

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26

**Bylaws of**  
**Academy of Orthopaedic Physical Therapy, APTA, Inc.**  
**(A Delaware Nonstock Corporation)**

1     **ARTICLE I.           NAME AND RELATIONSHIP TO AMERICAN PHYSICAL**  
2                                   **THERAPY ASSOCIATION**

3  
4     This corporation, Academy of Orthopaedic Physical Therapy, APTA, Inc. (the  
5     “Academy”) shall be a component of the American Physical Therapy Association (the  
6     “Association”).  
7

8  
9     **ARTICLE II.           PURPOSE**

10  
11    The purpose of the Academy shall be to provide a means by which Association members  
12    having a common interest in orthopaedic physical therapy may meet, confer, and promote  
13    their common interests.  
14

15  
16    **ARTICLE III.         OBJECTIVES**

17  
18    The objectives of the Academy shall be to:

- 19  
20    1.     Provide for interchange and dissemination of information about current trends and  
21           practices related to orthopaedic physical therapy; and  
22    2.     Identify resource people and materials, and address areas of concern related to  
23           orthopaedic physical therapy; and  
24    3.     Foster research in the area of orthopaedic physical therapy; and  
25    4.     Promote the development and implementation of orthopaedic specialization and  
26           special interests; and  
27    5.     Serve as a major source of information on orthopaedic physical therapy for  
28           society and the profession of physical therapy.  
29

30  
31    **ARTICLE IV.         MEMBERSHIP**

32  
33    **Section 1:       Categories and Qualifications of Members**

34  
35    The Academy membership categories and qualifications for Physical Therapist, Retired  
36    Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical  
37    Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist  
38    Assistant, PT – Post Professional Student, and Student Physical Therapist Assistant shall  
39    be the same as those of the Association.  
40

41    **Section 2:       Rights and Privileges of Members**

42  
43    Except as otherwise provided by law, the rights and privileges of the Academy’s  
44    members shall be identical to those established in the Association’s bylaws, as they may  
45    be amended from time to time.  
46

1 **Section 3: Application for and Admission to Membership**

2  
3 Any member of the Association in a category specified in Section 1 above may join the  
4 Academy as a member in the corresponding category by submitting an application for  
5 membership and payment of the Academy dues, if any, applicable to the membership  
6 category.

7  
8 **Section 4: Good Standing**

9  
10 An Academy member is in good standing within the meaning of these bylaws if the  
11 member is in good standing in the Association.

12  
13 **Section 5: Disciplinary Action**

14  
15 Any member of the Academy whose membership rights and privileges are suspended by  
16 the Association shall have his or her membership rights and privileges in the Academy  
17 suspended. Any member who is expelled from membership in the Association shall be  
18 expelled from Academy membership.

19  
20 **Section 6: Reinstatement**

21  
22 Any former member of the Academy who is in good standing in the Association may be  
23 reinstated to membership in the Academy by payment of the required Academy dues.

24  
25  
26 **ARTICLE V. SPECIAL (SIG) AND EDUCATIONAL (EIG) INTEREST**  
27 **GROUPS**

28  
29 **Section 1: Special Interest Groups**

- 30  
31 **A.** A special interest group shall:
- 32  
33 1. Operate under the SIG EIG Rules of Order and Policies that  
34 shall not be inconsistent with Academy or Association  
35 bylaws and that shall be approved by the Academy's Board  
36 of Directors.
  - 37  
38 2. Not levy special assessments that carry punitive action or  
39 loss of good standing.
- 40  
41 **B.** May be established and/or dissolved in accordance with the rules  
42 and conditions specified by the Academy's Board of Directors.
- 43  
44  
45  
46  
47  
48

1 **Section 2: Education Interest Groups**

2  
3 **A.** An Education Interest Group shall:

- 4  
5 1. Operate under the SIG EIG Rules of Order and Policies that  
6 shall not be inconsistent with Academy or Association  
7 bylaws and that shall be approved by the Academy's Board  
8 of Directors.  
9  
10 2. Not levy special assessments that carry punitive action or  
11 loss of good standing.  
12

13 **B.** May be established and/or dissolved in accordance with the rules  
14 and conditions specified by the Academy's Board of Directors.  
15

16 **Section 3: Limitations**

17  
18 **A.** Special and Education interest groups are subject to the following  
19 limitations:  
20

- 21 1. Bylaws and policies of the Association and the Academy.  
22  
23 2. No special or education interest group shall profess or  
24 imply that it speaks for or represents the Academy or  
25 members other than those currently holding membership in  
26 the special or education interest group unless authorized by  
27 the Academy's Board of Directors.  
28  
29

30 **ARTICLE VI. MEMBERSHIP MEETINGS**

31  
32 **Section 1: Annual Meeting**  
33

34 The Academy shall hold an annual meeting of the general Academy membership for the  
35 conduct of business at the time and place of the Association Combined Sections Meeting.  
36 Attendance shall be limited to Academy members and invited guests approved by the  
37 Board of Directors. The Academy shall hold informational meetings with the Academy  
38 membership each year, whenever possible.  
39

40 **Section 2: Special Meetings**  
41

42 The President, with the approval of a majority of the Directors, has authority to call a  
43 special meeting of the general Academy membership. The President must call a special  
44 meeting if one hundred (100) members request one in writing.  
45  
46  
47  
48

1 **Section 3: Notice of Meeting Requirements**

2  
3 Notice of time and place of Annual and any Special Membership meetings shall be sent  
4 to all Academy members at least thirty (30) days prior to the meeting.

5  
6 **Section 4: Quorum**

7  
8 A quorum shall consist of the presence at a meeting of twenty (20) members having  
9 voting power.

10  
11 **Section 5: Minutes**

- 12  
13 **A.** The Executive Director shall keep the minutes of meetings and  
14 proceedings of the general membership and Board of Directors.  
15  
16 **B.** The Executive Director shall submit to the Association minutes of  
17 each meeting of the general Academy membership within 45 days  
18 of the date of the meeting.

19  
20 **Section 6: Educational or Professional Programs**

21  
22 An educational or professional program may be presented at any Academy meeting. A  
23 program held at the time of the Association meeting must be coordinated with the  
24 Association schedule.

25  
26  
27  
28 **ARTICLE VII: BOARD OF DIRECTORS AND OFFICERS**

29  
30 **Section 1: Board of Directors**

31  
32 **A. Composition**

- 33  
34 1. The Board of Directors (BOD) shall consist of (i) the three  
35 Principal Officers of the Academy (the "Principal  
36 Officers"), that is, the President, Vice President, and  
37 Treasurer, each of whom is a Director, and (ii) four other  
38 Directors (the "Non-officer Directors"), referred to herein as  
39 Non-officer Directors #1, #2, #3, and #4, and, (iii) the three ex  
40 officio members comprised of the Education, Practice, and  
41 Research Committee Chairs who are appointed by the BOD.  
42  
43 2. The Executive Committee shall consist of the three  
44 Principal Officers and two Non-Officer Directors who  
45 are elected annually by the BOD  
46  
47 3. All members of the Board of Directors, including ex  
48 officio members, shall have one vote.

1  
2 **B. Qualifications**  
3

4 To be eligible for election to the Board of Directors a person must  
5 be a member of the Academy in good standing. Physical Therapist  
6 Assistant, Retired Physical Therapist Assistant, and Life Physical  
7 Therapist Assistant members are eligible for election to the Board  
8 except for the offices of President and Vice President.  
9

10 **C. Election of Directors**  
11

12 The Principal Officers and the Non-officer Directors shall be  
13 elected by mail vote of the membership, in accordance with Article  
14 XI, Elections.  
15

16 **D. Terms**  
17

18 The terms of the Principal Officers and the Non-officer Directors  
19 shall be three years or until the election and assumption to office of  
20 their successors, in accordance with Article XI, Elections.  
21

22 The terms of the Education, Practice, and Research Chairs, ex  
23 officio members, will be for three years or until the appointment  
24 and assumption to office of their successors.  
25

26 **E. Term Limits**  
27

28 No person shall be elected to serve more than two (2) full  
29 consecutive terms in the same Principal Office. For purposes of the  
30 foregoing limitation, a person who has served at least one and one  
31 half (1 ½) years of a three-year term in a position shall be deemed  
32 to have served a full term in that position.  
33

34 No elected person shall serve more than four (4) complete  
35 consecutive terms on the Board of Directors. No appointed person  
36 to the Board shall serve more than three (3) complete consecutive  
37 terms on the Board of Directors.  
38

39  
40  
41 **F. Vacancies**  
42

43 In the event of a vacancy in the office of the President, the Vice  
44 President shall succeed to the Presidency for the remainder of the  
45 unexpired term. In the event of any vacancy in any other position  
46 on the Board of Directors, the President shall have authority to  
47 appoint an eligible member in good standing to fill the vacancy,  
48 subject to the approval of the Board of Directors. In the event

1 vacancies exist in both the office of the Vice President and the  
2 office of the President, the Board of Directors shall have authority  
3 to appoint an eligible member in good standing to fill the office of  
4 the President.

5  
6 **G. Meetings and Conduct of Business**

7  
8 **1. Regular Meetings**

9  
10 The Board of Directors shall have a minimum of two (2)  
11 face-to-face meetings each year. If the Association has a  
12 Combined Sections Meeting, a Board meeting shall be held  
13 in conjunction with it. The time and place of each regular  
14 meeting shall be determined by the Board.

15  
16 **2. Special Meetings**

17  
18 The Board, at any meeting, may schedule a special meeting  
19 of the Board. The President may call a special meeting of  
20 the Board.

21  
22 The President must call a special meeting of the Board  
23 upon the written petition of three Directors.

24  
25 **3. Use of Telecommunications Equipment**

26  
27 To the extent authorized or permitted by state law, the  
28 Board may permit any or all members of the Board to  
29 participate in a meeting by any means of communications  
30 equipment the use of which enables all Directors  
31 participating in the meeting to hear each other.

32  
33 **4. Action without a Meeting**

34  
35 To the extent authorized or permitted by state law the  
36 Board may act without a meeting if all members of the  
37 Board consent to the action in writing or by electronic  
38 transmission.

39  
40 **5. Notice**

41  
42 Notice by the President of all meetings of the Board shall  
43 be given to all members of the Board at least 5 days prior to  
44 the date of the meeting.

45  
46 **6. Quorum**

47

A quorum shall consist of the presence at a meeting of six Directors.

## **H. Duties and Responsibilities of the Board**

1. The Board of Directors shall be responsible for managing or directing the management of the business and affairs of the Academy.
2. Subject to the duty of Board members to act with care and in the best interests of the Academy, the Board of Directors shall carry out mandates and policies determined by the membership of the Academy and shall make and enforce policies that are consistent with such mandates and policies.
3. The Board of Directors shall appoint and employ an Executive Director, who shall serve at the discretion of the Board.
4. The Board of Directors shall be responsible for approving minutes of meetings of the Board.

## **Section 2: Officers**

### **A. President**

The President shall:

1. Call special meetings of the Board of Directors;
2. Preside at all meetings of the Board of Directors;
3. Serve as the Alternate Section Delegate to the APTA House of Delegates on behalf of the Academy;
3. Be an ex officio member of all committees except the Nominating Committee; and
4. Submit the Annual Report to the Association and such other reports as may be required by the Association Board of Directors.

### **B. Vice President**

The Vice President shall:



1. Assume the duties of the President if the President is absent or incapacitated;
2. Be an ex officio member of all designated committees as outlined in the Strategic Planning programs adopted by the Board of Directors; and

**C. Treasurer**

The Treasurer shall:

1. Oversee the maintenance of complete and accurate financial records which shall be audited annually by a Certified Public Accountant;
2. Submit the audited report in writing to the Board of Directors;
3. Submit an annual financial report and proposed budget to the Board of Directors;
4. Oversee the collection and disbursement of moneys as mandated by the Academy or the Board of Directors; and
5. Serve on the Finance Committee as Chair.

The Board of Directors may designate one or more Assistant Treasurers. In the absence or incapacity of the Treasurer, an Assistant Treasurer may have such authority to carry out responsibilities of the Treasurer under these bylaws (other than acting as a Director) as the Board may determine.

**ARTICLE VIII. COMMITTEES**

**Section 1: Finance Committee**

**A. Composition**

The Finance Committee shall have a least three (3) members in addition to the Treasurer, who shall be Chair. Each of whom shall be a current Academy member in good standing.

**B. Function**

To advise the Board of Directors on matters pertaining to financial needs, growth, and stability, presentation of an annual budget to the Board of Directors, investment policies, and compliance with financial obligations to APTA.

1  
2 **C. Appointment**  
3

4 The Treasurer shall recommend individuals for appointment as  
5 members of the Finance Committee, but the Board of Directors  
6 shall not be required to appoint only individuals recommended by  
7 the Treasurer.  
8

9 **D. Term**  
10

11 Each appointed member of the Finance Committee shall serve a  
12 term of three (3) years.  
13

14  
15 **Section 2: Nominating Committee**  
16

17 **A. Qualifications**  
18

19 The Nominating Committee shall consist of three (3) members in  
20 good standing.  
21

22 **B. Election**  
23

24 Members of the Nominating Committee shall be elected by vote of  
25 the members of the Academy. One member of the Nominating  
26 Committee shall be elected each year, by mail ballot in November.  
27

28 **C. Term**  
29

30 A member of the Committee shall serve for a term of three years or  
31 until the election of his/her successor. The member having the  
32 greatest number of years on the committee shall serve as Chair. No  
33 member shall be elected to successive complete terms.  
34

35 **D. Vacancies**  
36

37 Any vacancy shall be filled by the Board of Directors until the next  
38 regular election, at which time the vacant position shall be filled  
39 for the remainder of the term, by mail ballot.  
40

41 **Section 3: Education Committee**  
42

43 **A. Qualifications**  
44

45 The Education Committee shall consist of members, all of whom  
46 are in good standing.  
47

48 **B. Function**

To provide accessible and cost-effective professional development  
opportunities for members through various methods including pre-

1 conference and educational programming at CSM and off-site  
2 regional courses on relevant and current topics.

3  
4 C. Appointment

5 All members of the Education Committee shall be appointed by the  
6 Board of Directors. In addition, the Chair of the Committee shall  
7 serve as an ex officio member of the Board of Directors.

8  
9 D. Term

10 A member of the Education Committee shall serve for a term of  
11 three years or until the appointment of his/her successor. The  
12 Board of Directors shall appoint the Chair of the committee and  
13 are not obligated to appoint an incumbent member of the  
14 committee.

15  
16 E. Vacancies

17 Any vacancy shall be filled by the Board of Directors for the  
18 remainder of the term.

19  
20 Section 4: Practice Committee

21 Qualifications

22 A. Qualifications

23 The Practice Committee shall consist of members who are in  
24 good standing.

25  
26 B. Function

27 To provide advice and counsel to the Academy of Orthopaedic  
28 Physical Therapy Board on issues, plans, policies, procedures, and  
29 external and internal environment issues that affect the future of  
30 orthopaedic physical therapy practice and the profession.

31  
32 C. Appointment

33 All members of the Practice Committee shall be appointed by the  
34 Board of Directors. In addition, the Chair of the Committee shall  
35 be appointed by the Board and serve as an ex officio member of  
36 the Board of Directors. The Chair of the Practice Committee shall  
37 serve as the Academy's Section Delegate to the House of  
38 Delegates.

39  
40 D. Term

41 A member of the Practice Committee shall serve for a term of three  
42 years or until the appointment of his/her successor. The Board of  
43 Directors shall appoint the Chair of the committee and are not  
44 obligated to appoint an incumbent member of the committee.

45  
46 E. Vacancies

47 Any vacancy shall be filled by the Board of Directors for the  
48 remainder of the term.

1  
2 Section 5: Research Committee

3 A. Qualifications

4 The Research Committee shall consist of members who are in  
5 good standing.

6  
7 B. Function

8 To promote the development and improvement of orthopaedic  
9 physical therapy research at all levels.

10  
11 C. Appointment

12 All members of the Research Committee shall be appointed by the  
13 Board of Directors. In addition, the Chair of the Committee shall  
14 serve as an ex officio member of the Board of Directors.

15  
16 D. Term

17 A member of the Research Committee shall serve for a term of  
18 three years or until the appointment of his/her successor. The  
19 Board of Directors shall appoint the Chair of the committee and  
20 are not obligated to appoint an incumbent member of the  
21 committee.

22  
23 D. Vacancies

24 Any vacancy shall be filled by the Board of Directors for the  
25 remainder of the term.

26  
27 **Other Committees**

28  
29 Such other committees, standing or special, shall be established by the  
30 Board of Directors as deemed necessary to carry on the work of the  
31 Academy. Members of appointed committees shall be current Academy  
32 members in good standing.

33  
34  
35 **ARTICLE IX: OFFICIAL PUBLICATIONS**

36  
37 **Section 1: Official Publications**

38  
39 **A. Journal of Orthopaedic and Sports Physical Therapy**

40  
41 *The Journal of Orthopaedic and Sports Physical Therapy* is an  
42 official publication of the Academy of Orthopaedic Physical  
43 **Therapy, APTA, Inc. and the Sports Physical Therapy Section.**

44  
45 **B. Orthopaedic Physical Therapy Practice**

46  
47 *Orthopaedic Physical Therapy Practice* is an official publication  
48 of the Academy of Orthopaedic Physical Therapy, APTA, Inc.

1  
2  
3  
4 **Section 2: Publication as Notice**  
5

6 Publication in *Orthopaedic Physical Therapy Practice*, *The Journal of*  
7 *Orthopaedic and Sports Physical Therapy*, the Academy of Orthopaedic  
8 Physical Therapy website (orthopt.org), or Osteo-blast, of meeting notices,  
9 issues to vote upon, or a slate of nominees shall constitute official notice  
10 to all members, provided notice has been mailed, posted or blasted to the  
11 membership thirty (30) days prior to the meeting date or the deadline for  
12 receipt of a mailed ballot.  
13

14  
15 **ARTICLE X. DELEGATE TO THE ASSOCIATION'S HOUSE OF**  
16 **DELEGATES**  
17

18 **Section 1: Qualifications**  
19

- 20 A. The Academy's Section Delegate shall be the Chair of the Practice  
21 Committee. If the Practice Chair is unable to fulfill this role, the  
22 President, as the Alternate Delegate, will represent the Academy as  
23 the Section Delegate.  
24 B. Only Physical Therapist and Physical Therapist Assistant members  
25 who have been members of the Academy in any category of  
26 membership in good standing for two (2) years immediately  
27 preceding may serve as a Section Delegate.  
28  
29 C. An Academy Section or Alternate Delegate may not, in the same  
30 year, serve as a Chapter or Assembly Delegate.  
31  
32 C. The Academy shall notify Association headquarters of the name of  
33 Academy Delegate, as required by the Association and the  
34 Standing Rules of the House of Delegates.  
35  
36 D. The Academy must be represented in the House of Delegates  
37 annually.  
38

39 **Section 2: Election and Term**  
40

- 41 A. The Practice Chair is appointed by the Board of Directors and  
42 serves as the Section Delegate. The President is elected by the  
43 membership and serves as the Alternate Delegate.  
44  
45 B. The term for the Academy's Section Delegate and that of the  
46 Alternate Delegate shall coincide with the terms of the Practice  
47 Committee Chair and the Academy President respectively.  
48

1 **Section 3: Duties of Delegates**

- 2
- 3 A. To attend the annual and special meetings of the House of
- 4 Delegates of the Association.
- 5
- 6 B. To present to the House of Delegates such matters as are ordered
- 7 by the Board of Directors.
- 8
- 9

10 **ARTICLE XI. ELECTIONS**

11

12 **Section 1: Nominations and Offices**

- 13
- 14 A. The Nominating Committee shall prepare a slate of candidates.
- 15 Only those members who have given written consent to serve may
- 16 be slated. The slate shall be published on the Academy of
- 17 Orthopaedic Physical Therapy, APTA, Inc. website.
- 18
- 19 B. Nominees for Treasurer shall have served on the Finance
- 20 Committee for no less than one (1) year from the time they would
- 21 assume the office of Treasurer at the end of the Annual Meeting.
- 22 This limitation shall not apply if both the Finance Committee and
- 23 the Board of Directors adopt a resolution stating that the limitation
- 24 should not apply to a named individual(s).
- 25

26 **Section 2: Election Cycle**

27

28 The members of the Board of Directors shall be elected as follows:

29

- 30 A. The President and Vice-President shall be elected on a staggered
- 31 basis with the Vice-President being elected the year following the
- 32 election of the President. The respective elections shall take place
- 33 every three years.
- 34
- 35 B. In the next year the Treasurer and two Non-officer Directors shall
- 36 be elected.
- 37
- 38 C. In the next year one Non-officer Directors shall be elected.
- 39
- 40 D. Newly elected members of the Board shall assume office at the
- 41 close of the Annual Academy Membership Meeting.
- 42
- 43

44 ***PROVISO: Beginning in 2019, the election cycle will proceed as follows:***

45 ***2020 Vice President and new Non-Officer Director (#3)***

46 ***2021 Treasurer, new Non-Officer Director (#4), and Non-Officer Director***

47 ***#1***

48 ***2022 President and Non-Officer Director #2***

2023 Vice President and Non-Officer Director (#3)  
2024 Treasurer and Non-Officer Directors (#1 and #4)

1  
2  
3  
4  
5 **Section 3: Election Ballot**  
6

- 7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48
- A.** Elections shall be conducted via mailed ballot in November of each year and coordinated by the Nominating Committee. Ballots shall permit voters to write in the name of a member who is qualified under Article VII, Section 1, and has given written consent to serve if elected. The Nominating Committee will present its selections in an October mailing to all voting Academy members and post on the Academy Web Site. Additional candidates may be nominated by written petition of 25 members for each candidate. The petition candidates would be on the November ballot mailing along with the candidates slated by the Nominating Committee. A minimum return of mail-in ballots consisting of valid ballots returned from at least five (5) percent of the eligible voters is required for the election to be valid. The results of the election shall be announced at the Annual Academy Membership Meeting.
- B.** The Nominating Committee, whenever possible, shall nominate at least two (2) candidates for each position to be filled. In any election for a Principal Officer position or for ~~a only one~~ Non-officer Director position or for only one position on the Nominating Committee, the candidate that receives the most votes cast shall be elected. All ties shall be broken by drawing of lots by the Nominating Committee.
- C.** If two or more Non-officer Directors are to be elected under any proviso to these bylaws for terms of different lengths, voters may vote for up to as many positions as are to be filled, and the candidates that receive the most votes shall be elected. In such a case, the candidate that receives the most votes shall be deemed elected to the position with the longest term, the candidate that receives the next most votes shall be deemed elected to the position with the next longest term, and so forth.
- D.** If two or more members of the Nominating Committee are to be elected under any proviso to these bylaws for terms of different lengths, voters may vote for up to as many positions as are to be filled, and the candidates that receive the most votes shall be elected. In such a case, the candidate that receives the most votes shall be deemed elected to the position with the longest term, the candidate that receives the next most votes shall be deemed elected to the position with the next longest term, and so forth.

1  
2 **ARTICLE XII. FINANCE**

3  
4 **Section 1: Fiscal Year**

5  
6 The fiscal year of the Academy shall be the same as that of the Association.  
7

8 **Section 2: Limitation on Expenditures**

9  
10 No officer, employee or committee shall expend any money not provided in the budget as  
11 adopted, or spend any money in excess of the budget allotment, except by order of the  
12 Academy's Board of Directors. The Board of Directors shall not commit the Academy to  
13 any financial obligation in excess of its current financial resources.  
14

15 **Section 3: Dues**

16  
17 **A.** Academy dues shall be as follows:

18  
19 Physical Therapist: \$50.00

20 Physical Therapist – Post-Professional Student: \$15.00

21 Physical Therapist Assistant, Retired Physical Therapist and  
22 Retired Physical Therapist Assistant: \$30.00

23 Student Physical Therapist and Student Physical Therapist  
24 Assistant: \$15.00

25 Life Physical Therapist and Life Physical Therapist Assistant:  
26 zero dollars

27 Changes in dues are to be recommended by the Finance Committee  
28 to the Board of Directors, which in turn makes recommendations  
29 to the Academy membership. Changes approved by the Academy  
30 membership must also meet Association approval before August  
31 1st and shall become effective on the first day of the next fiscal  
32 year.  
33

34 **B.** All dues shall be for the period specified in the Association's  
35 bylaws.  
36

37 **C.** All dues changes approved by the Academy membership and  
38 approved by the Association's Board of Directors before the  
39 Association's deadline will become effective on the first of the  
40 Association's next fiscal year.  
41

42 **D.** The Board of Directors may offer reduced rates for Academy dues  
43 as an incentive to promote membership.  
44

45 **Section 4: Submission of Financial Records to Association**

46  
47 The Academy shall submit their annual financial statements, tax returns, and audit report  
48 to the Association when and as directed by APTA Headquarters.



1  
2  
3 **ARTICLE XIII. DISSOLUTION**  
4

5 **Section 1: Involuntary Dissolution**  
6

7 The Academy may be involuntarily dissolved in accordance with the Association's  
8 bylaws.  
9

10 **Section 2: Voluntary Dissolution**  
11

12 The Academy may dissolve subject to a recommendation to dissolve supported by no less  
13 than two-thirds (2/3) vote of the members of the Academy's Board of Directors and  
14 adopted by two-thirds (2/3) of the Academy's members.  
15

16 **Section 3: Distribution of Property and Records**  
17

18 In the event that the Academy is dissolved, all property and records of the Academy  
19 shall, after payment of its bona fide debts, be conveyed to the Association.  
20  
21

22 **ARTICLE XIV. PARLIAMENTARY AUTHORITY**  
23

24 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall  
25 govern the Academy in all cases to which they are applicable and in which they are not  
26 inconsistent with these bylaws and any rules of order adopted by the Academy.  
27

28 **ARTICLE XV. AMENDMENTS**  
29

30 **Section 1: Mail Ballot Amendments**  
31

32 The Academy bylaws may be amended in whole or in part by means of a mail ballot as  
33 provided in this Academy. The Board of Directors on its own initiative may bring before  
34 the Annual Academy Membership Meeting for discussion and amendment, any proposed  
35 amendment of the Academy bylaws. The Board of Directors shall bring before the  
36 Annual Academy Membership Meeting for discussion and amendment, any petition to  
37 amend the bylaws signed by at least one hundred (100) members of the Academy,  
38 provided that the petition is submitted to the Board at least thirty (30) days prior to the  
39 Annual Academy Membership Meeting.  
40

41 The Vice-President shall submit to the general membership for a vote any proposed  
42 amendment discussed at the Annual Academy Membership Meeting (i) if a majority vote  
43 at the Annual Academy Membership Meeting favored submitting the proposal to the  
44 general membership or (ii) if the Board of Directors approves submitting the proposal to  
45 the general membership. The Vice-President shall submit any such proposed amendment  
46 to the general membership by (i) publishing it in an official publication of the Academy  
47 and (ii) sending a ballot to all members, in each case at least thirty (30) days prior to the  
48 deadline for returning the ballot to the Academy.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

In order for any proposed amendment to be adopted, the Academy must receive by the deadline valid ballots from at least five percent (5%) of the eligible voters and at least two thirds (2/3) of the valid ballots must contain a vote in favor of the proposed amendment.

Amendments to the Academy bylaws become effective upon approval in writing by the Association’s Board of Directors. (Exception: Changes in Academy dues become effective on the first of the Association’s next fiscal year following approval.)

**Section 2: Editorial Amendments or Amendments Necessitated by Association Action**

If the intent of an amendment is editorial or to bring the Academy’s bylaws into agreement with those of the Association, the amendment shall be made as required by the Vice President and shared with the Board of Directors. The Vice President shall notify the Academy’s membership that such amendments have been made.

**ARTICLE XVI. ASSOCIATION AS HIGHER AUTHORITY**

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

\*\*\*\*\*  
Adopted (August, 1984), Amended February 1986; December 1988; August 1990; July 1991; March 1993; February 1996; February 1997; February 1998; February 1999, February 2001; Restated July 2003; February 2005; January 2006; December 2006; January 2009; January 2012; January 2017; May 2018; July 5, 2019.