

Bylaws

APTA Home Health, An Academy of the American Physical Therapy Association

Article I. Name

The name of this academy is APTA Home Health, An Academy of the American Physical Therapy Association, hereinafter referred to as the Academy and the Association respectively.

Article II. Object

The purpose of the Academy shall be to provide a means by which Association members having a common interest in the delivery of physical therapy in the home and other alternative settings within the community may meet, confer, and promote these interests.

Article III. Functions

- A. Reduce or eliminate policy barriers to patient/client access to physical therapist services in home and community-based settings.
- B. Make physical therapist (PT) and physical therapist assistant (PTA) educational opportunities available to meet the needs of home health clinicians, agencies, and students.
- C. Facilitate the development of payment policies that reflect the clinical and practice management expertise and resources required to deliver quality physical therapist services to patients and clients in home and community-based settings.
- D. Foster the recognition of physical therapists as self-directed practitioners within interdisciplinary teams in home and community-based settings by home health agencies, professional groups, and the public.
- E. Facilitate creation of and access to knowledge that informs clinical decision-making about the delivery of physical therapist services at the point of care.
- F. Encourage members to routinely identify, apply, and integrate evidence-based practice principles in physical therapist practice in home and community-based settings.
- G. Elevate home health clinicians toward the forefront of our profession by demonstrating sustained leadership of healthcare performance, the simultaneous pursuit of improving the human experience, reducing cost, and advancing the health of our population.

Article IV. Membership

Section 1. Classes and Qualifications of Members

The Academy membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant shall be the same as those of the Association.

Section 2. Rights and Privileges of Members

- A. The rights and privileges of the Academy's members shall be identical to those established in the Association Bylaws.
- B. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have 1 vote at Academy membership meetings and any authorized absentee voting.

Section 3. Application for and Admission to Membership

The payment of Academy dues by members in good standing in the Association shall constitute application for and admission to Academy membership.

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 Academy who is suspended by the Association shall have his or her membership privileges suspended in the Academy. Any member of the Academy who is expelled from membership in the Association shall be expelled from Academy membership.
- B. Any member of the Academy who fails to make timely payment of required Academy dues 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. Meetings

Section 1. Annual Meetings

The Academy shall hold an annual business meeting of the Academy membership for the conduct of business, with attendance limited to Academy members and invited guests approved by the Academy officers, provided at least a 30-day notice is given to all members. The annual meeting shall take place at the site of the national meeting of Association academies/sections and at the time designated by the Academy.

Section 2. Special Meetings

Special meetings may be called by Executive Committee or any 10 members, provided that a 30-day notice is given to all members. Attendance is limited to Academy members and invited guests approved by the Academy officers.

Section 3. Quorum

A quorum shall consist of five members, including at least two officers.

Section 4. Minutes

All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting.

Article VI. Officers Executive Committee

Section 1. Officers: Rights, Duties, and Responsibilities

A. The officers of the Academy shall consist of a President, Vice President, Secretary, and Treasurer.

B. President

1. The President shall:

- a) Preside at all meetings of the Academy.
- b) Act as an ex officio member of all committees, except the Nominating Committee.
- c) Report to the Academy Executive Committee as required.
- d) Report to the Association as required.
- e) Report to the membership.

C. Vice President

1. The Vice President shall:

- a) Officiate and/or serve for the President in his/her absence or disability.
- b) Succeed to the office of President for the unexpired portion of term in the event of death, resignation, removal or disqualification of the President.
- c) Assume such duties as may be delegated by the Academy.

D. Secretary

1. The Secretary shall:

- a) Produce a written record of the minutes of all Academy and Executive Committee meetings, and submit these written minutes to the APTA staff liaison to the Academy as per Article V, Meetings, Section 5, Minutes.
- b) Maintain a record of all official action and decisions by the Executive Committee that were conducted by correspondence or conference call.
- c) Submit written minutes of the preceding business meeting at each Academy business meeting.
- d) Assume such duties as may be delegated by the Academy.

E. Treasurer

1. The Treasurer shall:

- a) Oversee all procedures required to maintain fiscal accountability.
- b) Complete mandated reports within specified time frames and may consult with outside accounting agencies with Executive Committee.
- c) Assume such duties as may be delegated by the Academy.

Section 2. Terms

A. The officers of the Academy shall assume office at the end of the Association's Combined Sections Meeting, if one is held.

B. The term of office of each officer shall be three (3) years, or until the election and assumption of office of his/her successor.

- C. No member shall serve more than three complete consecutive terms or more than two complete consecutive terms in the same office.
- D. Any officer unable to complete his term of office shall submit a letter of resignation to the President.
- E. Any officer who fails to perform his duties can be removed from this position by a unanimous vote of the Executive Committee with the exception of the officer in question.

Section 3. Vacancies

- A. Vacancies may be created by death, resignation, removal for failure to serve, or disqualification.
- B. If a vacancy occurs in the office of President, the Vice President shall succeed to the office of President.
- C. If a vacancy occurs in the office of Vice President, Secretary, or Treasurer, the respective office shall be filled by appointment by the Academy Executive Committee for the unexpired term.

Section 4. Qualifications

Only such members of the Academy as are provided for in the Association Bylaws, Article IV, Section 2, Subparagraph B who have been in good standing for at least 2 years immediately preceding their election and who have consented to serve shall be eligible for election to office. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members may hold office of Secretary and Treasurer, subject to the limitations specified in the Association Bylaws, Article V, Section 5, Subparagraph C.

Section 5. Executive Committee

- A. Composition: The Executive Committee shall consist of the officers of the Academy.
- B. Meetings.
 - 1. Regular meetings. The Executive Committee shall meet a minimum of two times per year.
 - 2. Special Meetings. Additional meetings shall be held at the discretion of the President or upon written request of two of the members of the Executive Committee.
 - 3. Notice required for meetings. Electronic, telefax or phone call notice, unless otherwise stated in the Bylaws, of all meetings shall be given to all members of the Executive Committee no later than thirty (30) days before the date fixed for the meeting. When a decision is needed between meetings of the Executive Committee, voting may be conducted by mail or by conference call with at least a quorum of members participating.
 - 4. Three members shall constitute a quorum.
- C. Duties and Responsibilities:

The Executive Committee shall:

- 1. Carry out the mandates and objectives of the Academy as determined by the membership. Between Academy business meetings, the Executive Committee may make and enforce such policy as is consistent with the mandates and objectives of the membership and within the

- scope of these bylaws.
2. Direct all business and financial affairs on behalf of the Academy, and not commit the Academy to any financial obligation in excess of its available resources.
 3. Fill all vacancies occurring on the Executive Committee, and other committees or task forces, except as otherwise provided by these bylaws.
 4. Adopt Academy goals, strategic plan and budget, annually.
 5. Perform other duties as stipulated in the Academy's Policy and Procedure Manual.

Section 6. Elections

- A. The elections shall be by electronic or mail ballot. Elections shall be conducted annually at a time deemed optimum by the Executive Committee. Members shall be notified of elections at least 30 days prior to the deadline for casting ballots. Voting for candidates shall not be limited to those whose names appear on the ballot. The nominee receiving the most votes shall be declared elected provided that at least twenty (20) valid ballots have been cast.
- B. The Nominating Committee shall appoint a teller. A teller's report shall be provided to the Executive Committee following the election. Election results shall be reported to the members through the Academy publication and/or Academy website within 45 days of the conclusion of elections.
- C. A tie vote shall be broken by vote of at least three (3) members of the Executive Committee, with the President breaking that tie as needed.
- D. Results of elections shall be reported in writing to the Association within forty-five (45) days.

Article VII. Committees

Section 1. Standing Committees of the Executive Committee, Appointed By and Responsible to the Executive Committee

- A. Membership Committee: The Membership Committee shall consist of three or more Academy members appointed by the Academy Executive Committee for a 3-year term.
- B. Program Committee: The Program Committee shall consist of three or more Academy members as appointed by the Academy Executive Committee for a 3-year term.
- C. Publications Committee: The Publications Committee shall consist of three or more Academy members as appointed by the Academy Executive Committee for 3-year terms.
- D. Research Committee: The Research Committee shall consist of three or more Academy members as appointed by the Academy Executive Committee for a 3-year term.
- E. Government Affairs: The Government Affairs Committee shall consist of three or more Academy members as appointed by the Academy Executive Committee for a 3-year term.
- F. Practice Committee: The Practice Committee shall consist of three or more Academy members as appointed by the Academy Executive Committee for a 3-year term.
- G. Finance Committee: The Finance Committee shall consist of three or more Academy members as appointed by the Academy Executive Committee for a 3-year term.

H. **Public Relations Committee:** The Public Relations Committee shall consist of three or more Academy members as appointed by the Academy Executive Committee for a 3-year term.

I. **Other Committees:** Additional committees may be established and appointed by the Executive Committee to fulfill the purpose and object of the Academy.

1. **Length and Number of Terms:** Terms are for three years, commencing immediately following the Executive Committee meeting at which an individual is appointed. Members may serve no more than two sequential terms.
2. **Duties:** Duties of other committees shall be established in the Academy's Policy and Procedure Manual.
3. **Appointment:** Members are appointed by the Executive Committee.

Section 2. Nominating Committee—Elected by and Responsible to the Membership

A. **Composition, term, and election**

1. **Qualifications:** Only Life Physical Therapist, Physical Therapist, Retired Physical Therapist members in good standing in the Academy for at least 2 years immediately preceding their election and who have consented to serve shall serve as members of the Nominating Committee. Members of the Executive Committee may not serve as members of the Nominating Committee.
2. This committee shall be composed of three members.
3. Members shall serve a term of 3 years, commencing at the close of the Association's Combined Sections Meeting, if one is held, with one member elected each year. The member with seniority shall chair the committee.

B. **Duties**

1. This committee shall prepare a list of at least two nominees, if possible, from those consenting to serve if elected for each office and for the Nominating Committee.
2. This committee shall be responsible for the distribution of the ballot and any other pertinent election materials to the membership.

C. **Vacancies:** Vacancies in the committee will be filled at the next election by electing two members to the committee. The candidate receiving the highest number of votes will complete a 3-year term; the candidate receiving the next highest number of votes will complete the vacated term.

Article VIII. Section Delegate

Section 1. Selection

A. The Academy delegate shall be the President or an individual appointed by the Executive Committee who has been a Physical Therapist or Physical Therapist Assistant member in good standing of the Academy for at least 2 years preceding her/his appointment and has agreed to serve.

B. An alternate delegate or any replacement delegate(s) shall be appointed by the Executive Committee.

C. The Academy delegate and alternate will be determined prior to January 1 of each year.

D. The Academy delegate may not serve as a chapter delegate.

E. The Academy will be represented in the House of Delegates at least every third year.

Section 2. Notification of Headquarters

The Academy shall notify the Association headquarters of the name of the Academy delegate, as required by the Association and the Standing Rules of the House of Delegates.

Article IX. Finance

Section 1. Fiscal Year

The fiscal year of the Academy shall be from January 1 through December 31.

Section 2. Limitations 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 Executive Committee. The Executive Committee shall not commit the Academy to any financial obligation in excess of its current financial resources.

Section 3. Dues

- A. Annual dues for the Academy shall be established by the Executive Committee and reviewed a minimum of every three years.
- B. All dues shall be for the period specified in the Association bylaws, and shall be payable following the Association's schedule.
- C. All dues changes approved by the Academy membership and approved by the Association's Executive Committee before the Association's deadline will become effective on the first of the Association's next fiscal year.
- D. The Executive Committee may offer reduced rates for Academy dues as an incentive to promote membership.
- E. The Academy shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by Association headquarters.

Article X. Dissolution

- A. The Academy may dissolve subject to a recommendation to dissolve supported by no less than 50% of the Academy's Executive Committee and adopted by 50% of the Academy's members.
- B. In the event that the Academy is dissolved, all property and records of the Academy shall, after payment of its bona fide debts, be conveyed to the Association.

Article XI. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order (Newly Revised)* govern the Academy in all cases in which they are applicable and not inconsistent with these bylaws and any special rules of order of the Academy may be adopted.

Article XII. Amendments

Section 1. Compliance with APTA Bylaws

If the intent of an amendment is editorial or to bring the Academy's bylaws into agreement with those of the Association, the amendment shall be made as required by the Bylaws Committee Chair and shared with the Executive Committee. The Bylaws Committee Chair shall notify the Academy's membership that such amendments have been made.

Amendments to the Academy's bylaws approved by membership become effective upon approval in writing by the Association's Executive Committee. (Exception: changes in Academy dues become effective on the first of the Association's next fiscal year following approval.)

Section 2. Notification

- A. Proposed changes in the Academy bylaws will be sent by electronic or standard mail to the Academy membership no later than sixty (60) days prior to the date that is determined to be the last day for receipt of votes via electronic or mail ballot.
- B. Approval of the bylaw amendments by the membership will be by electronic or mail ballot. An affirmative vote by a majority of the votes received by the last day for receipt of ballots is needed for passage, provided that at least ten (10) valid ballots have been cast.
- C. The approved bylaws will be distributed to the membership in a reasonable time period after the voting has been tabulated.

Article XIII. Association as Higher Authority

In addition to these bylaws, the Academy is governed by the Association bylaws and standing rules, and by the Association's House of Delegates and Executive Committee policies.

Adopted February of 1995; amended February 2003; amended February 2007; amended April 2016; amended February 2021