



AMERICAN COUNCIL OF ACADEMIC PHYSICAL THERAPY

Consortium Rules of Order

Purpose: A consortium (comprised of “individual members” of ACAPT member institutions as defined in the ACAPT bylaws) provides a forum for members with a common identified interest through which excellence in education might be served by exploration, exchange and pursuit of ideas around that shared interest.

Structure: A Consortium shall operate under these Rules of Order that shall not be inconsistent with ACAPT or APTA bylaws. Proposed revisions shall be submitted for approval by ACAPT’s Board of Directors. While each consortium has an appointed Board liaison to facilitate communication with the Board and ACAPT components, consortia do not hold voting privileges at ACAPT business meetings.

Membership: All Consortium members are invited to attend meetings of the Consortium and to vote on Consortium motions and in Consortium elections. Participants who are not members of ACAPT will not be allowed a vote in Consortium business meetings, but are encouraged to contribute to the discussion.

Governance: The Consortium members will elect the following officers who shall assume office at the ACAPT Annual Meeting of the Member Institutions in the year in which they are elected

- A. A Chair
- B. A Vice-Chair
- C. A Secretary
- D. Three Nominating Committee members
- E. A Consortium must have at least a Chair, Secretary, and two Nominating Committee members for the first year of operation, and all 6 elected officials thereafter.

Tenure:

- A. Consortium officers shall assume office at the Annual Meeting of the Member Institutions in the year in which they are elected.
- B. The term of office shall be for no more than three years or until a successor is elected.
- C. No person shall serve more than two complete consecutive terms as an officer in any one Consortium.
- D. Vacancies: If a vacancy occurs, the remaining officers and ACAPT Board liaison shall appoint a person to serve the remainder of the term vacated. The appointed individual shall be eligible to be elected to two additional terms.

Transitional Proviso:

The individuals who proposed the formation of the Consortium shall be considered founders. Founders shall appoint a Chair, Vice Chair, Secretary, and two Nominating Committee members for the Consortium who shall serve in the same capacity until the Consortium’s first elections.

The terms of the Founding Chair, Vice Chair, and Secretary shall expire at the Consortium's first election. The Founding Chair, Vice Chair, and Secretary shall be eligible to run for these same offices in the Consortium's first election, and if elected, the term shall be considered their first official term of office.

The Founding two Nominating Committee members shall be eligible to run for these same offices in the Consortium's first election, and if elected, the term for one individual shall be for three years and the term for the other individual shall be for two years. Both terms shall be considered their first official term of office.

Qualifications: Only such members who have consented to serve shall be eligible for election to office.

Duties: The elected officers shall:

- A. Carry out the mandates and policies of the Consortium and ACAPT. Between Annual Meetings the Officers may make and enforce such policy on behalf of the Consortium as is consistent with the mandates and policies determined by ACAPT.
- B. Foster the growth and development of the Consortium.
- C. Direct all business of the Consortium, including developing an annual budget for ACAPT Board of Directors approval.
- D. Be responsible for creation, appointment, purposes and activities of committees as it deems necessary.
- E. Be responsible for the program, time, and place of the Annual Meeting of Consortium.
- F. Be responsible for development and maintenance of procedural documents related to these rules.

Failures to Serve: Officers are expected to complete the responsibilities of the position that they have accepted. Failure of an officer to fulfill the duties and responsibilities outlined in these policies and procedures shall result in prompt corrective action by the ACAPT Board of Directors.

Conduct of Business:

- A. The Consortium officers shall convene in person or by conference call not less than twice a year. A majority of the elected officers of the Consortium shall constitute a quorum. The Chair may call a special meeting upon written request of a majority of the members of the elected officers.
- B. Meetings of the officers shall be conducted in an orderly and respectful manner. If necessary, Robert's Rules of Order may be referenced for procedure and voting. In addition, Regular and special meetings of the Consortium may be held by electronic means (such as e-mail or other Internet communication systems, telephone conferences, video conferences, facsimile, etc.).
- C. The affirmative vote of a majority of the quorum of officers shall be the minimum vote requirement for the adoption of any motion. A majority of the votes cast shall be necessary for the adoption of motions.

Orientation of a Successor: Each outgoing officer or committee chair is responsible for providing a smooth transition by acquainting the newly elected officer or committee chair with ACAPT policies and procedures, bylaws and standing rules.

Officer Duties:

- A. Chair: The Chairperson shall:
 - a. Preside at and facilitate all meetings of the Consortium.

- b. S/he shall be the designated liaison to the ACAPT Board of Directors unless otherwise determined by the Consortium officers;
 - c. Shall be an ex-officio member of all Consortium committees except the Nominating Committee.
 - d. The Chairperson will assure currency of essential information on the ACAPT Consortium Website.
 - e. Attends the ACAPT Annual Meeting.
- A. Vice-Chair: The Vice Chairperson shall
- a. Assume the duties of the Chairperson at the request of the Chairperson or in the absence or incapacitation of the Chairperson and oversee Consortium ad hoc committees as a voting committee member.
 - b. Serve as the Parliamentarian during the Annual and Special meetings.
 - c. Prepares an annual budget and coordinates funding matters with the ACAPT Treasurer
 - d. Represent the Consortium related to any Consortium program planning responsibilities for ELC.
- B. Secretary: The Secretary shall:
- a. Be responsible for keeping the minutes of all Consortium meetings of members and/or officers
 - b. Prepare and submit written reports of the activities of the Consortium to ACAPT Board of Directors;
 - c. Notify Consortium members of the date, time, and place of Consortium meetings;
 - d. Maintain the Consortium's archives and correspondence
 - e. Make Consortium minutes and policies and procedures available to the membership through the Consortium's page(s) on the ACAPT website.
- C. Nominating Committee: The Nominating Committee shall
- a. Consist of three (3) members. Upon formation of the Consortium and until the first election, there shall be no fewer than two (2) individuals serving as Nominating Committee members. At the time of the first elections, members shall elect a third member of the committee. The senior member of the committee shall serve as Committee Chair for the last year of his/her term. Each member shall serve for three (3) years. One new member shall be elected each year. The Nominating Committee Chair shall oversee the functions of the Nominating Committee.
 - b. Prepares a ballot for offices and coordinates the nomination process; all attempts will be made to include a minimum of two candidates per office, when possible.
 - c. Determines eligibility of prospective candidates.
 - d. Contacts prospective candidates to obtain consent to serve.
 - e. Requests short biography from each candidate to be sent with consent to serve form
 - f. Prepare a slate of one (1) or more names for each office to be filled. The slate (i.e. list of candidates), shall be published in communications to Consortium members and distributed to the membership at least 30 days prior to the election.
 - g. Conducts elections by electronic and mail ballot in conjunction with the Executive Office
 - h. Notifies winners of election and welcomes them
 - i. Notifies individuals not elected and maintains a record of their consent to service for future considerations and needs that may support the work of the Consortium
- D. Director-At-Large:
- Some Consortia may choose to have one or more officers in the Director-At-Large position. At a minimum, Directors-At-Large shall:

- a. Provide broad-based input into the decision making process of the leadership team
- b. Assist with dissemination of information to the membership
- c. Serve as a liaison where assigned
- d. Perform such other duties as may be applicable to the office or as directed by the Chair and Vice Chair of the Consortium

Annual Meeting

- A. An Annual Meeting of Consortium members shall be held for the purpose of conducting Consortium business and other activities in accordance with the purposes of the Consortium.
- B. The Annual Meeting of each consortium shall be held in conjunction with the ACAPT annual meeting on a day(s) in the fall determined by the ACAPT Board of Directors or on such other day(s) as the ACAPT Board of Directors may determine.
- C. All meeting minutes shall be submitted to all members of the Consortium as well as the ACAPT Board of Directors and posted to the ACAPT website within 45 days of the date of the meeting.
- D. Communications with Consortium members shall be provided through the Consortium's pages on the ACAPT website, at a minimum.

Elections and Voting

A. Elections:

- a. The Consortium members shall elect the officers. The first election of officers shall take place within no less than one year of formation of the Consortium.
- b. Elections shall be conducted online or in such other manner as the ACAPT Board of Directors may provide.
- c. Elections shall be conducted each year at the same time as the elections for the ACAPT Board of Directors in advance of the ACAPT Annual Meeting, during such time as the ACAPT Board of Directors may provide.

B. Voting:

- a. Each Consortium member will have one vote at Consortium business meetings.
- b. A member or proxy may vote in person or by teleconference (video or telephone). Also, the entire vote may be taken by postal, courier to the Secretary or Chair, or by electronic mail.

Finance

- A. **Limitations on Expenditures:** No officer or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of the budget allotment, except upon approval of the ACAPT Board of Directors.
- B. **Dues:** There are no dues for Consortium members.
- C. **Budget:** Consortia shall submit a budget each year upon request by the ACAPT Treasurer. The budget year is January through December. The procedures for developing and submitting a budget are:
 - a. The Consortium's budget will include a rationale for requested funds that support the work of the Consortium and within ACAPT's strategic plan. The ACAPT Board of Directors shall have the right to edit the budget requested or to request revisions.
 - b. A final budget for ACAPT, including consortia support, shall be approved by the ACAPT Board of Directors.

- c. The Consortium shall have the right to request additional funds to support new projects or initiatives at any time. Consortia should consult with their ACAPT board liaison and/or ACAPT Executive Director prior to such submissions for appropriate procedures.
- d. The consortium Vice-Chair must submit an itemized report on all expenditures in a given budget year upon request of the ACAPT Treasurer.

Procedures for forming a Consortium within ACAPT:

- A. Complete the “Application to Form a Consortium” and submit it to the Staff office for ACAPT at acapt@apta.org
- B. ACAPT’s Executive Committee will review the Application and will either approve it for consideration by the full ACAPT Board, ask for further clarification and then submit it to the full ACAPT Board for consideration, or deny the formation of the Consortium.
- C. Applications approved by ACAPT’S Executive Committee are considered by the ACAPT Board at its next meeting.
- D. Applications that have been denied by ACAPT’s Executive Committee may be appealed to the ACAPT Board by five or more institutional member representatives who submitted the Application.

Policy for Dissolution of a Consortium: Pursuant to ACAPT Bylaws, a petition to the ACAPT Board of Directors, signed by at least three-quarters (3/4) of the membership of the Consortium membership shall be prepared and herewith submitted. The Consortium may be dissolved in accordance with § 13.1-902 of the Virginia Nonstock Corporation Act.

Revisions to the rules: These Consortium Rules of Order may be changed, subject to approval of the ACAPT Board of Directors.



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APPLICATION FOR THE FORMATION OF A CONSORTIUM

General Information

1. Name of proposed consortium:
2. Membership: Who will this consortium represent?
3. Purpose of the proposed consortium, explaining how this consortium will serve excellence in education that is different than or compliments existing consortia:
4. Objectives of the proposed consortium:
5. Meetings:
 - a. When will the Consortium meet, e.g. CSM, ELC, separate time?
 - b. How will the Consortium meet, e.g. teleconference, Web-based, in-person.

Governance and Leadership

6. A Consortium must have at least a Chair, Vice Chair, Secretary, and at least two Nominating Committee Members.. Will this Consortium have any additional leadership or governance structures? No (Skip to question 8)
Yes (Continue to question a)
 - (a) What will be the leadership structure (e.g., board of directors, additional officers, etc.)?
7. Consortium participants are individual members of ACAPT. Will there be any other qualifications to hold office in the Consortium?
No (Skip to question 9)
Yes (Continue to question a)
 - (a) What is/are those qualification(s)?
8. What would be the terms of office for the Offices within the Consortium?
9. A Consortium must have a designated liaison to the ACAPT Board. If that liaison will be someone other than the Chairperson, who will that Liaison be and how will they be designated?

Council-Consortium Relationship and Support

10. Financial Support. Approved ACAPT Consortia shall submit an itemized budget detailing the funding being requested and describing the activities for which the funding will be used. All budget requests must be approved by the ACAPT Board and are due to the ACAPT Treasurer upon request for funding to be provided for the subsequent calendar year. The budget year is January through December. Does the Consortium anticipate requesting budgetary support for the upcoming calendar year? If so, please attach an itemized budget request to this application.

Application must signed by at least 5 ACAPT Representatives from Institutions that are participating in this Consortium.

Signature 1:

Printed Name:

Institution:

Signature 2:

Printed Name:

Institution:

Signature 3:

Printed Name:

Institution:

Signature 4:

Printed Name:

Institution:

Signature 5:

Printed Name:

Institution: