President, Secretary, Treasurer and Chief Delegate.

A. President

The President shall preside at all meetings of the Board of Directors and of the Executive Committee and shall be an ex officio member of all committees except the Nominating and Ethics Committees and be a delegate to the House of Delegates. Only the President or his/her official designee shall serve as the official spokesperson of the Chapter.

B. President-Elect

1. Preside at all meetings of the Chapter in the event of the absence, resignation, or death of the President.
2. Support the President in fulfilling the goals and objectives of the Chapter.
3. Formulate future programs for his/her presidency.
4. Serve on designated committees and task forces.
5. Attend all appropriate local and national meetings and conferences
6. Assume the duties of the President in the case of resignation, incapacitation or death of the President

C. Vice President

1. The Vice President shall assume the duties of the President if no President-Elect is currently in office and in the absence or incapacitation of the President.
2. In the event of a vacancy in the office of the President, and if no President-Elect is currently in office, the Vice President shall succeed to the Presidency for the unexpired portion of the term, and the office of Vice President will be declared vacant.
3. The Vice President shall serve as Speaker of the Assembly of Representatives.

D. Secretary

The Secretary shall be responsible for keeping the minutes of the proceedings of meetings of the Assembly of Representatives, the Board of Directors and the Executive Committee.

E. Treasurer

The Treasurer shall be responsible for reporting in writing on the financial status of the Chapter to the Assembly of Representatives, and the Board of Directors. The Treasurer will also serve as a member of the Finance Committee.

F. The Chief Delegate

The Chief Delegate shall serve as Chief Delegate to the House of Delegates and act as liaison to the Association for the Chapter.

Section 5 Chief Assembly Representatives

A. The Chief Assembly Representative shall:

1. Organize and lead the District Assembly Representatives in all activities related to the Chapter Assembly of Representatives.
2. Act as Chief spokesperson of the District in matters related to the business of the Assembly of Representatives.
3. Assure the development and submission of a written or oral report of the action and deliberation of the Assembly of Representatives to the District membership.
4. Attend all meetings of the District Executive Committee.
5. Submit budget to the Chapter Finance Committee in a timely fashion.
6. Consult with the District Executive Committee on matters related to the organization of the assembly of representatives and discussion/meeting time prior to each Assembly of Representatives.
7. Be a member of the Chapter's Board of Directors and Executive Committee as specified in Chapter Bylaws.
8. Be a member of the Chapter's Bylaws Committee.

Section 6 Duties

The Executive Committee shall, in addition to the duties otherwise imposed by these Bylaws and Standing Rules:

- A. Carry out the mandates and the policies of the Chapter as determined by the membership.
- B. Direct all business and financial affairs for and on behalf of the Chapter, be responsible for all of its property and funds, and provide for an annual audit by a certified public accountant.
- C. Foster the growth and development of the Chapter.
- D. Appoint and employ an Executive Director and an Executive Secretary/Assistant Treasurer who shall be responsible to the Executive Committee.
- E. Provide for bonding of all persons handling money or other property of the Chapter.

- F. Be responsible for creation, dissolution, appointment, purposes, and activities of such committees as it deems necessary.
- G. Provide for the development and maintenance of procedural documents related to these Bylaws.
- H. Review and revise, existing Chapter policies, except in these Bylaws, for consistency of intent and language with such new policies as may be adopted by the membership.
- I. Members of the Executive Committee and the Board of Directors shall prepare an annual written report to the Chapter and perform all other duties as assigned by the Board.

Section 7 Conduct of Business

A. Board of Directors

The Board of Directors shall meet at least four (4) times annually. Such meetings may be held in accordance with MA General Laws Chapter 156b, Sec 59, except that at least two such meetings annually must be held with all attending Board members in a single, physical location. A majority of the Voting Board members shall constitute a quorum.

The President may call a special meeting of the Board of Directors and must call a special meeting on the written request of six (6) members of the Board. Written notice of all meetings shall be mailed or sent electronically to the members of the Board no later than ten (10) days before the date fixed for the meeting. Each year, the APTA of MA shall receive consent from Board Member regarding means of delivery for such notice.

B. Executive Committee

The President may call a special meeting of the Executive Committee to conduct urgent business by electronic vote in accordance with MA General Laws Chapter 156b, Sec 59 between Board of Directors meetings. The members of the Executive Committee shall be notified at the same time and a deadline for response established.

ARTICLE VIII COMMITTEES

In addition to such other committees as shall be created by the Board of Directors, there shall be the following:

A. Finance Committee

This committee shall consist of the Chapter Treasurer, six Members at Large, and the Chairperson of the Finance Committee. The Chairperson will be appointed by the

President and confirmed by the Executive Committee by majority vote. The Members at Large will be appointed by the Chairperson and approved by the Executive Committee by majority vote. The Chairperson and the Members at Large will serve for two (2) year terms and may serve up to three (3) consecutive terms. At the end of each identified term there will be a formal recognition of end of term or re-appointment.

This Committee shall:

1. Advise the Board of Directors on matters pertaining to the Chapter's financial needs, growth, and stability based on periodic review of income, expenditure, and investments.
2. Present an annual budget to the Board of Directors for approval.
3. Perform other related duties as requested by the Board of Directors.

B. Nominating Committee

1. This committee, elected by the membership, shall consist of three members of the Chapter.

Members will have:

Been a Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant member in good standing for at least two years immediately preceding their election or appointment.

consented to serve.

2. Members shall serve three-year terms or until their successors are elected. The term of one member shall expire each year.
3. The member serving their third year in office shall be chair and shall serve until the successor assumes office.
4. Vacancies on this committee shall be filled by appointment by the President and confirmed by the executive committee by a majority vote, until the next election, when an election shall be held to fill the unexpired portion of the term.
5. This committee shall in addition to other duties directed by the executive committee:
 - a. Solicit nominees for Chapter positions to be elected.
 - b. Prepare a ballot for each election.

- c. Prepare a list of suggested candidates for National Office.
- d. Prepare a list of suggested candidates for Chapter and Association Honors.
- e. Solicit nominees for the Board of Allied Health Professions.
- f. Prepare an annual report to the Board of Directors.
- g. Communicate with District Nominating Chairs to foster and solicit district members for service.

C. Program/Education Committee: This Committee shall consist of at least six (6) members. The Chairperson will be appointed by the President and confirmed by the Executive Committee by majority vote. The Members at Large will be appointed by the Chairperson and approved by the Executive Committee by majority vote. Members of the Committee will serve three (3) year terms. Members may serve up to two (2) consecutive terms. At the end of each identified term there will be a formal recognition of end of term or re-appointment.

The Committee shall:

- 1. Coordinate Chapter, District and Committee activities of an educational nature.
- 2. Plan specific programs based on the assessed needs of the membership, insuring that one program per year be available to each district.
- 3. Establish a calendar that does not conflict with Association functions or meetings.
- 4. Maintain accurate records of membership enrollment and participation.
- 5. Serve as liaison and coordinator with the Association and allied disciplines within the geographical boundaries of the Chapter or the surrounding region.
- 6. Perform other related duties as may be requested by the Board of Directors.

D. Ethics Committee

This committee shall consist of at least three members. The Chairperson will be appointed by the President and confirmed by the Executive Committee by majority vote. The Members at Large will be appointed by the Chairperson and approved by the Executive Committee by majority vote. All members shall serve a two-year term. No member shall serve for more than two (2) complete consecutive terms. At the end of each identified term there will be a formal recognition of end of term or re-appointment.

This committee shall:

1. Process reported violations of ethical principles and standards in accordance with approved procedures.
2. Promote communication with the Licensing Board.
3. Carry out duties as may be requested by the Board of Directors.

E. Chapter Committees

For all the other Chapter Committees beyond the Standing Committees, the Chairperson will be appointed by the President and confirmed by the Executive Committee by majority vote. The Members at Large will be appointed by the Chairperson and approved by the Executive Committee by majority vote. At the end of each identified term there will be a formal recognition of end of term or re-appointment.

F. Performance and removal

1. For all Chapter Committees, except Nominating Committee, there will be an annual performance appraisal of each Committee Chairperson. The intent of this performance appraisal is:
 - a. To mentor Committee Chairperson in leadership and management strategies.
 - b. Provide feedback to the Chairperson regarding role performance.
 - c. Set goals for upcoming year.
 - d. Determine what resources are needed to improve performance.
2. If a Committee Chairperson's performance is determined to be below expectations, the President will assign a member of the Executive Committee (EC) to officially mentor the Chairperson. The assigned EC Member will devise a plan with identified goals, resources, responsibilities and timeline to achieve identified goals. Following the completion of the plan, the EC Member will report back to the Executive Committee with one of three recommendations:
 - (a) No need for further action
 - (b) Revise plan and continue mentorship
 - (c) Removal from office

The recommendation shall be approved by a majority vote of the executive committee.

3. In the event that a Committee Chair does something egregious that jeopardizes the integrity or function of the Chapter or APTA, he/she can be immediately removed from office by two-thirds vote by the Executive Committee.

ARTICLE IX DELEGATES TO THE ASSOCIATION HOUSE OF DELEGATES

Section 1 Election and Terms of Office

The Chapter shall elect delegates and 2 alternate delegates by electronic ballot prior to January of the year for which they will serve. The Delegates-At-Large shall be elected by the total Chapter Membership for a two-year term or until their successors are elected. District Delegates shall be elected from and by the members within the specific district for that position and shall serve a two year term or until their successors are elected. There is no limit on the number of terms a delegate may serve.

Section 2 Qualifications

- A. Only Physical Therapist members who have been Association members in good standing in any category of membership for two (2) years immediately preceding election may serve as active delegates.
- B. Chapter Delegate may not, in the same year, serve as Section delegate.

Section 3 Number of Delegates

The number of Physical Therapist member delegates to be elected will be determined by the Board of Directors based on the number of Physical Therapist members in the Chapter and the national apportionment figures. The delegation will be comprised of the Chief Delegate, the President, and one Physical Therapist Delegate elected by each District as the District Delegate. The remaining number of delegate slots will be filled by Physical Therapist members, elected by the Chapter membership, and designated as Delegates-At-Large.

Section 4 Vacancies

- A. If any member of the Chapter's Delegates at Large or a District Delegates is unable to attend a session of the House of Delegates, the delegate may be replaced for that session by an elected alternate from the rank order of plurality.
- B. In the event there is a vacancy on the Delegation, one of the Delegates-at-Large to the House of Delegates, and there are no alternate delegates who have been elected, then

the Chief Delegate may appoint a delegated from the membership, with the approval of the Board of Directors.

- C. In the event there is a vacancy of a District Delegate; an Alternate Delegate of the same district may fill the vacancy from the rank order of plurality. If there are no Alternate Delegates available from that district, then the Chief Delegate may appoint a District Delegate from that District's membership with approval by the Board of Directors.

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

Section 1 Qualifications

The qualifications for the representative shall be as stated in the APTA Board policies and procedures. The chapter shall notify the Association of the name of the Representative, as required by the Association.

Section 2 Election and Term

The PTA Caucus Representative shall be elected by the chapter-wide Ballot prior to the annual session of the Caucus and serve a two-year term. The Physical Therapist Assistant, Retired Physical Therapist Assistant, or Life Physical Therapist Assistant of the Chapter shall elect the Representative to which the Chapter is entitled. An Alternate Representative shall be elected.

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 Chapter Assembly of Representatives.
- C. To vote at meetings of the PTA Caucus in accordance with instructions and/or policies of the Chapter.
- D. To act as liaison to the chapter delegation and attend all chapter Delegate meetings.

Section 4 Vacancies

- A. If a Representative to the PTA Caucus is unable to attend a session of the PTA Caucus, the member may be replaced for that session by an elected alternate from the rank order of plurality. In the event there is no alternate Representative able to attend a session of

the PTA Caucus, the Chief Delegate may appoint a representative from the membership with the approval of the Board of Directors

ARTICLE XI ELECTIONS

Section 1 Offices and Positions

The offices or positions of President-Elect, Vice President, Secretary, Treasurer, Chief Delegate, one (1) member of the Nominating Committee, District Delegates and Delegates at Large shall be elected by the voting membership. The PTA Caucus shall be elected by the Physical Therapist Assistant membership.

Section 2 Nominations

Nominations for all chapter positions will open on June 1st of each year and will remain open until the fall session of the Assembly of Representatives. Nominations will be submitted to the nominating committee. Once a nomination is received qualifications will be reviewed and then "consent to serve" will be obtained. After receiving a completed consent to serve form, that member will be placed on the "list of nominees".

The "list of nominees" will be posted on the Chapter's website no later than June 30th and will then be updated every month until the Fall Assembly. At the fall assembly nominations may be taken from the floor. At the close of the fall Assembly the ballot will be closed.

Section 3 Voting

- A. Once the ballot is closed, the ballot shall be distributed to the entire voting membership no later than the last Friday in November. Balloting shall be by mail, using a paper and/or electronic ballot. The rule of the majority shall be in effect for all elections. There must be a minimum return of 10% of the membership for the mail ballot to be valid.
- B. Elections shall be held on the even calendar years for the offices of Vice President, Treasurer, Chief Delegate, the Representative to the PTA Caucus, and on odd calendar years for the offices of Secretary. A member of the Nominating Committee shall be elected annually. Positions of Delegate-at-Large shall be staggered between odd and even years. District Delegates of Northern Metro, Southeastern and Western will be elected in the odd years and District Delegates of the Southern Metro and Central will be

elected in even years. In the event that there is an odd number of Delegates-at-large, the greater number shall be elected in the even years. Elections for President-Elect will be held every three years.

Section 4 Reporting

Official results of the election will be distributed to the membership in a Chapter publication. The Teller's report will be presented to the Chair of the Nominating Committee and kept at the Chapter Office.

ARTICLE XII FINANCE

Section 1 Fiscal Year

The fiscal year of the Chapter and its components shall be January 1 through December 31.

Section 2 Limitation of Expenditure

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

Section 3 Dues

A. Dues are payable together with association dues when billed by the Association and are for a twelve (12) month period.

Physical Therapist:	\$120
Physical Therapist – Post-Professional Student:	\$60
Physical Therapist Assistant:	\$60
Life Physical Therapist:	\$40
Life Physical Therapist Assistant:	\$40
Student Physical Therapist	\$24
Student Physical Therapist Assistant:	\$24
Retired Physical Therapist:	\$120
Retired Physical Therapist Assistant:	\$60
Corresponding Member:	\$120
Corresponding Student Member:	\$12

B. All dues changes passed by the Assembly 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

- C. Student Physical Therapist and Student Physical Therapist Assistant member dues are for 12 months from the time of renewal or join date. As the last day of the graduation month, the Student Physical Therapist or Student Physical Therapist Assistant member automatically converts to the Physical Therapist or Physical Therapist Assistant member category for the remainder of the 12 months of membership. Once the membership remainder expires, these new Physical therapist and Physical Therapist Assistant members are eligible for one year of membership at 50% of the Association and chapter dues rate for a Physical Therapist or Physical Therapist Assistant member.
- D. The Board of Directors may offer reduced rates for Chapter dues as an incentive to promote membership.

ARTICLE XIII DISSOLUTION

The Chapter may dissolve subject to a recommendation to dissolve supported by no less than 50% of the total Assembly vote and adopted by 10% of the Chapter Membership.

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 at the annual session of the Assembly of Representatives during the even numbered years by the affirmative vote of at least two thirds of the members present and voting, or at any other session of the Assembly of Representatives by the consent to consider of three-fourths of the members present and by the affirmative vote of at least two-thirds of the members present and voting, providing the following:
1. Any proposed amendment has been submitted in writing to the Chapter Office by a date set by the Speaker of the Assembly which shall be at least three months but not more than four months before the session of the Assembly of Representatives.
 2. Copies of all proposed amendments have been printed in a MA Chapter publication or distributed to all APTA of MA Chapter members at least (30 Days) prior to that

meeting of the session of the Assembly of Representatives. This distribution may be made by mail or any telecommunications method including, but not limited to, fax and e-mail transmissions, which must ensure the timely receipt of the notice and may ensure verifiable receipt of the notice by the intended recipients.

3. The amended Bylaws must be submitted to the Association Board of Directors and become effective when approved.

- 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 Bylaws Committee and shared with the Board of Directors. The Bylaws Committee shall notify the Chapter's membership that such amendments have been made.

ARTICLE XVI ASSOCIATION AS HIGHER AUTHORITY

In addition to these Bylaws, the Chapter is governed by the Association Bylaws and Standing Rules, and by Association policies, in which they are not inconsistent with these Bylaws and any special rules of order adopted by the Chapter.

APTA of MA Chapter Bylaws

Amended 10/14/00, 10/20/01, 10/19/02

Revised 09/21/04

Amended 11/05/07, 10/25/08, 5/7/09, 10/23/12, 10/23/13, 5/13/15, 10/21/15, 10/19/16, 5/23/18, 11/13/18