ARTICLE I. NAME AND RELATIONSHIP TO AMERICAN PHYSICAL THERAPY ASSOCIATION

Section 1: Name
The New York Physical Therapy Association, Inc, hereinafter referred to as the Chapter, shall be a chapter of the American Physical Therapy Association, hereinafter referred to as the Association.

Section 2: Jurisdiction
The geographic jurisdiction of the Chapter shall coincide with the boundaries of the State of New York.

ARTICLE II. OBJECT
The object of this Chapter shall be the object of the Association as stated in the Association Bylaws: To represent and promote the profession of physical therapy and to meet the needs and interests of its members in order to address the physical therapy needs of members of society and to develop and advance the art and science of physical therapy, including practice, education, and research.

ARTICLE III. FUNCTIONS
The function of the Chapter in furtherance of the objectives set forth in the Certificate of Incorporation of the Chapter shall be to:

A. Cooperate with the Association, and health professions fostering the development and improvement of physical therapy service and physical therapy education through the
coordinated action of physical therapists, allied professional groups, citizens, agencies, and schools to the end that the physical therapy needs of the people will be met.

B. Promote professional interest in the understanding of physical therapy in the territorial jurisdiction of the Chapter.

C. Promote legislation and speak for Chapter members in regard to legislative action concerning general health and welfare programs in the territorial jurisdiction covered by the Chapter.

D. Promote and protect the professional status, economic and general welfare of its members.

E. Provide for the dissemination and exchange of information related to physical therapy.

F. Provide such services as will further the object of the Chapter.

G. Carry out the functions as established 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 Associations.

In addition, the Chapter shall maintain a single Corresponding Member category and a single Corresponding Student Member category with rights and privileges as stated in the Association bylaws.

Section 2: Rights and Privileges of Members
The rights and privileges of the Chapter's members shall be identical to those established in the Association's bylaws.

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 / her membership privileges suspended in the Chapter. Any member of the Chapter 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 shall be reinstated to Chapter membership in accordance with the Association’s Standing Rules. The Chapter may not charge a reinstatement fee.

ARTICLE V. DISTRICTS and SPECIAL INTEREST GROUPS

Section 1: Districts

A. Numerical Designation of Districts

The following listing is for information only, and the Board has the full authority to add, alter the boundaries of, or dissolve Districts. (Article V, Section 1B.)


2. Newly formed Districts will be numbered in sequence.

B. Formation of New Districts

1. Application for forming a new District shall be made in writing to the Chapter Board of Directors.

2. A group of one hundred or more Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members shall be required to make application. Each of these one hundred petitioners shall show evidence of their intention to join the proposed new District.

3. Each application for formation of a new District shall include a statement of financial need for the first year of operation. The Chapter Board of Directors will consider voting funds to assist the new District formation.

4. If formation of a new District is approved the territorial boundaries shall be determined by the Chapter Board of Directors.

5. If formation of a new District is not approved by the Chapter Board of Directors, the members desiring to form the new District may appeal to the Delegate Assembly at the next Annual Meeting.

C. Organization and Administration of Districts

1. A member shall choose to be assigned to the District of the Chapter having geographic jurisdiction of the area where the member is practicing, where the member is residing, or in an adjacent District in which the member can participate more actively.

2. The Officers of each District shall be the Chairman (or Chapter Director/Chairman), Secretary, Treasurer (or Secretary/ Treasurer) and one Chapter Director, and such
additional Officers or Directors as may be necessary. Qualifications and eligibility requirements will be dictated by District Bylaws with the following requirement: Only Physical Therapist, Retired Physical Therapist, or Life Physical Therapist members will hold the office of Chapter Director, Chairman (or Chapter Director/Chairman), and any position that may succeed to the Chair or Chief District Delegate position.

3. District bylaws must conform to Chapter and Association bylaws and shall be periodically reviewed by the Chapter Judicial/Reference Committee and approved by the Chapter Board of Directors. If such bylaws, amendments or matters of policy are not approved by the Chapter Board of Directors, the Districts may appeal to the Delegate Assembly.

D. Obligations of Districts
Each District shall:
1. Operate under bylaws or rules of order that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
2. Not establish dues.
3. Not levy special assessments that carry punitive action or loss of good standing.
4. Maintain complete and accurate financial records.
5. Submit to the Chapter annual reports of its activities and such other reports as may be requested by the Chapter Board of Directors.
6. Hold at least one annual business meeting.

E. Dissolving a District
1. A District may be dissolved by a two-thirds vote of the Chapter Board of Directors; on recommendation of the District; on failure to prove financial independence within one year of formation or on failure of the District to conform to the requirements or principles of the Chapter.
2. A District so dissolved shall have the right to appeal to the Chapter Delegate Assembly at its next meeting and the decision of the Chapter Delegate Assembly shall be final.
3. Upon dissolution of a District, that Chapter Director's term shall be considered expired.
4. All records and property of a District shall be returned to the Chapter when said District has been dissolved.

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. Conditions for Formation
1. Petition
   a. A statement of the purpose of the proposed Special Interest Group.
b. Evidence that the area of interest of the proposed Special Interest Group is unique and pertains to physical therapy.

c. Signatures of at least twenty members in good standing representing no fewer than four Districts.

d. Evidence that each petitioner intends to join the proposed Special Interest Group.

2. Approval
   a. If the formation of the 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 Delegate Assembly.
   b. A majority vote of the Delegate Assembly is required for final approval of the Special Interest Group.

C. Structure
   Each Special Interest Group shall operate under bylaws which in their original form and as amended have been approved in writing by the Chapter Board of Directors.

D. Obligations
   Each Special Interest Group shall:
   1. Operate under bylaws that shall not be inconsistent with Chapter or Association bylaws and that shall be approved by the Chapter Board of Directors.
   2. Not levy special assessments that carry punitive action or loss of good standing.
   3. Maintain complete and accurate financial records which shall be audited annually.
   4. Submit to the Chapter annual reports of its activities and such other reports as may be requested by the Chapter Board of Directors.
   5. Hold meetings in conformity with Chapter policy.
   7. Issue a statement that members of such groups are not required to belong to an Association section of like nature or with similar interest.

E. Trusteeship
   The Chapter Board of Directors may, at its discretion, conduct the affairs and assume custody of the records, funds, and management of any Special Interest Group which it finds has failed to comply with its obligations. Such action shall be subject to ratification by the Delegate Assembly at its next meeting.

F. Dissolution of Special Interest Groups
   1. The Delegate Assembly 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 or has failed to observe the limitations upon its activities herein set forth. The Delegate Assembly shall have the power to act only upon the recommendation of a majority of the Chapter Board of Directors after the Special Interest Group has been given timely notice of charges against it and the opportunity to be heard in its own defense.
   2. A Special Interest Group may dissolve pursuant to the provisions of its bylaws.
3. A Special Interest Group may be dissolved by a two-thirds vote of the Chapter Board of Directors if its membership remains less than fifteen during any consecutive twelve-month period.

G. Property and Records
In the event that a Special Interest Group is dissolved, all property and records of whatever nature in the possession of the Special Interest Group shall, after payment of its bona fide debts, be conveyed to the Chapter.

Section 3: Limitations
Districts and Special Interest Groups are subject to the following limitations:

A. Bylaws and policies of the Association and the Chapter (Association Bylaws: Article V. Section 5; A&B)

B. No District or 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 District or special interest group, unless authorized to do so in writing by the Chapter’s governing body.

ARTICLE VI. DELEGATE ASSEMBLY
Section 1: General Powers
All legislative and elective powers and all authority to determine the policies of the Chapter including the power to amend and repeal these bylaws are vested in and reside in the Delegate Assembly, hereinafter referred to as the Assembly. The Assembly shall elect the Chapter Officers and the members of the Nominating Committee.

Section 2: Composition
The Assembly shall consist of all Registered Delegates. Registered Delegates shall include all those who have filed credentials as District Delegates, as Officers of the Board of Directors, and as Student Physical Therapist and Student Physical Therapist Assistant delegates.

A. Selection of Delegates.
1. District Delegates. The District Chairman (or Chapter Director/Chairman) or the District's designee shall serve as the Chief District Delegate. Prior to any meeting of the Assembly, each District shall select the additional delegates who will represent it at the meeting.

2. Student Physical Therapist and Student Physical Therapist Assistant Delegates. The Vice-Speaker of the Delegate Assembly shall be responsible for the selection of two Student Physical Therapist and two Student Physical Therapist Assistant delegates to the Delegate Assembly.

B. Number of District Delegates. The determination of the number of delegates to which each District is entitled shall be made prior to any meeting on the basis of the
membership records. In addition to its Chief District Delegate, each District shall be entitled to select one additional Physical Therapist delegate for each twenty-five Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members or a majority portion thereof, and one Physical Therapist Assistant delegate for each 50 Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members or a majority portion thereof. Any District that would not be entitled to a Physical Therapist Assistant delegate according to this formula shall be allowed one Physical Therapist Assistant delegate.

C. Qualifications.
   1. Only Physical Therapist, Retired Physical Therapist, and Life Physical Therapist members in good standing may serve as Physical Therapist District Delegates.
   2. Only Physical Therapist Assistant, Retired Physical Therapist Assistant and Life Physical Therapist Assistant members in good standing may serve as Physical Therapist Assistant District Delegates.
   3. Any individual who is a sitting member of the APTA BOD, is a member of the APTA Reference Committee, or is employed by APTA is ineligible to serve as a delegate to the NYPTA Delegate Assembly.
   4. No additional qualifications may be required by any district.

D. Rights of Registered Delegates
   1. Each District Delegate shall have one vote. If all the delegates to which a District is entitled do not attend a meeting of the Assembly, the votes shall be transferred equally to the delegates of the same membership category in attendance in the delegation. In the event that there are an uneven number of votes to be distributed, the chief delegate of that district may assign individual district delegates a limit of one vote more than other district delegates. The number of votes must be reflected on the District Delegate’s credentials.
   2. Each Officer of the Board of Directors, while serving as a Registered Delegate, shall have the right to speak and make motions, but may not vote or serve as a District Delegate.
   3. Student Physical Therapist and Student Physical Therapist Assistant Delegates shall have the right to speak and make motions but not to vote.

Section 3: Meetings
A. Annual Meetings
   The Annual Meeting of the Chapter shall be a business meeting of the Chapter Delegate Assembly at a time and place specified by the Chapter Board of Directors.

B. Special Meetings
   A special meeting of the Chapter Delegate Assembly shall be called at any time during the year by the Speaker of the Assembly in response to a request by the Chapter Board of Directors or a request from Districts representing a majority of delegate votes in the previous Chapter Delegate Assembly.

C. Electronic Meetings
Special meetings of the Assembly may be held by electronic means (such as e-mail or other Internet communication systems, telephone conferences, video conferences, facsimile, etc.) subject to the following:

All Delegates shall have access to the appropriate electronic meeting media. A majority of the delegates, as verified by their response to a call for any particular meeting, shall constitute a quorum for the meeting and, once established, shall be assumed present until the meeting is adjourned. The technology used for the electronic meeting shall allow the delegates full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting. A majority of the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority shall be necessary for the adoption of motions. Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Board of Directors.

D. Notice of Meetings
1. The time and place of the Annual Meeting shall be announced in the official publication of the Chapter and notices shall be mailed to each District Chief Delegate at least six weeks before the meeting is scheduled.
2. At least thirty days prior to a special meeting, official notice of that meeting shall be mailed to each District Chief Delegate and registered delegate. Each registered delegate shall be an accredited delegate who represented that District at the immediately preceding Annual Meeting, provided the delegate is still a member of the District represented; or if unable to serve, an alternate delegate shall be named by the District as a replacement. The time, place and purpose of the meeting shall be stated in the notice.

E. Quorum
A majority of the registered delegates shall constitute a quorum, provided a majority of the Districts is represented.

F. Voting
1. A majority of the votes cast shall be necessary for the election of officers, provided that a majority of the quorum shall have voted. In the case of the elections for the Nominating Committee, Delegates to the House of Delegates, and Representative to the Physical Therapist Assistant Caucus election shall be by plurality of the votes cast, in accordance with the Delegate Assembly Procedure Manual.
2. Election of Officers and members of the Nominating Committee shall be by ballot, unless there is but one nominee for any office when a voice vote may be called. If a vote fails to determine election, reballoting shall be conducted under procedures determined by the Officers of the Assembly.
3. If a decision must be made between Annual Meetings, the Chapter Board of Directors may, by a majority vote, determine that the District Delegates by polled by mail or by utilizing electronic technology provided all members have an opportunity to participate.
a. Notice of the vote shall be sent to all Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members at least thirty days prior to the response deadline date. The notice shall include an explanation of the reason for the vote and a statement of the facts to be considered.
b. The District Delegates shall then respond to the vote request as instructed by their District members.
c. A majority of the registered votes must be cast for the vote to be considered valid.
d. Announcement of the results shall be made within 30 days of the response deadline.

Section 4: Officers of the Chapter Delegate Assembly
A. Composition: The Officers of the Assembly shall be the Speaker of the Assembly, Vice-Speaker and the Secretary.

B. Responsibilities: These Assembly Officers shall be responsible for determining the number of delegates to which each District is entitled, registering District Delegates, transferring voting privileges, preparing rules of order, preparing records and reports of the proceeding, appointing a committee to approve the minutes, conducting elections, and providing for the services of a qualified parliamentarian. The agenda for the Assembly shall be prepared by the Speaker of the Assembly and the Judicial/Reference Committee.

Section 5: Minutes
All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting.

ARTICLE VII. OFFICERS, BOARD OF DIRECTORS & EXECUTIVE COMMITTEE
Section 1: Officers and Directors
A. Officers
The Officers shall be the President, Vice-President, Secretary, Treasurer, Speaker of the Assembly, and Chief Delegate to the Association House of Delegates.
1. Elections (See also Article VI, Section 3E).
   a. At the annual meeting of the Assembly, the President, Vice-President, and Speaker of the Assembly shall be elected on the even-numbered year.
   b. At the annual meeting of the Assembly, the Treasurer, the Secretary and the Chief Delegate to the Association House of Delegates shall be elected in the odd-numbered years.
2. Tenure:
   a. The term of office of all Officers shall be two years or until their successors are elected, and shall become effective immediately following the adjournment of the Assembly at which elected, except for the following exceptions:
i. The Chief Delegate to the Association House of Delegates shall assume the office following the adjournment of the Annual Meeting of the House of Delegates in the year elected.

ii. Newly elected President shall serve in the capacity of President-elect during the period immediately following the adjournment of the Delegate Assembly until the adjournment of that year’s annual meeting of the national House of Delegates.

b. No Officer may serve in the same office for more than two consecutive terms, but may be re-elected to that office following an interim of at least a complete term.

c. No person shall serve as an Officer of the Board for more than 4 full terms.

3. In addition to the rights and duties provided for elsewhere in these bylaws, or as custom or parliamentary usage may require, the Officers shall have the rights and duties respectively assigned to them as follows:

a. President. The duties of the President shall be to:
   1. Serve as official spokesman for the Chapter, with the exception of the Chapter delegation.
   2. Preside at all meetings of the Board and the Executive Committee.
   3. Call the scheduled Board meetings and any special Board meeting at the request of the majority of the Board, and call any necessary meeting of the Executive Committee.
   4. Assume leadership of the Chapter activities and make every effort to develop the Chapter in accordance with policies of the Association.
   6. Submit an annual written report to the Chapter.
   7. Serve as an ex-officio member without vote on the Finance Committee.

b. Vice-President. The duties of the Vice-President shall be to:
   1. Succeed to the Presidency for the unexpired term upon the disqualification, removal, resignation, or death of the President.
   2. Assist the President in the discharge of duties.
   3. Officiate in the absence of the President or on request.
   4. Submit an annual written report to the Chapter.
   5. Serve as Vice-Speaker of the Assembly.
   6. Act as ex-officio member of all committees except the Nominating Committee, Finance Committee, Ethics Committee and the Judicial/Reference Committee.

c. Secretary. The duties of the Secretary shall be to:
   1. Ensure the recording, review and dissemination of Delegate Assembly, Board of Directors and Executive Committee minutes as necessary and appropriate.
   2. Assure maintenance of records, books, and papers belonging to the Chapter and of the Chapter's Bylaws, Charter, and Certificate of Incorporation.
4. Prepare and submit an annual written report to the Chapter and such other reports as may be requested by the date(s) specified.

d. Treasurer. The duties of the Treasurer shall be to:
   1. Serve as custodian of all funds of the Chapter and as such the Treasurer shall be bonded at the expense of the Chapter.
   2. Keep true and accurate accounts of receipts and disbursements of the Chapter.
   3. Have the financial accounts audited annually by a Certified Public Accountant.
   4. Make disbursements on approval of the Board or the Executive Committee.
   5. Serve as Chairman of the Finance Committee.
   6. Submit an annual written report to the Chapter.

e. Speaker of the Assembly. The duties of the Speaker of the Assembly shall be to:
   1. Call regular and special meetings of the Assembly.
   2. Preside at meetings of the Assembly.
   4. Prepare the agenda for meetings of the Assembly.
   5. Keep index of standing rules and procedures up to date.

f. Chief Delegate to the Association House of Delegates. The duties of the Chief Delegate shall be to:
   1. Serve as coordinator and principle spokesman for the Chapter delegation and present to the House of Delegates such matters as are directed by the Board and/or Assembly.
   2. Preside over any meetings of the Chapter Delegates to the Association House of Delegates.
   3. Serve as ex-officio member of the Board without a vote.
   4. Prepare and distribute the caucus schedule for the Chapter Delegation to the Association House of Delegates.
   5. Orient the Chapter Delegation to their roles and responsibilities.
   6. Delegate responsibilities to the Chapter Delegates prior to and during the session of the House of Delegates.
   7. Submit a summary report of House of Delegates activities to be published in the Chapter Newsletter as soon as possible after the House of Delegates.
   8. Prepare and distribute a summary report of House of Delegates activities to the first Chapter Board Meeting following the House of Delegates.
   9. Perform any other duties as directed by the Executive Committee, Board or Assembly.

B. Chapter Directors
   1. Number
      There shall be one Chapter Director from each District.
   2. Election:
a. Directors shall be elected by the Districts which they represent at the appropriate District Annual Meeting, prior to the Annual Meeting of the Assembly and shall assume office upon adjournment of the Annual Meeting of the Assembly.
b. Chapter Directors from the odd-numbers Districts shall be elected on the odd-numbered years.
c. Chapter Directors from the even-numbered Districts shall be elected on the even-numbered years.

3. Tenure:
a. The term of office of all Chapter Directors shall be two years or until their successors are elected.
b. The privilege of re-election of its Chapter Director shall be the prerogative of each separate District, except that no person shall serve more than three consecutive terms as a Chapter Director.

Section 2: Vacancies, How Filled
A. Officers
   1. If the President becomes disqualified, is removed from office, resigns, or dies, the Vice-President shall succeed to the vacated office for the unexpired portion of the term.
   2. Vacancies created by disqualification, removal, resignation, or death of other Officers shall be filled by appointment by the Executive Committee of the Board for the unexpired portion of the term.
B. Chapter Directors
   Vacancies created by disqualification, removal, resignation, or death of a Chapter Director shall be filled for the unexpired portion of the term in accordance with the Bylaws of the affected District.

Section 3: Qualifications
A. Only such Chapter members shall be eligible for election to the Board who:
   1. Are Physical Therapist, Retired Physical Therapist, or Life Physical Therapist members in good standing of the Association and the Chapter.
   2. Have consented to serve if elected.
   3. Have been members of the Association for two years immediately preceding election.

Section 4: Board of Directors
A. Composition
   The Officers and Directors shall constitute the Chapter Board of Directors, hereinafter referred to as the Board.

B. Duties of the Board
   The Board of Directors shall:
   1. Attend all regular and special meetings of the Board.
   2. Bring before the members, communications from the Association for information, opinion or vote.
3. Carry out the mandates and policies of the Chapter as determined by the Assembly.
4. Have full power and complete authority, subject to the provisions of these bylaws and all resolutions and enactments of the Assembly, to perform all acts, and transact all business for and on behalf of the Chapter.
5. Create standing committees, special committees, and task forces and direct the activities of all committees and Task Forces except the Nominating Committee and Ethics Committee.
6. Be empowered to require attendance of any or all committee and task force chairmen except the Nominating Committee at any Board meeting, but shall not confer voting power on these chairmen.
7. Order the calling of Board meetings.
8. Receive, review, and approve the annual budgets, and arrange for expenditure of funds.
9. Authorize the employment of such outside services as may be required to operate the Chapter efficiently within the financial resources of the Chapter.
10. Perform any other duties as provided elsewhere in these bylaws or as indicated by vote of the Assembly.
11. Require that all reports of Officers, committee and task force chairmen and all annual or other reports requested by the Association Board of Directors are submitted by the date specified.
12. Determine the time and place of the conferences and Annual Meeting of the Chapter.
13. Have published a Chapter Newsletter.
14. Determine priorities for Executive personnel.
15. Act on all applications for the formation of Districts.

C. Meetings
1. Regular Meetings
   The Board of Directors shall meet in the Fall for approval of the budget as specified in these bylaws, and shall hold additional meetings in accordance with Chapter policy.
2. Special Meetings
   A special meeting of the Board of Directors shall be called at any time by the President in response to a request by the Executive Committee or by request of the Chapter Directors representing a majority of votes.
3. Telecommunications Meetings
   Regular and special meetings of the Board may be held by a conference with telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
4. Notice Requirements
   Notice of meetings shall be accordance with Chapter policy
5. Voting Power of the Board of Directors
   a. Each Officer shall have one vote, except the Chief Delegate to Association House of Delegates.
b. Each Chapter Director to the Board shall have one vote.

6. Quorum
A majority of the total authorized votes of Officers and Directors shall constitute a quorum of the Board.

Section 5: Executive Committee

A. Composition
The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and one member at large from the Board. This fifth member shall be elected to the Executive Committee annually by members of the Board of Directors who are not members of the Executive Committee.

B. Tenure of Member at Large
1. The Member at Large shall assume office immediately upon election.
2. The term of office shall be 1 year or until a successor is elected. No Member at Large shall serve consecutive terms.

C. Duties of the Executive Committee
In addition to the duties outlined for the Board of Directors, the Executive Committee shall
1. Exercise the administrative authority of the Board between meetings.
2. Appoint the chairmen and members of all committees and task forces, except the Nominating Committee.
3. Fill all vacancies of elected Officers of the Chapter, except the President.
4. Select and employ Executive personnel who shall be responsible to the Board and for administration of the Chapter's office.
5. Provide for bonding of all persons handling money or other property of the Chapter.

D. Meetings
1. Regular Meetings
The Executive Committee shall meet at least three times per year, and as often as necessary to carry out the business of the Chapter.
2. Special Meetings
A special meeting of the Executive Committee may be called at any time by the President in response to a request by a majority of the Executive Committee.
3. Telecommunications Meetings
Regular and special meetings of the Executive Committee may be held by a conference with telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
4. Notice Requirements
Notice of meetings shall be accordance with Chapter policy
5. Quorum
Three voting members shall constitute a quorum of the Executive Committee.
ARTICLE VIII. COMMITTEES

Section 1: Committees of the Chapter

Besides such other committees, standing or special, as shall be created by the Board of Directors as deemed necessary to carry on the work of the Chapter, the following committees shall be appointed:

A. Finance Committee
   1. Composition: This committee shall consist of the Treasurer and at least three additional members appointed by the Executive Committee. The President shall serve as an ex-officio member without vote.
   2. Qualifications: Committee members must be members in good standing of the Chapter.
   3. Duties: 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.
   4. Term: The appointed members shall serve for a term of three years or until their successor is appointed.
   5. The chairman shall be the Treasurer.

B. Judicial/Reference Committee
   1. Composition: This committee shall consist of three members appointed by the Executive Committee. The Speaker of the Assembly shall be an ex-officio member of the committee.
   2. Qualifications: Only members in good standing who have been members of the Chapter for at least two years may serve on this committee.
   3. Duties:
      a. To periodically review Chapter and District bylaws.
      b. To provide counsel to the Speaker of the Assembly in ordering business of the Assembly and to provide counsel and advice to presenters of resolutions and motions to insure proper form and wording.
   4. Term: Members shall be appointed for a term of three years.
   5. The chairman shall be appointed by the Executive Committee.

C. Ethics Committee
   1. Composition: This committee shall consist of three members appointed by the Executive Committee.
   2. Qualifications: Only Physical Therapist members in good standing who have been members of the Chapter for at least two years may serve on this committee.
   3. Duties: To participate in the investigation of all complaints of violations of the Code of Ethics.
   4. Term: Members shall be appointed for a term of three years.
   5. The chairman shall be appointed by the Executive Committee.
D. Vacancies, How Filled
    If a committee chairman fails to serve, is removed from office, resigns, or dies, the Executive Committee shall appoint an eligible member to serve the unexpired portion of the term. Vacancies on committees shall be filled in the same manner as originally selected.

Section 2: Committee of the Assembly
A. Nominating Committee
   1. Composition: This committee shall consist of three members who shall be elected for a three-year term. The Senior member shall serve as the chairman of the Committee.
   2. Qualifications: Members of this committee shall be Physical Therapist, Retired Physical Therapist, or Life Physical Therapist members in good standing in the Association and the Chapter and who have held this status for two years immediately preceding election or appointment.
   3. Duties: In addition to any duties prescribed by the New York Chapter Nominating Committee Procedure Manual, this Committee shall:
      a. Prepare a slate of candidates for Chapter Officers sixty days prior to the Annual Meeting of the Assembly. Distribution to all members of the Chapter shall be at least one month prior to the Assembly. The District affiliation and the qualifications of each candidate shall be included. When nominations are presented to the Assembly, nominations from the floor for any position shall be in order.
      b. Compile the list of delegate candidates to the House of Delegates and present it to the Delegate Assembly for consideration. The District affiliation of each candidate shall be included. Nominations from the floor shall be in order.
   4. Vacancies: Vacancies on this committee shall be filled by appointment by the Executive Committee, until the next meeting of the Delegate Assembly, at which time an election to fill the unexpired portion of the term shall be held.

ARTICLE IX. DELEGATES TO THE ASSOCIATION HOUSE OF DELEGATES
Section 1: Qualifications
A. Only Physical Therapist members who have been Association members in good standing in any category of membership for no fewer than the two years immediately preceding the start of the House session may serve as Chapter Delegates.

B. Each delegate shall meet the criteria for selection as described in the New York Chapter Nominating Committee Procedure Manual.

Section 2: Election and Term
A. In the event that the Chief Delegate is unable to attend the House, the Chapter Delegates in attendance will elect an Acting Chief Delegate to assume the duties of the Chief Delegate.

B. Each District is entitled to elect one District member as its designated delegate to the House of Delegates.
C. Individual Chapter members shall submit their own nomination forms to the Nominating Committee for election for the remaining delegate positions to the House of Delegates, according to the Nominating Committee Procedure Manual. The Nominating Committee shall present the list of candidates to the Delegate Assembly and consider additional nominations from the floor.

D. At-large Delegates and Alternate Delegates shall be elected by the Delegate Assembly. The number of Delegates shall not exceed the number to which the Chapter is apportioned; the remainder of the candidates shall be designated as Alternate Delegates and shall be called to serve as a Delegate according to the Delegate Assembly Procedure Manual.

E. In the event that a delegate cannot serve, an Alternate Delegate will serve.

F. In the event that the number of Delegate candidates does not meet the number to which the Chapter is apportioned, those candidates shall be designated as the Chapter Delegates to the House of Delegates.

G. A Chapter Delegate may not, in the same year, serve as a Section Delegate or as a member of the Association Board of Directors.

H. The Chapter shall notify Association Headquarters of the name of the Chapter Delegate, as required by the Association and the Standing Rules of the House of Delegates.

I. The Chapter must be represented in the House at least every third year.

Section 3: Distribution of Votes

A. The Chief Delegate shall be entitled to one of the apportioned Chapter votes.

B. The Chapter President shall be entitled to one of the apportioned Chapter votes.

C. The outgoing President shall be entitled to one of the apportioned Chapter votes in the first House of Delegates following the conclusion of his/her term of office.

D. The newly elected Chief Delegate shall be entitled to one of the appointed Chapter votes in the House of Delegates immediately following his/her election prior to assuming office.

E. The remainder of the votes to which the Chapter is entitled shall be apportioned among the delegates.

Section 4: Responsibilities of Delegates

A. Attend all meetings of the House of Delegates and any additional meetings as directed by the Chief Delegate.
ARTICLE X. REPRESENTATIVE TO THE PHYSICAL THERAPIST ASSISTANT CAUCUS (PTA CAUCUS)

Section 1: Qualifications
A. The qualifications of the 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
A. The Representative to the PTA Caucus shall be elected on the odd year by plurality vote of the registered Physical Therapist Assistant District Delegates to Delegate Assembly in accordance with the Delegate Assembly Procedure Manual. An alternate Representative may also be elected.
B. Tenure: The term of office shall be two years or until a successor is elected.

Section 3: Duties of Representative
A. To attend the annual and special meetings of the PTA Caucus.
B. To present to the PTA Caucus such matters as are directed by the Board or the Delegate Assembly.

ARTICLE XI. FINANCES

Section 1: Fiscal Year
The fiscal year of the Chapter shall be the same as that of the Association: from January 1 through December 31.

Section 2: Chapter Dues
A. Chapter Dues shall be as follows:
   - Physical Therapist: One hundred and eighty dollars ($180);
   - Physical Therapist – Post Professional Student: One hundred and ten dollars ($110).
   - Life Physical Therapist: zero dollars ($0).
   - Physical Therapist Assistant: One hundred and fifteen dollars ($115).
   - Life Physical Therapist Assistant: zero dollars ($0.00).
   - Student Physical Therapist and Student Physical Therapist Assistant: five dollars ($5).
   - Retired Physical Therapist: ninety dollars ($90).
   - Retired Physical Therapist Assistant: forty-five dollars ($45).
   - Corresponding: Ninety dollars ($90).
   - Student Corresponding: Five dollars ($5)
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
memberships. 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 a Physical Therapist or Physical Therapist Assistant member.

C. An allocation will be made to each district on an annual basis as chapter finances allow. The allocation will be made based on Physical Therapist and Physical Therapist Assistant membership count in each district:
   1. Districts equal to or less than 200 members: $7.00 per member.
   2. Districts over 200 but less than or equal to 299 members: $1400.00 dollars or $6.00 per member whichever is greater.
   3. Districts with 300 or more members: $1800.00 or $5.00 per member whichever is greater.

D. All dues shall be for the period specified in the Association bylaws and shall be payable following the Association’s schedule.

E. All dues increases 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.

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

Section 3: Annual Chapter Budget
Current and proposed annual Chapter Budgets shall be prepared by the Finance Committee and shall be printed and distributed to the membership at least forty-five days prior to being submitted for approval at the Fall Board of Directors Meeting. A two-thirds vote shall be required in all decisions concerning the Annual Budgets.

Section 4: 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 Board. The Board shall not commit the Chapter to any financial obligation in excess of its current financial resources.

Section 5: Statements and Reports
The Chapter shall submit their annual financial statements, tax returns, and audit report to the Association when and as directed by APTA Headquarters.

ARTICLE XII PUBLICATIONS
The Chapter Newsletter will be the official publication of the Chapter.
ARTICLE XIII. DISSOLUTION AND REVOCATION
A. If the Chapter is dissolved voluntarily, the legal requirements of dissolution and the disposal of assets will be governed by the Board, the incorporation laws of the State, and if applicable, the Federal and State tax laws.

B. Involuntary dissolution of the Chapter by action of the Association Board of Directors shall be as prescribed in 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 to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order adopted by the Chapter.

ARTICLE XV. AMENDMENTS
These bylaws may be amended at any regular or special meeting of the Assembly by a vote of two-thirds of the registered votes provided a quorum is present.

A. Any proposed amendment must be submitted in writing to the Chapter Office by the date specified by the Speaker of the Assembly.

B. In accordance with the Association Policy on Component Bylaws, proposed amendments must be submitted to the Association sixty days prior to giving notice to the membership.

C. Copies thereof must be mailed to each voting member at least 30 days prior to the meeting.

D. The amended bylaws become effective upon approval in writing by the Association’s Board of Directors; with the exception of changes in Chapter dues which become effective on the first of the Chapter’s next fiscal year following approval.

E. 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 Speaker of the Assembly and shared with the Board of Directors. The Speaker of the Assembly shall notify the Chapter’s membership that such amendments have been made.

ARTICLE XVI. ASSOCIATION AS HIGHER AUTHORITY
In addition to these Bylaws, the Chapter is governed by the Association's Bylaws and Standing Rules and by the Association's House of Delegates and Board of Directors policies.