

## **NEW HAMPSHIRE CHAPTER AMERICAN PHYSICAL THERAPY ASSOCIATION BYLAWS**

### **ARTICLE I            NAME & RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION**

#### **Section 1        Name**

The name of this organization is the New Hampshire Chapter of the American Physical Therapy Association, Inc. hereinafter referred to as the Chapter, which is a Chapter of the American Physical Therapy Association, hereinafter referred to as the Association. The Chapter is incorporated under the laws of the State of New Hampshire.

#### **Section 2        Geographic Jurisdiction**

The geographic jurisdiction of the Chapter is the geographical boundaries of the State of New Hampshire.

### **ARTICLE II        OBJECT**

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

### **ARTICLE III        FUNCTIONS**

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

### **ARTICLE IV        MEMBERSHIP**

#### **Section 1        Categories and 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 establish a Corresponding Member category, with rights and privileges as stated in 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 bylaws.

Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have 1 vote.

#### **Section 3        Admission to Membership**

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

#### **Section 4      *Good Standing***

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

#### **Section 5      *Disciplinary Action***

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

#### **Section 6      *Reinstatement***

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

### **ARTICLE V      DISTRICTS AND SPECIAL INTEREST GROUPS**

#### **Section 1:      *Districts***

There are no districts in the New Hampshire Chapter

#### **Section 2:      *Special Interest Groups:***

A..Purpose: Special Interest Groups may be organized to provide a means by which members having a common interest in special areas of Physical Therapy may meet, confer, and promote the interest of the respective Special Interest Groups.

#### **B..Formation**

- 1.A Petition shall be submitted to the Chapter Board of Directors and shall include the following:
  - a. A statement of purpose of the proposed Special Interest Group
  - b. Signatures of at least 15 Chapter members in good standing.
  - c. Evidence that each petitioner intends to join the proposed Special Interest Group.
  - d. A copy of the proposed Special Interest Group bylaws.
  - e. If the formation of a Special Interest Group is approved by a majority vote of the Chapter Board of Directors, a motion for approval of the Special Interest Group shall be presented to the Chapter membership.
  - f. A majority vote of the Chapter membership is required for final approval of a Special Interest Group.

#### **C. Obligations: Each Special Interest Group shall**

1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Associations bylaws.
2. Maintain complete and accurate financial records
3. Maintain complete and accurate membership records
4. Submit to the Chapter a report of its activities and financial status as requested by the Chapter Board of Directors.
5. Hold meetings in conformity with its and Chapter's policies and bylaws
6. Shall not levy special assessments that carry punitive action or loss of good standing.

D.Dissolution

1. A Special Interest Group may petition the Chapter Board of Directors to be dissolved
2. The Chapter Board of Directors may, by a two-thirds vote, dissolve a Special Interest Group if the Special Interest Group has failed to satisfy its obligations as set forth in these bylaws.
3. A Special Interest Group may dissolve pursuant to the provisions of its bylaws.

**Section 3: Limitations**

Special interest groups are subject to the following limitations:

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

## **ARTICLE VI MEETINGS**

**Section 1 Regular and Annual Meetings**

A. A minimum of two (2)~~three (3)~~ regular Chapter meetings including the Annual meeting shall be held during the fiscal year. ~~and such additional meetings as are necessary or desirable may be called by the president or the Board of Directors.~~ In addition, spring regional caucuses are to be held prior to the APTA House of Delegates

B. The Annual meeting shall be held in the Autumn for the purpose of electing a member of the Nominating Committee to assume office the following January; ~~slating nominating~~ the officers, Chapter's Chief Delegate, Delegates and PTA Caucus Representative to serve in the House of Delegates at the Annual APTA conference; receiving reports of the officers and committee chairmen; approving the Chapter budget for the following year, and acting on any other business that may arise.

C. Only members of the Chapter or invited guests approved by the officers have the right to attend Chapter meetings.

**Section 2 Special Meetings**

Special meetings may be called by the President, Board of Directors or any fifteen (15) members, provided that thirty (30) days notice is given to all members. Attendance is limited to Chapter members and invited guests approved by the Chapter officers. A quorum shall consist of ten (10) members, including at least two officers.

**Section 3 Notice of Meeting Requirements**

A. Notice of meetings shall be sent to Chapter members ten (10) days prior to the date of a meeting and thirty (30) days prior to the Annual Meeting.

**Section 4 Quorum**

A. A quorum for the transaction of business at Chapter meetings shall be ten (10) members, including at least two officers.

**Section 5 Minutes**

All meeting minutes shall be submitted to the Association within forty five (45) days after the date of the meeting.

## **ARTICLE VII                    BOARD OF DIRECTORS/EXECUTIVE COMMITTEE/OFFICERS**

### ***Section 1                    Officers: Rights, Duties, and Responsibilities***

A. The President shall serve as the official head and public spokesman of the Chapter, shall preside at all meetings of the Chapter and of the Board of Directors/Executive Committee, and shall be an ex-officio member of all committees except the Nominating Committee and the **Ethics Committee**. He/she shall serve as a delegate to the Association House of Delegates.

B. The Vice-President shall assume the duties of the President in his/her absence and shall perform other duties as directed by the Board of Directors.

C. The Secretary shall be the secretary at all Chapter and Board of Director/Executive Committee meetings, shall send out proper notices of all meetings, shall maintain an accurate membership file, and shall perform other duties as directed by the Board of Directors.

D. The Treasurer shall be the custodian of all funds of the Chapter. The funds of the Chapter may be paid out by the Treasurer, President or Executive Director upon approval of the Board of Directors. The funds of the Chapter shall be those funds received from the Association and from other Chapter funds which shall be used to operate Chapter business. The Treasurer shall keep true and accurate records of all receipts and disbursements in a ledger which shall be the property of the Chapter. The Treasurer shall serve as a member of the finance Committee and shall present a written report to the Chapter at each annual meeting and to the Board of Directors/Executive Committee upon request.

**E. The Chief Delegate shall represent the interests of the Chapter, perform duties consistent with Article IX Section 3, and perform services at the request of the Board of Directors.**

F. The Directors shall represent the interests of the Chapter and shall perform services at the request or direction of the Board of Directors.

G. The PTA Caucus Representative shall represent the interests of the Chapter Physical Therapy Assistants and shall perform services at the request or direction of the Board of Directors.

### ***Section 2                    Terms and Vacancies***

#### *Terms*

A. The term of office of each officer shall be two (2) years or until the assumption to office of his or her elected successor. The term of office shall begin on January 1<sup>st</sup> of the year following the Annual Meeting or as soon as possible after that date. **Officers shall not serve a third consecutive term in the same office. Officers and Chief Delegate shall not serve more than 3 consecutive terms in the same office. During an officer's final term in office, a succession plan shall be outlined with the Executive Committee to ensure proper transition of duties.**

B. An officer appointed by the Executive Committee of the Chapter to fill an unexpired term shall have the privilege of re-election to two (2) additional terms in the same office.

#### *Vacancies*

A. If the President, before the expiration of the term for which he/she was elected, dies, resigns or is removed, or becomes disqualified, the Vice-President shall succeed to the office vacated for the unexpired portion of the term. If the President disqualifies himself/herself temporarily for

any reason, the Vice-President shall assume the duties of the President until the President is able to resume his/her official duties.

B. For all other officers, vacancies created by death, resignation, removal or disqualification by other members of the Board of Directors, shall be filled by appointment of the Board for the unexpired portion of the term. Self-disqualification of any of these offices for a temporary period, resulting in a vacancy, shall be filled by the Board of Directors until the officer in question resumes his/her duties.

**Section 3      Qualifications**

A. Only such members of the chapter as are provided for in the Association bylaws, Article IV, Section 2, Sub-paragraph B.(3).b, who have been members in good standing for a period of at least 1 year immediately preceding their election, and who have consented to serve, shall be eligible for election to office.

B. Physical Therapist Assistants, Retired Physical Therapist Assistants and Life Physical Therapist Assistants may hold office subject to the limitations specified in the Association bylaws Article V, Section 4, Sub-paragraph C.

**Section 4      Board of Directors**

**A. Composition**

The Board of Directors shall consist of the officers of the Chapter: President, Vice-President, Secretary, and Treasurer, five (5) Directors, Chief Delegate, PTA Caucus Representative.

**B. Duties and Responsibilities**

1. To carry out the mandates and the policies of the Chapter as determined by the membership.
2. To have full power and complete authority to perform all acts and to transact all business for and on behalf of the Chapter, subject to the provisions of these Chapter Bylaws and all resolutions and enactments of the membership of this Chapter.
3. To direct the activities of the standing and special committees, except the Nominating Committee. ~~and Ethics Committee.~~
4. To bring before the membership at any regular or special Chapter meeting, or by correspondence, communications from the Association for the memberships' information, opinion, or vote.
5. To make an annual report, when requested, to the Board of Directors of the Association.
6. To be responsible for maintaining the integrity of the Chapter and fulfilling all requirements as set forth in the Association Bylaws relating to component Chapters.
7. To provide for bonding of all persons handling money or other property of the Chapter.

**C. Meetings**

1. The Board of Directors shall meet at least four (4) times annually. Six (6) members shall constitute a quorum.
2. Special meetings of the Board of Directors may be called by the President. Six (6) members shall constitute a quorum.
3. A special meeting must be called upon written petition of 50% of the Board of Directors.
4. Meeting times/dates shall be established by the Board of Directors in January and an agenda will be sent no less than one week prior to each meeting.

5. Such meetings may be held via teleconference or other electronic means provided such means shall be made available to all eligible members of the board and all attendees may participate in deliberations and voting in real time. Six (6) members participating electronically, simultaneously constitutes a quorum.

**Section 5: Executive Committee**

A. Composition

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Chief Delegate.

B. Duties and Responsibilities

1. To select and contract an Executive director who shall be the administrator of the Chapter headquarters and who shall be responsible to the Board of Directors.

2. To review the performance of the Executive Director.

C. Meetings

1. The Executive Committee shall meet when needed and called by the President. Notice shall be given one (1) week prior to the meeting date.

2. Three (3) members shall constitute a quorum.

**ARTICLE VIII. COMMITTEES**

Besides such other committees as shall be created by the Board of Directors, or otherwise ordered by these Bylaws, the Board of Directors shall appoint or members shall be elected as specified for the following:

**Section 1 Finance Committee**

A Shall consist of the Chapter Treasurer and at least two members. At least one member shall be appointed each year to serve for a term of two years.

B Shall present to the Board of Directors/Executive Committee an annual budget.

C Shall advise the Board of Directors/Executive Committee on matters pertaining to the Chapter's financial needs, based on periodic review of income, expenditures, restricted funds, and requests for funds for committees'

**Section 2 Ethics Committee**

**A. Shall be a three person committee**

**B. Shall be appointed annually by the Board of Directors immediately after the Annual meeting.**

**C. The individual with the most seniority in the committee shall serve as chairperson.**

**D. The committee shall be charged with investigating any Ethics complaints according to the Association's stated procedures.**

**Section 3Section 2. Nominating Committee**

A. Shall consist of three eligible members; One member shall be elected each year for a term of three years or until the election of his successor. The senior member of the committee shall serve as Chairman.

B. Shall prepare a slate-list of nominees of two names, if possible, for each office to be filled for presentation at the Annual meeting. This slate list of nominees shall be distributed to the membership at least thirty (30) days prior to the Annual meeting.

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C. Shall perform other duties as requested by the Board of Directors.

D. Any vacancies on the Nominating Committee shall be filled by the Board of Directors until the next regular election at which time the vacant position shall be filled for the remainder of the term.

**Section 4**  
**Section 3 Other Committees**

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Such other committees, standing or special, shall be appointed by the President, with the approval of the Board of Directors, as the Board of Directors deems necessary to carry on the work of the Chapter.

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

**Section 1 Qualifications**

A. The qualifications of delegates shall be as stated in the Association bylaws.

B. A Chapter delegate may not, in the same year, serve as Section or Assembly Delegate.

C. The Chapter shall notify Association headquarters of the names of Chapter Delegates, as required by the Association and the Standing Rules of the House of Delegates

D. The Chapter must be represented in the House of Delegates at least every third year.

**Section 2 Election and Term**

A. The Chief Delegate shall be elected by the membership to serve at the House of Delegates. The term of office is for two (2) years.

B. When the Chapter is entitled to more than two delegates, additional delegates shall be elected, to serve at the next following House of Delegates. The term shall be for two (2) years.

C. Vacancies created by death, resignation, removal or disqualification of membership shall be filled by appointment of the Board for the unexpired portion of the term.

D. Alternate delegate term is for one year and would represent the Chapter if others are unable to attend.

E. Elections under this section shall be held in conjunction and in accordance with Chapter elections as outlined in article XI of these bylaws.

**Section 3 Duties**

A. To attend the annual and special meetings of the House of Delegates of the Association.

B. To present to the House of Delegates such matters as are ordered by the Board of Directors and/or voting body.

C. To vote at meetings of the House of Delegates in accordance with instructions and/or policies of the Chapter.

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

### **Section 1 Qualifications**

A. The qualifications of the PTA Caucus Representative shall be as stated in the APTA Board policies and procedures.

B. The Chapter shall notify Association headquarters of the name of the Representative, as required by the Association.

### **Section 2 Election and Term**

**B. At the fall Chapter meeting prior to the annual session of the PTA Caucus, the Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant of the Chapter shall elect the PTA Caucus Representative to which the Chapter is entitled.**

### **Section 3 Section 2: Duties of the PTA Caucus Representative**

A. To attend the annual and special meetings of the PTA Caucus

B. To present to the PTA Caucus such matters as are ordered by the Board of Directors and/or voting body.

C. To vote at meetings of the PTA Caucus in accordance with instructions and/or policies of the Chapter.

## **ARTICLE XI ELECTIONS**

A. The voting body shall consist of Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant members of the Chapter.

**B. Each Physical Therapist, Life Physical Therapist, Retired Physical Therapist, Physical Therapist Assistant, Life Physical Therapist Assistant, and Retired Physical Therapist Assistant member shall have one vote.**

C. **The** rule of the majority shall be effective in all elections. When nominations are presented at the Annual meeting, nominations from the floor shall be in order. After all nominations have been received, nominations shall be closed and elections shall be held via electronic ballot to all eligible members of the voting body.

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D. Elections shall be completed with 45 days of the annual meeting for the offices of President, Vice-President, Chief Delegate, Delegate (when apportionment of more than 2 delegates) and three (3) Directors on the uneven calendar years and for the offices of Treasurer, Secretary, PTA Caucus Representative, and two (2) Directors on the even calendar years.

E. Elections for Chief Delegate and, when necessary, delegates to the APTA House of Delegates, shall be held in conjunction with Chapter elections. For these offices, only those APTA members eligible to vote, shall be entitled to cast ballots in these elections.

F. One member of the Chapter other than the elected President shall be elected to the Nominating Committee at each Annual meeting.

G. Special elections may be called by the Board of Directors/Executive Committee.

H. Election results shall be forwarded to the Association within forty five (45) days.

## **ARTICLE XII**

## **Section 1      *Fiscal Year***

The fiscal year of the New Hampshire Chapter shall be the same as that of the Association.

## **Section 2      *Limitation on Expenditures***

No officer, employee, or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except by order of the Chapter's Board of Directors. The Board of Directors shall not commit the Chapter to any financial obligation in excess of its current financial resources.

### Section 3 Dues

### **Section 3 Dues**

- Physical Therapist: \$85
- Life Physical Therapist: \$40
- Physical Therapist Assistant: \$45
- Life Physical Therapist Assistant: \$20
- Student Physical Therapist and Student Physical Therapist Assistant: \$15
- Retired Physical Therapist: \$25
- Retired Physical Therapist Assistant: \$25
- Corresponding Member : \$15
- Physical Therapist Post-professional Student: \$15

B. Student Physical Therapist and Student Physical Therapist Assistant member dues are for 12 months from the time of renewal or join date. As of the last day of the graduation month, the Student Physical Therapist and 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 or Physical Therapist Assistant members are eligible for one year of membership at 50% of the Association and chapter dues rate for an Physical Therapist or Physical Therapist Assistant member.

C All dues shall be for the period specified in the Association Bylaws and shall be payable following the Association schedule.

D. All dues changes approved by the Chapter membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.

E. There is no reinstatement fee. A member may be reinstated to good standing in the Chapter by meeting the requirements for reinstatement in the Association.

F. The Chapter may revise its dues schedule only by amendment of its Bylaws with review by the Association parliamentarian and in accordance with the approval mechanism outline in ARTICLE XV of these Bylaws. Dues shall not exceed the Association dues for any membership category without approval of the Association Board of Director.

G. The Board of Directors may offer reduced rates for Association dues as an incentive to promote membership.

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

The Chapter will maintain complete and accurate financial records which shall be audited annually by its membership and by the Finance Committee.

## **ARTICLE XIII**

### **DISSOLUTION**

The Chapter may be dissolved by written ballot of 2/3 of its voting body.

The Board of Directors of the Association may revoke the charter of the Chapter as prescribed by the Association Bylaws

## **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 in which they are not inconsistent with Association Bylaws and any special rules of order the Association may adopt.

## **ARTICLE XV.**

### **AMENDMENTS**

#### ***Section 1***

#### ***Process***

A. Proposed amendment(s) signed by a voting member in good standing shall be submitted in writing to the Board of Directors at least 60 days prior to a Chapter meeting.

B. The proposed amendment shall be reviewed by the Board of Directors for consistency with Association Bylaws.

C. A copy of the proposed amendments shall be sent to all members at least thirty (30) days prior to the Chapter meeting.

D. The amendment(s) may be adopted by a 2/3 vote.

#### ***Section 2***

#### ***Approval Mechanisms***

A. Upon Chapter approval of the amendment(s), they are presented for review to the Association Board of Directors for approval.

B. Bylaw amendments are not in effect until approved by the Association Board of directors.

C. 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 NH Chapter Secretary and shared with the NH Chapter Board of Directors. The NH Chapter Secretary shall notify the Chapter's membership that such amendments have been made.

Amendments to the Chapter's bylaws become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in chapter dues become effective on the first day of the fiscal year following approval.)

## ARTICLE XVI ASSOCIATION AS HIGHER AUTHORITY

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In addition to these Bylaws, the Chapter is governed by the Association Bylaws and Standing Rules, and by the [Association's House of Delegates and Board of Directors policies](#).

Revised 1986  
Revised 1991  
Revised June, 1995  
Revised April, 1997  
Revised January, 2002  
Revised September, 2002  
Revised February, 2004  
Revised March, 2005  
Revised March 2006  
Edits made by Bylaws Chair 7/29/06  
Revised November 2009  
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