

**BROOKLYN/STATEN ISLAND DISTRICT
THE NEW YORK PHYSICAL THERAPY ASSOCIATION
BYLAWS (updated 1/07)**

ARTICLE I - NAME AND COMPOSITION

The name of this organization is the Brooklyn-Staten Island District of the New York Physical Therapy Association, Inc., hereinafter referred to as the District. The New York Physical Therapy Association, Inc. shall hereinafter be referred to as the Chapter and the American Physical Therapy Association, Inc. shall hereinafter be referred to as the APTA. The territorial jurisdiction of the District consists of the following counties: Kings and Richmond.

ARTICLE II - OBJECT

The object of this District 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 functions of the District are to carry out those functions set forth by the Chapter and APTA as they relate to the territorial jurisdiction of the District.

ARTICLE IV - MEMBERSHIP

- Section 1. Membership of the district is composed of those members assigned to the District by the Chapter or those who have petitioned for assignment to the District.
- Section 2. The classes, qualifications, rights and all other rules relating to membership shall be those prescribed by the Chapter and the APTA.

ARTICLE V - DISTRICT MEETINGS

- Section 1. Annual Meeting - The Annual Meeting of the District shall be a business meeting of the membership at a time and place specified by the District Executive Board, prior to the Chapter's Annual Meeting.
- Section 2. Regular Meetings - a minimum of four membership meetings shall be held during the fiscal year and such additional meetings as are necessary shall be called by the Chairman; at least one regular meeting shall be for the purpose of discussing Chapter legislative issues.
- Section 3. Special Meetings - A special meeting of the membership may be called at any time during the year by the Chairman in response to a request by the District Executive Board or a request from the membership representing a majority of votes.
- Section 4. Meetings may be conducted by utilizing electronic technology.
- Section 5. Notice of Meetings - Notice of the time and place shall be mailed to the district membership at least two weeks prior to any District meeting. Notice of a special meeting shall include the purpose of the meeting.
- Section 6. Quorum - The voting members present at a District Meeting shall constitute a quorum.

ARTICLE VI - OFFICERS

- Section 1. Composition - The officers of the District shall be: Chairman, Vice-Chairman, Recording Secretary, Corresponding Secretary, Treasurer, and Chapter Director.
- Section 2. Qualification - Only District members shall be eligible for election to office who:
- A. are physical therapist or life physical therapist members in good standing of the APTA and the Chapter;
 - B. have consented to serve if elected.
 - C. in addition, the Chapter Director must be an APTA member for two years immediately preceding the election or appointment.
- Section 3. Election - the officers shall be elected at the Annual Meeting of the District. The Vice-Chairman, Corresponding Secretary, and Chapter Director shall be elected on the even numbered years; the Chairman, Recording Secretary, and Treasurer shall be elected on the odd numbered years.
- Section 4. Term of Office* (See end note) - All officers shall serve a term of two (2) years or until a successor is elected. Officers shall assume their duties at the adjournment of the Annual Meeting at which elected, with the exception of the Chapter Director, who shall assume office upon adjournment of the Annual Meeting of the Delegate Assembly. No officer may serve in the same office for more than two consecutive terms, nor serve more than three consecutive terms on the Executive Board, but may be reelected to any office following an interim of at least one year.
- Section 5. Vacancies - If the Chairman dies, resigns, is removed from office, or becomes disqualified, the Vice-Chairman shall succeed to the office vacated for the unexpired portion of the term. Vacancies created by death, removal, resignation, or disqualification of other officers shall be filled by appointment of the Executive Board for the unexpired portion of the term.
- Section 6. Duties - In addition to duties specified in this section of the Bylaws, officers shall perform any duties found elsewhere in these Bylaws and any other duties prescribed by the District, or requested by Chapter.
- A. Chairman - The Chairman shall:
 1. be official spokesperson of the District;
 2. call Executive Board meetings, Regular District meetings and any special meetings as per Article V, Section 2 and 3;
 3. preside at all meetings of the District, and the Executive Board;
 4. act as ex-officio member of all committees except the Nominating Committee;
 5. assume leadership of the District activities and make every effort to develop the District in accordance with policies of the APTA and Chapter;
 6. keep the membership informed of all information pertinent to the District;
 7. address the membership at the Annual Meeting concerning the state of the District;
 8. serve as Chief Delegate to the Delegate Assembly.
 9. submit an annual report to Delegate Assembly.
 - B. Vice Chairman - The Vice Chairman shall:
 1. coordinate and act as ex-officio member of all committees except the Nominating Committee;
 2. assist the Chairman in the discharge of his/her duties;
 3. officiate in the absence or upon request of the Chairman;
 4. assume the office of Chairman in the event of a vacancy;
 5. serve as parliamentarian at all meetings of the District.
 - C. Recording Secretary - The Recording Secretary shall:
 1. record and keep the minutes of the District and Board meetings;
 2. provide for printing and distribution of the minutes of all meetings to all members of the

- Executive Board and others as directed by the Board;
- 3. assure maintenance of District bylaws, and records, books, and papers belonging to the District.
- D. Corresponding Secretary - The Corresponding Secretary shall:
 - 1. keep a current file of the District membership containing the name, mailing address, and membership category of each member as submitted to the District by the Chapter;
 - 2. mail notices as required by these bylaws or by order of the Chairman or Executive Board;
 - 3. notify Chapter of names, addresses, and dates of terms of officers;
- E. Treasurer - The Treasurer shall:
 - 1. serve as custodian of all funds of the District, keeping true and accurate accounts of receipts and disbursements of the District;
 - 2. make disbursements on approval of the Executive Board;
 - 3. prepare and submit requested budgets to the Executive Board;
 - 4. submit financial reports to the Chapter and District as directed.
- F. Chapter Director - The Chapter Director shall:
 - 1. fulfill the duties of the office as prescribed by the Chapter;
 - 2. serve as liaison between the District and the Chapter;
 - 3. represent the District, report to Chapter Board on the activities or opinions of the District membership, and vote in accordance with instructions or policies of the District;
 - 4. notify the Executive Board if he/she is unable to attend a Chapter Board meeting so that the Executive Board can authorize an alternate to attend.
 - 5. bring before the members communication from the APTA and Chapter for information, opinion and/or vote and report to members at the next District business meeting following the Chapter Board meeting;
 - 6. serve as Delegate to Delegate Assembly

ARTICLE VII - EXECUTIVE BOARD

- Section 1. Composition - The Executive Board shall consist of the District Officers, Committee Chairmen, and Designated Delegate to House of Delegates.
- Section 2. Duties - The members of the Executive Board shall:
 - A. meet as necessary to conduct the business of the District, with a minimum of three (3) meetings per year;
 - B. attend all regular and special meetings of the Board and District;
 - C. carry out the mandates and policies of the District as determined by the membership or requested by Chapter;
 - D. have full power and complete authority to perform all acts and to transact all business for and on behalf of the District, subject to the provisions of the District, Chapter and APTA Bylaws, and all resolutions and enactments of the membership;
 - E. create special committees, and appoint and direct the activities of all committees except the Nominating Committee;
 - F. bring before the membership communications from the Chapter, the APTA, and/or other sources for their information, opinions, and/or votes;
 - G. appoint an alternate to attend Chapter Board meetings in the event the Chapter Director is unable to attend;
 - H. submit reports as may be requested or indicated by the Chapter Board of Directors;
 - I. be responsible for reporting any violation in the Code of Ethics to the Chapter President;

J. perform any other duties as provided for elsewhere in the Bylaws.

Section 3. Voting Power - each member shall be entitled to one vote.

Section 4. Quorum - a quorum of the Executive Board shall consist of a majority of the officers.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees

A. Nominating Committee

1. Composition - the nominating committee shall consist of three District members, one elected at each annual meeting. The chairman of the committee shall be the member who is in the last year of his term.
2. Qualifications - Members of this committee shall be physical therapist members of the district in good standing.
3. Duties - This committee shall a) prepare a slate for the annual elections, b) at least one month prior to the District Annual Meeting, inform the District members of the nominees and their qualifications.
4. Term - Each member shall serve a term of three years or until a successor is elected; one member is elected each year. No member shall serve on the committee for more than two consecutive terms.
5. Vacancies - Vacancies on the Nominating Committee shall be filled by appointment by the Nominating Committee until the next district annual meeting, when an election shall be held to fill the unexpired portion of the term.

B. Finance Committee

1. Composition - This committee shall consist of the Treasurer and any additional member(s) appointed by the Executive Board
2. Duties - deal with matters pertaining to the District's financial program.

C. Other Standing Committees - The Executive Board shall have the power upon 3/4 vote of the Executive Board to create any other standing committees as necessary.

Section 2. Special Committees - shall be established as needed subject to 3/4 vote of the Executive Board.

A. Composition - Committee Chairman shall be appointed subject to 3/4 vote of the Executive Board. Members of the committee shall be appointed by the Executive Board

B. Duties - complete charges given by the Executive Board, including submission of reports and considerations relative to committee functions to the Executive Board and preparation of an estimated budget for submission to the treasurer.

ARTICLE IX - DELEGATES TO DELEGATE ASSEMBLY

Section 1. Qualifications -

- A. Only physical therapist or life physical therapist members in good standing may serve as Physical Therapist District Delegates.
- B. Only physical therapist assistant or life physical therapist assistant members in good standing may serve as physical therapist assistant District Delegates.

Section 2. Members of the delegation

A. The District Chairman shall be Chief Delegate from the District to the Delegate Assembly. In the

event the Chairman is unable to attend the Delegate Assembly, the Executive Board will appoint an acting Chief Delegate.

- B. Upon notification by Chapter of the number of delegates to which the District is entitled, the District will elect at its meeting immediately preceding the Annual Chapter Meeting the appropriate number of members to serve as District Delegates.

Section 3. Responsibilities

- A. Fulfill the duties as prescribed by the Chapter
- B. Attend all meetings of the Delegate Assembly
- C. Present to the Delegate Assembly such matters as are directed by the Executive Board and/or the membership of the District.
- D. Vote at the meetings of the Delegate Assembly in accordance with District instructions and/or policies.
- E. The Chief Delegate will serve as coordinator and principle spokesman and will make a report to the District of proceedings of the Delegate Assembly at the first meeting of the District following the Delegate Assembly.

Section 4. Distribution of Votes - Distribution of votes will be according to Chapter bylaws.

ARTICLE X - DELEGATES TO HOUSE OF DELEGATES

Section 1. The District shall conform to the Bylaws and procedures of the Chapter regarding delegates to the House of Delegates.

Section 2. Designated Delegate to House of Delegates

- A. Election - The District is entitled to elect one delegate to the House of Delegates. The election shall occur at the Annual Meeting of the District.
- B. Duties - The Designated Delegate to the House of Delegates shall:
 - 1. be a member of the District Executive Board;
 - 2. fulfill the duties of the office as prescribed by the Chapter;
 - 3. call a meeting of any delegates from the District who will be a part of the Chapter delegation in order to outline responsibilities and obligations;
 - 4. attend all meetings of the House of Delegates;
 - 5. serve as District advisor to the Chapter Chief Delegate;
 - 6. submit a report to the Executive Board of the District and inform the members of actions taken in the House of Delegates.
- C. Term of office - the Designated Delegate to the House of Delegates shall serve a term of one year or until a successor is elected and may not serve more than two consecutive terms.

ARTICLE XI - NOMINATIONS AND ELECTIONS

Section 1. Nominations - The slate of nominees shall be prepared by the Nominating Committee and distributed to all voting members at least 30 days prior to the District Annual Meeting. Any voting member of the District shall have the right to nominate from the floor any qualified member consenting to serve for any elective District position.

Section 2. Elections - Elections shall be by ballot with a plurality vote unless there is only one candidate for office, in which case, the election may be a voice vote or election by acclamation. In the event of a tie, rebaloting shall occur. Tellers shall be appointed by the presiding officer.

ARTICLE XII - FINANCES

Section 1. Fiscal Year - The fiscal year of the District shall coincide with the fiscal year of the Chapter.

- Section 2. Operating Funds - Funds for operating the District shall come mainly from the annual Chapter allocation.
- Section 3. Records - The District shall maintain complete and accurate financial records, submitting annual reports of its activities and such other reports as may be requested by the Chapter.
- Section 4. Obligation for debts - 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 unless approved by the Executive Board. The Executive Board may not commit the District to any financial obligation in excess of its current financial resources.

ARTICLE XIII - DISSOLUTION OF THE DISTRICT

The District shall conform to Chapter Bylaws regarding dissolution.

ARTICLE XIV - AMENDMENTS

- Section 1. These Bylaws may be amended in whole or in part by a two-thirds vote of the members present at any meeting of the District, providing that notice of the proposed amendment has been sent to all members at least thirty (30) days prior to the meeting. Amendments must have both the approval of the District membership and the Chapter Board of Directors to become effective.
- Section 2. If the intent of an amendment is editorial or to bring the District's Bylaws into agreement with those of the APTA or Chapter, the Chapter Judicial Committee shall make the amendment and notify the Chapter Board of Directors of such amendment.

ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the District in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the District may adopt.

ARTICLE XVI - APTA AND CHAPTER AS HIGHER AUTHORITIES

In addition to these Bylaws, the District is governed by APTA Bylaws, Standing Rules and Policies; and Chapter Bylaws and Policies. No member of the District shall profess or imply that he/she speaks for or represents the Chapter unless authorized to do so in writing by the Chapter's governing body nor for the District unless authorized to do so in writing by the District's Executive Board. The District Chairperson, as official spokesman of the District shall not profess or imply that he/she speaks for any members other than those currently holding membership in the District.

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Explanatory Note on terms: According to Robert's Rules, "an officer who has served more than half a term in an office is considered to have served a full term."

Here are some example scenarios:

- Person X was elected to a two-year term with a two-term limit. Person X resigns in the first year his / her term. Person Y is appointed to fill the unexpired portion of the term. Therefore, Y is considered to have served a full term and could only run for election once.

- Person X was elected to a three-year term with a three-term limit. Person X resigns in the first year and one half of his / her term. Person Y is appointed to fill the unexpired portion of the term. Therefore, Y is considered to have served a full term and could only run for election twice.

- Person X was elected to a two-year term on April 3 with a two-term limit. Person X resigns on April 4, of the year after election. Person Y is appointed to fill the unexpired portion of the term. Therefore, Y is not considered to have served a term and could run for election twice.

- Person X was elected to a three-year term with a three-term limit. Person X resigns after 18 1/2 months of his / her term. Person Y is appointed to fill the unexpired portion of the term. Therefore, Y is not considered to have served a term and could run for election three times.