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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**

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 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”).

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 9 **ARTICLE II. PURPOSE**

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 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.

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 16 **ARTICLE III. OBJECTIVES**

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 18 The objectives of the Academy shall be to:

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 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.

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 31 **ARTICLE IV. MEMBERSHIP**

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

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 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.

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

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 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.

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Section 3: Application for and Admission to Membership

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

Section 4: Good Standing

An Academy 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

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

Section 6: Reinstatement

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

ARTICLE V. SPECIAL INTEREST GROUPS (SIG)

Section 1: Special Interest Groups

- A. A special interest group shall:
 1. Operate under the SIG Rules of Order and Policies that shall not be inconsistent with Academy or Association bylaws and that shall be approved by the Academy’s Board of Directors.
 2. Not levy special assessments that carry punitive action or loss of good standing.
- B. May be established and/or dissolved in accordance with the rules and conditions specified by the Academy’s Board of Directors.

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18 **Section 2: Limitations**

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20 A. Special interest groups are subject to the following
21 limitations:

- 22
23 1. Bylaws and policies of the Association and the Academy.
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25 2. No special interest group shall profess or
26 imply that it speaks for or represents the Academy or
27 members unless authorized by
28 the Academy’s Board of Directors.
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32 **ARTICLE VI. MEMBERSHIP MEETINGS**
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34 **Section 1: Regular and Annual Meetings**

Regular meetings of the membership shall be called by the Board of Directors. Regular meetings shall be held at least annually and shall be held at such time and place as specified by the Board.

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42 **Section 2: Special Meetings**
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44 The President, with the approval of a majority of the Directors, has the authority to call a
45 special meeting of the general Academy membership. The President must call a special
46 meeting if one hundred (100) members request one in writing.
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2 **Section 3: Notice of Meeting Requirements**
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6 Notice of time and place of Annual and any Special Membership meetings shall be sent
7 to all Academy members at least thirty (30) days prior to the meeting.
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9 **Section 4: Quorum**
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11 A quorum shall consist of the presence at a meeting of twenty (20) members having
12 voting power.
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14 **Section 5: Minutes**
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16 A. The Secretary will collaborate with AOPT staff to keep the minutes of
17 meetings and
18 proceedings of the general membership and Board of Directors.

19 B. The Secretary will collaborate with the AOPT staff to submit to
20 the Association minutes of
21 each meeting of the general Academy membership within 45 days
22 of the date of the meeting.
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Section 6: Educational or Professional Programs

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

ARTICLE VII: BOARD OF DIRECTORS AND OFFICERS

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Section 1: Board of Directors

A. Composition

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1. The Board of Directors (BOD) shall consist of (i) the four Principal Officers of the Academy (the “Principal Officers”), that is, the President, Vice President, Secretary, and Treasurer, each of whom is a Director, and (ii) four others.

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Directors (the “Non-officer Directors”), referred to herein as Non-officer Directors #1, #2, #3, and #4, and (iii) the three ex-officio members comprised of the Education, Practice, and Research Committee Chairs who are appointed by the BOD.

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2. The Executive Committee shall consist of the four Principal Officers and one Non-Officer Director who is elected annually by the BOD.
3. All members of the Board of Directors, including ex officio members, shall have one vote.

Proviso

The Board will appoint someone as Secretary to begin as soon as these bylaws are passed, and they will serve until the election cycle when the Secretary is elected. A Secretary will be elected in August 2026 and begin their term at the close of CSM 2027 as part of the normal election cycle.

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B. Qualifications

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

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C. Election of Directors

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

D. Terms

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

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

E. Term Limits

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

No elected or appointed person shall serve more than four (4) complete consecutive terms on the Board of Directors

F. Vacancies

In the event of a vacancy in the office of the President, the Vice President shall succeed to the Presidency for the remainder of the unexpired term. In the event of any vacancy in any other position on the Board of Directors, the President shall have authority to appoint an eligible member in good standing to fill the vacancy, subject to the approval of the Board of Directors. In the event vacancies exist in both the office of the Vice President and the office of the President, the Board of Directors shall have authority to appoint an eligible member in good standing to fill the office of the President.

G. Meetings and Conduct of Business

1. Regular Meetings

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

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2. Special Meetings

The Board, at any meeting, may schedule a special meeting of the Board. The President may call a special meeting of the Board.

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

3. Use of Telecommunications Equipment

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

4. Action without a Meeting

To the extent authorized or permitted by state law the Board may act without a meeting if a majority of the Board consent to the action in writing or by electronic transmission.

5. Notice

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

6. Quorum

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.** The Board of Directors shall appoint and employ an Executive Director, who shall serve at the discretion of the Board.
- 3.** The Board of Directors shall be responsible for approving minutes of meetings of the Board.

31 **Section 2: Officers**

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33 **A. President**

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35 The President shall:

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- 1. Call special meetings of the Board of Directors;

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- 2. Preside at all meetings of the Board of Directors;

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- 3. Be an ex officio member of all committees except the Nominating Committee; and

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- 4. Submit the Annual Report to the Association and such other reports as may be required by the Association Board of Directors.

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B. Vice President

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The Vice President shall:

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- 1. Assume the duties of the President if the President is absent or incapacitated; and

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- 2. Be an ex-officio member of all designated committees as outlined in the Strategic Planning programs adopted by the Board of Directors;

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C. Treasurer

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The Treasurer shall:

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- 1. Oversee the maintenance of complete and accurate financial records which shall be audited annually by a Certified Public Accountant;

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- 2. Submit the audited report in writing to the Board of Directors;

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- 3. Submit an annual financial report and proposed budget to the Board of Directors;

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- 4. Oversee the collection and disbursement of moneys as mandated by the Academy or the Board of Directors; and

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- 5. Serve on the Finance Committee as Chair.

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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

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37 out responsibilities of the Treasurer under these bylaws (other than acting as a Director)
38 as the Board may determine.

D. Secretary

1. Provide oversight for the documentation of the minutes of the general membership, Board, and Executive Committee meetings as well as be responsible for editing and seeing these minutes are properly maintained by the AOPT office.
2. Attend to the correspondence of the AOPT as directed by the President or the Board
3. Serve as a Board of Director Liaison as assigned by the President.
4. Perform such other duties as may be applicable to the office of Secretary or as directed by the Board or the President.

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41 **ARTICLE VIII. COMMITTEES**

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43 **Section 1: Finance Committee**

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45 **A. Composition**

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

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5 **B. Function**

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

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12 **C. Appointment**

13 The Treasurer shall recommend individuals for appointment as
14 members of the Finance Committee, but the Board of Directors
15 shall not be required to appoint only individuals recommended by
16 the Treasurer.

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18 **D. Term**

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20 Each appointed member of the Finance Committee shall serve a
21 term of three (3) years.

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24 **Section 2: Nominating Committee**

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26 **A. Qualifications**

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

B. Election

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

C. Term

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

D. Vacancies

Any vacancy 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, by mail ballot.

Section 3: Education Committee

A. Qualifications

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

B. Function

To provide accessible and cost-effective professional development opportunities for members through various methods including pre-conference and educational programming at CSM and off-site regional courses on relevant and current topics.

C. Appointment

The Education Committee Chair shall be appointed by the Board of Directors. In addition, the Chair of the Committee shall serve as an ex officio member of the Board of Directors.

D. Term

A member of the Education Committee shall serve for a term of three years or until the appointment of his/her successor.

E. Vacancies

Any vacancy of the Chair position shall be filled by the Board of Directors for the remainder of the term.

32 Section 4: Practice Committee**33 Qualifications****34 A. Qualifications**

35 The Practice Committee shall consist of members who are in
36 good standing.

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38 B. Function

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

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44 C. Appointment

45 The Practice Committee Chair shall be appointed by the Board of
Directors. In addition, the Chair of the Committee shall serve as an
ex-officio member of the Board of Directors.

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D. Term

6 A member of the Practice Committee shall serve for a term of three
7 years or until the appointment of his/her successor.

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11 E. Vacancies

12 Any vacancy of the Chair position shall be filled by the Board of
Directors for the remainder of the term.

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15 Section 5: Research Committee**16 A. Qualifications**

17 The Research Committee shall consist of members who are in
18 good standing.

19

20 B. Function

21 To promote the development and improvement of orthopaedic
22 physical therapy research at all levels.

23

24 C. Appointment

25 The Research Committee Chair shall be appointed by the Board of
Directors. In addition, the Chair of the Committee shall serve as an ex-
officio member of the Board of Directors.

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29 D. Term

30 A member of the Research Committee shall serve for a term of
31 three years or until the appointment of his/her successor.

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36 D. Vacancies

37 Any vacancy of the Chair position shall be filled by the Board of
Directors for the remainder of the term.

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Other Committees

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

1 **ARTICLE IX: OFFICIAL PUBLICATIONS**

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3 **Section 1: Official Publications**

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5 **A. Journal of Orthopaedic and Sports Physical Therapy**

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7 *The Journal of Orthopaedic and Sports Physical Therapy* is an
8 official publication of the Academy of Orthopaedic Physical
9 **Therapy, APTA, Inc. and the Sports Physical Therapy Section.**

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11 **B. Orthopaedic Physical Therapy Practice**

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13 *Orthopaedic Physical Therapy Practice* is an official publication
14 of the Academy of Orthopaedic Physical Therapy, APTA, Inc.

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18 **Section 2: Publication as Notice**

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20 Publication in *Orthopaedic Physical Therapy Practice*, *The Journal of*
21 *Orthopaedic and Sports Physical Therapy*, the Academy of Orthopaedic
22 Physical Therapy website (orthopt.org), or Osteo-blast, of meeting notices,
23 issues to vote upon, or a slate of nominees shall constitute official notice
24 to all members, provided notice has been mailed, posted or blasted to the
25 membership thirty (30) days prior to the meeting date or the deadline for
26 receipt of a mailed ballot.

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29 **ARTICLE X. DELEGATE TO THE ASSOCIATION'S HOUSE OF**
30 **DELEGATES**

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18 **Section 1: Determination of Academy Delegates**

A. The Academy's Chief Delegate shall be the President unless they defer that role to the other selected Delegate.

B. The Practice Committee Chair will typically serve as the second Delegate, but the President may appoint someone to fill that role if the Practice Committee Chair is unable to serve.

C. The President will also select an Alternate Delegate.

Section 2: Qualifications

- A. Only Physical Therapist and Physical Therapist Assistant members who have been members of the Academy in any category of membership in good standing for two (2) years immediately preceding may serve as a Section Delegate.
- B. An Academy Section or Alternate Delegate may not, in the same year, serve as a Chapter or Council Delegate.
- C. The Academy shall notify Association headquarters of the name of Academy Delegate, as required by the Association and the Standing Rules of the House of Delegates
- D. The Academy must be represented in the House of Delegates annually.

Section 3: Duties of Delegates

- 20 A. To attend the annual and special meetings of the House of
- 21 Delegates of the Association.
- 22
- 23 B. To present to the House of Delegates such matters as are ordered
- 24 by the Board of Directors.
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ARTICLE XI. ELECTIONS

Section 1: Nominations and Offices

- 31 A. The Nominating Committee shall prepare a slate of candidates.
- 32 Only those members who have given written consent to serve may
- 33 be slated. The slate shall be published on the Academy of
- 34 Orthopaedic Physical Therapy, APTA, Inc. website.
- 35
- 36 B. Nominees for Treasurer shall have served on the Finance
- 37 Committee for no less than three (3) years from the time they would
- 38 assume the office of Treasurer at the end of the Annual Meeting.
- 39 This limitation shall not apply if both the Finance Committee and
- the Board of Directors adopt a resolution stating that the limitation
- should not apply to a named individual(s).

Section 2: Election Cycle

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

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- 1 A. The President and Vice-President shall be elected on a staggered
- 2 basis with the Vice-President being elected the year following the
- 3 election of the President. The respective elections shall take place
- 5 every three years.
- 6 B. In the next year the Treasurer and two Non-officer Directors shall
- 7 be elected.
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- 9 C. In the next year one Non-officer Directors shall be elected.

D. Newly elected members of the Board shall assume office at the close of the Annual Academy Membership Meeting.

PROVISO: *Beginning in 2024, the election cycle will proceed as follows:*

2024 To Be Elected - begin serving in 2025-President and Non-Officer Director (#1 and #2)

2025 To Be Elected - begin serving in 2026-Vice-President, and Non-Officer Director (#3)

2026 To be Elected - begin serving in 2027-Treasurer, Secretary, and Non-Officer Director (#4)

Section 3: Election Ballot

A. AOPT Elections

Elections for officers and non-officer directors shall be conducted via mailed ballot in August 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 a July 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 August 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. Special Interest Group Elections

Elections for AOPT Special Interest Groups (SIG) shall be conducted via mailed ballot in November of each year and coordinated by the Nominating Committee of each SIG. Ballots shall permit voters to write in the name of a SIG member who is qualified under Article VII, Section 1, and has given written consent to serve if elected. The SIG Nominating Committee will present its selections in an October mailing to all voting SIG members and post on the SIG Web Site. Additional candidates may be nominated by written petition of members for each candidate. The petition candidates would be on the November ballot mailing along with the candidates slated by the SIG Nominating Committee. A minimum return consisting of valid ballots returned from at least five (5) percent of the eligible SIG voters is required for the election to be valid. The results of the

election shall be announced at the Annual SIG Membership Meetings.

- C. 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 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.
- D. 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.
- E. 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.

ARTICLE XII. FINANCE

Section 1: Fiscal Year

The fiscal year of the Academy 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 Academy's Board of Directors. The Board of Directors shall not commit the Academy to any financial obligation in excess of its current financial resources.

Section 3: Submission of Financial Records to Association

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

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44 **ARTICLE XIII. DISSOLUTION**

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46 **Section 1: Involuntary Dissolution**

47 The Academy may be involuntarily dissolved in accordance with the Association's
1 bylaws.

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4 **Section 2: Voluntary Dissolution**

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

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10 **Section 3: Distribution of Property and Records**

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

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16 **ARTICLE XIV. PARLIAMENTARY AUTHORITY**

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

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22 **ARTICLE XV. AMENDMENTS**

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24 **Section 1: Mail Ballot Amendments**

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

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

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44 In order for any proposed amendment to be adopted, the Academy must receive by the
45 deadline valid ballots from at least five percent (5%) of the eligible voters and at least

46 two thirds (2/3) of the valid ballots must contain a vote in favor of the proposed
47 amendment.

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

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

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

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15 **ARTICLE XVI. ASSOCIATION AS HIGHER AUTHORITY**

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

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Adopted (August, 1984), Amended February 1986; December 1988; August 1990; July
24 1991; March 1993; February 1996; February 1997; February 1998; February 1999,
February 2001; Restated July 2003; February 2005; January 2006; December 2006; 26
January 2009; January 2012; January 2017; May 2018; July 5, 2019; December 2020;
August 2023.