

1 **BYLAWS OF THE DELAWARE PHYSICAL THERAPY ASSOCIATION**

2
3 **Revised December 14, 2019**

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5 **ARTICLE I: NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY**
6 **ASSOCIATION**

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8 The name of the organization is DELAWARE PHYSICAL THERAPY ASSOCIATION. It is a component
9 chapter of the American Physical Therapy Association.

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11 **ARTICLE II: OBJECT**

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13 The Delaware Physical Therapy Association, hereinafter referred to as the CHAPTER, shall be a Chapter
14 of the American Physical Therapy Association, hereinafter referred to as the ASSOCIATION.

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17 **ARTICLE III: FUNCTIONS**

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19 A. The functions of the CHAPTER shall be the same as the functions of the ASSOCIATION as
20 established in the by-laws.
21 B. Promote legislation to protect the interest of the public and the rights of the ASSOCIATION
22 members.

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24 **ARTICLE IV: MEMBERSHIP**

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26 Section 1: Categories and Qualifications of Members

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28 The CHAPTER membership categories and qualifications for Physical Therapist, Retired Physical
29 Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired
30 Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant
31 shall be the same as those of the ASSOCIATION.

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33 In addition, the CHAPTER shall maintain a single Corresponding Member category and a single
34 Corresponding Student Member category with rights and privileges as stated in the ASSOCIATION
35 bylaws.

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37 Section 2: Rights and Privileges of Members

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39 The rights and privileges of the CHAPTER'S members shall be identical to those established in the
40 ASSOCIATION'S bylaws. Physical Therapist, Retired Physical Therapist, Life Physical Therapist,
41 Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant
42 members shall have 1 vote at Chapter membership meetings and any authorized absentee voting.

43
44 Section 3: Admission to Membership

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46 Admission to CHAPTER membership is by assignment by the ASSOCIATION'S Board of Directors.

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48 Section 4: Good Standing

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50 An individual member is in good standing within the meaning of these Bylaws if the member is in good
51 standing in the ASSOCIATION.

52
53 Section 5: Disciplinary Action

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55 Any member of the CHAPTER who is suspended by the ASSOCIATION shall have their membership
56 privileges suspended from the ASSOCIATION and from the CHAPTER. Any member who is expelled
57 from membership in the ASSOCIATION shall be expelled from CHAPTER membership.

- 58
59 A. Complaints to the effect that a member has violated the ethical principles or standards of the
60 ASSOCIATION shall be processed in accordance with the ASSOCIATION'S Procedural
61 Document on Disciplinary Actions.

- 1
2 B. The ASSOCIATIONS Code of Ethics and the Standards of Ethical Conduct for the Physical
3 Therapist Assistants, as they now exist and as they may hereafter be amended or
4 supplemented, shall be the guidelines of this CHAPTER, and shall be binding on the
5 members of the CHAPTER as though incorporated in these Bylaws.
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7 Section 6: Reinstatement

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9 Individuals are reinstated to CHAPTER membership in accordance with the ASSOCIATION'S Standing
10 Rules. The CHAPTER may not charge a reinstatement fee.
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12 **ARTICLE V: DISTRICTS AND SPECIAL INTEREST GROUPS**

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14 The CHAPTER may create districts and special interest groups within its territorial jurisdiction.
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16 Section 1: Limitations

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18 Districts/Special Interest Groups are subject to the following limitations:
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- 20 A. Bylaws and policies of the ASSOCIATION and the CHAPTER.
21 B. No district or special interest group shall profess or imply that it speaks for or represents the
22 CHAPTER or members other than those currently holding membership in the district or
23 special interest group unless authorized by the CHAPTER'S governing body.
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25 **ARTICLE VI: MEETINGS- NUMBER AND QUORUM**

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27 Section 1: Numbers of Meetings

28
29 A minimum of four regular meetings shall be held during the fiscal year Written notice of all meetings shall
30 be sent to all members at least ten days prior to the date of the meeting.
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32 The last meeting of the fiscal year will be the annual meeting of the CHAPTER.
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34 A special meeting may be called by president or must be called upon written petition of 50 percent of the
35 membership.
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37 Section 2: Quorum

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39 Five (5) Percent of Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical
40 Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members
41 of the CHAPTER in attendance at any regular, annual, or special meetings of the CHAPTER properly
42 called by the President shall constitute a quorum.
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44 Section 3: Minutes

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46 All meeting minutes shall be submitted to the ASSOCIATION within 45 days of the meeting.
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48 **ARTICLE VII. EXECUTIVE COMMITTEE**

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50 Section 1: Composition

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52 The officers of the CHAPTER shall be the President, Vice-President, Secretary, Treasurer,
53 Representative to the PTA Caucus and the Chief Delegate. These six officers and all standing committee
54 chairpersons shall constitute the Executive Committee.
55

56 Section 2: Qualifications

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58 Only such members of the CHAPTER as are provided for in the Association bylaws, Article IV, Section 2,
59 Sub-paragraph B.(3).b, who have been members in good standing for a period of at least two years
60 immediately preceding their election, and who have consented to serve, are eligible for election to office.
61 Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant,

1 Retired Physical Therapist Assistant, and Life Physical Therapist Assistant of the ASSOCIATION and
2 who have consented to serve shall be eligible for election to the offices of Secretary and Treasurer. Only
3 a Physical Therapist Member shall be eligible for election to the office of Chief Delegate, Delegate,
4 President, who also serves as an alternate Delegate, and the Vice-President, who may succeed to the
5 presidency if vacated. Only physical therapists assistant members may serve as the representative to the
6 PTA Caucus.

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9 No officer shall serve more than two consecutive terms in the same office except for the Chief Delegate.
10 All officers shall have one vote each on the Executive Committee.

11
12 The President, Representative to PTA Caucus, and Secretary shall be elected in even numbered years
13 and shall serve for a term of two years or until the election of their successors. The Chief Delegate, Vice-
14 President, and Treasurer shall be elected in odd numbered years and shall serve for a term of two years
15 of until the election of their successors.

16
17 Officers shall assume office effective January 1st of the year immediately following the election.

18 19 Section 3: Duties of the Executive Committee

20
21 The Executive Committee shall:

- 22
- 23 A. Carry out the mandates and policies of the CHAPTER as determined by membership.
- 24 B. Have full power and authority to perform all acts and to transact all business for and on behalf
25 of the CHAPTER, subject only to the provisions of these Bylaws, the ASSOCIATION'S Bylaws
26 and all resolutions and enactments of the membership.
- 27 C. Approve the annual budget prepared by the Treasurer, authorize expenditures of funds and
28 appoint a committee of three members to audit the Treasurer's accounts or have the accounts
29 audited by a certified public accountant.
- 30 D. Create special committees, and direct the activities of the special and standing committees,
31 except the nominating and ethics committees.
- 32 E. Bring before the members of the CHAPTER at any regular or special meeting or by
33 correspondence, communications from the ASSOCIATION for their information, opinion, and/or
34 vote.
- 35 F. Verify the proper membership category of all members of the CHAPTER.
- 36 G. Submit, as individual officers and committee chairperson, written annual reports at the annual
37 meeting of the CHAPTER.
- 38 H. Submit, as a group, an annual report of CHAPTER activities and fiscal status to the Board of
39 Directors of the ASSOCIATION, and other such reports as may be requested.
- 40 I. Appoint the Chairman of all Standing and Special Committees, except the Nominating and
41 Finance Committees, and fill all vacancies on the Executive Committee when they exist, except
42 the office of the President.

43 44 Section 4: Duties of Elected Officers

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46 In addition to the rights and duties as members of the Executive Committee the officers shall have the
47 following specified rights and duties:

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- 49 A. The President shall serve as official spokesperson of the CHAPTER and shall preside at all
50 meetings of the CHAPTER and Executive Committee; and shall be an ex-officio member of all
51 committees except the Nominating and Ethics Committee.
- 52 B. The President shall serve as **an alternate** Delegate to the APTA House of Delegates.
- 53 C. The Vice-President shall assist the President in the discharge of his/her duties and assume the
54 duties of the President in his/her absence.
- 55 D. The Secretary shall record the minutes of all meetings of the CHAPTER, and the Executive
56 Committee and shall maintain the CHAPTERS file of records and official correspondence. The
57 Secretary shall maintain an accurate roster of current members. The Secretary shall submit a
58 copy for the minutes of all membership meetings and election results to the ASSOCIATION
59 headquarters within 30 days.
- 60 E. The Treasurer shall be custodian of all funds of the CHAPTER and shall prepare an annual
61 budget to be approved by the Executive Committee; serve as chair-person of the Finance

1 Committee; disburse payments only upon approval of the Executive Committee; keep a true
2 and accurate account of all receipts and disbursements in a book which shall be the property of
3 the CHAPTER; make a written report the CHAPTER at the Annual Meeting and to the
4 Executive Committee, upon request, and such other reports as may be required.

5 F. The Chief Delegate shall perform such duties as specified elsewhere in these Bylaws.

6 G. The Representative to the PTA Caucus shall attend the annual meeting of the representative
7 body of the National Assembly; represent the CHAPTER on such matters as ordered by the
8 Executive Committee; provide a written report of information from meeting to the Executive
9 Committee.

10 Section 5: Vacancies - How Filled

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13 If, before the expiration so the term of office for which he/she was elected, the President dies, resigns, is
14 removed from office, or becomes disqualified, the Vice-President shall succeed to the office vacated for
15 the unexpired portion of the term. Vacancies created by the death, resignation, removal from office of
16 disqualification of the other officers and committee members shall be filled by appointment by the
17 Executive Committee of the unexpired portion of the term.

18 Section 6: Meeting of the Executive Committee

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21 The Executive Committee shall meet at least twice annually and at such other times as may be necessary
22 to conduct the business of the CHAPTER. Except when emergency meetings are called by the
23 **President**, written notice of the meetings of the Executive Committee shall be sent out to its members at
24 least ten days prior to the date of the meeting. The presence of five members shall constitute a quorum
25 for the Executive Committee. A Special Meeting must be called upon written petition of 50 percent of the
26 Executive Committee.

27 **ARTICLE VIII. COMMITTEES**

28 Section 1: Nominating Committee

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32 A. The Nominating Committee shall consist of three Physical Therapist, Retired Physical Therapist, or
33 Life Physical Therapist, Physical therapist assistant, retired physical therapist assistant or life physical
34 therapist assistant members elected by voting members. Each committee member will serve for a term of
35 three years; terms shall not expire simultaneously; thus one member of the Nominating Committee shall
36 be elected annually. No committee member shall serve for more than one consecutive term. Only those
37 who have been members of the CHAPTER for at least two years preceding election will be eligible to
38 serve on the Nominating Committee.

39
40 The duties of the Nominating Committee, e.g., are to seek out candidates for vacant offices, to review
41 their qualifications, to ascertain their willingness to serve, to nominate candidates or candidates for each
42 office, and to report the Election Results at the Annual meeting of the CHAPTER.

43 B. The Nominating Committee shall elect its own Chairperson.

44 Section 2: Finance Committee

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47 The Finance Committee shall be composed of the current Treasurer of the CHAPTER as chairperson, at
48 least two committee members who are selected by the Chairperson, to assist him/her in carrying out
49 plans and financial responsibilities of the CHAPTER.

50 Section 3: Ethics Committee

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53 The Ethics Committee shall be a three-person committee, one person appointed annually by the
54 Executive Committee. The individual with the most seniority in the committee shall serve as chairperson.
55 The committee shall be charged with investigating any ethics complaints according to the
56 ASSOCIATION'S stated procedures.

57 Section 4: Standing Committees

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1 The following Standing Committees shall be appointed by the Executive Committee and shall serve for
2 two years or until their successors have been appointed and have assumed office. The Chairperson and
3 members of each Committee shall be appointed by the Executive Committee.
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- 5 A. Events
- 6 B. Legislative
- 7 C. Public Relations
- 8 D. Membership
- 9 E. Bylaws
- 10 F. Payment and Advocacy

11 Section 5: Special Committees

12 Special Committees shall be established by the Executive Committee as needed. Chairpersons of the
13 Special Committees will be designated by the Executive Committee.
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15 Section 6: Vacancies - How Filled

16 If a committee member dies, resigns, is removed from office or fails to serve, the Executive Committee
17 shall appoint an eligible member to serve the unexpired portion of the term.
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19 **ARTICLE IX. DELEGATES TO THE ASSOCIATION'S HOUSE OF DELEGATES**

20 Section 1: Representation and Registration

21 The CHAPTER must be represented in the House of Delegates at least every third year. The CHAPTER
22 shall notify ASSOCIATION headquarters of the names of the CHAPTER delegates. The credential card
23 issues by the ASSOCIATION shall be signed by the CHAPTER President.
24

25 Section 2: Qualifications

26 No member may be selected for the House of Delegates unless he has been a member in good standing
27 of the ASSOCIATION in any category of membership p for the two years immediately preceding.
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29 Section 3: Section and Terms

30 In odd numbered years, the CHAPTER shall elect the chief delegate. The President, who is elected in
31 the even numbered years, will serve as the *alternate* Delegate. *Additional delegate(s) will be elected in*
32 *the even numbered years.* If any delegate to whom the CHAPTER is entitled is not able to attend the
33 House of Delegates, the CHAPTER shall confer on the chief delegate the right to cast the vote or votes of
34 the delegate not attending *unless an alternate delegate is present.* If the Chief Delegate is unable to
35 attend a session of the House of Delegates, the delegates attending will select an Acting Chief Delegate
36 to assume his/her duties. A CHAPTER delegate may not in the same year serve as a section delegate.
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38 Section 4: Rights and Duties of Delegates

39 The Chief Delegate is responsible for the CHAPTER'S total voting delegation at the annual session of the
40 House of Delegates, and will present a written report of the proceedings of the House of Delegates to the
41 Executive Committee of the CHAPTER within thirty days of the session. All delegates are expected to:
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- 43 A. Register and file their credential card prior to the first meeting of the House of Delegates and as
44 such other times as designated by the House Officers.
- 45 B. Attend the annual and special sessions of the House of Delegates.
- 46 C. Represent the CHAPTER on such matters as are ordered by the Executive Committee and/or the
47 members of the CHAPTER.
- 48 D. Vote by voice of ballot at the House of Delegates in accordance with the policies of the
49 CHAPTER
- 50 E. Upon request, present information from the House of Delegates to the Executive Committee and
51 members of the CHAPTER for their information, consideration, discussion, and/or opinion.

52 **ARTICLE X. ELECTIONS**

1	○ Physical Therapist Assistant	\$50
2	○ Life Physical Therapist	\$0
3	○ Life Physical Therapist Assistant	\$0
4	○ Retired Physical Therapist	\$30
5	○ Retired Physical Therapist Assistant	\$30
6	○ Student Physical Therapist and Student Physical Therapist Assistant	\$30
7	○ Corresponding	\$50
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9		

10 B. Student Physical Therapist and Student Physical Therapist Assistant member dues are for 12
11 months from the time of renewal or join date. As of the last day of the graduation month, the
12 Student Physical Therapist and Student Physical Therapist Assistant members automatically
13 convert to the Physical Therapist or Physical Therapist Assistant member category for the
14 remainder of the 12 months of membership. Once the membership remainder expires, these new
15 Physical Therapist and Physical Therapist Assistant members are eligible for one year of
16 membership at 50% of the ASSOCIATION and CHAPTER dues rate for a Physical Therapist or
17 Physical Therapist Assistant member.

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19 Section 4: Dues Changes

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21 All dues changed passed by the CHAPTER and approved by the APTA Board of Directors shall become
22 effective on the first day of ASSOCIATION'S fiscal year following the CHAPTER vote and APTA Board of
23 Directors approval. New dues shall apply to the members at the time of individual renewal. The Board of
24 Directors may offer reduced rates for Chapter dues as an incentive to promote membership.

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26 Section 5: Financial Report

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28 The CHAPTER shall submit its annual financial statements, tax return and audit report to the
29 ASSOCIATION when and as directed by APTA headquarters.

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31 **ARTICLE XII. DISSOLUTION**

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33 The CHAPTER may be voluntarily dissolved by a vote of two-thirds of the Physical Therapist, Retired
34 Physical Therapist, Life Physical Therapist ,Physical Therapist Assistant, Retired Physical Therapist
35 Assistant, and Life Physical Therapist Assistant members present provided notice has been sent out by
36 mail to all voting members of the CHAPTER at least 30 days prior to the vote.

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38 **ARTICLE XIII. PARLIAMENTARY AUTHORITY**

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40 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the
41 CHAPTER in all cases to which they are applicable and in which they are not inconsistent with the these
42 Bylaws and any special rules of order that the CHAPTER may adopt.

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44 **ARTICLE XIV. AMENDMENTS**

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46 Section 1: General

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48 These Bylaws may be amended, in whole or in part, at any meeting of the CHAPTER by two-thirds vote
49 of the Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist
50 Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members present
51 and voting provided that at least thirty days prior to that meeting a copy of the proposed amendments
52 have been sent out by mail to all voting members of the CHAPTER. Revised or amended Bylaws shall
53 be consistent with the Articles of Incorporation of the CHAPTER.

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55 However, if the intent of an amendment is editorial or to bring the CHAPTER'S bylaws into agreement
56 with those of the ASSOCIATION, the amendment shall be made as required by the CHAPTER Bylaws
57 Chair and shared with the Executive Committee. The CHAPTER Bylaws Chair shall notify the
58 CHAPTER'S membership that such amendments have been made_

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60 Section 2: Procedure

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- A. Any member of group of members may propose an amendment to these Bylaws, such proposed amendment to be submitted to the Executive Committee.
- B. The proposed amendment shall be distributed to all voting members of the CHAPTER within thirty days of the proposal. Consideration of the proposed amendment will be placed on the agenda of the next schedule meeting of the CHAPTER.
- C. When APTA Bylaws have been amended so as to require amendments of these Bylaws, the Bylaws Committee shall submit them to the Executive Committee of the CHAPTER for approval. Copies of the amendments shall be sent by mail no later than 90 days after the Executive Committee approval. Such amendments carry an automatic approval procedure and will not require a vote of the CHAPTER members, but will automatically be adopted upon approval by the Executive Committee of the CHAPTER.
- D. The revised or amended Bylaws must be submitted to the Board of Directors of the ASSOCIATION for approval.

ARTICLE XV. ASSOCIATION AS HIGHER AUTHORITY

In addition to these bylaws, the CHAPTER is governed by the ASSOCIATION’S Bylaws and Standing Rules, and by the policies.

ADOPTED BY DELAWARE PHYSICAL THERAPY ASSOCIATION
APPROVED BY THE APTA BOARD OF DIRECTORS