

1 **Bylaws of American Council of Academic Physical Therapy**

2 Adopted March 2014

3 Amended October 2015

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5 **Article I. Relationship to American Physical Therapy Association**

6 The American Council of Academic Physical Therapy, hereinafter referred to as ACAPT,  
7 shall be a component of the American Physical Therapy Association, hereinafter referred to  
8 as the Association.

9

10 **Article II: Purpose**

11 The purposes of ACAPT are:

- 12 A. To develop, implement and assess new and innovative models for curricula, clinical  
13 education, teaching/learning, scholarship/research, mentoring, and leadership in  
14 physical therapist education;
- 15 B. To provide mechanisms for active and ongoing involvement of physical therapist  
16 educators and researchers to promote quality physical therapist education standards at  
17 the institutional and national levels;
- 18 C. To promote academic physical therapist education through collaboration with  
19 organizations and institutions that represent health professional education; and
- 20 D. To provide resources, mentorship and leadership to those seeking change and  
21 improvement in academic programs/departments/schools associated with physical  
22 therapist education.

23

24 **Article III. Membership**

25 **Section 1: Categories and Qualification of Members**

26 ACAPT shall have members, in the classes set forth below:

- 1 A) Member Institutions
- 2 1) Institutions of higher education located in the United States of America with a
- 3 physical therapist education program that is accredited by the Commission on
- 4 Accreditation in Physical Therapy Education (CAPTE) and pays the annual dues to
- 5 ACAPT shall be Member Institutions of ACAPT.
- 6 2) Member Institutions shall be represented by one program director or one full-time
- 7 core faculty member (as defined by CAPTE) in the program as designated by the
- 8 program director (hereinafter referred to as the Representative.)
- 9 2i) Member Institutions shall identify their Representative each year at the time dues
- 10 are paid.
- 11 2ii) Member Institutions with more than one separately accredited physical therapist
- 12 education program may have one Representative for each of those accredited
- 13 physical therapist education programs.
- 14 2iii) Each Representative from any Member Institution must be a member in good
- 15 standing of the Association.
- 16 2iv) The Member Institution may change their Representative by written notice at
- 17 any time to the American Council of Academic Physical Therapy (ACAPT).

18 B) Individual Members

- 19 1) A faculty member or clinical affiliate of a Member Institution who has been
- 20 confirmed through the Member Institution's Representative shall be admitted to
- 21 membership.
- 22 2) Individual members shall be required to be members of the Association.
- 23

24 **Section 2: Rights of Representatives of Member Institutions and Individual Members**

- 25 A) Representatives of Member Institutions shall have the following rights:

- 1        1) To attend all ACAPT business meetings
- 2        2) To speak and debate
- 3        3) To make or co-sponsor and second motions
- 4        4) To vote
- 5        5) To hold office
- 6        6) To designate an Individual Member of the Member Institution with authority to act
- 7            according to the above rights on behalf of the Representative in his or her absence
- 8            i) Delegation of the authority of the Representative of a member institution to an
- 9            Individual Member from the same institution must be submitted in writing to
- 10           ACAPT by the Representative of the Member Institution (or, in extenuating
- 11           circumstances, by an administrative representative of the Member Institution) at
- 12           least 1 week in advance of exercising a member institution's right to
- 13           representation or hand-carried by the delegate into a business meeting.

14    B) Individual Members shall have the following rights:

- 15        1) To attend all ACAPT business meetings
- 16        2) To speak and debate
- 17        3) To make motions that are co-sponsored by the Member Institution's Representative

18

19    **Section 3: Application for and Admission to Membership**

20    A) Membership of Institutions: Payment of ACAPT dues by Member Institutions shall

21        constitute application for and admission to membership.

22    B) Individual Membership: A faculty member or clinical affiliate of a Member Institution

23        who has been confirmed through the Member Institution's Representative shall be

24        admitted to membership.

25

1 **Section 4: Good Standing**

2 A) Member Institutions are in good standing within the meaning of these Bylaws if they:

3 1) Make timely payments of all ACAPT dues

4 2) Maintain accreditation through CAPTE

5 B) Individual Members:

6 1) An individual member is in good standing within the meaning of these Bylaws if the  
7 member is in good standing with the Association and is a faculty member or clinical  
8 affiliate confirmed by the Representative of a Member Institution.

9

10 **Section 5: Disciplinary Action**

11 A) Member Institutions:

12 1) A Member Institution whose dues have not been received by forty five (45) calendar  
13 days before the Annual Meeting shall be considered to be in arrears and its  
14 membership rights shall be suspended. If the dues are not received within fourteen  
15 (14) calendar days before the Annual Meeting, the membership shall be automatically  
16 revoked and the membership rights of the institution shall terminate.

17 2) If a Member Institution no longer has a program accredited by CAPTE then the  
18 institution shall cease to be a Member Institution of ACAPT and its membership  
19 rights shall terminate. If one of the separately accredited programs of a Member  
20 Institution with more than one such program is no longer accredited by CAPTE then  
21 the Representative associated with that program shall cease to be a Representative and  
22 may not exercise any membership rights on behalf of the Member Institution.

23 B) Individual Members:

1        1) Any individual member of ACAPT who is suspended or expelled by the Association  
2            and/or Member Institution shall automatically have his or her membership rights  
3            suspended in ACAPT.

4

5        **Section 6: Reinstatement**

6        A) Member Institutions

7            1) a Member Institution whose membership has been revoked due to nonpayment of  
8            dues may be readmitted upon payment of dues.

9            2) a Member Institution whose membership has terminated due to loss of accreditation  
10            may reapply for admission if “Accreditation” status is reinstated.

11        B) Individual Members

12            1) Any former individual member of ACAPT who is in good standing in the Member  
13            Institution may be reinstated to ACAPT individual membership if that person meets  
14            the requirements for individual membership.

15

16        **Article IV. Meetings and Authority of the Representatives**

17        **Section 1: Annual Meeting**

18        A) An Annual Meeting of the Member Institutions shall be held for the purpose of  
19            conducting ACAPT’s business and other activities in accordance with the purposes of  
20            ACAPT. At the Annual Meeting, or at any special meeting, the Representatives, or the  
21            Representative’s designee, shall have the power to.

22            1) Amend or repeal these Bylaws;

23            2) Enact policies of ACAPT;

24            3) Approve all resolutions and opinions in the name of ACAPT.

1 The Annual Meeting shall be held once per year on a day as determined by the Board of  
2 Directors.

3 B) Motions

4 1) Proposed motions shall be submitted to ACAPT's Board of Directors no later than  
5 two months prior to the date of the Annual Meeting.

6 2) Motions that do not meet this two-month requirement shall be considered at the  
7 Annual Meeting upon a vote of 2/3 of those Representatives present and voting. The  
8 Board of Directors shall make motions available to the ACAPT Representatives no  
9 later than 30 days prior to the date of the Annual Meeting.

10 C) Eligibility to Speak and Vote

11 1) All ACAPT Representatives, or their designee, and individual members may speak;  
12 attendees who are not members of the ACAPT must receive permission of the  
13 Representatives to speak. Only ACAPT Representatives, or their designee, may vote.

14 D) Conduct of the Meeting

15 1) Anyone wishing to speak shall rise, address the Chair, wait to be recognized, and give  
16 his/her name and institution. If a microphone is available, speakers will be  
17 recognized in the order of their lining up at the microphone.

18 2) No one may speak longer than three minutes at one time on any one question, nor  
19 more than once until all who wish to speak have been heard.

20 3) Anyone may speak for a third time, on any one question, only with the consent of the  
21 Chair or upon a majority vote of the members present and voting.

22 4) A timekeeper shall be appointed by the Chair of the meeting.

23 5) In debate members must limit their remarks to the merits of a question.

24 6) All questions of order or appeal shall be decided by a majority voice or standing vote  
25 of Representatives present and voting.

- 1       7) The rules contained in the current edition of Robert's Rules of Order Newly Revised  
2       (current edition) shall govern ACAPT in all cases to which the rules are applicable  
3       and in which the rules are not inconsistent with the Guidelines or any special rules of  
4       order adopted by ACAPT.
- 5       8) In the event a designated Representative is unable to attend the Annual Meeting, the  
6       institution may designate an alternate for the meeting. The alternate must be an  
7       APTA member within the institution following the guidelines for being a  
8       Representative established by the ACAPT.
- 9       9) Representatives must register no later than one hour prior to the Annual Meeting in  
10      order to establish if a quorum is present. Staff will issue each designated  
11      Representative a voting card for the Annual Meeting.

12

13   **Section 2: Special Meeting(s)**

14   The Board of Directors may call a special meeting of the Representatives of Member  
15   Institutions, and the Board of Directors shall call a special meeting upon receipt of written  
16   petitions from Representatives representing at least 50% of the Member Institutions.

17

18   **Section 3: Meeting Notice**

19   Written notification of the time and place of a meeting shall be sent to all Member Institution  
20   Representatives at least 30 days before the scheduled meeting.

21

22   **Section 4: Quorum**

23   A quorum shall consist of Representatives representing 50% of the total number of the  
24   Member Institutions in good standing.

25

1 **Section 5: Minutes**

2 The Board of Directors shall appoint a committee to approve the Annual Meeting minutes.

3 The committee to approve the minutes shall consist of two board members and one member  
4 at large. The committee shall be appointed in advance of the annual meeting and complete  
5 their work no later than 45 days after the annual meeting.

6 All approved meeting minutes shall be (a) submitted to all Representatives of ACAPT as well  
7 as the Association and (b) posted to the ACAPT website within 45 days of the date of the  
8 meeting.

9

10 **Article V. Officers, Board of Directors, Executive Committee**

11 **Section 1: Composition**

12 A) The Board of Directors of ACAPT shall consist of the President, Vice-President,  
13 Secretary, Treasurer, and five at large Directors.

14 B) The Executive Committee of ACAPT shall consist of the President, Vice-President,  
15 Secretary, Treasurer, and one of the at large Directors who shall be selected annually by  
16 the at large Directors at the first meeting of the Board of Directors following their  
17 installation as officers.

18

19 **Section 2: Qualifications**

20 Only the Representatives of Member Institutions are eligible to serve on the Board of  
21 Directors.

22

23 **Section 3: Officers**

24 The officers of ACAPT shall consist of the President, Vice-President, Secretary, and  
25 Treasurer.



- 1 A) President
- 2 1) The President shall preside at all meetings of the Board of Directors and Executive  
3 Committee.
- 4 2) The President, or a person designated by the President, shall be the spokesperson for  
5 ACAPT.
- 6 3) The President shall submit to ACAPT members an annual written report of the  
7 activities of ACAPT at the Annual Meeting.
- 8 B) Vice-President
- 9 1) The Vice President shall preside at all meetings of the Representatives of Member  
10 Institutions.
- 11 2) The Vice-President shall assume the duties of the President if the President is absent  
12 or incapacitated.
- 13 3) In the event of a vacancy in the office of the President, the Vice-President shall  
14 succeed to the Presidency for the unexpired remainder of the term and the office of  
15 Vice-President shall be vacant.
- 16 C) Secretary
- 17 1) The Secretary shall be responsible for keeping and distributing the minutes of all  
18 meetings of the Representatives, the Executive Committee, and the Board of  
19 Directors.
- 20 2) The Secretary shall be responsible for all notices to members of ACAPT.
- 21 3) The Secretary shall maintain records of all official actions of the Representatives, the  
22 Board of Directors, and the Executive Committee.
- 23 D) Treasurer

- 1        1) The Treasurer shall be responsible for presenting the annual budget to the Board of
- 2            Directors, maintaining complete and accurate financial records, and providing a
- 3            written financial report at the Annual Meeting of ACAPT.
- 4        2) The Treasurer shall serve as the Chair of the Finance Committee of ACAPT.
- 5        3) The Treasurer shall provide for an audit of the financial records of ACAPT at least
- 6            annually.
- 7        4) The Treasurer shall provide required financial reports to the Association.
- 8        5) The Treasurer shall provide financial reports to the Board of Directions at least
- 9            quarterly.
- 10       6) The Treasurer shall keep accurate records of all receipts and disbursements related to
- 11           the workings of ACAPT.

12

#### 13    **Section 4: Tenure**

- 14    A) Members of the Board of Directors shall assume office at the close of business at the
- 15       Annual Meeting of the Member Institutions in the year in which they are elected.
- 16    B) The term of office of each member of the Board of Directors shall be for three years or
- 17       until a successor is elected.
- 18    C) No person shall serve more than two complete consecutive terms on the Board of
- 19       Directors or more than 2 complete consecutive terms in the same office. A member who
- 20       has completed their terms of office is eligible to run again after taking off at least one
- 21       election cycle.
- 22    D) A complete term for a member of the Board of Directors shall be defined as 3 years.
- 23    E) Vacancies: Except for the position of President, if a vacancy occurs on the Board of
- 24       Directors within the first year of a 3-year term and at least two months before the Annual
- 25       Meeting, the Nominating Committee shall select a candidate(s) for election at the next

1 Annual Meeting, and the person elected at that Meeting shall serve the remainder of the  
2 term. If any other vacancy occurs, the Board of Directors shall fill the vacancy by  
3 appointing a person to serve for the remainder of the term. The appointed individual shall  
4 be eligible to be elected to two additional terms.

5

## 6 **Section 5: Duties**

7 A) The Board of Directors shall:

- 8 1) Carry out the mandates and policies of ACAPT. Between Annual Meetings the Board  
9 of Directors may make and enforce such policy on behalf of ACAPT as is not  
10 inconsistent with the mandates and policies determined by ACAPT.
- 11 2) Foster the growth and development of ACAPT.
- 12 3) Direct all business and financial affairs of ACAPT, including approving an annual  
13 budget.
- 14 4) Be responsible for creation, appointment, purposes and activities of such committees  
15 as it deems necessary.
- 16 5) Be responsible for the creation of and facilitation of activities of consortia as it deems  
17 necessary.
- 18 6) Be responsible for the program, time, and place of the Annual Meeting of ACAPT.
- 19 7) Be responsible for development and maintenance of procedural documents related to  
20 these Bylaws.
- 21 8) Review and revise existing ACAPT policies, except these Bylaws, for consistency of  
22 intent and language with such policies as may be adopted from time to time by  
23 ACAPT.

24 B) Executive Committee

1           The Executive Committee may act in lieu of the Board of Directors between meetings  
2           of the Board of Directors, and shall report its actions at the next meeting of the Board.

3

4   **Section 6: Conduct of Business**

5   A) Board of Directors

6           The Board of Directors shall meet not less than twice a year. Seventy-five percent (75%)  
7           of the members of the Board shall constitute a quorum. The President may call a special  
8           meeting of the Board of Directors and must call a special meeting on written request of a  
9           majority of the members of the Board.

10 B) Executive Committee

11          The Executive Committee shall meet not less than twice a year and shall exercise the  
12          power of the Board of Directors between its meetings. Eighty percent (80%) of the  
13          Executive Committee members shall constitute a quorum.

14

15   **Article VI. Committees**

16   The following will be Standing Committees of ACAPT:

17   **Section 1: Finance Committee**

18 A) The Finance Committee shall consist of the Treasurer and at least two other members  
19       appointed by the ACAPT Board of Directors. The members appointed by the ACAPT  
20       Board of Directors shall serve a term of 3 years. In each year in which the Treasurer is  
21       not elected, the Board of Directors shall appoint at least one member.

22 B) The Finance Committee shall advise the Board of Directors on matters pertaining to  
23       ACAPT's financial needs, growth, and stability based on periodic review of income,  
24       expenditures, and investments.

25 C) The Finance Committee shall present an annual budget to the Board of Directors.

1 D) The Finance Committee shall be the point of contact and meet at least annually with  
2 ACAPT's independent auditors to discuss the annual audit. The Finance Committee shall  
3 advise the Board of Directors of any irregularities or material findings that arise from the  
4 independent audit or other sources.

5

## 6 **Section 2: Nominating Committee**

- 7 A) The Nominating Committee, elected by the ACAPT Representatives, shall consist of  
8 three Member Institution Representatives.
- 9 B) Members shall serve a three year term or until their successors are elected. The term of  
10 one member shall expire each year. No member shall be elected to successive complete  
11 terms.
- 12 C) Members of the Nominating Committee shall assume office at the Annual Meeting of the  
13 Representatives of the Member Institutions in the year in which they are elected.
- 14 D) The Chair shall be elected annually by the Nominating Committee.
- 15 E) Vacancies on the Nominating Committee shall be filled by appointment by the Board of  
16 Directors until the next Annual Meeting of ACAPT, when an election will be held to fill  
17 the unexpired portion of the term.
- 18 F) The Nominating Committee shall, in addition to the duties otherwise directed by the  
19 Board of Directors or Member Institutions:
- 20 1) Provide a slate of at least two candidates for each position from those consenting to  
21 serve. This slate of candidates shall be published and made available to  
22 Representatives as soon as available, but no later than two months before the Annual  
23 Meeting.
  - 24 2) Foster activities that maintain and promote a pool of qualified nominees.

25

26

1 **Section 3: Reference Committee**

2 A) The Reference Committee shall consist of three Representatives appointed by the Board  
3 of Directors and the Vice-President, who shall serve as an *ex officio* member of the  
4 Reference Committee.

5 B) Each member other than the Vice-President shall serve a three year term with at least one  
6 new member appointed no later than November 1 of each year.

7

8 **Article VII: Elections and Voting**

9 The Representatives shall elect the members of the Board of Directors and the members of  
10 the Nominating Committee. Elections shall be conducted online or in such other manner as  
11 the Board of Directors may provide. Elections shall be conducted each year in advance of the  
12 Annual Meeting, at such time as the Board of Directors may provide.

13

14 **Article VIII: Finance**

15 **Section 1: Fiscal Year**

16 The fiscal year of ACAPT shall be January 1 through December 31.

17

18 **Section 2: Limitations on Expenditures**

19 No officer, employee, or committee shall expend any money not provided in the budget as  
20 adopted, or spend any money in excess of the budget allotment, except by order of ACAPT's  
21 Board of Directors. Neither the Board of Directors nor the Executive Committee shall  
22 commit ACAPT to any financial obligations in excess of its current financial resources.

23

24 **Section 3: Dues**

25 A) The dues shall be as follows:

1           i) Member Institutions Dues shall not exceed \$2,500 per separately accredited  
2           program per year and shall be determined by the ACAPT Board of Directors.

3           2) Individual Members

4           i) There will not be dues for individual members.

5           B) Dues shall be for 12 months of membership.

6           C) Dues changes shall be approved by the ACAPT Board of Directors.

7           D) ACAPT may impose assessments in order to preserve the fiscal solvency of ACAPT.

8

9           **Section 4: Audits and Financial Reports**

10          ACAPT shall submit its annual financial statements, tax returns, and audit report to the  
11          Association when and as directed by the Association.

12

13          **Article IX. Consortia**

14          A) The Member Institutions may establish consortia.

15          B) Consortia are comprised of individual members.

16          C) The role of the consortium is to provide a forum for Member Institutions and Individual  
17          Members of the physical therapist education community to gather and disseminate  
18          information relative to a specific area of shared interest and to have a line of  
19          communication within the ACAPT, particularly with the Board of Directors.

20          D) A consortium does not hold voting privileges within the ACAPT.

21

22          **Article X. Dissolution**

23          A) The Member Institutions, through their Representatives, shall be entitled to vote on any  
24          proposal to dissolve ACAPT, which may be dissolved in accordance with § 13.1-902 of  
25          the Virginia Nonstock Corporation Act.

1 B) All property and records of whatsoever nature in the possession of ACAPT shall be  
2 distributed in accordance with § 13.1-907(A)(1-3) of the Virginia Nonstock Corporation  
3 Act, and thereafter after payment of all bona fide debts, the remaining property and  
4 records shall be turned over to the Association.

5

6 **Article XI. Parliamentary Authority**

7 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern  
8 ACAPT in all cases to which such rules are applicable and in which such rules are consistent  
9 with these Bylaws and any special rules of order adopted by ACAPT.

10

11 **Article XII. Amendments**

12 A) The Bylaws may be amended at any Annual Meeting of ACAPT at which there is a  
13 quorum present by two-thirds of those present and voting.

14 B) Notification of a proposed amendment shall be given to the Member Institutions at least  
15 30 days prior to the Annual Meeting and in compliance with ACAPT's revision process.

16

17 **Article XIII. Association as Higher Authority**

18 In addition to these Bylaws, ACAPT is governed by the Association's Bylaws and standing  
19 rules, and by the Association's House of Delegates and Board of Director policies.

20