

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

2 Adopted March 2014

3 Amended October 2015

4 Amended October 2016

5 Amended October 2017

6 Amended October 2018

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8 **Article I. Name and Relationship to American Physical Therapy Association**

9 The American Council of Academic Physical Therapy, hereinafter referred to as ACAPT,  
10 shall be a component of the American Physical Therapy Association, hereinafter referred to  
11 as the Association.

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13 **Article II: Purpose**

14 The purposes of ACAPT are:

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

1 **Article III. Membership**

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

3 ACAPT shall have members in the categories set forth below:

4 A) Member Institutions

5 1) Institutions of higher education located in the United States of America with a  
6 physical therapist education program that is accredited by the Commission on  
7 Accreditation in Physical Therapy Education (CAPTE) and pays the annual dues to  
8 ACAPT shall be Member Institutions of ACAPT.

9 2) Member Institutions shall be represented by one program director or one full-time  
10 core faculty member (as defined by CAPTE) in the program as designated by the  
11 program director (hereinafter referred to as the Representative.)

12 2i) Member Institutions shall identify their Representative each year at the time dues  
13 are paid.

14 2ii) Member Institutions with more than one separately accredited physical therapist  
15 education program may have one Representative for each of those accredited  
16 physical therapist education programs.

17 2iii) Each Representative from any Member Institution must be a member in good  
18 standing of the Association.

19 2iv) The Member Institution may change their Representative by written notice at  
20 any time to the American Council of Academic Physical Therapy (ACAPT).

21 B) Individual Members

22 1) A faculty member or clinical affiliate of a Member Institution who has been  
23 confirmed through the Member Institution's Representative shall be admitted to  
24 membership as an Individual Member.

25 Individual Members shall be required to be members of the Association.

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

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

- 3 1) To attend all ACAPT business meetings
- 4 2) To speak and debate
- 5 3) To make, co-sponsor, and second motions
- 6 4) To vote
- 7 5) To hold office
- 8 6) To designate an Individual Member of the Member Institution with authority to act
- 9 according to the above rights on behalf of the Representative in his or her absence

10 i) Delegation of the authority of the Representative of a Member Institution to an

11 Individual Member from the same institution must be submitted in writing to

12 ACAPT by the Representative of the Member Institution (or, in extenuating

13 circumstances, by an administrative representative of the Member Institution) at

14 least 1 week in advance of exercising a Member Institution’s right to

15 representation or hand-carried by the Individual Member into a business meeting

16 and presented to the Secretary prior to the start of the meeting.

17 B) Individual Members shall have the following rights:

- 18 1) To attend all ACAPT business meetings
- 19 2) To speak and debate
- 20 3) To make motions that are co-sponsored by the Member Institution’s Representative
- 21 4) To serve in appointed positions

22 To be elected to a leadership position of a Consortium

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

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

25 constitute application for and admission to membership.

1 B) Individual Membership: A faculty member or clinical affiliate of a Member Institution  
2 who has been confirmed through the Member Institution's Representative shall be  
3 admitted to membership.

4

5 **Section 4: Good Standing**

6 Member Institutions or an Individual Member in good standing shall be entitled to all rights  
7 and privileges as outlined in these Bylaws.

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

9 1) Make timely payments of all ACAPT dues

10 2) Maintain accreditation through CAPTE

11 B) Individual Members:

12 1) An Individual Member is in good standing within the meaning of these Bylaws if the  
13 member is in good standing with the Association and is a faculty member or clinical  
14 affiliate confirmed by the Representative of a Member Institution.

15

16 **Section 5: Disciplinary Action**

17 A) Member Institutions:

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

23 2) If a Member Institution no longer has a program accredited by CAPTE then the  
24 institution shall cease to be a Member Institution of ACAPT and its membership  
25 rights shall terminate. If one of the separately accredited programs of a Member

1 Institution with more than one such program is no longer accredited by CAPTE then  
2 the Representative associated with that program shall cease to be a Representative and  
3 may not exercise any membership rights on behalf of the Member Institution.

4 B) Individual Members:

- 5 1) Any Individual Member of ACAPT who is suspended or expelled by the Association  
6 and/or Member Institution shall automatically have his or her membership rights  
7 suspended in ACAPT.

8  
9 **Section 6: Reinstatement**

10 A) Member Institutions

- 11 1) a Member Institution whose membership has been revoked due to nonpayment of  
12 dues may be readmitted upon payment of dues.  
13 2) a Member Institution whose membership has terminated due to loss of accreditation  
14 may reapply for admission if “Accreditation” status is reinstated.

15 B) Individual Members

- 16 1) Any former Individual Member of ACAPT who is in good standing in the Member  
17 Institution may be reinstated to ACAPT Individual Membership if that person meets  
18 the requirements for Individual Membership.

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

21 **Section 1: Annual Meeting**

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

- 1 1) Amend or repeal these Bylaws;
- 2 2) Enact policies of ACAPT;
- 3 3) Approve all resolutions and statements of opinion in the name of ACAPT.

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

6 B) Motions

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

9 2) Motions that do not meet this two-month requirement may be considered at the  
10 Annual Meeting upon a vote of 2/3 of those Representatives present and voting. The  
11 Board of Directors shall make motions available to the Representatives no later than  
12 30 days prior to the date of the Annual Meeting. Last minute motions shall be  
13 distributed to all Representatives at the start of a meeting.

14 C) Eligibility to Speak and Vote

15 1) All Representatives, or their designee, and Individual Members may speak; attendees  
16 who are not members of the ACAPT must receive permission of the Representatives  
17 to speak. Only Representatives, or their designee, may vote.

18 D) Conduct of the Meeting

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

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

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

- 1 4) A timekeeper shall be appointed by the Chair of the meeting.
- 2 5) In debate members must limit their remarks to the merits of a question.
- 3 6) All questions of order or appeal shall be decided by a majority voice or standing vote
- 4 of Representatives present and voting.
- 5 7) In the event a designated Representative is unable to attend the Annual Meeting, the
- 6 institution may delegate the authority to an Individual Member from the same
- 7 institution in accordance with Article III, Section 2.A.6.i . The alternate must be an
- 8 APTA member within the institution in accordance with Article III, Section 1.A.2 for
- 9 being a Representative established by the ACAPT.
- 10 8) Representatives must register no later than 1 week prior to the Annual Meeting in
- 11 order to establish if a quorum is present. Staff will issue each designated
- 12 Representative the appropriate voting mechanism for the Annual Meeting.
- 13

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

15 The Board of Directors may call a special meeting of the Representatives of Member

16 Institutions, and the Board of Directors shall call a special meeting upon receipt of written

17 petitions from Representatives representing at least 50% of the Member Institutions.

18

19 **Section 3: Meeting Notice**

20 Written notification of the time and place of a meeting shall be sent to all Member Institution

21 Representatives at least 30 days before the scheduled meeting.

22

23 **Section 4: Quorum**

24 A quorum shall consist of Representatives representing 50% of the total number of the

25 Member Institutions in good standing.

1 **Section 5: Minutes**

2 The Board of Directors shall appoint a committee to correct and approve the Annual Meeting  
3 minutes. The committee to approve the minutes shall consist of two board members and one  
4 member at large. The committee shall be appointed in advance of the annual meeting and  
5 complete 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 declared 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 Directors at least  
9            quarterly or upon request by the Board.
- 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 and takes office.
- 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. When less than one half a term  
4 remains, the appointed individual shall 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, and the Bylaws, for consistency of intent  
22 and language with such policies as may be adopted from time to time by ACAPT.

23 B) Executive Committee

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

1 **Section 6: Conduct of Business**

2 A) Board of Directors

3 The Board of Directors shall meet not less than twice a year. A majority of the members  
4 of the Board shall constitute a quorum. The President may call a special meeting of the  
5 Board of Directors and must call a special meeting on written request of a majority of the  
6 members of the Board.

7 B) Executive Committee

8 The Executive Committee shall meet not less than twice a year and shall exercise the  
9 power of the Board of Directors between its meetings. A majority of the Executive  
10 Committee members shall constitute a quorum.

11

12 **Article VI. Committees**

13 The following will be Standing Committees of ACAPT:

14 **Section 1: Finance Committee**

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

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

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

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

1 independent audit or other sources.

2

3 **Section 2: Nominating Committee**

4 A) The Nominating Committee, elected by the Representatives, shall consist of three  
5 Representatives of Member Institutions.

6 B) Members shall serve a three year term or until their successors are elected. The term of  
7 one member shall expire each year. No member shall be elected to successive complete  
8 terms.

9 C) Members of the Nominating Committee shall assume office at the Annual Meeting of the  
10 Representatives of the Member Institutions in the year in which they are elected.

11 D) The Chair shall be elected annually by the Nominating Committee.

12 E) Vacancies on the Nominating Committee shall be filled by appointment by the Board of  
13 Directors until the next Annual Meeting of ACAPT, when an election will be held to fill  
14 the unexpired portion of the term.

15 F) The Nominating Committee shall, in addition to the duties otherwise directed by the  
16 Board of Directors or Member Institutions:

17 1) Provide a slate of candidates for each position from those consenting to serve. This  
18 slate of candidates shall be published and made available to Representatives as soon  
19 as available, but no later than two months before the Annual Meeting.

20 2) Foster activities that maintain and promote a pool of qualified nominees.

21

22

23 **Section 3: Reference Committee**

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

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

3

4 **Article VII: Elections and Voting**

5 The Representatives shall elect the members of the Board of Directors and a member of the  
6 Nominating Committee. Elections shall be conducted online or in such other manner as the  
7 Board of Directors may provide. Elections shall be conducted each year in advance of the  
8 Annual Meeting, at such time as the Board of Directors may provide.

9 On petition of at least 5 Member Institutions, a qualified consenting member shall be placed  
10 in nomination for a position as an officer, director, or as a member of the Nominating  
11 Committee to serve as a nomination by petition. Such a petition must be filed with the  
12 Secretary no later than 14 days after the list of candidates prepared by the Nominating  
13 Committee has been distributed to members. A candidate nominated by petition shall be  
14 afforded similar opportunities for publication of candidacy to the membership as those  
15 afforded a candidate nominated by the Nominating Committee.

16

17 **Article VIII: Finance**

18 **Section 1: Fiscal Year**

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

20

21 **Section 2: Limitations on Expenditures**

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

1 **Section 3: Dues**

2 A) The dues shall be as follows:

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

5 ii) Institutions of higher education located in the United States of America with a  
6 physical therapist education program that obtain initial accreditation from CAPTE  
7 in the fall may pay an one-time only half dues of \$1,250 between January 1 - June  
8 30 in the year following their fall accreditation.

9

10 B) Individual Members

11 i) There will not be dues for Individual Members.

12 C) Dues shall be for 12 months of membership with the exception of newly accredited  
13 institutions that pay the one-time-only half dues amount, per Article VIII, Section 3Aii.

14 D) Dues changes shall be approved by the ACAPT Board of Directors.

15 E) ACAPT may impose assessments in order to preserve the fiscal solvency of ACAPT.

16

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

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

20

21 **Article IX. Consortia**

22 A) The Member Institutions may establish consortia following these procedures:

23 1 At least 5 Representatives of Member Institutions shall complete the “Application to Form a  
24 Consortium” and submit it to the ACAPT. See ACAPT Procedures for the Establishment  
25 and Operations of a Consortium.

1        2    ACAPT's Executive Committee shall review the Application and will either approve it for  
2            consideration by the full ACAPT Board, ask for further clarification and then submit it to the  
3            full ACAPT Board for consideration, or deny the formation of the Consortium.

4        3    Applications approved by ACAPT'S Executive Committee shall be considered by the  
5            ACAPT Board at its next meeting for approval or rejection.

6        4    Applications that have been denied by ACAPT's Executive Committee may be appealed to  
7            the ACAPT Board by five or more Institutional Member representatives who submitted the  
8            Application.

9  
10    B) Consortia are comprised of Individual Members. Any additional criteria for membership  
11        shall be set out in the Procedures for the Establishment and Operations of a Consortium.

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

16    D) A consortium does not hold voting privileges within the ACAPT. Consortia shall operate  
17        under procedures, and any amendments thereto, which have been approved by the  
18        ACAPT Board.

19    E) Dissolution of a Consortium

20        The Board may dissolve a Consortium for cause by a vote of 2/3 of the members of the  
21        Board. In the event that a Consortium is dissolved, all property, records, and residual  
22        funds, after payment of bona fide debts, shall be transferred to the ACAPT.

23  
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25



1 **Article X. Dissolution**

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

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

9

10 **Article XI. Parliamentary Authority**

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

14

15 **Article XII. Amendments**

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

18 B) Notification of a proposed amendment shall be given to the Member Institutions at least  
19 30 days prior to the Annual Meeting.

20

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

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

24